

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 218: Study Abroad Program Procedure

1. Approvals – In order for a Study Abroad program to be approved, the proposed activity must:
	1. Be approved by the Global Education Coordinator, the Dean(s) of the division(s) in which the course resides, and the Vice President, Instructional Services for curriculum courses, or the Global Education Coordinator and the Vice President, Economic & Workforce Development/Continuing Education, for continuing education courses. All courses must be approved by the Executive Leadership Team and the Board of Trustees.
	2. Fulfill course goals and objectives; including the assessment of course level student learning outcomes.
	3. Be funded without additional cost to the College, beyond the normal expense for offering the course on campus.
	4. Secure from each participant the Study Abroad Application and accompanying documents.
	5. Pay for the trip or have arranged to pay prior to travel.
2. Faculty members who intend to offer the program must submit a proposal to the Global Education coordinator. This proposal must include:
	1. Trip date and destination
	2. Purpose of trip
	3. Travel arrangements
	4. Course syllabus
	5. Student learning outcomes to be acquired and assessed
	6. Trip itinerary
	7. Trip budget
3. Programs are advertised to the College and/or community.
4. Students and instructors (or trip leaders) participating in the Study Abroad trip submit the required, applicable forms, which are maintained by the Global Education Coordinator, the Dean(s) of the appropriate division(s), and the lead instructor for the trip. These include:
5. Application
6. Study Abroad Release Form
7. Safety Form
8. Health and Insurance Form
9. Model Release Form
10. Individuals participating in Study Abroad programs must meet the following criteria:
	1. Pay a non-refundable deposit, established by the College.
	2. Submit all forms required in #4 above within 30 days of application.
	3. Attend all pre-departure meetings.
	4. Register for the course(s) offered by the program (with the exception of faculty instructors or chaperones).
	5. Be 18 years of age, or older.
11. Course(s) may be audited if students do not require course credit.

Definitions: Study Abroad Program – Any course, either curriculum or continuing education, which includes out-of-country travel as part of the course.

Owners: Vice President, Instructional Services, Vice President, Economic & Workforce Development/Continuing Education, and the Vice President, Student Services

Date Updated: August 7, 2023

See Study Abroad Application