

## **STUDY ABROAD**

The District, through its colleges, offers students the opportunity to take credit college courses while studying in other countries through two programs: the semester-length and short-term study abroad programs. The Vice President of Instruction or designee ensures that semester-length and short-term programs meet the content and legal requirements for study abroad programs, and coordinates with the college Business Officer to ensure compliance with Business Procedure 8.21, prior to submission for Governing Board approval. Proposals must be resubmitted for approval each year.

All semester-length study abroad proposals must be developed by fulltime faculty and approved by the department chair, Division Dean, and Vice President of Instruction before being submitted to the Districtwide Study Abroad Committee (DSAC) for evaluation and endorsement. The DSAC will select faculty to teach semester-length study abroad courses, and each course will be offered by the college from which the faculty member is selected. Following the selection of faculty and endorsement by DSAC, all proposals must be approved by the college President or designee, the Chancellor or designee, and the Governing Board.

Short-term study abroad programs, also referred to as study away opportunities, may be developed by any faculty member who meets state and local minimum qualifications. Proposals for these programs are subject to the same approval process as semester-length study abroad proposals and are coordinated through the appropriate college department, approved by local administrators, and submitted to DSAC for endorsement. Each college is responsible for determining the number and type of short term study abroad programs that the college will offer. Short-term study abroad faculty are selected by the local college instructional administration prior to submission for Chancellor and Governing Board approval.

### **1. Districtwide Study Abroad Committee (DSAC)**

The DSAC operates under a set of approved procedures governing study abroad program requirements, academic content, vendors, health and liability coverage, including consultation with local study abroad consortium partners, which may jointly host semester-length study abroad programs with the District's colleges. DSAC reviews study abroad program proposals to ensure that they meet quality assurance and safety standards and evaluates applicants for teaching assignments in semester-length, general education-oriented programs.

- a. The DSAC shall convene at least one time per semester and is comprised, at minimum, of the following members:
  - 1) Vice President of Instruction, or designee, from one of the District colleges (position may be rotated among the three colleges at the discretion of the Vice Presidents);
  - 2) an academic dean providing oversight for study abroad programming;
  - 3) a Code of Conduct Officer from one of the District's colleges; and
  - 4) one faculty member from each college appointed by the respective Academic Senate.
- b. The chairperson shall be elected annually by the committee from its membership.
- c. The committee shall develop a process for evaluating faculty applications that is consistent with District policy and procedures.

- d. The Code of Conduct Officer shall provide guidance and expertise pertaining to student safety and conduct issues but shall not serve as a voting member for the purposes of faculty selection.
- e. Committee members who are applicants shall not participate in the current year's selection process.

## **2. Eligibility Requirements**

- a. For semester-length programs the student must enroll in and maintain continuous enrollment in a minimum of twelve (12) units, and these units must include the approved study abroad courses during the student's semester abroad. Students who fall below the stated minimum by abandoning their studies will lose their status in the program.
- b. In addition to stated course prerequisites and advisories, all study abroad students should be in good academic standing.
- c. Participants in the study abroad programs must be 18 years of age or older.

## **3. Privately Sponsored International Tours**

Employees leading international tours not approved through this process shall not use any college material, staff, or equipment in the promotion of the tour. The name of the District and/or college shall not be used in any way that gives the impression that the tour is sponsored by the District or college. If a faculty member self-identifies as a Contra Costa Community College District instructor, the advertisement must include a disclaimer that the tour has no affiliation with the District or college. Advertisements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other private announcements.

## **4. Faculty and Student Responsibilities**

Standards of conduct are the same while abroad as while on campus. Students are subject to the Student Code of Conduct and faculty working conditions continue to be governed by existing collective bargaining agreements as well as District policies and procedures.