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Rowan University

Task Force on International Initiatives

Final Report

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I. Introduction

Rowan University has a rich history of supporting and fostering international activity. As the global village becomes more accessible and the global economy takes center stage around the world, it is ever more important for our students and faculty to have International awareness and experience. The work of this Task Force follows that of a similar Task Force on International and Multicultural Understanding that functioned during the mid- 1990's and issued a report in 1996. That report found a high volume of International activity across the campus but found a minimal level of coordination. It described International understanding as a "marginal rather than an integral part of the Rowan educational experience." Therefore, it is appropriate that our Provost, Dr. Helen Giles-Gee, has assembled a new Task Force to examine the state of International Initiatives that exist today. Her charge to the Task Force is:

1. To examine what initiatives are currently in place at Rowan and align them with the Rowan Mission.
2. To recommend a University structure that will better facilitate these initiatives and enable the best outcome for all participants.
3. To establish procedures for the implementation of new International initiatives or programs.

II. The University Mission

*Rowan provides an exceptional environment for achievement and fulfillment in a dynamic society through rigorous intellectual effort and vigorous personal interaction among all members of its diverse learning community. As a regional public university committed to teaching, Rowan combines liberal education with professional preparation and offers undergraduate through doctoral programs. **The Rowan ambition: knowledge through study; responsibility through service; and character through challenge.***

III. Executive Summary

In responding to the charge from the Provost, the Task Force on International Initiatives undertook a process of review, evaluation, and recommendation in all of the areas of international education currently found at Rowan University. We examined present international activity, the Study Abroad program, and, especially, the current Office of International Student Services and Multicultural Affairs. From this examination, we crafted several recommendations for the future that we believe will greatly strengthen our international programs and services – both for our native Rowan students, faculty and staff as well as for international students and scholars that we hope to attract to our campus. As the world continues to shrink and as our colleagues around the world move to make their institutions more attractive to foreign students, Rowan must also accept this responsibility. Our traditional Rowan students must now compete on a worldwide basis in an international marketplace. We must now produce a graduate that can look beyond South Jersey. By giving them greater exposure to the rest of the world

and by bringing more of the rest of the world to Rowan, we will be assured that they will have the global sophistication that they need and that their skills will match the world market in both depth and focus. Much of our research will be found in the seven Appendices located at the end of this report. From this research and from our evaluation of our present offerings, we propose the following essential recommendations:

- I. That we create a new Center for International Affairs on campus to oversee and coordinate all International activities and services. We recommend that this office report directly to the Provost.
- II. That the current Study Abroad program be moved under the new Center and that the faculty member who coordinates this program work with the Center Director to facilitate this program.
- III. That the University examine and consider alternatives to current admissions policies and procedures based upon models used at other Universities.
- IV. That more attention be given to the recruitment, registration, and advisement of international students.
- V. That the University should develop a plan to provide accommodations to International Exchange Visitors.
- VI. That new procedures be implemented for the initiation of all newly proposed international initiatives.

IV. Summary: Present International Activity at Rowan: Offices, Programs, and Services and Study Abroad Program (see Appendices I and II)

1. Office of International Student Services and Multicultural Affairs – responsible for all BCIS - Bureau of Citizenship and Immigration Services and Department of State reporting.
2. Academic Professionals on foreign visas: 20
3. Initiatives in Student and Faculty Exchanges: 15 currently underway
4. Hosting Foreign Academic Professionals: 7 currently on campus
5. Academically-linked Travel programs: 5 programs currently viable
6. Other miscellaneous activities: 6 various initiatives
7. International programming and curricular activity: a summary of activities related to international activity on campus that are course-based.
8. The current Study Abroad Program is run by one Rowan faculty member
The goals of the program are:
 - a. To develop focused, well-articulated, coordinated international offerings that increase exposure to many diverse cultures and world events.
 - b. To insure that information literacy is integrated throughout the curriculum.
 - c. To assess information technology requirements campus-wide today and in the future.
 - d. To accurately forecast enrollment by program over a three-year period.
 - e. To review academic programs abroad.
 - f. To develop an equipment plan
 - g. To enhance revenue consistent with the academic vision.

VI. The Current State of International Students at Rowan University

The Office of International Student Services and Multicultural Affairs (ISSMA) was reorganized in 2000 and charged with the primary task of developing and providing support services for Rowan's international student population. **The recommendations of this report focus on the current activity of this Office. However, they must apply to any reorganization of this office as well.** The Office's activities in developing and providing support services for international students include:

- Serving as initial contact point for admission inquiries and questions regarding immigration status and regulations
- Maintaining a website with admission materials and relevant information
- Recruiting locally
- Facilitating the admissions process by reviewing documentation and serving as a liaison between the admission offices and applicants
- Issuing admission documents
- Providing support in the visa application process
- Issuing documents for maintenance of status and employment
- Monitoring student compliance with BCIS regulations
- Assisting students with arrival and moving
- Offering academic and social orientation programs
- Organizing trips, activities, and programs for International Students
- Serving as sponsor for student-initiated efforts, such as SGA clubs
- Providing assistance with academic advisement and registration processes
- Assisting students with personal, financial, and legal issues
- Serving as a liaison between students and various offices to resolve problems

In addition to these specific activities in support for International Students, ISSMA also makes recommendations to other offices on campus in matters related to the needs of International Students. While the Office of Admissions and the Graduate School are responsible for compiling admission application files and for making admissions decisions, ISSMA facilitates the admission process by assisting in the collection of application materials, reviewing BCIS and financial documents, acting as a liaison between applicants and the offices, and serving as a resource to answer specific questions concerning applicants' status, English proficiency, etc. A more detailed description of current admission requirements for International Students and role ISSMA plays in the admissions process are contained in Appendices II and III

Issues Related to International Student Admission:

The Undergraduate Office of Admissions and the Graduate School, and, indeed all offices across the campus, including the Registrar, Bursar, Counseling, and Residential and Campus Life are to be commended for their efforts to accommodate the needs of International Students. It is recommended, however, that the following issues be examined in order to give International Students greater access to Rowan's undergraduate and graduate programs and to provide them with a more successful college experience.

International Student Enrollments

Rowan has maintained an International Student population of between 60-75 students in recent semesters. Only matriculated undergraduate and graduate students and exchange students are included in this count. Accurate figures are not available prior to Fall 2001 because a variety of foreign-born individuals were coded as "foreign citizen" in the student information system, including permanent residents and individuals in various non-immigrant statuses unrelated to their study at Rowan. International Student enrollments have been declining since at least Fall 2001. This decline can be attributed to several factors:

- a. The lack of support services for this population prior to Fall 2001.
- b. A more conservative position on the part of US embassies and consulates post-September 11, resulting in a general reduction in the number of visas being issued
- c. An absence of recruitment efforts directed at International Students resulting in flat or declining numbers of new applicants

Issue (a) above has been addressed in the restructuring of the Office of International Student Services and Multicultural Affairs. Issue (b) is a matter beyond the control of any educational institution and can only be mitigated by providing student visa applicants with complete and correct documents and accurate information on US visa procedures.

The third issue, an absence of recruitment efforts targeting International Students, takes on a particular urgency as the number of graduating students has equaled or exceeded the number of new students during the past several semesters. While ISSMA conducts extensive outreach activities directed at potential International transfer students at local community colleges and maintain strong contacts with other sources of potential students such as community organizations, fiscal considerations have restricted efforts to recruit overseas.

