



Academic Policy	
Policy Type:	International Education and Study Abroad Programs
Policy Number:	1033
Date Adopted:	4/4/2012
Version:	1.0
Review Cycle:	Annually
Date Last Reviewed:	4/4/2012
Office Responsible:	Academic Dean
Reviewing Committee:	Academic Council
Related Policies:	Course/Program Approval, Program review
Related Laws:	NA

**Policy Summary:**

Jackson Community College (JCC) is committed to its students and graduates demonstrating an understanding of, and appreciation for, the values of individuals and groups different from themselves (e.g. gender, race, ethnicity, culture, class, sexual orientation). The College seeks to produce graduates that demonstrate a willingness to interact with people whose backgrounds differ from their own. These outcomes are achieved through traditional course and instructional strategies and may be promoted through study abroad, student exchange, and other cross-cultural experiences.

**Scope:**

This policy applies to all international students, campus-based programs, and/or study abroad courses/programs.

**Policy Statement:**

JCC shall engage in regular critical review of best practices and procedures to assure high-quality study abroad, campus-based, and cross-cultural experiences. To assure good practices study abroad programs shall be conducted in accordance with National Association of Foreign Student Advisers (NAFSA) - Responsible Study Aboard Guidelines (Attachment A). Students and faculty participating in JCC approved study abroad programs shall comply with terms, conditions and procedures defined in the Study Abroad Student Manual (Attachment B)

International Students: Students desiring to experience cross-cultural education, by attending JCC, shall meet required institutional procedures and comply with Federal Guideline. Students attending JCC shall obtain a F-1 Visa and meet minimum required proficiency on the TOEFL® test.

Program Selection and Approval: Program selection and approval shall be administered by the Academic Deans office in accordance with course approval processes. All study abroad programs/courses require the approval of the College President. Program planning and approval shall adequately address the following:

- A. Student Health, Safety, and Security: Student health, safety and security are critical to a high-quality learning experience abroad. These concerns are the priority of the College, which means that we are committed to:
  - The ability for students and staff to be reachable at all times timely and effective communication with parents and/or home institutions in the event of an emergency;

- Being knowledgeable about local conditions and making resources available to students while they are abroad;
  - Safe and secure housing;
  - Access to appropriate health care;
  - Medical insurance coverage for all students throughout the duration of their overseas programs;
  - Promoting responsible student behavior in accordance with JCC Student Code of Conduct requirements;
  - Providing support and accommodations for students with special needs;
  - Anticipating and avoiding emergency situations whenever possible and providing prompt and appropriate responses to those that do arise;
  - Having clear and secure plans and procedures each study abroad program to ensure students' safety in the event of an emergency;
  - Placement of key overseas leaders/contacts and/or chaperone(s); and
  - Review and assessment of travel to any country with a current U.S. Department of State travel warning or travel alert.
- B. U.S. Department of State Travel Warnings: As part of JCC's regular monitoring of circumstances and events which may affect the well-being of our students, College officials shall complete regular and pre-travel review of all proposed study abroad destinations. Current travel warnings can be accessed at the U.S. Department of State site:
- [http://www.travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)
- C. Overseas Contacts: The study abroad program shall have a clearly defined overseas contact. Contact information shall be made accessible retained by the supervising Dean.
- D. Orientation: The study abroad program shall have a defined orientation program that includes pre-travel requirements and in-country orientation about the local culture which includes a review of country- and program-related safety and security guidelines, culturally appropriate behaviors, and contacts for local emergency services. Pre-travel orientation shall also include relevant Department of State notices, alerts and warnings and related health and safety education:
- Information about individual countries' health, insurance and safety policies
  - Students shall be requested to self-disclose any personal, medical, physical and mental conditions which may affect their study abroad experience. All information provided is confidential and does not affect a student's acceptance or denial into a program.
  - Ambassadorship role of Jackson Community College and the United States of America
- E. Emergency Contact Cards: Study abroad program participants shall be provided with emergency contact cards which include a JCC toll-free emergency number; the U.S. Embassy in the Country of travel, Local law enforcement, and instructional contacts in the county of travel.

Tuition and Fees: Tuition and fees for study abroad programs shall be established as part of program approval – Where possible, this information will be provided in the College's catalogue and other institutional publications. Prospective students are responsible for the full cost or

tuition, fees, travel, lodging and other related travel expenses and may be referred to the Financial Aid Office to receive consultation on eligibility for use of student aid and related requirements. When a study abroad program involves another institution of higher education the Financial Aid Office may assist in the execution of a consortium agreement. All awards of financial aid shall be administered in accordance with approved procedures. Given the nature of these programs, refunds will not be possible once a commitment has been made by the student.

Required Forms and Liability Waivers: All students participating in an approved study abroad program shall complete the following by required deadlines:

- Health Disclosure Form,
- Medical Information & Authorization for Treatment Form,
- Vaccinations Form,
- Health Insurance Verification Form,
- Participation Agreement and Waiver of College Liability, and
- Program Policy and Code of Conduct Agreement.

Students are required to secure their own travel documents as required by the destination (e.g. Passport, Visa, Travel and Health Insurance, International Student Identity Card, etc.)

Oversight and Review: In accordance with approved procedures, the Office of the Academic Dean and the Assessment Committee shall regularly review courses that are taught overseas.

Credit Transfer Policy for Study Abroad: Students may receive transfer credits for study abroad programs completed at other institutions. Transfer credit request and approval shall be completed in accordance with transfer credit policies and procedures administered by the Registrar's Office.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
TBD	1.0	New Policy	N. Miller