

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 Advisory, 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 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, good academic standing, 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 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 study abroad site.

Orientation and Pre-Departure Orientation informational sessions will be coordinated by the Vice President for Instruction, or designee, and held by faculty lead, which will provide students 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.

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

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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 Advisory. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs abroad shall offer classroom type instruction with standards equivalent to the colleges' 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 Educational and Technology Services and the appropriate college Vice President for Instruction have oversight over all study abroad programs offered at the 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.

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 lead shall forward the proposal to the division/school dean indicating the country/countries to be visited before submitting to the Study Abroad Advisory for prioritization. A proposal shall include the following:

1. Course objectives
2. Estimated travel dates
3. Preliminary itineraries with activities
4. Educational facility arrangements
5. Budget and expenses

a. Travel

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- b. Accommodations/Housing (e.g., homestay, hotels)
- c. Excursions
- d. Meals

C. College Study Abroad Advisory Review and Recommendation

Once the proposal is approved by the division/school dean, the proposal will be presented to the college Study Abroad Advisory to be evaluated and recommended for prioritization and approval by the Office of Instruction. Concurrently, the Academic Senate and Consultation Council shall be notified. When applicable, the colleges will coordinate the time of offerings and scope of study to avoid duplication and competition.

D. Board Approval

Each study abroad program shall be approved by the Board. 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. Limits of liability insurance requirements may vary by travel destination. 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

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.

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- 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

Participating students shall complete all District and college required Study Abroad Program forms, 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

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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. Process to request accommodations.
- 3. Standards of Student Conduct for Study Abroad Programs, which includes conduct that constitutes sexual harassment.
- 4. A participant’s health information.
- 5. Students will be required to sign a separate release, the “Study Abroad Participant Independent Travel Waiver”, 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 lead 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/PRE-DEPARTURE ORIENTATION

A. Prior to the Orientation/Pre-Departure Orientation, informational sessions may be coordinated by the Vice President for Instruction, or designee, and held by the faculty lead sufficiently in advance to provide the students with information concerning course requirements and to determine that the students meet course prerequisites. The sessions for each study abroad program shall include the faculty lead’s description of the activities of the course, including the extent of travel, the mode of travel, the duration

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- of course activities, accommodations, anticipated climactic conditions, cultural expectations and differences, and what physical requirements there may be of participants.
- B. Students shall self-report on the appropriate study abroad form any medical condition or special need for accommodations which would be required, in order to fully participate in the course such as:
 - 1. physical assistance,
 - 2. medication,
 - 3. specialized transportation requirements, or
 - 4. specialized medical appliances or care.
 - C. Students shall self-report on the appropriate study abroad form any medical condition or special need for accommodations which would be required, in order to fully participate in the course such as:
 - 1. physical assistance
 - 2. medication
 - 3. specialized transportation requirements, or
 - 4. specialized medical appliances or care.
 - D. If the faculty lead 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 lead 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 and/or an alternative instructional experience is necessary.
 - E. Students participating in the study abroad programs are required to attend an orientation/pre-departure session(s). The travel contractor shall be responsible for providing program participants and program instructors at least one pre-departure orientation that shall address items including, but not limited to information regarding the study abroad location (including laws and culture adjustments), required legal documents for travel (i.e., passports, visas, etc.), accommodations, insurance, safety & security, student conduct, academic information, as well as financial considerations. During pre-departure orientation, travel contractor shall provide program participants and program instructors with literature regarding the study abroad location. Additionally, travel contractor shall provide an on-site orientation to program participants and program instructors once in the study abroad location.

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

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responsibilities of the students and the non-instructional rules and conditions to which the student must adhere. The travel contractor will address protocol for handling emergencies as well as accommodation issues.

- F. The orientation shall include the faculty lead’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.

VI. EVALUATION OF PROGRAMS

A. Faculty Report

The faculty lead 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. Independent travel in study abroad programs refers to students exploring destinations and activities without direct supervision. It allows them to explore, immerse in cultures, grow personally, be flexible, and broaden their horizons. While beneficial, it requires planning, risk assessment, and adherence to safety guidelines. Independent travel is a non-District sponsored activity that is not covered by the Study Abroad liability coverages.

Students shall complete and sign “Study Abroad Participant Independent Travel Waiver” and provide it to the faculty lead prior to independent travel.

- B. Announcements of privately sponsored travel programs in which a District employee leads or participates shall not, under any circumstances, give the impression that the program is sponsored by the District or its colleges. Such announcements, whether distributed or posted on campus or at any authorized District function, must comply with the established rules governing other privately prepared announcements. District employees may place paid advertisements in student newspapers on the same basis as any other commercial entity. However, such announcements must clearly indicate that the travel program is independent of the District and is not endorsed by or supported by it.