



1.1.100

Study Abroad and Exchange Policy

Date of last board of trustees review: August 16, 2023

The originator of this policy is the director of Engaged Learning. Questions regarding this policy may be directed to the originator by calling 801-957-4688.

1. Policy

Salt Lake Community College values international experiences in higher education. The college conducts educationally sound international programs in compliance with college policies and those of our accrediting and governing boards. The procedures in this policy promote a safe, educational experience for college faculty, students, staff, and others participating in these international programs, including study abroad, faculty exchanges, and partner institution agreements.

2. References

Reserved



1.1.100

Study Abroad and Exchange Procedure

Date of last executive cabinet review: May 23, 2023

The originator of this procedure is the director of Engaged Learning. Questions regarding this procedure may be directed to the originator by calling 801-957-4688.

3. Definitions

- A. **Faculty Exchanges:** programs sponsored by the college in partnership with institutions outside the United States in which faculty travel abroad to teach, share, and/or develop curriculum. For the purposes of this policy, faculty exchanges do not include faculty sabbatical leave.
- B. **Study Away Committee:** a committee with representatives from the Office of Learning Advancement, Academic Affairs, and Risk Management that reviews all credit bearing study away course proposals and faculty exchanges.
- C. **International Contracts:** agreements for international study abroad or faculty exchange services with companies, governments, organizations, or institutions.
- D. **International Student Services 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 the college has agreed to explore cooperation in one or more kinds of international programs.
- F. **Partner Institution Agreements:** non-binding memoranda of understanding signed between institutions which establish an understanding and willingness to explore collaborations that benefit both institutions' teaching and learning experiences. These agreements are not contracts for specific activities but statements of intent to work cooperatively in ways that benefit both institutions.
- G. **Sponsor Institution:** higher education institutions that utilize a college faculty member as part of faculty exchange.
- H. **Study Abroad:** a program in which two or more college students travel outside the United States as a learning group sponsored by the college for credit.

4. Procedures

- A. Coordination of International Programs

1. The Office of Learning Advancement administers and coordinates study abroad and faculty exchanges through the Engaged Learning Office.
2. The Engaged Learning Office maintains the Study Away Committee that reviews and approves proposals for international study abroad and faculty exchange programs.
3. The office of Risk Management and the college's legal counsel reviews any proposed agreement, contract, or memorandum of understanding for legal sufficiency, clarity, and potential risks to the college according to the college's contract review policy.

B. Partner Institution Agreements

1. Any department or division may initiate a partner institution agreement. However, to enter the agreement, the department must:
 - a. Obtain legal review from college legal counsel; and
 - b. Obtain approval from the provost or vice president.

C. Study Abroad

1. Full-time faculty members may develop and propose college study abroad programs to the associate dean, the dean, and the Study Away Committee before implementation.
2. Study abroad programs must be anchored by at least one credit-bearing course, of which college's curriculum process has approved the course curriculum outline. A special topics course may anchor study abroad programs.
3. All study abroad programs must be financially self-supporting.
4. All study abroad programs must comply with the college's procurement and travel and reimbursement policies.
5. Faculty members may only contract or otherwise select their air, lodging, or transportation with permission from the Engaged Learning Office, which will ensure compliance with the college's Travel Reimbursement Policy.
6. The lead faculty member is responsible for developing the course curriculum, program itinerary, and most in-country logistics. The responsible faculty member must work with the Engaged Learning Office on items related to student participation, such as forms, payments, travel documents, insurance, and general travel arrangements.
7. There are costs associated with each trip. Some costs are non-refundable. The college may not reimburse advanced payments made on a student's behalf if a student withdraws or is unable to participate. Students are responsible for all non-refundable advanced payments.
8. If a student cannot participate for any reason, the college reserves the right to determine the amount of refund, if any.

9. If a program cancellation becomes necessary for any reason, including insufficient enrollment or safety concerns, the college will make a good faith effort to refund payments for recoverable expenses.
10. All participants must submit all required documents to the Engaged Learning Office by published deadlines within established timeframes.
11. All study abroad programs must have a minimum of one pre-departure orientation meeting. The faculty member will require additional course meetings and readings to prepare students for the trip.
12. Study abroad participants are supervised by a lead faculty member and as applicable, additional trip leads. These leads can be other faculty, administrators, or staff.

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 are authorized by written agreement between the sponsoring institutions and approved by the associate provost for Learning Advancement.
3. Before departure, all college participants in a faculty exchange must submit documents as required by specific departmental or program needs to the associate provost for Learning Advancement.
4. The associate provost must approve all requests and documents before departure.
5. Family members accompanying faculty on faculty exchanges attend at their own expense and assume all personal liability.
6. The associate provost may identify and assign the responsibility for monitoring the activities of faculty exchanges from time to time but will retain official authority.

E. 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 executive director of Public Safety.
2. The Engaged Learning Office reviews U.S. Department of State travel alerts and warnings and a variety of other resources to determine safety about a given location. Study abroad and/or faculty exchanges may be offered in areas that the U.S. Department of State has issued a level 3 warning advising citizens to reconsider travel plans. However, these trips will only be allowed if there is a recommendation from the Study Away Committee that the trip or exchange will not present a serious safety and security risk to college students or employees and that the committee recommendation is approved by the Provost.

3. All international contracts are reviewed and approved through the established college contract management process.
4. 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.