Recommendations: Student Admissions and Enrollments

- Continue recruitment efforts targeting F-1 transfer students at local community colleges
- Organize a committee to establish a recruitment strategy which includes a cost/benefit analysis of various recruitment options, including the use of professional recruiters and representation at international college fairs

Using Existing Language Resources to Increase International Student Enrollments

Current Undergraduate English Proficiency Admission Criteria

An applicant's academic standing and TOEFL score are used to determine eligibility for admission. Freshman International applicants are required to submit TOEFL test results (550/213) or an SAT score (1150). Transfer applicants must submit a TOEFL score if they have not successfully completed English Composition at a US school. An admitted student, freshman or transfer, who has not completed English Composition at a school in

the US, must take the Basic Skills reading test and SAT II essay to determine eligibility for English Composition. Students may be placed in Composition, Integrated Composition, or remedial Reading and Writing classes as the result of these tests.

The Intensive English Program (IEP) at the Camden Campus is a separate entity authorized by BCIS to admit International Students. The program population is about 25% International Students and 75% local Limited English Proficient (LEP) students. Some of these students attend the IEP in order to be admitted to Rowan as matriculated students while others are solely interested in improving their English skills. IEP students at the lower levels follow a self-contained intensive ESL curriculum while upper level students are enrolled in a full-time program that combines for-credit Rowan ESL courses (1508-110, -111, -112) and “bridge” courses, which are writing intensive content-area classes that stress language skills. (Current “bridge” course offerings are Public Speaking and World History) Students may also take other elective courses with the program advisor’s approval. Local LEP students are able to matriculate to the University based upon an appropriate SAT Math score and the IEP certification of English proficiency. International Students may only apply for matriculation by submitting an appropriate TOEFL score.

No effort has been made in the past to use Rowan’s existing ESL resources to attract International Students. The presence of an affiliated ESL program is a strong tool in international recruiting, in that it allows the institution to offer admission based on an anticipated demonstration of English proficiency. It also allows IEP students to become integrated into the campus environment from the beginning of their academic career, rather than just being considered “ESL students”. In addition, it allows these students to begin their regular academic program earlier by taking a limited selection of content-area classes once they have reached a certain level of English proficiency.

Other Institutions’ Programs

Compared to the Rowan program cited above, the Temple University Intensive English Language Program (IELP) and Drexel University’s English Language Center (ELC) both offer a multi-level intensive ESL program. Admission to these programs is separate from admission to the universities. Both institutions require a TOEFL score of 550/213 to move from the intensive program to matriculation at the university. However, they also offer an alternate route for students who score above 500/187. Such students must complete a semester of writing-intensive ESL courses and “bridge” classes with grades of “B” or better.

Recommendations – Language Requirements and Training:

- Identify Undergraduate Students Who Might Benefit from ESL Classes

The Rowan University sequence of for-credit ESL offerings- ESL I (1508-110) - ESL III (1508-112) are occasionally offered at the main campus, but are usually cancelled due to insufficient enrollment. While the Admissions Office requests that non-native speakers of

English identify themselves on the admissions application, it does not record their response; therefore, we do not know how many admitted students might benefit from an upper-level ESL course instead of a remedial English class. There may be a viable, but unidentified, population of International and other foreign born students who are assigned to remedial English classes because an appropriate ESL class is not offered. Rather than place students in remedial reading and writing courses, a regular offering of ESL III followed by a section of the Integrated College Composition course reserved for non-native speakers of English will effectively serve the needs of the students.

- Use Alternate Assessment instruments to Determine English Proficiency of Undergraduate Applicants

The purpose of the TOEFL is to provide a preliminary assessment of English proficiency; the in-house BST/SAT examination process determines actual placement in English courses. Rather than requiring a TOEFL score, foreign-born applicants (freshman and transfer) who meet the academic criteria for admission and are physically present in the area could be given the Basic Skills test and SAT II essay. Placement in Integrated College Composition could be considered evidence of a satisfactory level of English proficiency.

- Adopt the “Bridge Course” Model Used at the Camden Campus and by Other Schools with IEP’s

International applicants who submit TOEFL scores below 500/187 should be referred to the IEP for admission. Applicants scoring above 500/187 can be admitted to the University with the following requirements:

1. The IEP- “bridge” sequence be successfully completed before beginning a full course of content-area study **AND**
2. The student tests into Integrated College Composition or higher **OR** the student achieves a TOEFL score of 550/213

Students who do not meet these criteria must remain in the IEP and take a restricted course load until the above criteria are met.

- Investigate English Language Training Programs and Alternative English Language Proficiency Assessment Procedures in Graduate Admissions
- Review graduate ESL programs at other institutions. Many institutions provide in-house English language training and proficiency assessment for Graduate School candidates. A review of these programs may provide models, which can be adapted to Rowan’s existing ESL resources.

Financial Issues

As per the policy of most public universities in the region, International Students are subject to the University's out-of-state tuition rate, regardless of their place of physical residence. Annual tuition and living expenses are approximately \$22,000 (undergraduate) and \$24,000 (graduate). International students do not have access to most scholarships or other forms of financial assistance available to the general student population, and their ability to work off-campus is strictly limited by BCIS regulations. They may, however, work on-campus and can receive graduate assistantships.

While Rowan's tuition for International Students is competitive, it is, in itself, not a "draw" for potential applicants. Most of the major public and private institutions in the area, such as Rutgers, Temple, and Drexel universities have higher tuition. However, in many cases, these schools are able to offer scholarships to International Students in amounts that reduce the difference between their tuition and Rowan's to \$2000/ year or less. Despite Rowan's strong academic profile, the small difference in tuition encourages many International Students to opt for the "big name" schools.

Recommendations – Financial Issues:

- While the University should not be expected to significantly subsidize International Students' education, it can offer them merit awards applied towards tuition and/or living costs. A merit-based tuition waiver of \$1000-\$2000/ year sends a very strong message to International applicants that Rowan University recognizes their academic achievements and values them as part of the university community. This limited financial assistance can be a powerful recruitment tool to attract well-qualified students.

Other Issues/ Recommendations – International Students:

- Greater use of electronic technology

Currently, all correspondence originating from the Admissions office is done by regular mail. The International Student application does not even contain a space for the applicant's email address; this omission will be addressed in the scheduled revision. To expedite communication with overseas applicants, "e-versions" of standard letters and forms should be used whenever possible.

- Accept credit cards for enrollment confirmation deposits

International applicants are required to submit a \$300 enrollment deposit. The Admissions Office only accepts checks or money orders. Individuals overseas must therefore obtain a bank draft in US dollars, for which a substantial fee may be charged, and then pay for secure shipping of the deposit. As a result, the \$300 deposit might end up costing \$350 or more. Accepting credit card information for a deposit requires no more work than accepting a check; indeed, it allows for immediate verification of the

funds, whereas a check drawn on an overseas account may take weeks to clear. The Admissions Office should revise its internal procedures to accommodate credit cards.

- Bring academic departments into the Graduate admission review process earlier to consider assistantships or other awards

Admission cannot be offered without documentation of adequate financial resources. If an international applicant cannot document sufficient funding, the application review process does not move forward. However, there are cases where academic departments are able to offer an assistantship or other award of sufficient size to make the applicant's study in the US possible. Therefore, a mechanism should be developed for the Graduate Admissions Office to share information about promising international applicants with the departments.

