



POLICY AND PROCEDURES MANUAL

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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.

OIP Reports

All students registered for overseas programs at the community college will be counted under that college for the OIP report "Enrollment in Overseas Academic Programs."

STUDY ABROAD PROGRAM MISSION STATEMENT

The mission of the Study Abroad Program is to encourage access to high quality study abroad experiences by NCCC students whatever their academic discipline, personal interests, and financial resources. Through the sharing of experiences, we hope to foster the exchange of knowledge and understanding, to promote enlightened and responsible leadership, and to enhance our lives as citizens. Access to experiences such as these are essential to the excellence of higher education at NCCC.

STUDY ABROAD CLUB & INTERNATIONAL STUDENT CLUB

There are currently two approved and active clubs recognized by Student Senate:

The mission of the Study Abroad Club is to encourage access to high quality education abroad experiences by NCCC students whatever their academic discipline, personal interests, and financial resources. Through the sharing of experiences, we hope to foster the exchange of knowledge and understanding, to promote enlightened and responsible leadership, and to enhance our lives as citizens. Access to experiences such as these are essential to the excellence of higher education at NCCC.

The International Student Club is a support group for our international students. This group plans cultural activities, guest speakers, and assists new foreign student with their cultural, academic and social adjustment. U.S.A. students are encouraged to join.

Fund Raising

As a Club Activity for a specific experience(s) in a current year: Funds raised to support a specific education abroad experience or international club activity will follow the guidelines established by the Student Senate, Student Activities, and the College Association. All funds raised must be used in the current academic year. All students who participate in a education abroad experience become members of the Study Abroad Club. Each year the Study Abroad Club and International Student Club will request that any monies remaining in the Education Abroad Club and/or the International Student Club budget be direct-deposited into the Dr. Ernest and Clara Notar International Fund for future scholarship designated as endowment or to be used as discretionary funding in the coming year.

For Scholarship Development: Monies raised for the Dr. Ernest and Clara Notar International Fund will be deposited into the NCCC Foundation account. No monies will be used for current academic year expenses and will be added to the principle of the endowment. All fund-raising activities will be clearly identified to the public as being raised for student scholarship for the Notar fund. All fund-raising activities will be identified prior to the Foundation prior to their being announced to the public. Monies will be awarded as outlined in agreement between The College Association of Niagara County Community College and the NCCC Foundation Inc.

INTERNATIONAL EDUCATION COMMITTEE

The International Education Committee meets monthly during the academic year (Fall and Spring semesters), and as needed through winter and summer sessions. The Committee is composed of representatives from the faculty (both teaching and non-teaching), administration and support staff. The Committee serves an advisory role to the Education Abroad Program, International Student Services, and also advocates for internationalizing the offerings to NCCC students whenever possible. The members of the International Education Committee frequently form sub-committees for such purposes as selecting students worth

CONTRACT APPROVAL PROCESS

FACULTY-LED PROGRAM PROPOSAL GUIDELINES

The following guidelines have been developed to assist you in writing the proposal and to cover the essential information that would help in determining the funding. Please attach a copy of the proposed syllabus and documentation that your division chairperson is in support of this project.

1. Title of the course/seminar/program and proposed special topics course number
2. Faculty Member(s) agreeing to serve as Faculty Program Coordinators
3. Description of proposal
 - Objectives of the proposed travel and how this is related to your discipline/employment responsibilities?
 - What would be covered/taught/experienced in this course/seminar/program?
 - Is it a credit or non-credit option program?
 - How is it going to impact the students and/or curriculum/department?
 - Description of the student selection process and projected number of students.
4. Suggested Itinerary
 - Length of time
 - Departure and arrival
 - Daily activities
5. Travel/stay arrangements for self and students
 - Independent air carrier/agency/organization/educational institution
 - Place of stay
 - Other
6. Summary of Costs
 - Program fee
 - Credit or non

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

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

The State University r

determined by a consortium committee. The actual operation of the program should be determined by the consortium.

Should a community college belong to a non-SUNY, national or regional, consortium approved by the college administration, that institution may sponsor or co-sponsor approved academic programs and issue appropriate academic credit(s) for student participation. If these programs are offered to other SUNY colleges, the SUNY community college is considered a program sponsor, and full approval by the Central Office of International Programs is required. A SUNY community college may also register its own students in a consortium program sponsored by a non-SUNY member of the consortium. Programs such as these do not require Central Office approval.

