

PROCESS FOR NEW SAINT MARY'S COLLEGE INTERNATIONAL PROGRAMS

1. To propose a new Saint Mary's College off-campus intercultural program, faculty members should first secure the approval of the relevant chair. Then he or she needs to submit the appropriate off-campus intercultural program proposal form, with required attachments, to the director of International and Intercultural Learning ideally by October 1. The director will take the proposal for consideration to the faculty advisory committee on intercultural learning, the VP/Dean of Faculty, and any relevant administrators (e.g. financial aid, comptroller, registrar, etc.) for approval.

2. After final approval has been given by the VP/Dean of Faculty, a new Saint Mary's College off-campus intercultural **faculty-led course** is offered for the first time, preferably as a 290 or 390 special topics course, whether within a department, an interdisciplinary program like ICS, or in very rare cases as Saint Mary's College, before going to Curriculum Committee. By the third time they are offered, all new Saint Mary's College off-campus intercultural courses must go through the Curriculum Committee to be approved as a permanent course and assigned their own numbers, either within the proposed instructor's department or InterCultural Studies, or cross-listed, as appropriate.

3. New intercultural learning **affiliation agreements** with other institutions (e.g. exchange agreements or third party provider), are negotiated through the office of International and Intercultural Learning, in consultation with the faculty advisory committee, and all relevant administrators, signed by the VP/Dean of Faculty, and finally approved by the Academic Affairs Council. Curriculum committee, the Cabinet, and the President also need to be informed. A new agreement must be piloted for one year experimentally with approval of the faculty advisory committee and VP/Dean of Faculty before receiving final approval.

4. The office of International and Intercultural Learning should also be informed of any non-credit off-campus learning programs offered to students by faculty or administrators.