VIII. Recommendations of the Task Force

I. As its primary recommendation, the Task Force recommends **the creation of a new structure for International initiatives at Rowan**. To better coordinate and manage International initiatives for both students and faculty at Rowan University, we recommend the establishment of a new **Center For International Affairs**. This center will direct all aspects of International study and activity for both faculty and native Rowan students as well as for International Students and Scholars coming to our campus. The Center will be a focal point for all international initiatives and will establish policies and procedures with the goal of fostering a quality academic experience for all concerned.

We are proposing a separation of the international and multicultural areas that are currently served by the Office of International Student Services and Multicultural Affairs, and a restructuring of the mission, staffing, and line of reporting of that office. We are also proposing that International Studies and Study Abroad be placed under a half-time faculty member working through the Center. In addition, we recommend that more physical space be devoted to the proposed Center, including room for a resource library and computer stations for student access, so that the Center can accomplish its goals (see Mission – p. 11).

This proposal entails no increase in expenditures for staffing, as the positions described below are already allocated to the Office of International Student Services and Multicultural Affairs. The request for greater physical space and resources represents only a very modest expense. The most significant financial contribution the University is asked to provide to this initiative is increased funding for the development and promotion of international activities.

The proposed Center seeks to bridge the traditional division between Academic and Student Affairs. In order to function as a unified and efficient structure, and to promote the large number of academic (International Studies, Study Abroad, etc.) and international initiatives underway now and in the future, we feel strongly that the Center

should be responsible to one (academic) authority, i.e. the Provost. Its mission and responsibilities center primarily with the academic area of the campus. A survey of similar entities at area institutions shows that approximately 50% are housed in Academic Affairs and 25% in Student Affairs, while the remaining 25% report to a senior administrator in another area. Respondents to the survey noted, in many cases, that the placement of the office under Student or Academic Affairs (or another area) did not place restrictions on the nature of the services provided to the university community. While most of the offices have similar responsibilities which encompass both academic and student service activities, their placement within the university structure is frequently the result of historical factors rather than a conscious effort to emphasize a particular aspect of the office's duties.

(See Appendix VII for the placement of International Offices at area institutions.)

This proposal is in line with a Senate Resolution passed unanimously in May 11, 2000. [Senate Resolution: "The Senate would like to support and encourage administrative efforts to establish an International Office within the purview of Academic Affairs."]

Mission of The Center For International Affairs

The Center for International Affairs actively supports all international and intercultural initiatives at Rowan University. Through its programs and activities, the Center provides leadership and assistance to students, faculty, professionals, and the surrounding community in the areas of cultural enrichment, curriculum development, and International Education. The goal of the Center's work is the internationalizing of the campus environment.

The Center is committed to the following objectives:

- Coordinating and presenting internationally focused academic, cultural and professional programs to the Rowan community.
- Providing support services for International Students, Scholars, and Professionals to foster a supportive environment to achieve their goals at Rowan University.
- Providing support services to Rowan students, faculty and professionals engaged in international education, research, and international exchange activities.
- Working, collaborating and building partnerships with institutions and organizations engaged in international initiatives, programs, and activities to provide global learning experiences for members of the Rowan community.

Responsibilities of The Center For International Affairs

A. Creation of an International Environment:

- Serve as a resource for the development of courses and other programming with an international content/focus
- Organize conferences, lectures and presentations on International topics

- Coordinate and publicize International activities through various means (i.e. orientations, brochures, newsletters, and an extensive and well-maintained website)
- Write grants and assist members of the University Community in preparing grant applications to further International initiatives and programming

B. Support Services for International Students and Scholars

- Coordinate recruitment efforts targeting International Students
- Issue documents for admission, continuation of attendance, and employment
- Monitor compliance with BCIS regulations, including full time status and satisfactory academic progress
- Organize academic orientation programs and social activities
- Provide support with housing, counseling, etc.
- Develop on-campus employment and scholarship opportunities
- Help develop appropriate ESL offering on the Rowan campus
- Evaluate foreign academic credentials after appropriate faculty consultation
- Make policy recommendations to other offices on campus in matters related to the needs of International Students; serve as a liaison between students and offices on campus to resolve problems
- Create a positive social environment to encourage greater interactions between International Students and Rowan students and faculty

C. Oversight of Study Abroad and International Studies

- Work with faculty for course articulation
- Perform outgoing study abroad orientations and counseling
- Facilitate the establishment of bilateral exchange relationships
- Serve as a permanent resource site for students interested in study abroad and International Studies
- Publicize programs
- Implement summer study abroad
- Organize International lectures, presentations, film series, etc.

Staffing

All staff of the Center must possess proper academic qualifications; have international experience and a strong knowledge of international issues. Below is a brief outline of the duties of the staff.

Director (The Director of the Center will report directly to the Provost)

Duties:

1. Oversee the office and to ensure the fulfillment of all mission objectives
2. Organize seminars, conferences, lectures, etc. Related to international studies

3. Develop and coordinate faculty and student exchanges
4. Write grants for international programming on campus
5. Oversee the issuance of BCIS documents and monitor institutional and individual compliance with BCIS regulations
6. Ensure that International Students and Visiting Scholars receive appropriate and timely support services

Associate Director

Duties:

1. Assist the Director in the implementation of support services as described above
2. Work closely with Human Resources and Student Affairs on such matters as housing, orientations, employment, and other issues affecting International Students and Visiting Scholars
3. Coordinate scholarship and internship opportunities for students

Half-time Faculty

Duties:

1. Promote International Studies and Study Abroad
2. Advise students in these programs; to recruit and hold orientations
3. Facilitate bilateral exchange initiatives
4. Serve as a link to those study abroad consortia with which Rowan is associated

Secretary

Duties: Handle all clerical and secretarial needs of the office. Act as first point of contact for the office and its personnel.

One half-time Graduate Assistant and Work-Study positions

It is also recommended that the Senate World Education Council serve as an advisory body to the Center.

Procedures for the Implementation of New International Initiatives/ Programs

I. Despite the strong campus-wide interest in establishing international programs, Rowan currently lacks a standardized process for proposing and implementing student and faculty exchanges and study-related travel. A mechanism must be established to develop and strengthen these areas. The following issues must be addressed before a proposal can be implemented:

For student-based exchange programs and study-related travel programs:

- Describe the rationale for offering the program and program objectives
- Identify site(s) where the program is to take place

- Identify the student targeted and specify the criteria for participation
- Specify how curricular requirements are met
- Describe the instructional format and objectives of the program.
- Describe the academic requirements (papers, tests, etc.) and methods of evaluating students' performance.
- Describe pre-departure and post-arrival orientation activities
- Identify what cultural activities will be included in the program
- Specify the estimated non-tuition expenses (transportation, insurance, lodging, meals, etc) per student
- Specify program expenses that are anticipated other than those covered by the students' program fee (e.g. classroom rental, foreign faculty wages, etc.), and identify how will these costs be met
- Identify arrangements for living accommodations

Additional issues to be addressed for programs that host students or faculty at Rowan:

- Does the program involve an articulation agreement; if so, have relevant programs/departments approved the arrangement?
- If English proficiency is a requirement for participation, what mechanisms will be used to determine participants' English proficiency?
- Under what visa category will the visitor be brought to Rowan?
- Will professional visitors be paid a salary or other compensation?
- Will Rowan be required to provide accommodations and reduce or waive room and board costs?

