SPECIFIC PROGRAM AGREEMENT
IMPLEMENTATION GUIDE FOR THE DUAL DEGREE PROGRAM IN COMMUNICATION

Between

Appalachian State University
Boone, North Carolina 28608
U.S.A.

and

Fundación Universidad de las Américas Puebla
Ex Hacienda Santa Catarina Mártir S/N
72810 San Andrés Cholula, Puebla

(collectively denominated "the institutions")

1.0 INTRODUCTION

1.1 This Specific Program Agreement is developed as a revised addendum to the General Agreement between Fundación Universidad de las Américas Puebla (UDLAP) and Appalachian State University (Appalachian) signed by both 06/02/2010. The aim of this Agreement is to complement the General Agreement and facilitate the implementation of the Dual Degree Program in Communication (that henceforth shall be known as "the program") between the aforementioned institutions in order to award participating students both the Bachelor's Diploma in Communication (study programs: Communication, Communication and Media Production or Communication and Image) granted by the UDLAP and one of the following: the Bachelor of Science Degree in Communication Studies or the Bachelor of Science Degree in Communication (with one of four majors: Advertising, Electronic Media/Broadcasting, Journalism, or Public Relations) granted by Appalachian. This dual degree program will provide mutual benefits to both parties and will help Appalachian and the UDLAP achieve their institutional objectives.

1.2 In order to be competitive in the global marketplace, while at the same time developing tolerance and respect for diversity, students at both institutions should strive to be true "global citizens" and be equipped to compete in their chosen fields of study. The acquisition of a second or third language is currently of utmost importance, as well as the ability to adapt to processes and procedures that vary from culture to culture.

1.3 With this philosophy in mind, the aforementioned institutions are enhancing the traditional educational structure and are adopting the structure of a dual degree program. The advantages that students from both institutions will gain are incalculable. These students will graduate from two universities, having an opportunity to look for jobs in both countries or elsewhere and successfully competing with their peers in the same fields of study with only one diploma.

2.0 MISSION

The mission of the dual program is to provide undergraduate education in two-country and two-university environments in order to graduate future communication leaders.

3.0 OBJECTIVES

3.1 To provide undergraduate studies for students who wish to develop a professional career in the fields of advertising, broadcasting and media production, communication studies, journalism, or public relations.

3.2 To strengthen and deepen the relationship between UDLAP and Appalachian, a dual degree program will provide the institutions with a program created in the spirit of mutual cooperation and benefits between the two institutions.

4.0 GENERAL CLAUSES

4.1 Admission to the program will require approval from both universities.

4.2 On signing this Agreement, both institutions agree to receive up to **five (5)** students per year as participants in the dual degree program. Although a one-to-one exchange is desirable, a deviation from this will not be considered an impediment.

4.3 If in any given year one of the institutions is unable to send the number of students equivalent to the number received, it is stipulated that during the period in which the Agreement is in force a balance shall be sought so that, overall, an equivalent number of students participate in the program at both institutions. Any imbalance in the number of students exchanged between both institutions within an academic year will be compensated within another academic year. A review of balances will be conducted every five years.

4.4 The balance of exchanges in the dual degree program in communication will be considered as separate from the regular exchange balance between Appalachian and UDLAP.

4.5 The exchange students will have the same privileges, responsibilities and obligations of regular students and are equally subject to the rules and regulations of the Host Institution.

5.0 ACADEMIC PROGRAM

5.1 The program requires that participating students study the first and fourth years at their Home Institution and the second and third years at the partner Institution abroad.

5.1.1 **For UDLAP Students**: UDLAP students must complete 20 courses equivalent to 60 Appalachian credits (this is equivalent to 120 UDLAP units) during the four semesters at Appalachian.

5.1.2 **For Appalachian Students**: Appalachian students must complete 20 courses equivalent to 120 UDLAP units (this is equivalent to 60 Appalachian credits) during the four semesters at UDLAP.

5.2 **Procedures and Requirements for Admission**: In order to be admitted into the program, students of both institutions must comply with all the requirements established by their Home Institutions, as well as those stipulated by the Host Institution. Students from UDLAP and Appalachian will start the exchange period at the Host Institution in the fall semester (August of each year). Other arrangements for exceptional cases (such as starting the program during the spring semester) could be negotiated and agreed upon expressly in writing by the partner institutions.