Short-term Programs

Short-term programs are generally less than a month in duration and constitute less than a semester of academic credit (12 credit hours). Typically, these courses are offered during intercession, vacation breaks, and the summer. The most typical pattern would be a professor from the home campus taking a group of his/her students overseas for study in a particular subject area. These courses are often conducted on an ad hoc basis and offered only once or twice. In this case registration and approval by the Central Office of International Programs is not necessary. When the course(s) is offered on a regular basis and includes students from other SUNY units, then approval must be obtained. Approval for these programs should be submitted subsequent to their regular on-campus approval no later than three months prior to their initiation.

Cross-enrollment

For SUNY community college students enrolling in programs sponsored by SUNY state-operated institutions, the following procedures apply:

Students will continue their enrollment at their home campus, paying tuition and the overseas program fees as established by the SUNY-sponsoring institution. Financial aid will be processed by the campus where the student is matriculated (home campus).

The community college will collect and forward all program fee(s) as established and billed by the SUNY state-operated campus sponsoring the program. The SUNY community college will retain the registration and the FTE. The community college student may be identified as a "Visiting Student" by the sponsoring state-operated SUNY campus. Upon completion of the overseas study program, a transcript showing the credits earned by the student will be sent to the administering campus to the Director of International Education of the student's home (community college) campus for transmittal to the Registrar and the student.

For students from a state-operated campus enrolling in a program sponsored by a SUNY community college, either independently or through a consortium, the following procedures apply:

The student will register at the community college, paying the appropriate tuition and program fees directly to the community college. Students may be required to apply for a "leave of absence" from their home campus.

If the student is using financial aid, (s)he will obtain a Financial Aid Consortium Agreement from the home campus. The home campus will process the application and will forward required payments to the community college in accordance with a pre-determined agreement indicating the amount due for program participation. Upon completion of the overseas study program, a grade report showing the credits earned by the student will be sent to both the student and the Director of International Education at the student's home campus. The student may also request that an official copy of the transcript be sent to his/her home institution through the normal process.

Financial Aid to Participants – Since students participating in overseas study programs continue as matriculated students at their home campuses, they are entitled to financial aid as exception of aid granted under the Tuition Assistance Program (TAP), is to be processed by the home campus. The college where the student is registered will process TAP. Where TAP has already been applied for, students are to file the Change of Institution form for the appropriate semester (s) that they will be enrolled at another SUNY Campus with the Higher Education Services Corporation, Albany, NY.

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. 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 they are available; and (d) other feasible patterns approved by the sponsoring campus and the host institution abroad. All supervisory personnel must be carefully selected and trained to fulfill the desired functions satisfactorily.

Form: NCCC Foundation Application Form

all scholarship(s) you are applying for with this application. You may apply for more than one scholarship(s).

First-time student for NCCC?
 Continuing student for NCCC?
 Continuing student for NCCC?

What Other Sources of Funding Have You Received And/or Are Currently Receiving?
 Tap Fall
 Loans Other Schools

Currently Employed? Yes No

Essay

This essay is mandatory for all scholarships. Many scholarships require additional information other than the topics. This essay is mandatory for all scholarships. Many scholarships require additional information other than the topics.

How will you use your education at NCCC to reach your goals?

Indicate how the College and/or community will benefit from your particular endeavors.

Donor **Applicant's Signature**

SUPPLEMENT MATERIALS AND HOW TO WEIGH BY RECEPTION. THE STUDENT APPLICANT'S RESPONSIBILITY TO REQUEST AND SUBMIT ALL MATERIALS. ANY SUPPLEMENT MATERIALS WILL NOT BE RETURNED. THE FOUNDATION WILL NOT BE RESPONSIBLE FOR THE RETURN OF ANY MATERIALS. THE FOUNDATION WILL NOT BE RESPONSIBLE FOR THE RETURN OF ANY MATERIALS.

