

ADMINISTRATIVE PROCEDURE 4026
Philosophy and Criteria for Study Abroad Education

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, and student code of conduct, 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 and/or demonstrated participation in study abroad facilitation training and preparation; and
 - f. Level of familiarity with host country, including language and culture;

7. Risk and Safety Factors - For each program, an official decision will be made 120 days before departure if it will be offered or not based on safety factors which include, but are not limited to:

- a. Department of State Travel Warnings
- b. CDC Travel Advisories

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's Study Abroad website.
2. Recommended Timeline for Faculty
 - a. Meet with International Services Manager to discuss location, possible course offering, and tentative dates (19 months before)
 - b. Faculty creates study abroad proposal with identified course (17 months before)
 - c. Proposal submitted to Office of International Education for first review along with estimated budget, itinerary, syllabus, course offering, contact hours and Student learning outcomes (SLO). Begin working on plans and logistics with third party provider on how the program will be offered (16 months before)
 - d. Proposal submitted to Dean and Vice President of Instruction for approval. Faculty assignments will be scheduled by the college administration in consultation with the department chairperson and the individual faculty member. (15 months before)
 - e. Program details finalized including total costs, flights, lodging, payment deadlines, insurance and visas. Begin promotion on website and flyers with estimated budget for students (12 months before)
3. The proposal must contain the following:
 - a. Faculty Profile;
 - b. Signature of approval from 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)

4. After the proposal form is approved, the faculty leader, will work with the Office of International Education, to finalize the program details, logistics and budget listed below:
 - 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 faculty, 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. In addition to completing the Pre-Travel Study Abroad Information Form, students will need to read, sign and submit the following documents to studyabroad@peralta.edu in order to be accepted to the program
 - a. Payment/Refund Terms and Conditions
 - b. Assumptions of Risks
 - c. Waiver and Release Agreement for International Travel
 - d. Standards of Student Conduct
 - e. A completed and signed ADD Card
 - f. Copy of Passport
4. Prior to departure, each student will also need to:
 - Apply to the college and obtain a Student ID (if they do not have one already)
 - Apply for a Passport (if they do not have one already) or renew passport (if not valid for at least 6 months before travel is scheduled)
 - Make program payments by deadlines
 - Register and pay for course
 - Attend mandatory pre-departure orientations
 - Register with U.S. Department of State Smart Traveler Enrollment Program (STEP)

- Obtain proper immunizations as listed on CDC website and check with physician for health concerns.
5. 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.

V. Fiscal Policies

A. Establishment of Program Cost

1. The Office of International Education, and/or third-party provider shall establish a per-student cost, which will include the budget, payment timelines and refund structure.
2. The program per-student cost shall be established at a level to include all third-party provider costs, faculty expenses (such as flight, lodging, or other program fees), plus program operations, and indirect costs if applicable. Faculty salary for teaching the course is not included in the program's per-student cost (except for fee-based courses).

B. Refund Policies

1. The Office of International Education and/or third party providers will establish specific and clear refund policies to distribute to students.
2. Initial deposits for study abroad programs may be non-refundable. Additional payments made after initial deposit will have separate refund policies listed on program brochure or study abroad website.
3. Students will be required to sign the "Study Abroad Payment/Refund Terms and Conditions" document outlining all refund penalties. These documents shall be submitted electronically to the Office of International Education.
4. For programs utilizing a third-party provider, students will need to abide by their refund policies.

C. Collection of Funds

1. Upon establishment of the program, it will be determined if all funds will be collected by the Office of International Education or third-party provider. Payments will be made out to travel agent/provider, Peralta Community College District or Peralta Colleges Foundation (Study Abroad Managed Fund). Checks cannot be made directly out to the faculty, and it is not recommended to collect cash from students.
2. Receipts are to be returned for all payments. Those collecting payments from students must issue a receipt to the student.

3. In addition to program fees, 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

Approved by the Chancellor: November 9, 2021