5.2.1 **For UDLAP Students**:

5.2.1.1 Students shall submit all requirements for admission into the program to the UDLAP International Affairs Office and the Department of Communication at UDLAP. Approval from the Academic Program Coordinator/Chair must be obtained.

5.2.1.2 In regard to the admission procedure at Appalachian, as well as for the exchange process, students shall follow all procedures and requirements stipulated by the UDLAP International Affairs Office as well as the rules and regulations set forth by the Office of International Education and Development (OIED) at Appalachian:

5.2.1.2.1 Students shall submit all necessary documents for admission to Appalachian to the UDLAP International Affairs Office with the authorization from UDLAP's Department of Communication Academic Program Coordinator.

5.2.1.2.2 The UDLAP International Affairs Office shall send these documents to OIED at Appalachian.

5.2.1.2.3 After being approved by the Chair of the Department of Communication at Appalachian, the UDLAP International Affairs Office shall receive a Letter of Acceptance and the documents required for the students to obtain a visa from Appalachian. The UDLAP International Affairs Office shall provide the documents to their students.

5.2.1.2.4 The First Year Seminar course at Appalachian State University will not be required for UDLAP students attending Appalachian.

5.2.1.3 This exchange process shall be carried out through UDLAP's International Affairs Office. Acceptance of course transfer shall be the responsibility of the Chair of the Department of Communication at Appalachian and the Department of Communication Academic Program Coordinator at UDLAP.

5.2.1.4 The academic and administrative requirements for UDLAP students wishing to participate in the program at Appalachian are as follow:

5.2.1.4.1 Minimum cumulative GPA of 8.5.

5.2.1.4.2 Be in good standing relative to regular academic and disciplinary status.

5.2.1.4.3 Have approved all required courses prior to going to Appalachian as indicated in the study plan.

5.2.1.4.4 Obtain a minimum score of 550 points on the Paper Based TOEFL test/75 score on the Internet Based TOEFL Test or 5.6 score on the IELTS test.

5.2.1.4.5 Read the manual for exchange students http://www.udlap.mx/deptointernacional/descargas/ManualIntercambio.pdf

5.2.1.4.6 Be nominated by the Academic Program Coordinator at UDLAP.

5.2.1.4.7 Comply with all requirements stipulated by the UDLAP International Affairs Office with reference to international academic exchange programs, including insurance (international medical insurance coverage that includes repatriation and emergency

evacuation benefits). This insurance must cover their entire stay at Appalachian.

5.2.1.4.8 For every semester abroad, students must enroll in the Programa Internacional (PI) course at UDLAP.

5.2.2 **For Appalachian Students:**

5.2.2.1 Students shall submit and comply with all the requirements for admission to the program to the Department of Communication at Appalachian. Approval from the Department Chair must be obtained.

5.2.2.2 For the exchange procedure, students shall follow all procedures and requirements stipulated by OIED at Appalachian, as well as the International Affairs Office at UDLAP.

5.2.2.2.1 The students shall submit all documents necessary for the dual degree program to the Appalachian OIED and these documents shall be sent by OIED to the International Affairs Office at UDLAP.

5.2.2.2.2 Once the International Affairs Office at UDLAP has received all necessary application materials, it shall send a letter of acceptance to OIED at Appalachian.

5.2.2.2.3 Upon arriving in Puebla, Mexico, Appalachian students shall report to the International Affairs Office of UDLAP and then to the UDLAP Academic Program Coordinator.

5.2.2.3 The academic requirements for Appalachian students wishing to participate in the program at UDLAP are as follow:

5.2.2.3.1 Minimum cumulative GPA of 3.0.

5.2.2.3.2 Be in good standing relative to regular academic and disciplinary status.

5.2.2.3.3 Take all required courses during the first year at Appalachian prior to going to UDLAP during the second year as indicated in the study plan.

5.2.2.3.4 First Year Seminar, First Year Writing, and Second Year Writing are mandatory for Appalachian students. The first two must be taken prior to arriving at UDLAP and the last may be taken after their stay at UDLAP.