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Form: Student Interview Questions

Form: Scholarship Rating for Students on Education Abroad Programs

PART A

PART B

CRITERIA

RATING SCALE

(Circle one Response/Criteria - 5 is High)

Form: Interview Confirmation Letter

Dear

This letter is to inform you that your interview with the International Education Committee is scheduled for:

_____ at _____ in _____

Prior to that time you should have two faculty members and one friend or family member complete the letter of recommendation form. Those letters should be forwarded to:

Dr. Cindy L. Oberjosh
Niagara County Community College
3111 Saunders Settlement Road
Sanborn, NY 14132

It is a courtesy to provide the “friend or family member” with a stamped envelope addressed to me at Niagara County Community College.

In addition, you should write a one-page statement to the Committee describing what you hope to give and receive from an international study experience. Try to make this statement of purpose as specific and detailed as possible while remaining concise.

All references and your statement must be provided prior to your interview.

If you have any questions, please stop by Academic Exploration, Room A-231, call us at (716) 614-6291, or email us at studyabr@niagaracc.suny.edu.

Thank you and good luck.

Form: Letter to Applicants Not Selected for Scholarship

Dear

Thank you for your interest in the Study Abroad Program offered through Niagara County Community College. We hope that the disappointment that results from our inability to offer you a scholarship at this time will not discourage you from pursuing other overseas opportunities. Please understand that we reviewed the documents you provided and our responses to your interview with great care. The quality of the applicants was exceptional and you should be proud of your accomplishments.

Please accept our very best wishes

Form: Notification of Award Letter

Dear _____ :

Name _____ Division _____

Today's date _____ Decision needed by _____ Travel dates _____

Destination _____

ACTIVITY (Please attach all brochures/flyers/details)

A. PAPER PRESENTATION Title of paper being presented: _____

Is publication planned? _____

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Form: Release of Information**NIAGARA COUNTY COMMUNITY COLLEGE
RELEASE OF INFORMATION FORM**

The collection, retention, and dissemination of your records and information about you is subject to Federal regulation under the Family Education Rights and Privacy Act of 1974. It is therefore necessary for Niagara County Community College Academic Programs Abroad to obtain your permission to release information collected on the application, in your letters of recommendation, your essay describing your goals and purposes of study and information solicited in interviews, and in your academic transcripts. We need your agreement to the following:

1. I hereby release information contained in my applications for admission and for study abroad, letters of recommendation, and transcripts to NCCC Ac11(t)758.8, andr essay de a8(d)13C C C..1

Payment Deadlines

The participant (and his/her parent/guardian if financial dependent) is aware of the nature and the cost of the program and will guarantee that all financial obligations will be met by the deadline specified on the *Payment Schedule* and/or *Promissory Note*. The College is not obligated to authorize payment deferrals based on financial aid disbursements and students may be expected to make payments and get reimbursed by their financial aid based on regularly scheduled refund dates.

Dismissal from Program

Niagara County Community College or its agent reserves the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation to the point of origin will be at the participant's expense. In addition, access to accommodations arranged by the College will be denied to participants dismissed from the Program.

1. The participant agrees that the program director may terminate his/her participation in the program if:
2. The participant engages in action endangering him/herself or others;

The participant's acts or conduct are considered to be detrimental to or incompatible with the best interest and welfare of the overall program and/or the academic progress of fellow students.

5. There are some basic and inviolable rules of behavior related to every program:
- 6.

Disclaimer of College's Responsibility

The Undersigned understands that Niagara County Community College in no way represents, or acts as agent for

Form: Emergency Information Form Completed by Student

OVERSEAS ACADEMIC PROGRAMS

Program & Country of Study: _____

Name: _____ SS#: _____

Address: _____

City: _____ Zip Code: _____

Telephone: _____ Sex (Male or Female): _____

Date of Birth: _____ Place of Birth: _____

Citizen of: _____ Passport #: _____

Place/Date/Country of Issue: _____

LIST 2 PEOPLE IN THE U.S. (OR YOUR HOST COUNTRY) WHOM WE CAN CONTACT IN CASE OF AN EMERGENCY:

Name: _____ Relationship: _____

Address: _____ Phone: _____

City/State/Zip: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

City/State/Zip: _____

CONFIDENTIAL HEALTH INFORMATION FOR EMERGENCY PURPOSES:

Prescription medications used regularly: _____

Medications, foods, substances to which you are allergic: _____

Special health problems (diabetes, epilepsy, etc.): _____

Blood Type: _____

Insurance Company & policy number which covers you overseas: _____

Form: Medical Report Form Completed by Student's Physician
OVERSEAS ACADEMIC PROGRAMS

