**ISP ###P Draft4 Feb 13, 2020**

**Study Away Procedure**

**PURPOSE**

States procedures to organize study away trips, both non-credit and for credit, involving students or community members led and/or organized by Clackamas Community College faculty and/or staff.

**SUMMARY**

Study away is a broad term that applies to all learning trips that include students or community members, whether for credit, non-credit, or a co-curricular activity with travel components, including daytrips and overnight stays as well as longer domestic field trips, international trips and study abroad programs. All of these endeavors must follow standard procedure in order to minimize liability and to ensure the safety and health of students, community members, faculty and staff, as well as to increase the efficiency and ease of planning and executing such trips.

Clackamas Community College supports such learning experiences as part of its mission to provide high quality education and training as well as to promote empathy and respect and cultivate an appreciation of diversity.

**PROCEDURE**

**Study Abroad and International Trips**

1. For study abroad and international trips, eighteen months to two years in advance of the desired departure date, faculty and/or staff must begin discussion with their department chair, dean and the Global Learning Committee.
2. For study abroad trips, faculty and/or staff must complete the Intent to Lead form and submit copies to the Global Learning Committee, their department chair, and their dean for approval.
3. Upon approval for a study abroad trip, faculty and/or staff will follow the guidelines provided in the Global Learning Committee Faculty Study Away Handbook.
4. Vice President approval must be secured at least eighteen months before international departure. Exceptions can be made if faculty members are working with an established study abroad provider.
5. Students and community members must sign a contract indicating that they agree to adhere to the guidelines provided in the Global Learning Committee Student Study Abroad Handbook, as well as the study abroad provider’s policies.
6. Faculty and/or staff organizing a study aboard or international trip must collect liability waivers, as well as other necessary documents from all participants and provide copies to the Vice President of Student Services and/or the appropriate administrator prior to departure.

**Domestic Multiple Day/Overnight Trips**

1. For domestic trips that span multiple days,at least two termsin advance of the desired departure date, faculty and/or staff must begin discussion with their department chair and dean.
2. Faculty and/or staff organizing domestic trips that span multiple days must collect liability waivers, as well as other necessary documents from all participants and provide copies to the Vice President of Student Services and/or the appropriate administrator prior to departure.
3. Faculty and/or staff participating in domestic trips that span multiple days must obtain approval from the appropriate dean.

**Single Day Domestic/Field Trips**

1. Faculty and/or staff organizing single day domestic/field trips must collect liability waivers, as well as other necessary documents from all participants prior to departure.
2. Faculty and/or staff participating in single day domestic/field trips must obtain approval from the appropriate dean prior to departure.

**REVIEW HISTORY**

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| ISP Committee | Adopted | [Date]  |
| College Council | Reviewed | [Date] |