5.2.2.3.5 Obtain proficiency in Spanish through the Intermediate II (1050 or 1060) level. Eligibility shall be determined by the Chair of the Department of Communication at Appalachian and by completing an on-line Spanish test (http://www.udlap.mx/examenespanol). An oral test shall take place during the orientation to confirm the student's Spanish proficiency. All of the courses at UDLAP are offered in Spanish, with a few exceptions.

5.2.2.3.6 Submit all application materials to Appalachian's OIED.

5.3 **Operation:** While attending the Host Institution, students shall be subject to all academic rules and regulations that apply to the students from the Host Institution.

5.3.1 By February 15 each year, each Institution shall forward a list of candidates selected to participate in the dual degree program to the other Institution.

5.3.2 By March 1 of each year, each Institution shall send to the other Institution, the application materials of all students who have completed the necessary requirements for participation in the dual degree program. 5.3.3 The documents required for each UDLAP student shall consist of the following:

5.3.3.1 Signed Application for Admission form. This may be found on the Appalachian webpage at http://international.appstate.edu/isss/students/exchange-students.

5.3.3.2 Copy of valid passport or copy of birth certificate.

5.3.3.3 Official academic transcript from UDLAP with the institution's signature and stamp.

5.3.3.4 Appalachian's medical form approved and signed by the student's family doctor or healthcare provider.

5.3.3.5 Two passport size photos.

5.3.3.6. Copy of Health Insurance coverage. (International medical insurance coverage that includes repatriation and emergency evacuation benefits). This insurance must cover their entire stay in the United States.

5.3.3.7 Letter of recommendation from the Communication Department Chair at UDLAP submitted to the Academic Program Coordinator or Department Chair of Communication at Appalachian.

5.3.4 The documents required for each Appalachian student shall consist of the following:

5.3.4.1 Signed Application for Admission form – Specific information and forms can be downloaded from:
http://www.udlap.mx/internacional/descargas/ApplicationformUDLAP.pdf

5.3.4.2 Copy of valid passport or copy of birth certificate.

5.3.4.3 Official academic transcript from Appalachian with the institution's signature and stamp.

5.3.4.4 UDLAP's medical form approved and signed by the student's family doctor or healthcare provider.

5.3.4.5 Two passport size photos.

5.3.4.6 Copy of HTH Worldwide Health Insurance coverage (international medical insurance coverage that includes repatriation and emergency evacuation benefits). This insurance must cover their entire stay in Mexico.

5.3.4.7 Letter of recommendation from the Communication Department Chair at Appalachian submitted to the program coordinator or chair of the Department of Communication at UDLAP.

5.3.5 The documents stipulated above must be received at the Host Institution (International Affairs Office at UDLAP or OIED at Appalachian) and the student's file must be complete in order to be admitted into the program. Students with incomplete files will not be admitted into the program or be allowed to register.

5.3.6 Transcripts and all original documentation required by the Host Institution shall be sent by express courier services to the UDLAP International Affairs Office or the Appalachian OIED.

5.3.7 The institutions agree that any student who has been accepted for a dual degree program shall not thereafter be accepted for admission with credit to any other degree program at the Host Institution until the student has completed requirements for the dual degree program at the Home Institution.

5.4 General Education Requirements

Appalachian and UDLAP students are required to fulfill UDLAP and Appalachian's General Education requirements in order to receive Appalachian's bachelor's degree in Communication. UDLAP offers most, but not all, courses that students need to fulfill Appalachian's General Education requirements. The following table lists Appalachian's General Education requirements along with suggestions where it would be recommended to take these courses, depending on whether the student is from Appalachian or UDLAP. In addition, the last two columns show UDLAP and Appalachian courses that fulfill these requirements.

If to fulfill the General Education Requirements at Appalachian, an UDLAP student must enroll in a course out of his/her curricula, this course must be registered as "Curso Extra" for it to appear on his/her transcript.

