



Handbook of Operating Procedures

Section: 5.1.7
Originally Approved: 05/15/1995
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RECIPROCAL EDUCATIONAL EXCHANGE PROGRAM

A. Purpose

This policy provides the general guidelines of the above named program pursuant to [Section 54.231 \(previously 54.060 \(c\) and \(d\)\) of the Texas Education Code](#) and set forth by the Texas Higher Education Coordinating Board in [Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter AA, Rules §21.901-§21.910](#). The purpose of the reciprocal exchange program is to enable Texas students of participating institutions to afford to participate in exchange programs with foreign institutions in order to help them better understand the culture, language, needs, and expectations of other nations of the world.

B. Persons Affected

Undergraduate and graduate students participating in reciprocal educational exchange programs and the Office of International Programs.

C. Policy

The policy of The University of Texas-Pan American is as follows:

1. Eligible Institutions - To participate in the exchange program, an eligible institution must be a public or private degree-granting institution of higher education located in a nation other than the United States whose programs have recognition of official validity that has designated a program officer who will be responsible for all transactions relating to the exchange program.
2. Eligible Persons - A person is eligible to participate in the exchange program if he/she:
 - a. has been enrolled for one or more semesters at the originating institution,
 - b. is a citizen or permanent resident of a participating nation or an individual enrolled in a public institution of higher education in Texas,
 - c. is nominated by his/her originating institution,
 - d. meets the admissions requirements and any restrictive enrollment criteria of the receiving institution,
 - e. enrolls or studies on a full-time basis at the receiving institution, and
 - f. has not participated in the exchange program for more than 12 months.
3. Tuition Rate to be Paid
 - a. If a reciprocal exchange program requires a tuition payment, the tuition rate to be paid by participants will be either the relevant rate normally paid at Texas institutions or



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the rate normally charged to nationals or residents of other nations by their institutions. Tuition rates paid by participants will be defined by the agreements entered into by UTPA and the participating institutions. The method of charging and collecting tuition will be negotiated between UTPA and participating institutions. The tuition rate and payment may be done by any of the following methods:

- i. pay the relevant tuition rate of receiving institution, paid to the receiving institution,
- ii. pay the relevant tuition rate of the originating institution, paid to the receiving institution, or
- iii. pay the relevant tuition rate of the originating institution, paid at the originating institution.

4. Reciprocity

The number of units of instruction exchanged would ideally be equal in any given year. If a balance is not attained in any one year and more students from other nations are participating in the program than are students from Texas, parity is to be established within a three-year period.

D. Definitions

1. *Citizen of another nation:* A citizen or permanent resident of a nation other than the United States who resides in the nation of which he or she is a citizen or permanent resident and who plans to return to that nation to live immediately after finishing his/her program of study in Texas.
2. *Full-time enrollment or study:* For undergraduates, the equivalent of at least 12 semester credit hours per semester or as defined by the institution. For graduate students, the equivalent of at least nine semester credit hours per semester or as defined by the institution.
3. *Originating institution:* The institution from which a participant is relocating as a participant in the exchange program.
4. *Participating nation:* A nation other than the United States with institutions that have entered into exchange agreements with one or more institutions of higher education in Texas under the provisions of [Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter AA.](#)
5. *Receiving institution:* The institution in which a participant enrolls or studies.



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E. Responsibilities

The Office of International Programs must maintain records, which would include:

1. proof of each participant's eligibility; and
2. formally-executed exchange agreements with each exchange partner institution.

G Review

The Divisional Head for this policy is the Vice President for Academic Affairs. This policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Director of Office of International Programs - Senior Reviewer
2. Faculty Senate
3. AAET
4. Office of International Admissions and Services
5. Vice Provost for Undergraduate Education
6. Vice Provost for Graduate Studies