

## **CCS Administrative Procedure**

### **4.70.01-B Study Abroad Program**

---

#### **Implementing Board Policy [4.70.01](#)**

**Contact: District Academic Services Officer, 434-5060  
Dean of International Programs, 533-7033 or 533-3844**

#### **1.0 Purpose**

The purpose of this procedure is to ensure a well-planned and comprehensive Study Abroad Program to increase awareness and understanding of other cultures and to support Community Colleges of Spokane's (CCS) commitment to international education. This commitment is part of the mission to provide students with educational opportunities that are affordable and accessible to students. Study Abroad Programs are guided by the mission and the values of the three institutions.

International Programs (IP) provides support and coordination for all CCS study abroad and exchange programs – Spokane Falls Community College (SFCC), Spokane Community College (SCC), and the Institute for Extended Learning (IEL). In this support role, IP assists instructional administrators, staff, faculty and other individuals interested in providing or participating in study abroad or exchange programs by maintaining information, advising, assisting with the development, implementation and assessment of programs, and facilitating opportunities for collaboration with other institutions.

#### **2.0 Limitations and Requirements**

The CCS procedure on study abroad requires commitments at the departmental, division and college levels:

- 2.1 Coordinating all study abroad and exchange programs through International Programs;
- 2.2 Participating in any study abroad program requires CCS approval through the Study Abroad Advisory Committee and the Vice President's Council;
- 2.3 Determining the types of study abroad experiences, the legitimacy of partner organizations, and security of the students and faculty that will be considered for SCC or SFCC credit, after consultation with the appropriate department, including direct enrollment in:
  - 2.3.1 SCC/SFCC/IEL study abroad programs;
  - 2.3.2 foreign universities;
  - 2.3.3 programs sponsored by United States colleges and universities, consortia, non-academic and/or non-profit organizations, corporations or individuals;
  - 2.3.4 independent study; and
  - 2.3.5 internships.
- 2.4 Providing program evaluations for SCC/SFCC/IEL sponsored trips (excluding instructor evaluations) to International Programs, students, advisors, and the Study Abroad Advisory Committee.

#### **3.0 International Programs Study Abroad Support**

The activities of study abroad are conducted in cooperation with International Programs, headed by the Dean of International Programs, and advised and supported by the Study Abroad Advisory Committee in collaboration with the appropriate instructional dean. Study Abroad programs and activities will adhere to Accreditation Standard 2.A.4 of the Northwest Commission for Schools and Colleges.

- 3.1 Study abroad experiences include direct enrollment in the following (all need CCS approval through International Programs):
  - 3.1.1 SCC, SFCC, and IEL programs;
  - 3.1.2 programs sponsored by U.S. colleges and universities and consortia;
  - 3.1.3 independent study;
  - 3.1.4 foreign colleges and universities; and
  - 3.1.5 internships.
- 3.2 The length of study abroad experiences range from one week to multiple quarters.
- 3.3 Central Coordination of Study Abroad Information

Recognizing that programs and advising may be conducted by various persons on the CCS campuses, the IP office shall be the central point of access to information regarding study abroad opportunities for students, faculty and staff. International Programs shall:

  - 3.3.1 Obtain and disseminate information about study abroad programs.
  - 3.3.2 Maintain a library of essential study abroad materials including copies of all exchange agreements or agreements of cooperation with other institutions of higher education.
  - 3.3.3 Foster awareness and involvement of faculty, staff and students in study abroad programs and activities.
  - 3.3.4 Assist in the promotion of study abroad programs on all campuses, and the surrounding community.
- 3.4 Services to Students, Faculty, and Staff
  - 3.4.1 Clarifying objectives for individuals wanting to go abroad;
  - 3.4.2 Identifying educationally sound and culturally beneficial educational opportunities within CCS or other institutions;
  - 3.4.3 Advising students, staff, and faculty regarding the quality, value, and appropriateness of a particular study abroad experience;
  - 3.4.4 Understanding the implications of a particular study abroad experience on graduation requirements, transfer credit and financial aid;
  - 3.4.5 When appropriate for success in particular types of programs, screening applicants to ensure that participants have the required language proficiency;
  - 3.4.6 Coordinating the evaluation of a student's educational background with the host-country institution's admissions personnel whenever a student is planning a quarter or longer duration abroad;
  - 3.4.7 Assisting with logistical arrangements of required documents for admission, housing, travel, credit transfer, health insurance/services and other items;
  - 3.4.8 Advising and/or assisting with passport and visa requirements;
  - 3.4.9 Advising prospective participants on lead times/deadlines;
  - 3.4.10 Identifying and publicizing sources of financial aid for study abroad trips;
  - 3.4.11 Assisting students in obtaining international student identification cards which include limited health and accident insurance coverage while abroad;
  - 3.4.12 Identifying additional alternatives for insurance and discounts associated with international travel;
  - 3.4.13 Assisting academic departments with pre-departure and ongoing orientation sessions;