Form: Internal Notification of Student Participation in a Study Abroad Program

Student's Name: _____ Student ID#: _____

Program: _____

Financial Aid Program Costs:

Program Fee:	\$2,029	(Does not include NCCC Tuition of \$124 per credit hour)
Refundable Damage Deposit:	150	
Airport Security Fee:	139	
Food/Miscellaneous (\$150 per day):	<u>1,200</u>	
Total Costs:	\$3,518	Certified by _____ on _____

Financial Aid Worksheet:

\$ _____	Cost of Attendance
\$ _____	EFC
\$ _____	TAP/APTS
\$ _____	Pell
\$ _____	FSEOG
\$ _____	Stafford Subsidized Loan
\$ _____	Stafford Unsubsidized Loan
\$ _____	Other: _____

I _____ certify that the above amounts are accurate as of _____.
(Financial Aid returns the original document to Academic Exploration, Room A-231)

Payment Information:

\$ _____	Pay to NCCC
\$ _____	Pay to Program Sponsor
\$ _____	Pay to Student

I _____ certify that this student's account reflects the information listed above under "Payment" as of _____. (Cashier's Office/Accounting returns a copy of this document to Academic Exploration, Room A-231)

TUITION AND PROGRAM FEE PAYMENT PROCEDURES

Course details are created in Banner by the Academic Affairs Office on SCACRSE. Upon creation of this form, any student registered will show “X” credits on their schedule for IED course(s) and will incur NCCC tuition based on the number of credit hours assigned to the course.

The screenshot displays the Banner system interface for course information. Key fields visible include:

- Course Information: SCACRSE 6.1S (PROD)
- Course ID: 914
- Term: 200520
- Course Title: Study Abroad
- College: International Education
- Division: International Education
- Status: [Field]
- Approval: [Field]
- CIP: 29999
- Repeat Status: [Field]

Students participating in study abroad programs at other institutions will not be charged an Insurance Fee, Technology Fee, or Health Clinic Fee for the semester they are overseas. Students on our programs will be charged these fees.

Where available, students from other institutions who participate in an NCCC study abroad program will cross register through the Records Office.

For students participating in other programs, the Accounting Office will follow the guidelines established by SUNY for charging tuition and determining FTE. Generally, NCCC students enrolled in four-year SUNY institutions are considered NCCC students while participating in their programs. Because of the nature of community college residency requirements, NCCC students participating in SUNY community college programs are considered enrolled at that institution.

To request payment for the host institution, the Study Abroad Coordinator will complete an NCCC Payment Voucher and include any correspondence from the host institution. The documents are submitted to the Accounting Office for payment. When students are enrolled in a four-year institution program, NCCC will back out the full resident tuition on the student’s NCCC account, add the program fee for the other institution, and forward all monies billed to the host institution.

ONLINE RESOURCES & LISTSERVS

Subscribing to SECUSS-L

Send a message to listserv@listserv.acsu.buffalo.edu

Leave subject line blank

Write "subscribe secuss-l Your Name" in first line of text (without quotes and substituting "your name" with your first and last name). Do not send anything else (ex. Attachments, signature line)

How to Use SECUSS-L

All mail for distribution should be sent to: secuss-l@listserv.acsu.buffalo.edu

All commands (ex. Subscribe, unsubscribe) should be sent to listserv@listserv.acsu.buffalo.edu

Website f46 163.22 0.84 ref*EMC d4B24.8 56.f*EMC d4B24.8 56f

U.S. State Department of Travel Advisories (Warnings, Public Announcements, & Consular Information. Country-by-country safety and health assessments by the US State Department, updated frequently.

Website: http://travel.state.gov/travel_warnings.html

Visa4UK: To apply for entry clearance and to learn what must accompany the application. You must send your passport and the required documents to the Consulate. When the Entry Clearance Officer sends you your passport back, check it immediately. Make sure that your visa or entry certificate says that you are coming to the UK as a “student”, rather than as a “visitor”, and that your conditions include a “restriction” rather than a “prohibition” on work.

Website: www.visa4uk.fco.gov.uk/

World Health Organization

Website: www.who.ch/Welcome.html