

**ADMINISTRATIVE PROCEDURE 4026**  
Philosophy and Criteria for Study Abroad Education

The Peralta Community College District (PCCD) creates opportunities for students to study abroad through faculty-led programs. Instructors interested in proposing a study abroad course should consult with their department chairperson, who will in turn ask permission from the division Dean. Upon approval of division Dean and Vice President of Instruction (VPI), a proposal must be submitted to the Office of International Education no less than twelve (12) months in advance of the projected departure date. All proposals submitted will be forwarded to the Vice Chancellor of Educational Services for approval as well. The proposal form can be retrieved at the Office of International Education. When a course for study abroad is approved, it is for students at all four of the colleges in the district. More information can be found on the PCCD Study Abroad website at [web.peralta.edu/international/study-abroad](http://web.peralta.edu/international/study-abroad).

**I. Philosophy**

Study abroad education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as providing opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.

**II. Criteria for Program Development/Implementation**

1. Courses to be offered on a study abroad program must be listed in the PCCD Schedule of Classes during the academic term for which the program is being offered. All courses must comply with all PCCD policies and regulations.
2. The faculty leader must provide mandatory pre-departure orientation sessions. These sessions will cover academic and cultural information, safety precautions, student code of conduct, and medical insurance information, so that students are well-informed and fully prepared to participate in the program.
3. The faculty leader must include relevant cultural activities to significantly enhance the educational experience where the program is offered.
4. The faculty leader must adhere to established planning timelines.
5. Any full-time or part-time faculty employed by PCCD may propose a study abroad program.
6. The suggested criteria for faculty assignment are as follows:
  - a. Subject matter expertise as required by the program of study;
  - b. The variety of courses a faculty member is able to teach (when appropriate);
  - c. Demonstrated ability to work in unfamiliar conditions and under often severe time constraints;
  - d. Adaptability, flexibility, and self-sufficiency;
  - e. Previous experience leading or participating in study abroad programs;
  - f. Level of familiarity with host country, including language and culture; and
  - g. Other criteria as deemed appropriate by division Dean or VPI

**III. Proposal for Establishing a Study Abroad Program**

1. All faculty leaders must fill out a Proposal for Establishing a Study Abroad Program no less than twelve (12) months in advance of the projected departure date. The proposal form can be retrieved at the Office of International Education.
2. The proposal must contain the following:
  - a. Faculty Profile;
  - b. Signature of division Dean and VPI;
  - c. Location (Country);
  - d. Semester offered (or summer study abroad);
  - e. Length of program;
  - f. Course offerings;
  - g. Minimum number of students needed and maximum number possible;
  - h. Requirements of acceptance (e.g. GPA, prerequisites, etc.);
  - i. Suggested instructors;
  - j. Relationship to PCCD curriculum;
  - k. Method for evaluation; and
  - l. Calendar (Travel dates, starting/ending dates)
3. Proposals must first be reviewed and approved in concept by the appropriate department chair.
4. Upon department approval, the proposal should be forwarded for approval to the division Dean and VPI.
5. All signed proposals need to be submitted to the PCCD Office of International Education.
6. Submitted proposals will be forwarded to the Vice Chancellor of Educational Services for approval.
7. After the proposal is approved, the faculty leader, third-party provider, Office of International Education, and/or college administration will discuss the following areas of concern:
  - a. Accommodations, such as transportation system, to be used to and from the USA to host country, as well as within the country;
  - b. Detailed information about housing and meal plan/s to be provided for students;
  - c. Insurance and liability;
  - d. Group activities/excursions;
  - e. Method and frequency of course evaluation;
  - f. Funding for instruction and student fee structure;
  - g. Timeline for course development for study abroad; and
  - h. Other issues related to the development and marketing of the program