- 3.4.14 Maintaining communication with students who are abroad for a quarter or longer duration;
  - 3.4.15 Conducting and/or assisting with re-entry orientation and debriefing for students abroad for a quarter or longer;
  - 3.4.16 Requesting formalized and written evaluations from returning students and program administrators to determine the effectiveness of the experience, the usefulness of pre-departure advisory services along with recommendations for desirable changes;
  - 3.4.17 Identifying safety and security risks given the latest information from the State Department concerning travel advisories;
  - 3.4.18 Ensuring fair reimbursement to participants if the program is not delivered as promised for reasons within the originator's control;
  - 3.4.19 Assisting study abroad originators regarding provisions for follow-up studies on the individual and institutional benefits derived from study abroad programs.
- 3.5 Counsel and Assistance to Faculty in the Development and Implementation of Study Abroad Programs
- Study Abroad programs and activities should encourage extensive and effective use of the unique physical, human, and cultural resources of the host environment. The academic rigor of the program should be comparable to that at the home campus. To facilitate successful study abroad programs and faculty preparedness, the International Programs Office shall:
- 3.5.1 Counsel study abroad coordinators about effective design, logistical, safety and legal issues related to study abroad programs.
  - 3.5.2 Assist academic departments in promoting the study abroad concept and specific trips, and recruiting participants, locally and nationally.
  - 3.5.3 Assist academic departments in contacting Financial Aid representatives to assist in study abroad participation.
- 3.6 Study Abroad Agreements and Faculty/Student Exchanges between CCS, Consortia, and/or International Institutions
- To encourage study abroad and broaden the options available to students, SCC/SFCC/IEL may enter into agreements with host-country institutions, join consortia, and/or co-sponsor study abroad programs. Principles and activities include:
- 3.6.1 Programs should provide opportunities consistent with SCC/SFCC/IEL's overall academic objectives, requirements, and standards.
  - 3.6.2 Agreements for bilateral, consortia, and co-sponsorship arrangements shall be approved by the appropriate CCS administration.
  - 3.6.3 Bilateral consortia, and co-sponsorship agreements will be evaluated every two years by the Study Abroad Advisory Committee, which will recommend to the Dean of International Programs the extension, modification, or cancellation of the agreement.
  - 3.6.4 Sites relevant to the agreements will be evaluated by the Dean of International Programs to determine they are educationally sound and culturally beneficial.
  - 3.6.5 International Programs will coordinate with co-sponsors and/or host-country institutions. This coordination includes areas such as admissions, credit transfer, housing, travel, observation and evaluation of students' academic progress and preparation for return to parent institution.

#### 4.0 Study Abroad Advisory Committees

Study Abroad Advisory Committees, one at SCC and one at SFCC, are composed of faculty, the Dean of International Programs, the Study Abroad Coordinator and others representing a cross-section of academic departments at each of the college units. Its purpose is to advise the Dean of International Programs regarding SCC/SFCC/IEL's participation in study abroad and exchange programs. The Dean of International Programs serves as chair of the committee.

