

ACADEMIC AFFAIRS
STUDY ABROAD AND EXCHANGES
CHAPTER 4
POLICY 3.02

Board of Trustees Approval: 10/10/2018
Date of Last Cabinet Review: 06/19/2018
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I. POLICY

Salt Lake Community College values international experiences in higher education and conducts educationally sound international programs in compliance with College policies and those of our accrediting and governing boards. Given this emphasis on international experience, the College has established these procedures to set forth standardized procedures for International Programs such as Study Abroad, Faculty Exchanges, Partner Institution Agreements and other International Contracts. These procedures will promote a safe educational experience for College faculty, students, staff and other persons that participate in these International Programs.

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I. REFERENCES

- A. Chapter 1 Procedure for Policy 5.01 – Contract Signatory Authority
- B. Chapter 2 Procedure for Policy 9.01 – Travel Reimbursement Procedures
- C. Chapter 2 Procedure for Policy 10.01 – College Procurement

II. DEFINITIONS

- A. Faculty Exchanges: Programs sponsored by the College in partnership with institutions outside the United States of America in which faculty travel abroad to teach, share and/or develop curriculum. For the purposes of this policy, faculty exchanges does not include faculty sabbatical leave.
- B. International Committee: A committee with representatives from the Office of Learning Advancement, Academic Affairs, and Student Affairs that reviews all credit bearing study abroad proposals, international contracts and partner agreements related to Study Abroad and Faculty Exchanges.
- C. International Contracts: Agreements for international Study Abroad or Faculty Exchange services with companies, governments, organizations or institutions.
- D. International Student Admissions and The Student Exchange Visitor Information System (SEVIS) Advising: The Manager of International Students through Student Affairs manages students from other countries who choose to study at the College.
- E. Partner Institution: A higher education institution with which SLCC has agreed to explore cooperation in one or more kinds of international programs.
- F. Partner Institution Agreements: Non-binding Memoranda of Understanding (MOUs) signed by both institutions. These MOUs establish an understanding and willingness to explore collaborations that benefit the teaching and learning experiences of both institutions. Agreements with these institutions do not constitute a contract for specific activities but are statements of intent to work cooperatively in ways that are beneficial to both institutions.
- G. Sponsor Institution: Higher Education institutions that will utilize a SLCC faculty member as part of Faculty Exchange.

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- H. Study Abroad: A program in which two or more SLCC students travel outside the United States as a learning group sponsored by the College for credit. The Engaged Learning Office manages all study abroad.

III. PROCEDURES

A. Coordination of International Programs

1. Coordination of Study Abroad and Faculty Exchanges is administered through the Office of the Associate Provost for Learning Advancement. The Associate Provost ensures activities are in compliance with the strategic goals of the College as well as accrediting and governing boards' requirements, appropriate laws and regulations.
2. The Associate Provost for Learning Advancement maintains an International Committee that reviews and approves faculty proposals for international Study Abroad and Faculty Exchange programs.
3. The Office of Risk Administration and the College's Legal Counsel will review any proposed agreement, contract, or Memorandum of Understanding (MOU) for legal sufficiency, clarity and potential risks to the College pursuant to the College's Contract Review (Signatory Authority) policy.

B. Partner Institution Agreements

Any department or division can initiate a Partner Institution Agreement, but it must be approved by the Provost for Academic Affairs or appropriate Vice President after legal review of the agreement.

C. Study Abroad

1. College Study Abroad programs developed by Full time faculty members may be proposed, and must be approved by their Associate Dean, the Dean, and the International Committee prior to implementation. Each program should be anchored by at least one credit-bearing course of which the Course Curriculum Outline has been approved by SLCC's curriculum process. Study Abroad programs may be anchored by a special topics course.
2. All Study Abroad programs must be financially self-supporting.
3. All Study Abroad programs must comply with the College's Procurement policy and Travel and Reimbursement policy. Faculty members may not contract or otherwise

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- select their own air, lodging, or transportation without written permission from the Engaged Learning Office, which will ensure compliance with the College's travel reimbursement policy and procedures.
4. The faculty member is responsible for the development of the course curriculum and the program itinerary. The responsible faculty member is required to work with the Engaged Learning Office on marketing and recruitment.
 5. There are costs associated with each trip. Some of these costs are non-refundable. Advanced payments on each student's behalf may not be reimbursed if a student withdraws or is unable to participate. Students are responsible for all non-refundable advanced payments.
 6. If a student is unable to participate for any reason, SLCC reserves the right to determine the amount of refund, if any.
 7. If a program cancellation becomes necessary for any reason, including insufficient enrollment or safety concerns, SLCC will make a good faith effort to refund payments made by participants for recoverable expenses.
 8. All participants must submit all required documents to the Engaged Learning Office by published deadlines within established timeframes.
 9. All Study Abroad programs must have a minimum of one pre-departure orientation meeting. Certain documents will be reviewed as determined by the Engaged Learning Office. Additional course meetings and readings may be required by the faculty member to prepare students for the trip.
 10. Study Abroad participants are supervised by the lead faculty member and as applicable, additional trip leads.

D. Faculty Exchanges

1. The College, through the Associate Provost for Learning Advancement, may support and develop collaborative higher education programs involving faculty exchange when those programs support the College mission and strategic goals.
2. Faculty exchanges will be authorized by written agreement between the sponsoring institutions and approved by the Associate Provost for Learning Advancement. The College endeavors to provide financial support for all faculty participating in a faculty exchange.

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3. Before departure, all SLCC participants in a faculty exchange must submit documents as required by specific departmental or program needs to the Associate Provost for Learning Advancement. The Associate Provost must approve all documents prior to departure.
4. Family members accompanying faculty on faculty exchanges attend at their own expense and assume all personal liability.

E. International Contracts

The Associate Provost for Learning Advancement maintains an International Committee to assist in developing international contracts and may include other personnel at the College or from the community to assist in this process. The Associate Provost may identify and assign the responsibility for monitoring the activities of such contracts from time to time but will retain official authority for the contract.

F. Compliance requirements

1. All college employees must report all Clery-reportable crimes and allegations of discrimination/harassment to the Title IX Coordinator, EEO Office, and/or Director of Public Safety.
2. Study Abroad and/or faculty exchanges will not be offered in areas that the U.S. Department of State has advised people to reconsider travel plans.
3. While the College seeks to promote Study Abroad and faculty exchange experiences which further the goals of the Americans with Disability Act, host country's laws, customs, infrastructure and services may not provide reasonable accommodations for participants who have a disability.