#### **IV. Student-Participation Program Requirements**

1. Students must be at least 18 years old to participate in the programs. Students under the age of 18 may be allowed to participate at the discretion of the division Dean and VPI. If approval is obtained, the minor student must have a parent or legal guardian also participate in the program as a student, and both must remain together at all times for the duration of the program.
2. Prerequisites for courses taught as part of a PCCD study abroad program will be enforced. (Catalog and schedule of classes contain prerequisite information.)
3. Prior to departure, students must submit the following documents to the faculty leader:
  - Waiver and Release Agreement for International Travel;
  - Assumption of Risk Form;
  - Emergency Contact Information;
  - Personal Health History;
  - Proof of Travel Insurance;
  - Other documents required by faculty leader and/or third-party provider
5. It is required that all students who participate in the program must be registered in the PCCD class/course associated with the program. Information about registration (and admission, if applicable) will be provided to students by the faculty leader.
6. Students interested in financial aid will be referred to the Financial Aid Office. A student's enrollment in a program of study abroad approved for credit by PCCD may be considered enrollment for the purpose of applying for assistance under Title IV. Title IV financial aid is federally funded aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Direct Loans.
7. The residence status of international students shall be the responsibility of the student and not the college.
8. Minors, except those enrolled in the program and accompanied by a parent or legal guardian also participating in the program, are not eligible to participate.

#### **V. Fiscal Policies**

##### **A. Third-Party Providers**

1. All faculty leaders are encouraged to use third-party providers for provision of non-instructional services and activities.
2. Third-party providers may be responsible for the following:
  - a. Supervise, plan, process and otherwise assist with the program;

- b. Ensure that participants' applications are processed and that participants are kept updated regarding logistics until the return date, including cancellation fees, other restrictions and additional costs;
  - c. Promptly respond to participant inquiries;
  - d. Ensure PCCD receives invoices and receipts related to the program that PCCD will need to reflect payment and other expenses associated with the program;
  - e. Prepare and send out all literature pertaining to the participants' arrangements to a PCCD representative;
  - f. Organize the travel (e.g. air and ground transportation and hotel accommodations) portion of the program in collaboration with on-the-ground contacts, as well as PCCD contacts, and monitor terrorism, severe weather and disease alerts, including as published by the United States Department of Homeland Security, the National Weather Service and the World Health Organization, respectively;
  - g. Organize and confirm the itinerary, including any subsequent changes needed to accommodate emergency and other last-minute needs; and
  - h. Arrange other accommodations as necessary
3. The third-party provider and PCCD each reserve the right to cancel the program prior to the departure date if the terminating party has a good faith belief that the participants' and/or the staff's safety and security are or may be in jeopardy;
4. The third-party provider and PCCD, at each party's cost and expense, shall each insure its own activities in connection with the program agreement and obtain, keep in force and maintain insurance as follows:
  - a. Professional Liability Insurance, with a limit of at least one million dollars per occurrence;
  - b. Comprehensive or Commercial Form General Liability Insurance, with a limit of at least one million per occurrence;
  - c. Certificates of Insurance - Upon request, each party shall furnish the other with certificates of insurance evidencing compliance with all requirements. In addition, upon execution of the program agreement, the third-party provider will provide a copy of the certificate of insurance reflecting the coverage required.
5. The faculty leader shall review and recommend the selection of a third-party provider to the Office of International Education for review and approval.
6. After a final agreement with the third party provider has been "approved as to form" by the PCCD Office of General Counsel, it must be signed by the third-party provider, College President, Director of International Services and Student Support and the Chancellor.

**B. Establishment of Program Cost**

1. The faculty leader and third-party provider shall establish a per-student cost.
2. The program per-student cost shall be established at a level to include all third-party provider costs plus program operations, and indirect costs if applicable.

**C. Refund Policies**

1. These procedures shall include specification of all refund penalties and shall be distributed to students as part of the terms and conditions document to be signed by them.

**D. Collection of Funds**

1. All funds will be collected by the third-party provider or faculty leader. Receipts are to be returned for all payments.
2. Students will be required to pay state mandated enrollment fees through the PASSPORT system.

**VI. Tours Not Approved Through the College**

Faculty leading tours not approved through this process shall not use any college materials, staff, or equipment in the promotion or operation of the tour. Further, the name of the college shall not be used in any way. If the faculty member refers to him/herself as a Peralta College instructor, there must be a disclaimer stating that the Study Abroad Program has no affiliation with the college.

References:

Education Code Section 66015.7

Approved by the Chancellor: October 21, 2015