Appalachian Gen ED Requirements	Appalachian Students could take course at	UDLAP Students could take course at	UDLAP courses, in parenthesis the year of the academic program revision, that fulfill this Gen Ed requirement	Appalachian courses that fulfill this Gen Ed requirement
First Year Seminar (3 credits)	Appalachian	Waived with 30 hours of transfer credit	n/a	UCO 1200, First Year Seminar (or equivalent)
First Year Writing (3 credits)	Appalachian	UDLAP	ESP 0011, Espanol I (2012) PC11401, Pensamiento y Lenguaje (2006)	ENG 1000, Expository Writing (or equivalent)
Second Year Writing (3 credits)	Appalachian	UDLAP	ESP 0021, Espanol II (2012) PC21401, Escritura en las Profesiones (2006)	ENG 2001, Introduction to Writing Across the Curriculum (or equivalent)

Appalachian Gen ED Requirements	Appalachian Students could take course at	UDLAP Students could take course at	UDLAP courses, in parenthesis the year of the academic program revision, that fulfill this Gen Ed requirement	Appalachian courses that fulfill this Gen Ed requirement
Quantitative Literacy (4 credits)	ANY	UDLAP	MAT 0011, Razonamiento Cuantitativo (2012) AND MAT 2031, Estadistica Descriptiva (2012) MA12401, Matematicas y Estadistica (2006) AND AE22301, Estadistica Social (2006)	MAT 1010, Introduction to Mathematics AND STT 2710, Introduction to Statistics
Wellness Literacy (2 credits)	Appalachian	Appalachian	n/a	Any 3 credits of approved WL coursework
Science Inquiry (8 credits)	Appalachian	Appalachian	Some introductory sciences courses at UDLAP may meet these requirements (lab required)	Any 8 credits from a single Science Inquiry theme
Fine Arts designation (3 credits)	ANY	ANY	AHC 0011, Arte, Historia, y Cultura (2012) HA41701, Arte Mexicano de la Segunda Mitad del siglo XX (2006)	Any 3 credits of approved FA coursework
Historical Studies designation (3 credits)	ANY	Comunicación e Imagen Students: ANY Comunicación y Producción de Medios: UDLAP	Comunicacion e Imagen students: LRI 1031, Politica Mexicana Contemporanea (2012) Comunicacion y Produccion de Medios: As extra course RI25201, Politica Mexicana (2006)	Any 3 credits of approved HS coursework
Literary Studies designation (3 credits)	ANY	ANY	LEX 2021, Ingles IV: Literatura (2012) LI26001, Literatura Mexicana (2006)	Any 3 credits of approved LS coursework
Social Science designation (3 credits)	UDLAP	UDLAP	LDE 2021, Derecho de la Informacion (2012) ED40101, Educacion para la Recepcion Critica de los Medios (2006)	n/a

Appalachian Gen ED Requirements	Appalachian Students could take course at	UDLAP Students could take course at	UDLAP courses, in parenthesis the year of the academic program revision, that fulfill this Gen Ed requirement	Appalachian courses that fulfill this Gen Ed requirement
Additional Gen Ed course (3 credits)	UDLAP	UDLAP	LIP 2021, Informacion y Sociedad (2012) CO26301, Informacion y Sociedad (2006)	n/a
Additional Gen Ed course (3 credits)	UDLAP	UDLAP	LIP 3041, Comunicacion y Globalizacion (2012) CO33701, Comunicacion Internacional (2006)	n/a
Additional Gen Ed course (3 credits)	ANY	ANY	EDS 0011, Etica para el Desarrollo Sostenible (2012) RS49601, Responsabilidad Social (2006)	PHL 2015, Environmental Ethics

5.5 **Appalachian's Portfolio Requirements:** In addition to General Education Requirements, students from both universities also must meet Appalachian's portfolio requirements, specific for each major, in order to graduate from Appalachian´s Communication Program. Appalachian Program Coordinator will provide this information to UDLAP students (Annex 1).

5.6 **Academic Programs:** Since August 2012, UDLAP offers two bachelor's degrees in communication: (1) Communication and Media Production and (2) Communication and Image. Appalachian offers two bachelor's degrees: (1) Communication Studies and (2) Communication with four majors: Advertising, Electronic Media/Broadcasting, Journalism, and Public Relations. Students enrolled in the dual degree program between Appalachian and UDLAP shall not be required to complete a minor. Appalachian's Department of Communication counts a double major outside of the department as fulfilling the minor requirement. Although the majors at Appalachian and UDLAP are both titled "Communication," students in the program are meeting the requirements of being outside the home department for concentrated study.

