

CCS Administrative Procedure

4.70.01-A International Programs

Implementing Board Policy [4.70.01](#)

Contact: District Academic Services Officer, 434-5060
SCC International Programs Office, 533-7033
SFCC International Programs Office, 533-3844

1.0 Purpose

The flow of students and scholars across cultural, geographic, and national borders is a fundamental component of the educational mission of Community Colleges of Spokane (CCS). Spokane Community College (SCC), Spokane Falls Community College (SFCC), and the Institute for Extended Learning (IEL) offer international students an opportunity to pursue a quality career/technical or liberal arts education.

2.0 Limitations and Requirements

- 2.1 The enrollment of international students for any academic year should not exceed an average of five (5) percent of the total budgeted annual full-time equivalent (FTE) students for that year within the CCS.
- 2.2 International programs at the colleges and the Institute for Extended Learning are to be complementary and supportive of each other and noncompetitive and avoid unnecessary duplication.
- 2.3 International programs at CCS are coordinated on a district-wide basis.

3.0 Admission

International students are considered for admission by the International Programs Office upon receipt of the following information:

- 3.1 A completed application form and an application fee.
- 3.2 Evidence of high school graduation or equivalent.
- 3.3 Evidence of appropriate student insurance.
- 3.4 English translation of high school and college-level transcripts (including any U.S. transcripts).
- 3.5 Evidence of appropriate immunizations.
- 3.6 Documented evidence of financial support for amount required by the U.S. Immigration and Naturalization Service.
- 3.7 Admission to the college does not guarantee admission into specific programs.
- 3.8 English Proficiency. To be admitted to SCC or SFCC with access to all non-English as a Second Language (ESL) classes, all nonnative speakers of English must demonstrate their proficiency in English.
 - 3.8.1 Students may have full admission to academic classes with the submission of:
 - 3.8.1.1 Test of English as a Foreign Language (TOEFL):
 - 3.8.1.1.1 Paper score of 500 or permission of the appropriate instructional dean.
 - 3.8.1.1.2 Computer score of 173.
 - 3.8.1.1.3 Internet Based Test (iBT) score of 59.

- 3.8.1.2 International English Language Testing System (IELTS) score of 5.0.
- 3.8.1.3 Students who complete the intensive ESL program at SCC or SFCC may be admitted to CCS institutions.
- 3.8.1.4 English language proficiency can also be satisfied by program completion and a letter of recommendation from a U.S. Intensive English Language Program such as those offered at Eastern Washington University, Gonzaga University, University of Washington, Washington State University, ESL language schools, and the American Cultural Exchange.
- 3.8.1.5 Graduation from a U.S. high school.
- 3.8.1.6 U.S. college transfer (a minimum of one complete quarter that includes one course equivalent to English 101 with a minimum grade of 2.0).
- 3.8.1.7 If English ability does not meet any of the above criteria, but all other admission requirements have been met, the student can be granted conditional acceptance with the understanding that he/she will meet the English language requirements prior to official admission.

4.0 Academic Requirements

- 4.1 International students must successfully complete 12 credits each quarter, maintain a minimum grade point average of 2.0 (C grade) and progress through an academic program at a reasonable rate.
- 4.2 Students who do not meet the above requirements are placed on academic probation. Students who remain on academic probation for two consecutive quarters may be dismissed from the college (see Administrative Procedure 4.40.02-A – Academic Standards).

5.0 Financial Aid

- 5.1 U.S. financial aid is not available to international students and on-campus employment is limited. Students must provide their own financial resources for tuition, fees and living expenses.
- 5.2 International students may participate in college work-study programs. Special Internal Revenue Service reporting requirements apply.

6.0 Immigration

- 6.1 International students admitted to SCC or SFCC are issued an I-20 form, which must be presented at the U.S. Consular Office during the visa application process. The student should present documentary evidence of financial support and a passport, which must be valid for at least six months.
- 6.2 Other visa regulations apply. It is recommended that international students visit the U.S. Department of State – Student Visas web page for further details.

7.0 Related Information

- 7.1 [SCC International Programs](#) web page
- 7.2 [SFCC International Programs](#) web page
- 7.3 CCS Administrative Procedure 4.40.02-A – Academic Standards (*work in process*)
- 7.4 [U.S. Department of State – Student Visas](#)