

INTERNATIONAL PROGRAM PROCEDURES

This document contains the procedures for the administration of international programs. Questions about implementation of these procedures should be addressed to the Provost and Vice President, Academic Affairs.

FINANCIAL COMMITMENTS – BUDGET PROCESS

1. Academic Directors (recommend to dean)
2. Dean (recommends to Associate Vice President, Continuing & International Education). The Dean's recommendation to the AVP, Continuing & International Education is submitted by completing the New Program Proposal Checklist – International Form. This can be located at http://www.extension.csuhayward.edu/html/Prog_Proposal_international-2.pdf in the Division of Continuing & International Education (DCIE);
3. Dean and Associate Vice President, Continuing & International Education review with Provost;
4. Dean and Associate Vice President, Continuing & International Education recommend to Vice President, Administration & Business Affairs;
5. Vice President, Administration & Business Affairs exercises final budget authority on behalf of the President. All administrators identified in this section must be informed about the admission status of students in each cohort of an international program due to budgetary implications. The Assistant Vice President of Enrollment Services shall be responsible for reporting such information in a timely manner.

NOTE: Academic Directors are **not** authorized to make financial commitments on behalf of the university outside of the approved budget system. Proposed budgets should be submitted in a timely manner, i.e., to allow all noted in the authorization procedures above to have time to execute internal reviews prior to forwarding recommendations to the next level.

It is recognized that, in most cases, fiscal year budget submission deadlines will precede actual cohort recruitment. In these cases, budget projections may be based on actual enrollments from prior cohorts, subject to modification at mid-year budget review and for any enrollment guarantees made by the partner organization.

With respect to start-up programs with no enrollment history, some flexibility may be allowed in the review process. At the discretion of the AVP, Continuing & International Programs, and subject to fiscal capabilities, DCIE may choose to contribute to the start-up costs of a new program. Such contributions must be placed in writing as part of the budget planning system.

The college dean or dean's designee should monitor and approve all proposed expenditures vis-à-vis the approved budget. All modifications to a budget should be reviewed by the dean first, and then routed for final approval through the process described herein.

Should the number of students in a program's cohort(s) fall below the minimum budget requirements, e.g., because of inadequate recruiting, failure to meet university admissions requirements, or dropped enrollment, the contract with the program's international partner requires that the partner must choose (1) to go forward with the program by making up the budgetary shortfall via an enrollment and thus monetary guarantee, or (2) to not go forward with the program until an adequate number of students are available and admissible to meet minimum budget requirements.

SPECIAL SESSION ADMISSIONS REQUIREMENTS

1. An Enrollment Services (ES) approved application with student's name, any previous names, date of birth, all colleges and universities attended along with dates of attendance and degree(s) earned. All application materials must be submitted at least four weeks prior to the beginning of the session. There is no guarantee that applications submitted after this deadline will be processed in time for the beginning of the session. (NOTE: At the discretion of the Academic Director, students admitted after the start of a cohort may be permitted to join a cohort in progress. In no case, however, may a late admit join a cohort after the third course has been completed).

2. Unofficial copies of transcripts from all universities attended and a copy of the degree earned if not stated on the transcript (with literal English translations) will be accepted for evaluation purposes. A certified English translation must be provided by the university of origin, by a CSUH professor fluent in the transcript's language, by a legitimate international credentials evaluation agency, or by a legitimate translation service as long as the translation is stamped by a notary agency. In the event the country has no credentials evaluation agency or established function of notary public, the translation may be verified by the CSUH partner organization. Official transcripts must be received within the first six months of the program's start date. Transcripts in one of the four formats listed above which are received after this date will not be accepted except for extenuating circumstances. These may include, but are not limited to, lack of cooperation from the student's university, distance of the student's residence from the city of the university, or relocation of the student from the country of the university to another country.

3. A copy of the student's TOEFL/IELTS score, an unofficial score from the test center, or a certified letter stating that English was the medium of instruction at their university. Official test scores must be received within the first six months of the program's start date. Institutional TOEFL/IELTS scores from a recognized test center or testing agency will be accepted in lieu of an official score report from ETS.

4. A GPA equivalent to a 3.00 or above is required for automatic admission. If the GPA is between a 2.00 and 2.99, the file will be forwarded to the College for approval consideration. Applicants with GPA's less than 2.0 will be denied admission.

5. The student's degree must be equivalent to a U.S. four year bachelor's degree. Applicants with less than an equivalent U.S. four year bachelor's degree will be forwarded to the College for approval consideration and then to Academic Programs and Graduate Studies for final approval consideration.

