

# MANUAL OF PROCEDURE

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<b>PROCEDURE NUMBER:</b>	8881	Page 1 of 6
<b>PROCEDURE TITLE:</b>	Out-of-District Study Programs (International – Education Abroad Programs)	
<b>STATUTORY REFERENCE:</b>	FLORIDA STATUTES 1001.03, 1004.02, 1008.30 AND 1009.28	
<b>BASED ON POLICY:</b>	VIII-3 Objectives: Curriculum and Instruction	
<b>EFFECTIVE DATE:</b>	August 26, 1980	
<b>LAST REVISION DATE:</b>	October 29, 2023	
<b>LAST REVIEW DATE:</b>	<del>October 29, 2023</del> ; February 12, 2024	

## I. PURPOSE

To provide guidelines and procedures for the development and approval of credit and noncredit out-of-district study programs, as determined by the College.

## II. PROCEDURE

The College is not authorized to offer credit or noncredit instruction outside of its district except with the advanced approval of the Miami Dade College (MDC) Board of Trustees. Proposals by the campus to offer a program or course outside of the geographic boundaries of Miami-Dade County are to be submitted in accordance with guidelines and procedures established by the College.

*Note: In order to ensure timely submissions of new proposals the Office of International Education will issue a Request for Programs (RFP) to all academic units in September of each year. Approved proposals will be included in the comprehensive request submitted by the Executive Vice President and Provost in June of each year.*

### A. Overview of College Procedures for Faculty-Led Study Abroad

#### Phase 1 Development and Approval

Submit a **request to offer** an out-of-district study abroad program, (form attached) for review by the Office of International Education (OIE) and approval through campus channels by the Campus President. The Executive Vice President and Provost will approve and forward requests to the Miami Dade College President and Board of Trustees for confirmation.

## Phase 2 Implementation

Manage, market, and implement the program through a collaborative interaction with the Office of International Education.

### Phase 1: (Details)

In response to the OIE RFP, issued in September of each year, sponsoring faculty should develop a **Request to Offer** an out-of-district study abroad program.

- 1.1 Sponsoring faculty should present the **Request to Offer** an out-of-district study abroad program form to the appropriate Academic Manager, Department Chair, and Deans for Campus review and approval.
- 1.2 Faculty Deans will forward the **Request to Offer** an out-of-district study abroad program to the Executive Director of International Education for review and recommendation. Review and recommendation will be for purposes such as the following; to avoid program duplication, to better leverage resources, to identify collaborative opportunities, etc. All proposals to be offered will be returned to the Faculty Deans.
- 1.3 **Requests to Offer** out-of-district study abroad programs will be considered for approval through campus channels. The Campus Presidents will send the requests to the Office of International Education for final review by the Vice Provost of Academic Affairs and the Executive Vice President and Provost.
- 1.4 The Executive Vice President and Provost will submit the approved **Request to Offer forms** to the Miami Dade College President and Board of Trustees for confirmation.

The **Request to Offer forms** should consist of the following items:

- a. The **Request to Offer** an out-of-district study abroad program (Form attached)
  - b. **A draft Board Item** (*if* the program was not included in the comprehensive request for new and ongoing programs submitted by the Executive Vice President and Provost to the Miami Dade College Board of Trustees in June of each year)
- 1.5 Final decisions will be referred to the OIE by the Office of the Executive Vice President and Provost.
  - 1.6 The OIE will provide notification to the originating campus department when the out-of-district program has been authorized by the Miami Dade College Board of Trustees.
    1. The OIE will provide notification to the Office of Academic Scheduling about authorized out-of-district programs, courses, and dates.

2. Requests for new programs must be approved by the College Board of Trustees in advance notification to the office of Academic Scheduling of advertisement and formal agreements with tour agencies.

### Phase 2:

Management and levels of responsibility as assigned to the OIE and the sponsoring department through the faculty leader are as follows:

#### 2.1 The OIE will:

- Develop, in consultation with each faculty leader, finalized programs, including budget, itinerary, and flyers
- Include a description of the course or program requirements for participants including any prerequisites for participation, application instructions for students who are interested in the program a summary of cost to the participant, and a schedule of payments due.
- Verify with Faculty Deans, the identification of the MDC faculty assigned for each course to be offered, with a statement provided concerning the professional qualifications of the faculty members responsible for planning the program and/or teaching the course(s).
- Market the study abroad programs through all available resources (e.g., college/office website, student newspaper, study abroad fairs)
- Receive a copy of and review all student applications for study abroad programs and scholarships
- Review the status/progress of each program and, in consultation with each faculty leader, decide whether to proceed with or cancel the program
- Make all program arrangements, in consultation with each faculty leader, concerning study abroad programs, including plane ticket reservations, accommodations, local transportation, tours, visits, and guides Conduct a general study abroad pre-departure orientation for program participants
- Serve as program liaison between the college and participating faculty and students, their families, and program providers
- Collect all payments, pay program providers, and reconcile and close study abroad program budgets after each program is completed
- Conduct student evaluations for each study abroad program
- Conduct post-study abroad program activities (e.g., involve study abroad students in information sessions, and study abroad fairs)

