

Procedure Manual



Title: Closing Educational Programs on Campus at Off-Campus Centers and at Off-Campus Sites/Out-of-District Instruction	Number: A6Hx2-4.10
Policy Number: 6Hx2-4.10	Page: Page 1 of 4

Out-of-district instruction is defined as courses offered by Broward College which are taught by approved faculty outside of Broward County, FL. Out-of-district courses must meet the following criteria:

1. The instruction is consistent with the Broward College's mission.
2. The planned experiences relate to the course objectives.
3. The course is entered in the common course designation and numbering system if college credit, vocational credit, or college preparatory credit is offered.
4. The ratio of college credits to be awarded to the hours of instruction to be provided meets the ratio standard in these guidelines.
5. The course is classified correctly in accordance with the State College Information Classification structure.
6. The maximum student credit load is consistent with the college's standard load policy.
7. For out-of-district, but in-state instruction, the president of the college in the district where the instruction will occur agrees to the proposed instruction.
8. The program, course, instruction, and student learning will be evaluated.
9. Broward College's president recommended the instruction to the District Board of Trustees and the board approved the instruction.
10. Broward College's president certifies that the instruction shall adhere to predetermined, specified learning objectives which students shall achieve to be awarded credit and that the instruction shall adhere to criteria 1-9 as presented above.

Study-Abroad Programs. Approval for study-abroad programs offered through the College Consortium for International Studies (CCIS) and the Community Colleges for International Development (CCID) shall be requested by the consortia on behalf of all Florida community college members. The CCIS and the CCID will provide academic information and requirements on each program, list all of its college members, and seek approval for all programs. Individual study-abroad courses developed at Broward College must be submitted to the District Board of Trustees on a program-by-program basis.

Study Tours. Study tours may be approved for funding if they meet the following criteria.

A study tour:

1. Requires a resource commitment by the college beyond the cost for college personnel to accompany or teach the students.
2. Is designed for students in and applies toward a degree or vocational certificate program.
3. Excludes the general public except for those who meet restricted admission provisions.
4. Is not planned and conducted by a commercial travel agency or vendor unless it has genuine academic content associated with a Broward College course.

Recommending Officer's Signature <i>Linda Howdyshell</i>	President's Signature <i>J. Daniel Anthony Jr.</i>	Date: 10/8/2013
--	--	---------------------------

Procedure Manual



Title: Closing Educational Programs on Campus at Off-Campus Centers and at Off-Campus Sites/Out-of-District Instruction	Number: A6Hx2-4.10
Policy Number: 6Hx2-4.10	Page: Page 2 of 4

5. Requires at least fifteen faculty contact hours of classroom instruction on the College campus or at the out-of-district site.
6. Is instruction for which students may qualify for financial aid.

Educational Programs Abroad

General Procedures. Any program offered by the Broward College for credit outside the United States must be approved by the associate vice president for international education, the Provost and Senior Vice-president for Academic and Student Success, the President of the college, and the BC District Board of Trustees.

All student participants must register for course(s) through normal registration procedures and pay appropriate fees. Each participating student is responsible for securing personal health and accident insurance valid for overseas travel during the entire period of participation in the Study-Abroad Program. The college shall have no obligation relative to financial arrangements between the students and the travel agent.

The BC instructor or administrator responsible for an overseas academic program shall place on file with the Office of International Education a detailed outline of study arrangements, academic requirements, methods of testing and evaluating, course objectives, and learning activities. A minimum of 15 hours of classroom or other supervised instruction, 45 hours of laboratory instruction or directed independent study, or a combination of the above is required for each semester hour of credit awarded in conjunction with any study-abroad course.

The Role of the Office of International Education. The associate vice president for international education shall have overall responsibility for coordinating international education and foreign study programs.

Proposal Submission and Approval Process. Faculty members and administrators may submit preliminary proposals for educational programs abroad. Assistance in developing the preliminary proposal may be obtained from the Office of International Education. Preliminary proposals for educational programs abroad should be routed through the appropriate department head and academic dean after approval by the associate vice president for international education. The associate vice president for international education, after consultation with appropriate individuals at the college and campus levels, will recommend to the Provost and Senior Vice-president for Academic and Student Success approval or disapproval of preliminary proposals. The Provost and Senior Vice-president for Academic and Student Success will transmit a recommendation to the President for approval and recommendation to the District Board of Trustees. If the preliminary proposal is approved, the study abroad program leader will work with the Office of International Education to develop all academic arrangements and travel specifications for the program.

Travel Arrangements. If appropriate, travel specifications shall be forwarded by the associate vice president for international education to a travel agent. An information meeting shall be held when deemed necessary by the associate vice president for international education and/or the travel agent to discuss the travel

Recommending Officer's Signature <i>Linda Howdyshell</i>	President's Signature <i>J. Daniel Anthony Jr.</i>	Date: 10/8/2013
--	--	---------------------------

Procedure Manual



Title: Closing Educational Programs on Campus at Off-Campus Centers and at Off-Campus Sites/Out-of-District Instruction	Number: A6Hx2-4.10
Policy Number: 6Hx2-4.10	Page: Page 3 of 4

specifications and/or to agree on the date quotations will be due. The travel agent and the college shall mutually agree on such matters as costs, deposits, final payment deadlines, and the date by which the college may cancel the program without incurring any penalties.

International Center Teach Out Procedure

Broward College has established international centers which serve as off-site locations. These centers have been approved by the Commission on Colleges of the Southern Association of Colleges and schools to offer the associate in Arts or Science degree.

In the event that it were necessary to sever this agreement, or if an international center of Broward College were to close, Broward College would establish a teach out plan in accordance with the Policy Statement of the Commission on Colleges of the Southern Association of Colleges and Schools adopted in July 1995 (amended February 2004). This policy statement specifies that the decision to close a branch campus, i.e., international center must be made by the District Board of Trustees and communicated to the commission by the chief executive officer of the college.

The following procedure, based on this policy, will be followed should any one of the Broward College International Centers be closed:

A. Students

The associate vice president for international education and the BC faculty coordinator for the respective program will travel to the international center to meet with each Broward College student to discuss completion options and tailor an individual teach-out plan for each student. Such options include:

- Register to take courses on an independent basis through Broward College Online
- Register in another local institution which agrees to accept the credits of Broward College students toward a degree

B. Academic Records

Permanent records for all students attending international centers are maintained at the home institution in Ft. Lauderdale, FL. These records are accessible to the students from abroad and transcripts of coursework are available via online, phone, fax or mail request.

C. Faculty and Staff

The faculty and staff working at international centers are employees of the international centers. They may be affected by the closure of the Broward College International Center although there may be additional programs offered at the host institution not affected by the closing of the Broward program.

Recommending Officer's Signature <i>Linda Howdyshell</i>	President's Signature <i>J. Daniel Anthony Jr.</i>	Date: 10/8/2013
--	--	---------------------------

Procedure Manual



Title: Closing Educational Programs on Campus at Off-Campus Centers and at Off-Campus Sites/Out-of-District Instruction	Number: A6Hx2-4.10
Policy Number: 6Hx2-4.10	Page: Page 4 of 4

D. Final Determinations

If the college were to determine to cease its affiliation with an international center, a financial arrangement would be made based on the contractual obligation in effect at the time of closing.

E. Closing Date

According to the contract in effect between Broward College and its international centers, the period of the agreement is five years; however, the Broward College District Board of Trustees must formally vote to terminate the agreement and must give the international center at least 180 days prior notice specifying the date at which the agreement is officially terminated.

F. Disposition of Assets

There are no physical assets or holdings which are the property of Broward College, therefore, there are no assets which need to be disposed of by the college.

G. Other Considerations

The president of Broward College will inform the Commission on Colleges of the decision of the District Board of Trustees to terminate the agreement with the international center and of its closing date within 30 days of the action of the Board.

Recommending Officer's Signature <i>Linda Howdyshell</i>	President's Signature <i>J. Daniel Anthony Jr.</i>	Date: 10/8/2013
--	--	---------------------------