

ADMINISTRATIVE REGULATION 4351

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

STUDY ABROAD PROGRAMS

All study abroad proposals shall be evaluated and recommended for consideration through the college Study Abroad Committee, if applicable, and Academic Senates. Proposals are to include educational benefits.

The curriculum comprising study abroad programs shall specifically relate to the culture and/or location of the proposed programs.

Credit courses offered as an integral part of study abroad programs shall be approved by the Board of Trustees and taught under approved course outlines and syllabi. No prerequisites for study abroad programs shall be established other than those academic prerequisites allowed by existing state regulations. All participants must satisfactorily complete all requisite activities and conditions associated with student travel, including, but not limited to, course prerequisites, conditions of participation, orientation, and completion of required forms.

Study abroad programs and credit courses shall be scheduled, assigned to tenured full-time faculty, and maintained under the requirements of the Academic Employee Master Agreement as with all other programs and courses offered by the South Orange County Community College District.

Faculty members assigned to a study abroad program shall be content experts in the disciplines offered by the program they propose to teach. Faculty members should have experience managing student behavior inside and outside the classroom, as well as the ability to work closely and cooperatively with other colleagues. Faculty members must be willing to assume responsibilities associated with the administration and delivery of the program at a foreign site.

Information sessions will be coordinated by the Vice President for Instruction, or designee, and held by faculty in charge, which will provide students interested in study abroad programs a thorough understanding of the objectives, restrictions, and difficulties encountered while abroad.

The District may enter into contracts with independent contractors for services including, but not limited to travel, insurance, food, and housing in connection with study abroad programs and courses. Any such contract shall be executed by an authorized officer of the District, subject to approval or ratification by the Board of Trustees.

Study abroad programs and courses which draw from the District population as a whole shall be coordinated between the colleges as to the time of offerings and scope of study.

This regulation shall not apply to faculty exchange programs, student exchange programs, or other international education programs.

I. GENERAL PROVISIONS

A. Structure

Adopted:	06-22-90	Revised:	09-26-11
Revised:	08-15-91	Revised:	11-07-19
Revised:	08-30-99		

Page 1 of 7

College credit study abroad programs may be offered by the Office of Instruction.

B. Program Outline

A program application including a detailed itinerary and daily activities shall be first submitted for consideration to the college Study Abroad Committee. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.

C. Class Credit

Academic credit will be granted by the college offering the study abroad program in the same manner as classes offered on campus.

D. Oversight

The Vice Chancellor of Technology and Learning Services and the appropriate college Vice President for Instruction have oversight over all study abroad programs offered at the South Orange County Community College District.

E. Marketing

Study abroad programs are District programs. Students will be recruited on a district-wide basis. Appropriate offices and faculty on each college campus will provide access to their students in classes related to the study abroad program being marketed so long as such access does not unduly impact the instructional program or staff work load.

F. District Study Abroad Committee

The District Study Abroad Committee shall be chaired by the Vice Chancellor of Technology and Learning Services and comprised of the Vice President for Instruction at each college. In addition, each college shall have faculty and student representation.

II. PROGRAM APPROVAL

A. Policy

The colleges shall establish guidelines for program review, program recommendation, and procedures for applying, deadlines for applications, criteria used for granting a recommendation, and a procedure for the rating of recommended programs.

B. Administrator Review and Approval

The faculty member in charge shall forward the proposal to the division/school dean indicating the country/countries to be visited before submitting to the Study Abroad Committee for prioritization. A proposal shall include the following:

1. Course objectives
2. Estimated travel dates

Adopted:	06-22-90	Revised:	09-26-11
Revised:	08-15-91	Revised:	11-07-19
Revised:	08-30-99		

- 3. Preliminary itineraries with activities
- 4. Educational facility arrangements
- 5. Budget and expenses
 - a. Travel
 - b. Accommodations/Housing (e.g., homestay, hotels)
 - c. Excursions
 - d. Meals

C. College Study Abroad Committee Review and Recommendation

Once the proposal is approved by the division/school dean, the proposal will be presented to the college Study Abroad Committee to be evaluated, prioritized, and recommended first to the Academic Senate for approval and subsequently to the District Study Abroad Committee for discussion to coordinate between the colleges as to the time of offerings and scope of study to avoid duplication and competition.