II. The University should make a priority of establishing a housing policy for visiting exchange students and scholars. Issues include:

- Identifying the number of rooms/ beds to be made available to exchange visitors each semester and a mechanism by which sponsoring departments can reserve them
- Waiving some or all room and board charges in the case of reciprocal agreements or when such institutional contributions are a condition for participating in an exchange program
- Developing policy regarding costs associated with housing exchange visitors which addresses the following:
 - Deciding whether sponsoring departments be responsible for costs or identifying and creating a permanent funding pool
 - Deciding whether sponsoring individuals or departments pay a discount rate for sponsored visitors or are charged full costs for on-campus accommodations

(See Appendix VI for regional institutions' policies for housing exchange visitors)

Summary of Recommendations

Overall Administrative Structure

- Create a new structure on campus – The Center for International Affairs - to oversee all International activities at Rowan University.

Study Abroad

- Bring the Study Abroad program under the aegis of the new Center for International Affairs.
- Expand Rowan’s current Study Abroad program to include summer offerings.
- Adopt the draft proposal on emergency procedures for Study Abroad

International Students

- Develop and support recruitment efforts targeting International Students (p12)
- Develop greater articulation with the Camden Campus Intensive English Program (IEP) to offer matriculation to qualified International Students who are not yet fully proficient in English. Adopt an alternate in-house process to develop and evaluate English proficiency utilizing the “bridge course” model used at other Intensive English Programs in the area. (P.13-15)
- Identify non-native speakers of English through the Admissions and Basic Skills testing processes and offer them the existing sequence of appropriate ESL courses as an alternative to remedial Basic Skills courses (p13-15)
- Offer merit-based partial tuition waivers to recruit International Students (p15-16)
- Make greater use of electronic communication in the admission process and allow International Students to pay tuition deposits with credit cards (p16)
- Improve communications between the Graduate School and departments regarding the availability of graduate assistantships for International Students (p16)

Exchange Programs and Study-Related Travel Programs

- Develop a standard procedure for proposing and implementing student and faculty exchanges
- Develop a policy regarding accommodations for exchange visitors

Appendix I

Present International Activity at Rowan: Offices, Programs, and Services

As noted in the earlier Task Force's report (1994-5), there is a great deal of interest in, and strong support for, International programs at Rowan University. While many individuals and entire departments are actively involved in curricular, co-curricular, and extra-curricular efforts, the University still lacks an administrative structure to coordinate ongoing activities and facilitate the development of new initiatives. However, a major step forward in the development of International programs at Rowan has been the establishment of the Office of International Student Services and Multicultural Affairs (ISSMA).

This entity is under the auspices of the Vice President for Student Services and is managed by Mr. Craig Katz. The office serves as an initial contact point for International and other foreign-born applicants to Rowan University and is responsible for all BCIS and Department of State reporting and compliance requirements. ISSMA issues documents related to F-1 student status, including admission documents and employment authorizations. The office also provides a variety of support services to International Students and sponsors programs and activities for both students and the Rowan Community in general.

ISSMA makes recommendations to various offices on policies and procedures involving International Students, including admission criteria, housing, employment, and English proficiency requirements. The office serves as a campus-wide resource, working with departments and programs to develop and support International Education initiatives, such as the recently completed application to the Department of State to have Rowan University designated as an exchange institution authorized to participate in J exchange programs for students and scholars. It is anticipated that the University will receive approval by Summer 2003.

The Use of Various Visa Categories to Obtain Academic Professionals

Rowan University's faculty and professional staff reflect the diversity of the region. In addition to the many foreign-born individuals who are US citizens or permanent residents, the University is currently sponsoring more than 20 academic professionals on H-1B (employment) visas. In addition, the University has obtained the services of several foreign professionals through the use of "O" visas (outstanding scientist, artist, or performer).

Initiatives in Student and Faculty Exchanges

Professor Richard Grupenhoff coordinates an exchange program between Rowan's Department of Radio/TV/Film and the University of Osnabrueck, Germany. Fifteen German students studied at Rowan between Fall 2001 and Fall 2002. Two RTF faculty

members taught at Osnabrueck in Summer 2002. Professor Wolfgang Becker from Osnabrueck visited Rowan in 2001 and will return to lecture in Spring 2003.

Professors Moore, Bagin, and Sparks of the Public Relations Department are exploring the possibility of exchange programs with Midrand University in South Africa and Tuoro University, Russia.

There is an informal arrangement between Prof. Ed Moore of the Public Relations Department and the Information Development Authority of Singapore (IDA). The IDA sends students to Rowan for two-week graduate studies programs every summer. Prof. Moore has also delivered distance-learning courses for the staff of IDA.

Professor Eckhardt in Radio/TV/Film visited the University of New South Wales, Australia, in 2001 and met with the Media/Communication Studies Dept to discuss exchange relationships. UNSW has over 100 partnerships worldwide.

Prof. Ramanujachary, Chemistry, has developed an exchange program with the Technical University of Eindhoven, Netherlands. He has been involved in research in the area of materials for lighting applications. In this program, students and staff from both universities will be able to spend time at the partner institution to engage in collaborative research. Two Eindhoven staff members will visit Rowan in Summer 2003 and a Rowan graduate student will go to the Netherlands.

Professor Aiguo Han, Department of Composition, proposed a “China Summer Exploration Program” open to the Rowan University Community. A group of twenty faculty and students will meet with a group of teachers and students from Chengdu, the capital city of Sichuan Province in China, for a three week educational program which will include lectures, informal conversation groups, visiting cultural and historical sites, and a two- day visit to Beijing. Participants are only responsible for airfare; the Chinese hosts will provide room and board.

Professor Edward Wang of the History Department and Craig Katz met with representatives of the East China Normal University (ECNU) in Shanghai in Spring 2002 to discuss a possible exchange program for Rowan students and ECNU faculty. Professor Wang visited Shanghai in Summer 2002 to continue discussions.

Professor Mirchandani and Dean Schoen of the College of Business have expressed support for enhanced international activities and indicated that they will actively pursue exchange relationships, the hosting of visiting faculty, and increased enrollment of undergraduate and graduate International Students once the College of Business receives accreditation.

Professor Diane Hamilton and Dean Schoen, along with Craig Katz, recently met with representatives of Campus de Bissy, a private institution in Bordeaux, France to discuss the establishment of a student exchange program in undergraduate and graduate Business studies.

Professor Robert Hesketh, Chemical Engineering, reported that he is exploring the possibility of setting up an exchange program with Harriot Watt University in Edinburgh, Scotland.

Professor Zenaida Otero Gephardt will be a visiting professor at the Universidad de La Serena, Chile, summer 2003.

Professor Beena Sukumaran, Civil Engineering Department, has been working to establish a research effort with the University of Western Australia to study offshore foundations. She is applying to the NSF for a travel grant to facilitate her research during her sabbatical leave. She also notes that past efforts to obtain a post doctoral fellow from India for a research project were unsuccessful because Rowan University is not authorized to sponsor J-1 exchange visitors.

Craig Katz visited Hungary in March 2002 as a guest of the Hungarian government to meet with universities to discuss possible exchange relationships. He met with seven universities in Budapest and Debrecen; discussions continue regarding possible activities of mutual interest, including faculty and student exchanges. The Hungarian Human Rights Foundation is interested in sponsoring Rowan faculty to engage in curriculum development projects with Hungarian-supported universities in Transylvania, Romania.

The College of Education has an exchange relationship with the University of Malta; details on the status of this program are not available.

Professor Allan Jiao, Department of Law and Justice Studies, is contacting the Criminal Justice Program at the University of Hong Kong, the Institute of Criminology at National Taipei University in Taiwan, and the Law Department at Jinan University in Guangzhou, China regarding possible exchange programs.