5.6.1 For UDLAP students:

5.6.1.1 Students enrolled in Communication and Media Production will pursue Appalachian´s Electronic Media/Broadcasting major.

5.6.1.2 Students enrolled in Communication and Image will pursue Appalachian´s Public Relations major.

5.6.1.3 UDLAP students must be informed of the fact that participation in this dual program may prolong their studies in at least one semester in order to fulfill all UDLAP graduation requirements.

5.6.2 For Appalachian students:

5.6.2.1 Students must declare a major before they start their second year at UDLAP.

5.6.2.2 Students declaring Electronic Media/Broadcasting or Journalism as majors will pursue UDLAP's Communication and Media Production program.

5.6.2.3 Students declaring Advertising, Communication Studies, or Public Relations as majors will pursue UDLAP's Communication and Image program.

5.7 **Course Failure**

5.7.1 **At Appalachian:**

5.7.1.1 In accordance with Appalachian policies, students must receive a minimum grade of C for each course taken in order to complete the course. In the event that a student fails a course at Appalachian, s/he shall have a second opportunity to retake the course for a maximum of **two repeated courses** for the entire dual degree program.

5.7.1.2 If the student fails the course for the second time, the student shall be withdrawn from the entire dual degree program, be considered a regular exchange student, and return to UDLAP at the end of the semester.

5.7.2 **At UDLAP:**

5.7.2.1 In accordance with UDLAP policies, students must receive a minimum grade of 7.5 for each course taken in order to complete the course. In the event that a student fails a course at UDLAP, s/he shall have a second opportunity to retake the course for a maximum of **two repeated courses** for the entire dual degree program.

5.7.2.2 If the student fails the course for the second time, the student shall be withdrawn from the entire dual degree program, be considered a regular exchange student, and return to Appalachian at the end of the semester.

5.8 **Curricula Changes**: In the event that either institution undergoes a review of its curriculum, which implies an academic modification to the student's study plan, Academic Program Coordinators shall notify each other at least six (6) months in advance so that arrangements can be made to ensure the continuity of the dual degree program, as well as to produce a new course equivalency list.

5.9 **Program Review:** Appalachian and UDLAP will conduct a review every two years to determine if changes are necessary and to affirm the utility of continuing to offer the dual degree program.

5.10 Drop, Suspension, and Expulsion

5.10.1 In the event that a student decides to drop out of the dual degree program s/he may still graduate exclusively from the Home Institution as long as s/he complies with all necessary academic requirements established by the Home Institution.

5.10.2 If a student is suspended or expelled from the program as a result for violating any academic, administrative and/or disciplinary policies of the Host or Home Institution, s/he shall be subject to the disciplinary procedures established at the Host or Home Institution.

6.0 GRADUATION

6.1 **Graduation Requirements for UDLAP Students:**

6.1.1 A student shall take the required courses at UDLAP and Appalachian in order to graduate with one of the Bachelor's Degrees in Communication (Licenciatura) from UDLAP

recognized by the Mexican Department of Public Education (SEP) and accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The UDLAP student and the Academic Program Coordinator must complete the corresponding transfer of credits for the courses taken at Appalachian to UDLAP in order to fulfill his/her academic program at UDLAP. All of the transferred courses must match at least 60% of content of the UDLAP courses. The student has the option to transfer credits from one course taken at Appalachian to account for one or two UDLAP courses. The Academic Program Coordinator at UDLAP will verify the courses for transfer and it will be approved by the Chair of the academic department at UDLAP.

The transfer of credits must be applied in accordance with the periods established on the program approved by Secretaría de Educación Pública (Mexican National Ministry of Education) and must be successfully completed according to "Procedimiento de Transferencia de Créditos, PRO-016-01"

6.1.2 A student shall take the required courses at UDLAP and Appalachian (a total of **122 Appalachian credit hours/244 UDLAP units**) in order to graduate with the Bachelor of Science degree in Communication from Appalachian. At the end of his/her program at UDLAP the student must request that his/her official academic transcript from UDLAP (with the institution's signature and stamp) through UDLAP's International Office be sent to Appalachian in order to transfer his/her credits from the courses taken at UDLAP to Appalachian and fulfill his/her academic program.