ADMISSIONS WAIVERS – WAIVER PROCESS

1. Academic Directors collect required documents and submit to college dean or dean's designee for forwarding to Enrollment Services (ES) international admissions specialist;
2. ES specialist prepares "Equivalent Academic Preparation Request" form and returns with documents to dean or dean's designee;
3. College admissions committee consisting of Academic Director and dean or dean's designee make degree equivalency recommendation to Associate Vice President, Academic Programs and Graduate Studies;
4. Associate Vice President, Academic Programs & Graduate Studies consults with others as appropriate (e.g., with the AVP of ES, dean's designee, or Academic Director);
5. Associate Vice President, Academic Programs & Graduate Studies makes final decisions and informs Academic Director and dean or dean's designee (NOTE: The only individuals authorized to make commitments about possible exceptions to admissions requirements, i.e., waivers, are the Associate Vice President of Academic Programs and Graduate Studies and the Provost and Vice President, Academic Affairs).

xc: Sam Basu
Carl Bellone
Bob Brauer
Micah Frankel
Jim Kelly
Richard Metz
Norma Rees
Bob Strobel

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Approved by President Norma S. Rees on 07/07/04

NEW PROGRAM PROPOSAL CHECKLIST – INTERNATIONAL PROGRAMS

New Program Proposal Checklist - International
 CSUH Continuing and International Education

Submit to: Associate Vice President, DCIE
 Date proposal submitted: _____
 Name of proposed new program: _____

Proposal prepared by: _____

Proposal Content Checklist

Please include the following in your proposal:

Proposal Status	Date/Initials
In review	
Requested info	
Held meeting	
Admin. review	
Accept/Reject, AVP	
Accept/Reject, VP ABA	
Dir. Appointed ^s	
CO advised ^h	
Approved by legal ^f	
Copy to AVP, AP & GS	

<input type="checkbox"/>	1	Purpose of the new program
<input type="checkbox"/>	2	How and where will the program take place?
<input type="checkbox"/>	3	Marketing strategy brief or outline
<input type="checkbox"/>	4	Potential hurdles. For example: Why might enrollment not meet expectations?
<input type="checkbox"/>	5	List of at least two competitive programs with brochures, if appropriate.
<input type="checkbox"/>	6	Name, title, company or organization, phone, and e-mail of key contacts for program negotiation and/or implementation.
<input type="checkbox"/>	7	Minimum of one-page Excel spreadsheet showing how much revenue the program can generate (show varying enrollment levels, tuition, other student expenses).
<input type="checkbox"/>	8	Minimum of one-page Excel spreadsheet showing all pre-start-up, start-up, and 1 st year's ongoing revenue and costs.
<input type="checkbox"/>	9	Inclusion in the above sheet a minimum overhead allocation to DCIE of 34% of gross revenue.
<input type="checkbox"/>	10	Minimum of one-page Excel spreadsheet cover showing that the program will make money or break even based upon the above spreadsheets.
<input type="checkbox"/>	11	Implementation timeline from program negotiation through day of first class. Include course cancellation date if enrollment level is not met.
<input type="checkbox"/>	12	For a degree program located 25 or more miles from campus or 50% or more on line, a memorandum notifying the AVP, Academic Programs and Graduate Studies of the need for WASC approval. The processing and approval period is about 120 days.
<input type="checkbox"/>	13	Program meets the same academic standards and requirements as for comparable on-campus activities.
<input type="checkbox"/>	14	Contact has been made with the United States Department of State to advise appropriate personnel of campus intentions and to seek advice.*
<input type="checkbox"/>	15	Contact has been made with the embassy of the nation concerned to seek advice and to inform appropriate personnel of campus plans and to seek advice.*
<input type="checkbox"/>	16	Preliminary contracts are attached and 1) specify matters for which the university is not responsible, and 2) conform with the laws and procedures of the Trustees and Chancellor's Office directives.*
<input type="checkbox"/>	17	Any contracted recruiters and/or partnerships or any other revenue-sharing entities affiliated with the program must be approved by AVP and College Dean sponsoring the program.
<input type="checkbox"/>	18	Please note whether external funds (grants, donors, scholarships, etc.) are in pursuit or accepted for the program. (Provide details when applicable.)

I have completed this sheet and included all of the above items as attachments or as part of the attached proposal. I understand that I will be informed of my proposal's status (see top right) no later than 10 working days from the date of submission, or in the absence of the AVP, no later than 10 working days from the AVP's return to the Hayward campus.

Signed by: _____ Date signed: _____

If the proposal is accepted, first by the AVP, DCIE and second by the VP Admin and Business Affairs, then the following steps will be carried out by the AVP, DCIE and indicated in the proposal status key at the page 1 top of this form.

A	Program director will be assigned by letter of appointment by the President of the university.*
B	Chancellor's Office has been advised of the intention to initiate a new program.*
C	Contracts reviewed and approved as to proper legal form by the Office of General Counsel.*
D	A copy of the contracts will be sent to the AVP, Academic Programs and Graduate Studies, the only individual authorized to make commitments about possible exceptions to admission requirements.

*Language taken or adapted from the CSU Extended Education Policies and Operations Manual