Professor Joy Xin, Special Education, delivered short seminars for graduate students at the Normal University of Beijing, China in 2000. This is one of the largest teacher-training institutions in China. Their Special Education Department is interested in developing scholar exchange opportunities with universities abroad. She would like to invite a visiting faculty member to observe and study US teacher training as conducted at Rowan. The visiting scholar could also offer a seminar to Rowan students.

Hosting Foreign Academic Professionals

Professor Joel Crichlow in the Computer Science Dept. sponsored a visiting scholar from University of the West Indies during summer 2002 to work on replica management in distributed computing systems.

International Student Services, the Office of Human Resources, and the Philosophy department recently collaborated to obtain a visiting Polish professor through a cooperative effort with the University of Michigan.

The Theatre/Dance Department initiated a Visiting Artist Program for guest Directors in Theatre and Dance in 1998 and again in 2002. Scottish and Irish directors visited Rowan in 1998 and 2000. A cooperative effort is planned with Drexel University to host a French Dance professional in Fall 2003.

Craig Katz hosted two professors from the Kirovograd Pedagogical University in Ukraine in Spring 2002. They were visiting Montclair College as part of an ongoing joint curriculum development project. They met with Rowan faculty, observed the Camden Campus ESL program, and gave informal presentations in two Education classes. They expressed an interest in developing an exchange relationship to focus on curriculum projects, student services, and other areas.

Professor Robi Polikar, Electrical and Computer Engineering, is advising a foreign-national Ph.D. student at the Sakarya University in Turkey. The student would like to spend an academic year at Rowan University engaged in research under Dr. Polikar. He is applying to the Scientific and Technical Research Council of Turkey (TUBITAK), which offers support for young Turkish scientists to acquire research experience abroad.

Professor Jess Everett from Civil and Environmental Engineering supported a visiting graduate student from Russia could study at Rowan during Summer 2002. The PhD candidate in Environmental Management and Policy at Moscow State University studied bioremediation of contaminated sites with Prof. Everett and some Rowan students.

Professor Edith Rusch, Educational Leadership Department, has been appointed an International Fellow to Lincoln University in Lincoln, UK. As part of the appointment, she travels to Lincoln to teach a course segment in their doctoral program. She hosts Lincoln graduate students who are required to complete an international experience as part of their masters or doctoral coursework. Last year, she also hosted two faculty from their Educational Leadership department who had accompanied a group of school bursars to a national conference in Baltimore. The group facilitated a doctoral seminar and met with the dean and provost.

Academically-linked Travel Programs

Professor Cindy Vitto of the English department has coordinated student educational tours of England. The tours are offered in conjunction with an English Department course entitled Literary Study Off-Campus (1502.301). The most recent tour had 56 participants, with 24 completing written assignments in order to obtain credit for the accompanying course.

Professor Maria Rosado in Anthropology takes students to Chile on an ongoing archaeology project through the Museo Arqueologico of La Serena, Chile. She is preparing a manual of topics related to this project for future student participants.

In order to expand the relationship between Rowan and the University of Osnabrueck, the College of Communication will offer a Special Topics course in German History,

Culture, and Media in Spring 2003, which will include a 10-day trip to Osnabrueck and other German cities.

Professors Adelson and Appelson of the Art Department sponsored a summer 2002 trip to England in conjunction with an optional three credit “Special Problems in Art” course.

Professor Edward Smith of the Foreign Languages Department organizes annual summer tours to various European destinations for members of the Rowan Community and the general public.

Other Activities

Professor Harriet Hartman of Sociology developed and teaches courses on Comparative Education and Comparative institutions, which emphasize a “global perspective” by including materials from a variety of societies.

Prof. Beena Sukumaran from Engineering will be presenting a paper at the UN conference on Gender and Science and Technology. She has applied for a travel grant from Women in Science Collaboration to set up an international partnership with Australia and is applying for a Gledden Fellowship in Australia with plans to spend her sabbatical at the University of Western Australia, Perth. She is also planning to start a chapter of Engineers Without Borders at Rowan. Engineers Without Borders performs work at the grassroots level at refugee camps and the poorest nations to provide basic services such as water treatment, sanitation, etc.

Prof. Linda Packman of the Reading department at the Camden Campus regularly presents workshops on teaching strategies for college teachers at the MOFET institute in Israel. This year, she also met with college teachers from Shippensburg University in New Zealand to discuss literacy education and may visit there in the near future. She is also the recipient of a grant from First Book, which allows her to provide free books to her students, the majority of whom are foreign-born. She incorporates reading material that highlights their international roots in her curricula.

Professor Allan Jiao, Department of Law and Justice Studies, is an associate fellow of the Center for Criminology at the University of Hong Kong and was a Fulbright Scholar at the Department of Public and Social Administration at City University of Hong Kong last year. He is contacting the Criminal Justice Program at the University of Hong Kong, the Institute of Criminology at National Taipei University in Taiwan, and the Law Department at Jinan University in Guangzhou, China regarding possible exchange programs.

Dr. David Applebaum of the History Department has served as representative of Rowan University to the New Jersey State Consortium for International Studies (NJSCIS) since 1983. His work has included preparation of grant proposals and survey research designed to insure the quality of programs. Since 1989, Dr. Applebaum has been active in the International Sociological Association - Research Committee on the Sociology of Law -

Working Group on the Legal Professions. The group is affiliated with the research center maintained by the European Union in Onati, Spain. He participates in working groups on the Judiciary, Feminists, and Cultural History. In addition to planning and coordinating comparative research, the working groups publish books and articles relating to research and coordinate panels at meetings of other organizations, such as the Law and Society Association.

Professor Corinne Blake, History Department, serves as Fulbright Program advisor for Rowan students. Two years ago a student won a Fulbright Grant to Korea and last year students won grants to Canada and Korea. Rowan students have received Rotary Foundation Scholarships to study abroad and have been candidates for the Japan Teaching and Exchange (JET) Program.

International Programming

Various departments at Rowan sponsor each semester, numerous lectures and programs related to international studies. Many of the lectures take place during International Week in late November and Asian Heritage month in April, but there have also been relevant programs during Latino Heritage Month (November) African-American History Month (February), Women's History Month (March), as well as throughout the year. Programs are typically arranged by the International Studies and Asian Studies concentration coordinators, the Office of International Student Services, student organizations such as Phi Beta Delta (the honor society for international studies) the Progressive Student Alliance, and individual faculty.

International Curricular Activity

Each semester, a variety of organizations sponsor activities related to international studies on campus. For example, the Asian Studies Concentration, in conjunction with the (student) Asian Cultural Association, sponsors an Asian cultural extravaganza and festival every spring. The International Studies Concentration sponsors an international film festival and lecture series, Students groups such as El Circulo de Espanol and the United Latino Association sponsor programs featuring Latino culture during Latin Heritage Month. Phi Beta Delta sponsors a Study Abroad Fair and World Fest cultural celebration during International Week.

Appendix II

Study Abroad by Rowan Students

2002 END OF YEAR REPORT

Dr. Corinne Blake, History (Fall semester) and Dr. David R. Applebaum, History (Spring semester) shared responsibility for the Study Abroad Program during the 2001-2002 academic year.

I. Program Achievements related to the University's Strategic plan.

- a) To develop focused, well-articulated, coordinated international offerings that increase exposure to many diverse cultures and world events.

