



## Established Program Policy

A summer international program offered at Berry College may become an “established program” of the International Programs Office under the following conditions.

Program leader(s):

- should offer the same program every year (allowing for modification as needed);
- should have used a uniform location for five or more consecutive years;
- should have developed reliable, ongoing partnerships on location (academic or service providers, classroom facilities, accommodations, transportation, etc.);
- should lead the program each year or develop colleagues who can rotate from year to year;
- should submit any new courses to the IP office with approval from department and dean;
- should maintain a minimum of five students participating in the program annually;
- should maintain the overall format and general price range of the program (allowing for inflation);
- should not exceed the established budget for the program;
- should submit a full SIP proposal and budget every 5<sup>th</sup> year of the program.

As a director of an established program, the program leader:

- may maintain an open OT account for the program that carries over from year to year;
- may advertise the program as needed throughout the year;
- will not be subject to the SIP process or application deadline except every 5<sup>th</sup> year;
- must submit an annual budget to the IP Office in August preceding the program;
- must provide written updates of substantive changes to the IP Office in August preceding the program (and as needed throughout the year).

To apply for “established program” status, please submit your request and justification in writing to Sarah Egerer at [segerer@berry.edu](mailto:segerer@berry.edu). All requests must be approved by the IP Committee and the Provost.