D. Board of Trustees Approval

Each study abroad program shall be approved by the Board of Trustees. All program arrangements shall be included in a written contract developed by the District Procurement, Central Services, and Risk Management office and shall be reviewed for compliance with the law and Board Policy prior to Board approval.

III. THIRD PARTY TRAVEL CONTRACTOR

A. Agreement

The selected travel contractor shall agree to sign the District’s travel contractor agreement. Travel contractor may request revisions to District’s travel contractor agreement; however, such revisions must be reviewed and approved by the District prior to incorporating such changes in the agreement.

B. Insurance and Benefits

1. Liability Insurance

The selected travel contractor shall provide liability insurance to the District. Travel contractor shall provide the District Procurement, Central Services, and Risk Management office with a valid certificate of insurance for each program, along with an endorsement naming the District, its officers, agents, employees, and volunteers as additional insureds. Insurance certificates shall reflect a minimum single limit of liability of \$5,000,000 with evidence that the policy covers the worldwide exposures of the study abroad program. The certificate shall be submitted with the executed contract to the District Procurement, Central Services, and Risk Management office at least 15 business days prior to commencement of the program.

2. Benefits

Adopted: 06-22-90
Revised: 08-15-91
Revised: 08-30-99

Revised: 09-26-11
Revised: 11-07-19

All participating students shall be required to secure the following benefits in amounts specified by the District from the District appointed travel contractor. Students may purchase higher limits of benefits if desired.

- a. Accidental Death and Dismemberment
 - b. Medical (per covered accident or illness)
 - c. Mental or Nervous (inpatient and outpatient)
 - d. Emergency Medical Evacuation
 - e. Emergency Medical Reunion
 - f. Trip Delay
 - g. Trip Interruption
 - h. Trip Cancellation
 - i. Security Evacuation
 - j. Repatriation/Return of Mortal Remains
 - k. Baggage Loss
3. Medical/Hospital Arrangements

The travel contractor shall arrange for all medical and hospital arrangements that may be required.

C. Travel Contractor Criteria

The selected travel contractor shall meet the following criteria:

- 1. Program objectives
- 2. Financial obligations and arrangements
- 3. Program costs
- 4. Contingency provisions for emergencies
- 5. Types and quality of transportation provided
- 6. Meals
- 7. Housing and study facility arrangements
- 8. Staff assistance
- 9. Supervision and student conduct responsibilities
- 10. Commitments to the specific educational program
- 11. Title IX compliance and support

Proposals will be selected based on the quality of support services at a reasonable cost to the student, scholarship provisions, and assurance that the contractor will meet the District's criteria.

D. Student Release

Adopted: 06-22-90 Revised: 09-26-11
Revised: 08-15-91 Revised: 11-07-19
Revised: 08-30-99

All participating students shall complete a District "Study Abroad Program Participant Agreement" which contains the following components:

1. All persons with the exception of District employees participating in a study abroad program shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the study abroad program and shall have executed the District's Study Abroad Program Tour Participant Agreement prior to engaging in such travel.
2. Accommodations Policy
3. Standards of Student Conduct for Study Abroad Programs
4. Guidelines
5. The signature of a parent or legal guardian is required for participation of minors.
6. A participant's health information form is required.
7. Students will be required to sign a separate release in the event they choose to travel on their own during scheduled breaks.

IV. FISCAL COMPONENTS

A. Funding of Programs

Study abroad programs may be funded by any of the following options:

1. Credit classes may be funded by the college/division as part of the regular budget. Funding will be limited to faculty member salary only. Students will assume their own travel, lodging, and incidental expenses.
2. Based on the number of student participants, pricing shall be negotiated to include faculty travel and living expenses. Such provisions shall be included in the executed contract between the District and contractor.

B. State Apportionments

1. Education Code allows for the collection of state apportionments for study abroad programs.
2. No more contact hours may be generated than if the class was held on campus.
3. Complete and accurate records of attendance and reporting must be kept.

C. Financial Assistance to Students

In order to provide equal access, the colleges shall make every reasonable effort to provide financial assistance to qualified students wishing to enroll in study abroad programs.

V. ORIENTATION

Students participating in the study abroad programs are required to attend orientation sessions.

Adopted: 06-22-90
Revised: 08-15-91
Revised: 08-30-99

Revised: 09-26-11
Revised: 11-07-19

- A. An orientation session shall be coordinated by the Vice President for Instruction, or designee, and held by the faculty member sufficiently in advance to provide the students with information concerning course requirements and to determine that the students meet course prerequisites. The orientation session for each study abroad course shall include the faculty member's description of the activities of the course, including the extent of travel, the mode of travel, the duration of course activities, accommodations, anticipated climactic conditions, and what physical requirements there may be of participants.
- B. The orientation shall include the faculty member's presentation to students about the District and college disciplinary rules and regulations. The student shall, as a condition of participation in the course, acknowledge in writing the student's receipt, understanding of, and agreement to abide by District and college rules and regulations for student conduct, which shall include a description of the kinds of behavior that may lead to expulsion from the program.
- C. The orientation shall include a questionnaire concerning the relevant medical conditions and health history of students. The questionnaire shall inquire of students if they have any medical condition or special need which would require, in order to fully participate in the course, any special accommodation such as:
 - 1. physical assistance,
 - 2. medication,
 - 3. specialized transportation requirements, or
 - 4. specialized medical appliances or care.

If the student's answers are in the affirmative, the faculty member shall meet with the Vice President for Instruction, or designee, and the Vice President for Student Services, or designee, and the student to determine how the student's needs can be reasonably accommodated. Where appropriate, a physician's written release may be required as a condition of student participation in the program.

Personal information disclosed by the student in such questionnaire shall remain confidential, and shall be utilized by college personnel only in accordance with this regulation. In attempting to accommodate students with special needs, the appropriate administrator shall, together with the student and the faculty member, investigate available campus resources to enable the student's participation, including disabled student programs and services, the associated student body, and any other available support services.

- D. If the faculty member has information which would reasonably lead them to believe that the student's participation in the activity could endanger the student, other students, or other individuals, the faculty member shall meet with the student and the Vice President for Instruction, or designee, and/or Vice President for Student Services, or designee, to determine whether reasonable accommodation is necessary, and, if so, if

the student's needs can be met. Where appropriate, a physician's written release may be required as a condition of student participation in the program.

- E. If it is the judgment of the faculty member and the Vice President for Instruction, or designee, after attempting to arrive at a reasonable accommodation, that student participation in the study abroad program may adversely affect the health, safety, or welfare of the student, staff, or other students of the college, the faculty member shall work with the student to make available an alternative instructional experience when appropriate.
- F. The travel contractor will provide orientation on all trip expenses, services, and rules of the program. The orientation will include information on exclusions, liability, and responsibility limitations of the travel contractor. The travel contractor will outline the responsibilities of the students and the non-instructional rules and conditions to which the student must adhere

VI. EVALUATION OF PROGRAMS

A. Faculty Report

The faculty member will submit a written report and evaluation of the program to the appropriate Vice President for Instruction within 30 days of the conclusion of the program.

B. Student Evaluation

Participating students will complete a program evaluation to be filed with the appropriate Vice President for Instruction at the conclusion of the program.

VII. INDEPENDENT/NON-DISTRICT SPONSORED TRAVEL

- A. Announcements of privately sponsored travel programs in which a District employee leads or participates shall not give the impression in any way that the program is sponsored by the District or college. Such announcements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other privately prepared announcements. District employees may, however, place paid advertisements in student newspapers on the same basis as any other commercial venture.

Students shall complete and sign FS#53 - *Independent/Non-District Sponsored Travel* form and provide it to the faculty member prior to independent travel.

Adopted: 06-22-90
Revised: 08-15-91
Revised: 08-30-99

Revised: 09-26-11
Revised: 11-07-19