International Education, the Study Abroad Program of Rowan University combines the three key components of university studies: curricular, co-curricular and extra-curricular learning. The three dimensions of overseas study develop around an academic core that nurtures lifelong learning. Differences between the Glassboro and overseas phases of individual study – double culture shock, if you will - establish the basis for holistic critical thinking about higher education.

Our goal is to achieve more than “intellectual flashing.” Study abroad is designed to stimulate lifelong learning on an international plane – at the disciplinary and interdisciplinary levels. The three dimensional curriculum stimulates engaged scholarship that carries us from classrooms into communities, and in the pleasures to be derived from the enrichment of leisure activities. Diversity and difference in the pedagogical, co-curricular and extra-curricular aspects of the programs are keys to the kind of world citizenship that we expect to develop from study abroad and shape the future of students and society.

As one of the founding members of the New Jersey State Consortium for International Studies (hereafter NJSCIS), a public non-profit corporation, we provide programs in 51 countries around the world. NJSCIS is among the largest consortia in the United States. It is affiliated with the College Consortium for International Studies as well as the International Student Exchange Program. As far as possible, our students enroll in overseas programs where they are immersed in a new culture. We have not created satellites. Our programs include options for family stay, apartment living or dormitory residency.

- b) To insure that information literacy is integrated throughout the curriculum.

The program continues to combine intensive and extensive use of the Internet and the worldwide web. A new web page was launched and is currently being revised under the university guidelines. In addition, a WebCT course for a) prospective applicants, those overseas and students who returned from overseas was put in place sustains the

experiences and threads connections across the world. WebCT has facilitated mail, provided a space for on-line discussions, opened a window for real time chat, offered a specialized calendar of events and deadlines and added to the ease of making links to data on programs as well as scholarships in International Education.

c) To assess information technology requirements campus-wide today and the future.

Funds were used to purchase a scanner for the international program. This makes it possible to send documents with signatures across the campus, the state and around the world.

d) To accurately forecast enrollment by program over a three-year period:

Approximately 2,000 students each semester received invitations to apply for Study Abroad. At least 100 students attended orientation meetings and began the process each semester. The population of students who completed applications and were accepted averaged 20 per semester.

Through the exchange component of the program we took in three students in the fall of 2001, two in the spring of 2002. Six students have applied for the fall of 2002.

On the basis of data for the last three (3) semesters, stable enrollments in Study Abroad will mean that forty (40) students will participate in NJSCIS and affiliated programs. This figure marks both steady and consistent growth in enrollments in these programs.

e) To review academic programs

The Study Abroad program allows academic majors a unique opportunity to determine if they are globally integrated. While the United States of American has *not* adopted the European Credit Transfer System *yet*, like the Euro, ECTS establishes the possibility of a medium of international exchange. Study abroad provides the on-going opportunity to determine if, in fact, our curriculum is vertically and horizontally integrated at a global level. Study abroad compliments and contributes to the other modes of accreditation, e.g. when we receive AACSB accreditation we will be able to accept exchange students from Rouen under our ISEP affiliation. In addition, the separate Middle States Review of NJSCIS provides important verification of the quality of our programmatic offerings overseas.

The university has not engaged in systematic review and integration of overseas studies with local programs. We can report that students have continued to succeed overseas. The most notable achievement this year was by Mr. Joseph Saffioti who received a prize for the best humanities paper for the year at the Aix-en-Provence venue. (His success is comparable to Martin Korzen's fourth place finish in the national exam in Computer Science while he was enrolled at the University of Paris.)

On the basis of a general reading of transcripts, there seems to be a widening of the two-tailed graph of grades. Unusual successes have increased *and* student's failure to pass for credit has also grown. Given the small "N" of cases, until we develop aggregate data, it will not be possible to draw any firm conclusions.

f) To develop an equipment plan

The computerization of Study Abroad pre-dated the general development of IT at the university. Funds spent by NJSCIS provided equipment. The original Internet offerings were housed at Rowan University. Undergraduates from computer science were hired to create the system. Student workers using adobe acrobat made it possible to complete application forms on-line. In short, our equipment plan dovetailed with the *informatisation* (borrowing from the French) of the program.

Along with the addition of the scanner, we have been able to add access to a FAX machine. It will be helpful to add a larger screen for the office so that more than two people can work together.

g) To enhance revenue consistent with the academic vision

There is a proposal on line to a) add Study abroad to the summer offerings of the university and b) attach a program fee to the summer course. This change will bring in additional funds *and* make it possible for the 10-30 undergraduates who study abroad during the summer to enroll at Rowan and have the university treat their studies as internal rather than transfer credits. This will make it possible for them to use financial aid and also increase the overall participation in international programs.

It is almost impossible to calculate the cost-benefit ratio of Study Abroad in real dollars. While increases in numbers enrolled overseas on Study Abroad causes us to "bleed" tuition, we do not know how many students would choose to go elsewhere. We do not know if the loss of a semester or a year of tuition is offset by having better students decide to attend Rowan University. And we do not know if the quality of academic programs, enhanced by the presence of students who have studied overseas and exchange students a) increases our cultural capital in ways that b) stabilizes fiscal imbalances. The guiding premise of the program is that the former (cultural capital) is directly and positively correlated with the economic capital and our operating budget.

NJSCIS funding for the Study Abroad Program this year was \$1,500. CLAS support for Study Abroad this year was \$500. Most of the budgeted funds were used for direct, targeted, individualized contacts with students.

h) To develop focused, well-articulated, coordinated international offerings that increase exposure to many diverse cultures and world events.

1. To identify and bring together key units that focus on multicultural global issues.
2. To develop a coordinated plan to unify international offerings in support of the

mission and academic program.

3. To expand and deepen relationships with academic programs abroad.

With the assistance of the Registrar's Office, the Radio Station, telecommunications networks made possible by IT, the university has provided the scaffolding that connects students and faculty to the International Education Program. Receptions, presentations at the student center, visits by overseas coordinators to our campus have all taken place during the past academic year and will continue into the future.

See Appendix III for draft proposal on Emergency Procedures for Study Abroad

Appendix III

PROPOSAL: ROWAN UNIVERSITY EMERGENCY POLICIES AND PROCEDURES FOR STUDY ABROAD PARTICIPANTS

In order to ensure that Rowan University is prepared for emergencies involving international exchange program participants, this draft proposal seeks to address insurance and liability, emergency contacts, and financial and academic issues that may occur in "worst-case" situations.

Prepared by: Dr. David Applebaum, Study Abroad Coordinator
Craig Katz, Director of International Student Services

Responsible Individuals

Study Abroad Coordinator
Director of International Student Services
Dean of Students
Vice President for Student Affairs

I. Emergency Events involving Rowan Students Studying Abroad

NJSCIS and institutional coordinators will review all reports related to the safety and security of participants in overseas study programs. The Study Abroad Coordinator will maintain a list of all Rowan Study Abroad participants; their home and overseas contact information and contact information for the responsible officials at the host institutions.

1. Actions upon receipt of information from State Department or NJSCIS
 - a) NJSCIS will maintain a 24/7 list of names and contact information for member institution coordinators. Upon receipt of an emergency notice from the State Department, the executive director of NJSCIS will activate the emergency notification process.
 - b) If either the Consortium or Rowan University decides that students should return to the United States due to an imminently dangerous situation, the Study Abroad Coordinator will contact the affected students by phone and email to explain the decision. Responsible officials at the host institution will also be contacted to facilitate the process.
2. Emergency Travel Fund
 - a) NJSCIS will maintain sufficient cash reserves to provide *loans* to students to cover unexpected expenses associated with return to the United States.
 - b) Upon return to the United States, the students emergency expenses will be reviewed and whenever possible, adjustments will be made in their contracts with NJSCIS.

3. Students will maintain a record of course readings and requirements during overseas studies. All data must be sent to the Study Abroad Coordinator and academic advisor at the beginning of overseas studies. The Study Abroad Coordinator will work with individual faculty members to develop ways to facilitate completion of coursework
4. When a student does not comply with a request to return to the United States
 - a) Affected students will receive a written explanation (via email) of the decision of NJSCIS or Rowan University to terminate the Study Abroad program due to an imminently dangerous situation. The Study Abroad Coordinator will also communicate the pertinent security information and options for emergency financial assistance to the student via phone.
 - b) If a student opts to remain overseas, the student must acknowledge in writing (via email) that he/she has been advised of the University's concerns and wishes in the matter and is choosing to remain.
 - c) The student and Study Abroad Coordinator will maintain regular contact during the emergency situation.
 - d) Notification of the student's family
 - e) Protocol in case of injury or death
5. Action upon student request to terminate Study Abroad due to a family emergency or other situation
 - a) The student must notify the Study Abroad Coordinator
 - b) The situation will be reviewed at NJSCIS and Rowan and (when appropriate) corroborated by the host institution overseas
 - c) Upon review and approval, student will be notified of agreement that they return to the United States.
 - d) See 2) and 3) above

II Emergency Events Involving Exchange Students at Rowan

1. Home contact information and contact information for the responsible officials at the home institutions will be maintained by the Director of Intl. Student Services and Study Abroad Coordinator.
2. In an emergency event, University protocol (see attachment) will be followed. The following parties will be notified:

Student's family
 Responsible official at home institution
 NJSCIS executive director
 Student's embassy or consulate (if necessary)

3. Exchange students should be required to obtain insurance for medical evacuation and repatriation.

4. If a student must leave the United States due to a family or other emergency, efforts will be made, where appropriate, to work with the professors to assist the student in completing outstanding work in order to receive a final grade.
5. NJSCIS will be contacted regarding applicability of their Emergency Travel Fund to assist students to return home.

Appendix IV

International Student Admission Requirements

1. Undergraduate Admission Requirements

- a. Test requirements
Freshman: SAT score (1150 range) or TOEFL score (213)
Transfer: TOEFL (213) or completion of English Composition at a US school
- b. Admission application
- c. Academic records
Freshman: original or copy of HS transcript and diploma with World Education Services evaluation (official English translation required for evaluation)
Transfer: original or copy of college transcript with World Education Services evaluation (official English translation required for evaluation)
- d. Immigration documents (for students who currently have non-immigrant status in the US)
Documentation of current visa status; if holding F-1 status, copies of current I-20, I-94, and visa, transfer form from previous school to verify status
- e. Financial support: Original notarized affidavit from sponsor with documentation of financial resources
- f. Application fee, essay, health evaluation, and letter(s) of recommendation

2. Graduate Admission Requirements

- a. Tests requirements
TOEFL (213); TOEFL waived if applicant completed undergraduate degree in the US
GRE or GMAT score, as appropriate to program
- b. Admission application
- c. Academic records
Original transcript from US University or copy of foreign college transcript with World Education Services evaluation (official English translation required for evaluation)
- g. Immigration documents (for students who currently have non-immigrant status in the US)
Documentation of current visa status; if holding F-1 status, copies of current I-20, I-94, and visa, transfer form from previous school to verify status
- d. Financial support: Original notarized affidavit from sponsor with documentation of financial resources
- e. Application fee, essay, health evaluation, computer competency statement, and letter(s) of recommendation

3. Non-matriculated Student Admission Requirements

- a. Modified admission application to provide basic biographic information
- b. No transcripts required
- c. No application fee
- d. Informal assessment of English proficiency
- e. Financial support: Original notarized affidavit from sponsor with documentation of financial resources

Appendix V

Admissions Processes for Applicants for Undergraduate and Graduate Matriculation

- 1) Admission inquiries are received by phone, mail, or email (internationalstudents@rowan.edu). Applications are sent via mail by Admissions Office or via email by Intl. Student Services and Multicultural Affairs (ISSMA). ISSMA also maintains a website with undergraduate application materials and other forms and information: www.rowan.edu/internationalstudents
- 2) Applications are submitted to Admissions Office/ Graduate Admissions. Application materials received by ISSMA are forwarded to the appropriate Admissions office
- 3) Applications are reviewed by the ISSMA Director. Applicants are contacted regarding missing documents. ISSMA Director reviews complete files, makes note of special circumstances (if any).
- 4) Undergraduate/ Graduate Admission offices evaluate application; applicant is offered admission or rejected.
- 5) Enrollment forms and deposits are received. ISSMA issues I-20 and acceptance letter, emails housing contract, immunization form, and general orientation information. Student is instructed to return housing contract and immunization form to ISS for forwarding to appropriate office.
- 6) ISSMA assists new students with arrival and class registration and provides new student orientation.

Appendix VI

SURVEY: LOCAL UNIVERSITY GUEST HOUSING

The following is a summary of local institutions' policies on accommodations for International exchange visitors. The responses to this issue range from the institution playing no role in providing housing to the administration or sponsoring department assuming all costs.

Temple-	No on-campus housing; departments make off-campus arrangements
Arcadia-	Guest rooms in a residence hall for short-term visitors and a Guesthouse with three bedrooms and kitchen. Dining Hall pass provided. No charge to visitor or to sponsoring department
Drexel-	No on-campus housing; departments make off-campus arrangements
Lehigh-	Up to 10 dorm rooms and 2 grad apartments available for short-term visitors when not occupied by students; departments responsible for costs
Moravian-	Some University-owned homes available for visiting students/scholars. Fees charged to user or sponsoring dept.
Widener-	Guest apartments available
Montclair-	Guest house with 3 bedrooms for short-term visitors @ \$40/day; one guest apartment; guests from exchange partner institutions housed free of charge
St. Joseph's-	Students pay for dorm rooms. Guest room occasionally available for short-term visitors. Visitors are housed off-campus. Sponsoring dept. responsible for costs.
Patterson-	Apartments available to exchange students and faculty @ \$110/week or full semester fee if visitor is receiving payment or stipend; charge waived if the visitor is not being paid. In other cases, charge may be waived by Provost.
Rutgers-	Two units available. Guest or sponsoring department responsible for costs. Costs are not waived or assumed by administration (Provost, etc)

Appendix VII

SURVEY: THE PLACEMENT OF INTERNATIONAL OFFICES WITHIN REGIONAL UNIVERSITY STRUCTURES

An informal survey of area institutions shows that offices that support International programs and/or provide support services for International Students and Scholars reside in a variety of locations. Approximately 50% of institutions surveyed place the office in Academic Affairs, 25% in Student Affairs, and another 25% report to another division of the institution.