6.1.3 A student must meet all graduation requirements stipulated by UDLAP and Appalachian.

6.1.4 UDLAP student must fulfill UDLAP's Social Service requirements.

6.2 **Graduation Requirements for Appalachian Students:**

6.2.1 A student shall take the required courses at UDLAP and Appalachian in order to graduate with one of the two Bachelor's Degree in Communication from UDLAP.

At the end of his/her program at Appalachian, the student must request that his/her final official academic transcript (with the institution's signature and stamp) through Appalachian's OIED be sent to UDLAP's International Affairs Office in order to transfer his/her credits from the courses taken at Appalachian to UDLAP and fulfill his/her academic program at UDLAP.

6.2.2 A student shall take the required courses at UDLAP and Appalachian (a total of **122 Appalachian credit hours**) in order to graduate with the Bachelor of Science degree in Communication from Appalachian. The Appalachian student and the Academic Coordinator must complete the corresponding transfer of credits from for the courses taken at UDLAP to Appalachian in order to fulfill his/her academic program at Appalachian.

6.2.3 A student must meet all graduation requirements stipulated by UDLAP and Appalachian.

6.3 **Procedure:** With the approval of the Academic Program Coordinators from both institutions, a student shall be eligible for graduation from her/his Home and Host Institutions. **Neither institution shall grant its degree without notifying and obtaining the consent of the partner institution.**

6.3.1 **For UDLAP Students**: The UDLAP Academic Program Coordinator shall notify the Appalachian Academic Program Coordinator that the student has completed all requirements

necessary for an undergraduate degree at UDLAP, as well as those established by this Agreement. The Department of Communication Chair at Appalachian shall send, by express courier services, the student's diploma to the International Affairs Office at the UDLAP. Once received by the International Affairs Office, the diploma shall be sent to the Department of Registrar and be delivered to the student.

6.3.2 **For Appalachian Students**: The Appalachian Academic Program Coordinator shall notify the UDLAP Academic Program Coordinator and the International Office at UDLAP that the student has completed all requirements necessary for an undergraduate degree at Appalachian, as well as those established by the dual degree program agreement. The International Affairs Office at UDLAP shall send, by express courier services, the student's diploma to the Appalachian's OIED. Once received by OIED, the diploma shall be sent to the Registrar's Office and be delivered to the student.

6.4 UDLAP students must be informed of the fact that participation in this dual program may prolong their studies for at least one semester in order to fulfill all UDLAP graduation requirements.

7.0 FINANCIAL MATTERS

7.1 This agreement shall include tuition as well as room and meal plan for the students. Exchange students shall pay these costs at their home institution and these benefits shall be provided to them at no additional charge at the host institution. Graduation fees are not included.

7.1.1 Students from Appalachian shall be provided a standard double occupancy room and the meal plan shall be offered according to UDLAP meal plan (three meals from Monday to Friday, breakfast Saturday and Sunday).

7.1.2 Students from UDLAP shall be provided a standard double occupancy room and the meal plan shall be offered according to Appalachian High Meal Plan.

7.1.3 Students shall cover the costs of their additional expenses including, but not limited to, educational supplies, photocopies, international and domestic travels, personal items, and visas. The semester room and board charges do not cover the periods, e.g. winter break, when the dorms are not open and also the times when the meal halls are closed. Both institutions require that the student must maintain full medical health insurance coverage during the break periods in order to satisfy internal institutional policy and government regulations.

7.1.4 **Graduation Expenses for Appalachian Students at UDLA**: At UDLAP, Appalachian students shall pay the valid graduation fee in order to receive the UDLAP Diploma.

7.1.5 **Graduation Expenses for UDLAP Students at Appalachian**: At Appalachian, UDLAP students shall pay the valid graduation fee in order to receive the Appalachian Diploma.

8.0 ADDITIONAL ADMINISTRATIVE ISSUES

8.1 Each institution's Academic Head/Chair of Department shall designate an Academic Program Coordinator to work with exchange students in order to ensure that the objectives of the dual degree program are consistent with the aims and objectives of the Home Institution's curriculum.