- 4.1 Committee members are selected by the Dean of International Programs and may include representatives of:
  - 4.1.1 Academic department heads and/or program administrators of ongoing study abroad programs. All faculty members must be selected following the rules of the Master Contract and be recruited through the AHE.
  - 4.1.2 Representatives from Financial Aid
  - 4.1.3 International Programs
  - 4.1.4 Students
  - 4.1.5 Others as needed
- 4.2 Meetings are held at least semi-annually. Additional meetings may be called by the chair.
- 4.3 The Study Abroad Advisory Committees shall make recommendations to the Dean of International Programs.
  - 4.3.1 Review proposals for study abroad trips to determine if an effective use of the physical and cultural resources of the host environment is incorporated, and make recommendations;
  - 4.3.2 Review proposals for study abroad trips to determine the relevance of individual courses with the total study abroad program, and make recommendations;
  - 4.3.3 Review agreements and suggest desirable changes for the purpose of recommending approval, modification, extension, and/or termination of such agreements;
  - 4.3.4 Review study abroad policies and procedures, and make recommendations;
  - 4.3.5 Make recommendations for study abroad development and expansion relevant to increasing student, staff, and faculty participation.

#### 5.0 Administrative Highlights Regarding Implementation of a Study Abroad Program

- 5.1 Approval Process. All study abroad proposals must receive CCS approval before any recruitment or actual participation. Faculty planning to conduct a study abroad program that was approved or conducted in the past and faculty planning a new study abroad program will prepare a Request for Approval of a Study Abroad Program form and submit it to the appropriate department chair(s) and dean(s). The approval process involves:
  - 5.1.1 Completion of a Request for Approval of a Study Abroad Program form indicating the program concept for review and approval by the appropriate department chair(s) and dean(s). (See the [Study Abroad](#) web page.)
  - 5.1.2 After approval by the department chair(s) and dean(s), the proposal will be submitted to the Study Abroad Coordinator for review by the appropriate Study Abroad Advisory Committee a minimum of seven months prior to the departure date of the program to accommodate the approval process and to allow time for review and publicity.

- 5.1.3 The IP will annually announce a campus-wide Request for Proposals for study abroad programs. Departments can also submit proposals at their own initiative.
- 5.1.4 The Study Abroad Advisory Committee reviews proposals for new study abroad trips and proposals for continuation of trips observing the following criteria:
  - 5.1.4.1 Safety of students and staff
  - 5.1.4.2 Objectives of the academic department and the college
  - 5.1.4.3 Benefits to student and faculty development
  - 5.1.4.4 Cost to implement
  - 5.1.4.5 Overall organization of trip
  - 5.1.4.6 Financial support
  - 5.1.4.7 Evidence of coordination with other sponsors for trips to same country/area
  - 5.1.4.8 Diversity and balance of study abroad programs
  - 5.1.4.9 Marketability
  - 5.1.4.10 Legal liability
- 5.1.5 College affiliation of trip participants and organizers' recommendations of the Study Abroad Advisory Committee will make recommendation to the CCS Vice President's Council for approval.
- 5.1.6 Upon receiving final approval for the study abroad program, the originator for that program is responsible for requesting the specific services needed from the Study Abroad Coordinator and IP. These requests should be made in writing to assure accuracy and timeliness in advertising. The trip originator is also responsible for providing a detailed description of the trip for distribution to interested participants in a timely manner to facilitate publicity releases and increase study abroad participation.
- 5.2 Budget. For all study abroad trips, a line-item, balanced budget must be developed to include projected expenses and the source(s) of income.
  - 5.2.1 The budget is to be included as part of the final proposal and requires approval of the appropriate department chair and dean, the Study Abroad Coordinator and the Dean of International Programs. SCC/SFCC/IEL students register and pay tuition and fees at the home campus.
  - 5.2.2 Additional necessary items which may be included in the participants' package price include an amount as a hedge against host-country inflation, fluctuation in the U.S. dollar, for emergencies, and/or to stage a reception or dinner.
- 5.3 Recruitment and Orientation. Recruiting and orientation are shared responsibilities of the originator and IP. Ideally, orientation should begin soon after the trip participants have been selected and continue periodically before departure and after arrival at the study abroad site.
- 5.4 Important Documents
  - 5.4.1 Passports are required to enter most countries. The IP office will assist students and faculty with obtaining information regarding application requirements and procedures.
  - 5.4.2 IP will assist students and faculty in obtaining information regarding Visa requirements which may vary from country to country and depend on the nationality of the traveler.

