

SECTION: Instructional
SUBJECT: Study Abroad Policy
SOURCE REFERENCE: BOT/ACCS 316.01 Travel
BOT/ACCS 709.01

NUMBER: J/1.16

Study Abroad Policy

Proposing a Study Abroad Trip: Instructors who wish to conduct a study abroad trip must submit a proposal to their division chair/director, then their dean. If the dean approves, then the proposal will be forwarded to the president, and with the president's approval, it will be sent to the chancellor.

Trips must be approved a calendar year before the scheduled travel.

Proposals must contain the following:

- Purpose of foreign travel
- Location of foreign travel
- Date of foreign travel
- Number of students expected to participate
- Number of college personnel expected to participate
- Other participants/travelers
- Liability Insurance - Travelers will purchase all-inclusive insurance that covers the following:
 - Program cancellation and interruption
 - Illness and accident
 - Baggage and property
 - Flight delay
- College Credit and Course Information
- Course Objectives and Outcomes
- Course Syllabus
- Explanation of instructor/s compensation and reimbursement, including budget information
- Cost of the tour for students
- Itinerary

Preparing for a Study Abroad Trip: Once the trip has been approved, the trip leader will facilitate the following:

- Trip reservations, which may include the following:
 - Coordinate with an educational tour company, such as EF Tours
 - Coordinate with a foreign institute, such as the Institute of Study Abroad Ireland
 - Coordinate with a travel agency to arrange flights, such as Fellowship Travel
- Request the course to be created in Banner
- PR and recruitment activities
- Orientation for trip participants, which include the following:
 - Trip information
 - Course information
 - Location information
 - Possible funding sources, scholarships, PELL, Gilman, etc.

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- Fundraising activities
- Student behavior guidelines
- Packing advice
- Dos and don'ts for traveling in a foreign country
- Collection of forms and other paperwork required from students - students will need to submit the following to the trip leader:
 - Study Abroad application form
 - A signed copy of the Agreement for Release of Liability, Assumption of Risk and Indemnification (Field Trip Form/Off-Campus Activities, Faculty Handbook M-1.6-A)
 - A copy of their passport
 - Proof of insurance
 - Receipt of payment for the trip

*Trip Leaders must inform participating students that should trips be cancelled due to unforeseen and unavoidable causes or concerns about the health, safety, or welfare of students and faculty, all attempts will be made to assist in securing a return of students' funds; however, the College cannot guarantee and is not responsible for refunds.