#### 2.2 The Faculty Leaders will:

- Have responsibility for all academic program elements

- Assist the OIE with the administrative development of the study abroad program including budget, itinerary, and flyers
- Market the study abroad program
- Assist the OIE with the program's status/progress review including payments, program viability, etc.
- Conduct program-specific pre-departure orientation for all program participants. Topics should include health, safety, cultural and political information, emergency procedures, program rules, and other information the faculty leader deems necessary.
- Maintain contact with the OIE while leading the program abroad
- Conduct student evaluations on the program
- Conduct post-study abroad program activities

**B. Semester Abroad Programs Offered Through the College Consortium for International Studies (CCIS):**

MDC is one of the sponsoring institutions offering semester-abroad programs through the College Consortium for International Studies (CCIS). Each institution assumes responsibility for centers in designated foreign countries.

1. When a new CCIS program is to be made available to MDC students or to be sponsored by MDC, a program description and other materials must be forwarded to the Executive Vice President and Provost in accordance with the guidelines provided in this procedure. In addition, course descriptions and course outlines for courses offered at the foreign university must also be provided.
2. The course will be reviewed by the OIE and where possible, will be equated to existing MDC courses.
3. For courses that cannot be articulated with existing MDC courses, a suggested course number will be provided to the campus.
4. The CCIS Coordinator or the sponsoring campus will be responsible for completing the CASSC Curriculum Action Course Form, for each foreign university course that has not been articulated with an existing MDC course. CASSC Form 102 should have the required CASSC Form 102 authorizing signatures.
5. If administrative approval is given by the Executive Vice President and Provost, the new CCIS course will be reported as an information item in the next monthly status report submitted by the OIE to the College Academic and Student Services Council (CASSC).
6. New courses approved in this manner for the CCIS semester abroad programs will be designated in the catalog and in the master catalog file as courses with sections that are offered only through the CCIS semester abroad program.

7. The Semester Abroad Programs sponsored by MDC must follow the guidelines presented in Sections A and B of this procedure to secure State approval.

**C. Student Responsibility** (For all Out-of-District Programs):

1. Students will adhere to the same standards of conduct as maintained in on-campus classes. Students will attend all required pre-program orientation meetings.
2. Students are responsible for all financial obligations incurred in connection with the program.
3. Participation is open to all MDC students. High school students who wish to participate must meet the specified requirements for enrollment in college credit courses. The notarized signature of the parent or guardian will be required for all participants under 18 years of age.
4. All students participating in an Out-of-District Study Program must sign a College Release Form waiving the responsibility of the College, its host institutions, and designated agents in case of illness, injury, accident, or other mishap. This form must also be signed, where applicable, by parents or guardians.

**D. Faculty Responsibility** (For all Out-of-District Programs):

1. Faculty members selected to sponsor Out-of-District Programs will assume responsibilities as prescribed by the contractual agreement with the agency, College policy, and the sponsoring department.
2. Temporary duty leave must be approved by the Departments Chair, School Director, and Faculty Dean for the sponsoring faculty members.
3. The instructor will receive the instructor's regular salary during the term in which the program is conducted.
4. The OIE is entitled to receive and assign benefits from the agency as specified in the contractual agreement and approved by the College.
5. The sponsoring faculty member will maintain student records as prescribed by the College. The College has a Terra Dotta platform that keeps the data of participants of the programs on their side.

**E. Agency Criteria:**

Approval and selection of a tour agency, where applicable, will be based on the following criteria:

1. The agency must present a record of experience and satisfactory performance in conducting overseas study programs and/or in implementing them for the College.
2. Appropriate escrow for monies other than the MDC tuition and lab fees will be provided, including disbursements as required when services are rendered (tickets issued, prepayments for reservations, insurance premiums, etc.).


**F. College Escrow of Funds:**

A College holding account is required for all out-of-district programs requiring fee payments other than MDC tuition and lab fees. The College holding account will be established in accordance with procedures established by the Office for Business Affairs.

**G. Scheduling of Out-of-District Courses:**

Upon approval by the Board of Trustees, the Academic Chairperson submits the Add/Change form to the Academic Scheduling Department who will then create the approved class sections for enrollment. The Academic Scheduling Department will create the course with the Study Abroad (SA) mode of instruction., the request forms must be submitted by the following dates:

Fall     April 1  
Spring   October 1  
Summer   March 1

	02/12/2024
<b>PRESIDENT</b>	<b>DATE</b>