- 5.4.3 Every participant enrolled in an SCC/SFCC/IEL study abroad program is required to have minimal health and accident insurance coverage through purchase of an International Student Identity (ID) card. However, additional coverage is recommended.

## 6.0 Compensation and Indemnification

- 6.1 Faculty teaching abroad will be paid at contracted instructional rates.
- 6.2 For non-instructional work, faculty abroad will be paid at either the AH 03 rate or a stipend or special assignment contract. This work may include various student support services that are part of a study abroad program.
- 6.3 The range of the minimum and maximum allowable compensated time will be based on the type of duties and length of the program. The calculation for compensation (using the Study Abroad Calculation Guidelines) must be a part of the proposal submitted for approval prior to any trip/class offering, tied to percent of load and mutually agreed upon by the supervising dean and the faculty member participating in the study abroad program.
- 6.4 Study Abroad Calculation Guidelines
- 6.4.1 The stipend for study abroad advisors is will be consistent with the categories for approved activities established in Article 19, Section 5, of the Master Contract.
- 6.4.2 The study abroad advisor is a faculty member providing instruction and/or instructional support for a CCS approved study abroad program. The study abroad advisor stipend is for time the advisor spends performing activities on behalf of the college outside of the normal day that allows for further enrichment to the program. It may include, but is not limited to, the following activities:
- 6.4.2.1 Coordination with provider staff.
- 6.4.2.2 Regular communication with staff at the home campus(es).
- 6.4.2.3 Extracurricular tasks and activities. (The number of approved activities will be based on the type, length, frequency, and duration of these activities and the size of the student group.)
- 6.4.2.4 On-site documentation of the program.
- 6.4.2.5 Academic advising.
- 6.4.2.6 Hosting/participating in program social obligations.
- 6.4.2.7 After hours availability to students.
- 6.4.2.8 Program assessment.
- 6.4.3 An agreement of the number of approved activities must be in place prior to study abroad departure and signed by the study abroad advisor and the appropriate signature authority.
- 6.4.4 The study abroad advisor may accumulate additional special factors for the following:
- 6.4.4.1 For advisor service in a first-year program.
- 6.4.4.2 Exceptional duration of the program (a special factor for every two weeks beyond the first six weeks).
- 6.4.4.3 Longevity – for each five years of study abroad advising.
- 6.4.4.4 Each special factor has a stipend of Category A, Article 19, Section 5, of the Master Contract.

- 6.4.4.5 A special factor must be approved prior to study abroad departure by the study abroad advisor's appropriate signature authority.
- 6.4.4.6 Advisor assignments are voluntary and are not considered part of the academic employee's assigned professional responsibilities as defined in the Master Contract, Article 4, Section 4.
- 6.4.4.7 Air transportation must be arranged through the CCS travel office.
- 6.4.4.8 Indemnification of faculty teaching on approved CCS study abroad programs carrying out their duties such as those listed in the Study Abroad Calculation Guidelines shall be indemnified as addressed in the Master Contract, Article 3, Section 15, and as provided for in 28B.10.842 RCW.

## **7.0 Accreditation Standards of the Northwest Commission on Colleges and Universities for Study Abroad Programs**

CCS Study Abroad Programs will comply with the accreditation standards of the Northwest Commission on Colleges and Universities for Study Abroad Programs (Section 2.4). Information regarding these standards and all required forms may be found on the [CCS International Programs](#) web page.

## **8.0 Related Information**

- 8.1 [CCS International Programs](#) Study Abroad web page
- 8.2 Request for Approval of a Study Abroad Program form, [CCS #40-174](#)
- 8.3 [Faculty Master Contract](#)
- 8.4 [Accreditation Standard 2.4](#), Northwest Commission for Schools and Colleges
- 8.5 [28B.10.842 RCW](#) – Actions against regents, trustees, officers, employees, or agents of institutions of higher education or educational boards — Defense — Costs — Payment of obligations from liability account

---

**Originated:** June 2009

**Cabinet approval:** June 22, 2009