8.2 The Academic Program Coordinator at the Home Institutions shall, as his/her first obligation, obtain and transmit to his/her counterpart at the Host Institution all the evaluations and grades related to the participating students. The International Affairs Office of UDLAP and OIED at Appalachian shall

send any and all relevant materials—evaluations, grades and such—concerning the participating students to the other institution. The official transcripts shall be sent to the Home Institution no later than six weeks after each semester ends.

8.3 All individuals working on the dual degree program at both institutions shall comply with the applicable Mexican or US laws, regulations, and institutional policies applicable to each institution. Neither Institution shall be responsible for complying with foreign laws.

8.4 Appalachian and UDLAP agree to ensure that they are familiar with the applicable US or Mexican laws and regulations regarding the privacy of student data. The institutions acknowledge that any failure to observe appropriate data protection principles may result in termination of this Agreement.

8.5 Students shall be responsible for fulfilling all immigration requirements of the host country in order to obtain their student visas.

8.6 Neither institution shall assign, transfer, or otherwise dispose of this Agreement and any related Addenda, or its obligations or liabilities hereunder in whole or in part to any other third party without written consent of the other institution.

8.7 This Agreement may be modified, varied or amended at any time after due consultation and with the written agreement of both parties.

8.8 This Agreement is signed in good faith and in accordance with the administrative rules and procedures governing each institution. Therefore, by virtue of this good faith, any conflict that may arise with respect to its interpretation, formalization, and fulfillment will be resolved by agreement between the two institutions.

8.9 The dual degree program in Communication shall be in effect for five (5) years and will be renewed by mutual consent of authorized representatives of both Institutions by entering into a renewal agreement.

8.10 Either Institution can terminate this Agreement at any time upon written notice to the other Institution. In the event of the termination, for whatever reason, a letter of notification shall be sent to the Provost & Executive Vice Chancellor at Appalachian and Academic Vice President at UDLAP 12 months in advance. Any termination or modification made must not affect any of the students participating in the program at the time of the notification.

9. FUNCTIONS AND DUTIES OF THE ACADEMIC PROGRAM COORDINATOR

The Academic Program Coordinator for the dual degree program at each institution shall be to:

9.1 Coordinate, together with the department Head/Chair, the recruitment of students to participate in the program.

9.2 Maintain a data base with all information pertaining to students involved in the program.

9.3 Offer academic advice and counseling to students throughout the duration of the program while at UDLAP and Appalachian.

9.4 Advise students regarding the courses they need to take in order to comply with the requirements of both institutions.

9.5 Match and accept courses taken at the partner institution and prepare the documents for graduation.

9.6 Authorize the participation of the students who will be a part of the dual degree program and map out which courses will be transferable.

9.7 Maintain contact with the program coordinator of the other institution in relevant matters relating to the program.

9.8 Ensure that all courses required are offered at the Host Institution and that the hours and content correspond to the requirements stipulated.

9.9 Ensure that the courses offered have an academic level similar to those found at the Host Institution.

9.10 Ensure that within the curriculum review, the new program is compatible with the dual degree program.

9.11 Carry out periodic academic evaluations of the dual degree program.

9.12 Inform the students of any academic changes that have been made in the program that will impact their program of study.

9.13 UDLAP Academic Program Coordinator presents exceptional cases involving UDLAP students for resolution at UDLAP's Social Sciences School meetings.

9.14 Register the students in the program and prepare the credit transfer forms.

9.15 Register incoming students the first semester at UDLAP and Appalachian for the required classes. In the event that students are blocked from registration due to missing documents or debts, it will not be possible for the academic coordinator to register them. It will be the responsibility of the student to consult the Registrar's Office and the International Office to remedy any issues that may be preventing their ability to register.

9.16 Provide students with a list of equivalencies for courses at each Institution. If changes in the academic programs occur, the list of courses shall be modified.

Appalachian State University

Darrell P. Kruger, Ph.D.
Provost & Executive Vice Chancellor

Date: 02/19/16

Fundación Universidad de las Américas, Puebla

Cecilia Anaya Berríos, Ph.D.
Academic Vice President

Date: 03/18/2016

Office of General Counsel
Reviewed/approved as to form.
Initials:

Mario Vallejo Pérez
Vice President for Finance and Institutional Advancement

Date: