

ISP 195P

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

CCC provides high quality education and training through a variety of learning experiences outside the campus. 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 health and safety of students, community members, faculty and staff, as well as to increase the efficiency and ease of planning and executing such trips.

PROCEDURE

Study Abroad and International Trips

1. For study abroad and international trips, faculty and/or staff must begin discussion with their department chair, dean, and the Global Learning Committee 18-24 months in advance of the desired departure date.
2. For study abroad trips, faculty and/or staff must complete the Intent to Lead Study Abroad Program form and submit copies to the Global Learning Committee and the appropriate department chair and dean or director for approval.
3. Vice President of Instruction and Student Services approval must be secured at least 18 months before international departure. Exceptions can be made if faculty or staff members are working with an established study abroad provider.
4. Upon approval for a study abroad trip, faculty and/or staff will follow the guidelines provided in the Global Learning Committee Study Abroad Leader Handbook.
5. Faculty and/or staff organizing a study abroad or international trip must collect and review liability waivers and supporting documentation from all participants. At least one month prior to departure, organizers must send the waivers to the department issuing the waiver and to the Executive Assistant to the Vice President of Finance and Operations.
6. All relevant forms and documents, including the Faculty-Led International Travel Handbook, can be found on the [Global Learning Committee website](#).

Domestic Multiple Day/Overnight Trips

1. For domestic trips that span multiple days, faculty and/or staff must begin discussion with the appropriate department chair and dean or director at least two terms in advance of the desired departure date. Exceptions can be made if faculty/staff members are working with an established domestic trip provider or location.
2. Faculty and/or staff participating in domestic trips that span multiple days must obtain approval from the appropriate dean or director and work with the dean or director to identify the necessary documents required from all participants for the trip. Exceptions can be made if faculty/staff members are working with an established domestic trip provider or location.
3. Faculty and/or staff organizing domestic trips that span multiple days must collect and review liability waivers and supporting documentation (if applicable) from all participants. At least one month prior to departure, organizers must send the waivers to the Executive Assistant to the Vice President of Finance and Operations.

Single Day Domestic/Field Trips

1. Faculty and/or staff participating in single day domestic/field trips must obtain approval from an appropriate dean or director prior to departure and work with the dean or director to identify the necessary documents required from all participants for the trip.
2. Faculty and/or staff organizing single day domestic/field trips must collect and review liability waivers and supporting documentation (if applicable) from all participants. Prior to the day of departure, organizers must send the waivers to the department issuing the waiver and to the Executive Assistant of the Vice President of Finance and Operations.

REVIEW HISTORY

ISP Committee	Adopted	June 9, 2023
Presidents' Council	Reviewed	June 6, 2023
College Council	Reviewed	April 15, 2022