Phil. Academy of Fine Arts	Dean of Enrollment Management
Temple: Intl. Services	Student Affairs, reports to Associate Vice President for Student Affairs
Temple: Study Abroad	Provost for Int'l Programs
Montclair	under restructuring- will report to Provost or Vice Provost
Phila Univ	Dean of Student Life
Univ PA	Provost's Office
Swarthmore	Dean of the College
La Salle	VP for Student Life
St Joseph's University	Vice-President of External Affairs
Brynmarw	Dean of the Undergraduate College (but also responsible for exchange faculty and grad students)
Arcadia	Provost for Academic Affairs
Thomas Jefferson Univ	Vice President for Science Policy, Technology Transfer and International Affairs
Drexel	Associate Dean of Students, Division of Student Life
Lehigh Univ. International Students and Scholars, Study Abroad, and ESL	Associate Provost, who also holds the title of Director of International Relations
Art Institute of Philadelphia	Vice-President for International Admissions (position may be moved to Student Services, reporting to the Dean)

Widener	currently Dean of University Life, formerly Provost
Moravian College	VP Dean of the Faculty (office primarily serves Study Abroad, also responsible for Intl. Students)
PA College of Technology	Assistant Vice President for Academic Affairs
Haverford College	Student Life Division, the Dean of the College
Rosemont College	The Office of Student Life, reporting to the Dean of Students (who is also VP for Student Affairs, which includes Admissions)
Harcum College	Center for International Programs is housed under Academic Affairs, reporting directly to the Executive Dean of the College

Appendix VIII

The Inter-Institutional Consortium Agreement

Dear Student:

You have decided to spend a semester/year at an institution not formally connected with Rowan University through any of our existing consortium agreements, which cover approximately 270 schools in 47 countries through The New Jersey State Consortium for International Studies (NJSCIS). In order for The College to accept not only the credits earned at the host institution but also continue assigning you the financial aid, scholarship, or loan monies, which you have been receiving in the past, you must follow these steps:

- 1) Complete **in full** the Study Abroad Application, as determined by the geographic location of your host school. The application can be picked up in the Office of International Studies, and must be returned there by the appropriate deadline date.
- 2) Meet with your Academic Advisor to establish which courses you should take at the host institution. You may need to order a course listing from the host school in order to fulfill this requirement.
- 3) Set up an appointment with the Coordinator of Undergraduate International Programs to discuss your particular situation.

The coordinator will contact the host school and obtain the Inter-Institutional Consortium Agreement, which will allow you to earn transferable credit at the host school.

**ROWAN UNIVERSITY
CONSORTIUM AGREEMENT
Policies and Procedures**

HOME INSTITUTION

HOST/VISITING INSTITUTION

Rowan University
Office of Financial Aid
Savitz Hall
Glassboro, NJ 08028-1701
856 256 4250 - Phone
856 256 4431 – FAX

This information is provided to ensure that procedures will be used to meet federal compliance requirements.

PURPOSE: The purpose of the Consortium Agreement is to set forth institutional responsibilities and procedures, so far as administration of all Title IV federal student financial assistance is concerned, to be followed when a student enrolls for classes at an institution for course credit toward an ROWAN degree.

RESPONSIBILITIES:

The Rowan University as the Home Institution will:

1. Be the degree or certificate granting institution,
2. Determine student eligibility for Title IV federal student financial assistance,
3. Determine the student’s full-time or part-time enrollment status,
4. Package the student’s financial assistance awards,
5. Disburse all Title IV student financial assistance to the student,
6. Give academic credit for courses taken at the Host Institution on the same basis as it would for coursework taken at The College of New Jersey,
7. Calculate the student’s overall tuition, fees, and room and board charges at both institutions,
8. Determine the student’s academic progress/standing pursuant to ROWAN policy, based on the total number of academic credit hours the student attempts and completes at both institutions,
9. Use its Title IV refund/repayment policy if the student drops academic credit hours or withdraws to determine any refunds or repayments to the appropriate federal student financial aid accounts,
10. Calculate the student’s cost of attendance on an actual basis,
11. Bear no responsibility regarding the student’s payment of tuition, fees, or other charges at the Host Institution,
12. Maintain all documentation for audit and federal program review purposes,
13. Will be the institution to pay Pell Grant awards for the academic period designated on the concurrent enrollment form.

The Host/Visiting Institution will:

1. Maintain institutional eligibility according to the U.S. Department of Education to participate in Title IV student financial aid programs,
2. Agree to provide, on the separate concurrent enrollment form, the student's actual cost of attendance, the academic courses and credit hours to be taken by the student, the academic enrollment period, and the grades earned,
3. Notify The College of New Jersey's Office of Student Financial Assistance promptly if the student drops academic credit hours or withdraws from the Host Institution,
4. Complete and promptly return the student's Consortium Agreement form to Rowan University's Office of Student Financial Assistance, and
5. Seek payment for cost of attendance only from the student.

PROCEDURE:

A student wishing to enroll under this agreement shall contact The Rowan University Office of Student Financial Assistance to secure the "Consortium Agreement."

The student is responsible for securing, presenting and obtaining all required signatures and information for this document.

The Host Institution shall complete and promptly return the completed document to Rowan University's Office of Student Financial Assistance.

EFFECTIVE DATE:

This agreement becomes effective for the payment period in which it is signed: however, it can be retroactive to a previous payment period if the payment period is in the same year. This agreement can be terminated upon ninety (90) days written notice by either institution.

The individual signing this agreement for The Rowan University and the Host Institution each, by his/her signature, represents and affirms his/her authority to sign as the duly authorized agent of that party to the agreement.

Inter-Institutional Consortium Agreement

Through this agreement, Rowan University (ROWAN) Office of International Education, hereafter referred to as ROWAN - contracts with _____ (name and location of institution) hereafter referred to as Host, to provide a portion of the education for the degree program of visiting ROWAN students.

This proposed study program is for either one or two semesters at the host institution. The visiting ROWAN student is expected to register for a minimum of 12 semester credit hours and is not allowed to take any classes on a Pass/Fail basis.

- A. During the period of this agreement, for U.S. financial aid purposes, students will be considered enrolled at Rowan University, which will process Federal and State New Jersey Financial Aid, and will be considered visiting student at Host. If Host awards any scholarships of its own to the students, it will promptly inform ROWAN - to assure that ROWAN does not award funds in excess of Student's financial needs.
- B. ROWAN agrees that credit hours earned by student while attending Host will be accepted toward student's ROWAN degree, providing student earns passing grades, and the courses *are* applicable to student's specific degree program as indicated on the Academic Evaluation form completed by the student and signed by the Office of Academic Evaluation, ROWAN, prior to student's departure from ROWAN to Host.
- C. Upon request, host will inform ROWAN -OIS of student's enrollment status and will promptly inform ROWAN if student withdraws or reduces the number of credits attempted. Such notice will be in writing and include pertinent dates.
- D. Host agrees that refund/repayments resulting from withdrawal from the program will be determined according to ROWAN 's refund and repayment policy and that host agrees to refund the determined amount of program/ tuition fees to ROWAN upon receipt of written notification.
- E. Host will send ROWAN - a transcript noting student's performance in the program to be sent to: Office of International Education, History Suite – Robinson Hall, Rowan University, Glassboro, NJ 08028-1701.
- F. Host will direct any correspondence pursuant to this agreement to: Office of International Education, History Suite – Robinson Hall, Rowan University, Glassboro, NJ 08028-1701.

Name: _____

Phone: _____

For Rowan University

Signature: _____

Printed Name: _____

Position: _____

Department: Overseas Studies

Date: _____

For Host Institution:

Signature: _____

Printed Name: _____

Position: _____

Department: _____

Date: _____

Distribution: Copy to ROWAN Office of International Education, Copy to ROWAN Office of Student Financial Assistance, Copy to Host institution.

