**Procedures for Approving and Removing a Study Away Program**

***Reviewed and recommended for adoption by SAAC on April 21, 2016 and amended December 2016***

1.The Academic program works with Study Away to determine in what ways the proposed program abroad enhances the existing Approved Programs list. For example, the program abroad should offer unique academic opportunities for our students or compliment programmatic curricula in a unique way.

2 The sponsoring department/program and student applicants, in consultation with Study Away, puts together proposal for SAAC to be run with Special Approval for the first application cycle using either the Special Approval template (in the case of individual students attending) or the Program Approval template (in the case of a larger cohort)

3. SAAC reviews the program proposal and considers the strengths of the proposal and the links to Jefferson - East Falls and the Office of Global Education and Initiatives mission, Hallmarks curriculum, Nexus Learning outcomes

4.SAAC makes a final recommendation on Special Approval at next scheduled committee meeting to be approved by the Office of Global Education and Initiatives.

5.SAAC reports to AOOC with any new Special Approvals the SAAC annual report.

6. If the Academic Program has interest in continuing the program on a yearly basis, they must submit a complete Program Approval Proposal for committee recommendation and approval by the Office of the Provost.

7.In order to maintain an Approved Programs list that is manageable and allows for appropriate oversight, SAAC requests that programs remove one program for every program they add.

8. SAAC reports to AOOC with any changes to the Master Approved Program list in the SAAC annual report for the subsequent 10-day open review.

9. The program will be added to the Approved Program list for the next Academic Year’s application cycle. Any students interested in applying to during the current year’s open application cycles should apply through the Special Approval application.

10. The committee allows an abbreviate proposal process for new program locations with a current Study Abroad partner as the administrative processes and academic oversight has already been reviewed and implemented.

\*\*\*Approving or Removing Programs at an existing partner institution may be done with the approval of the Study Abroad Manager and Academic Program Director\*\*\*

**Removing a Program**

1.The academic program works with Study Away to determine the advantages and disadvantages of removing the program from the Approved Programs list. For example, the program abroad may not attract student interest, may have changed significantly since being added to the Approved Programs list, may not enhance the on campus curriculum as expected, or may have had poor evaluations from onsite faculty/administrative reviews. *Programs that have not been active (i.e. no students attending) for three academic years will automatically be reviewed for removal.*

2. The sponsoring department/program in consultation with Study Away put together a proposal for SAAC that outlines the reasons why the program is no longer appropriate (be reviewed at the next scheduled committee meeting).

3.SAAC reviews the proposal and considers the appropriateness of removing the program.

4.SAAC makes a final recommendation regarding removing the program

5.SAAC then reports to AOOC regarding any changes to the Master AP list through the SAAC annual report for the next 10-day open review.

**Program Proposal for Jefferson - East Falls Study Abroad**

* The proposal must be endorsed by the Program Director and Dean of College.
* The proposal will be submitted to SAAC. Please work with the manager of Study Away Programs for assistance with the proposal and scheduling the review.
* Proposal for creating a new study abroad program should cover the following information.
  1. **PROGRAM RATIONALE**

1. Program objective and need it will be filling (include program it will be replacing)

        b) Partner institution description and justification\*

        c) Benefits of the proposed program to Jefferson - East Falls students and faculty

        d) How does this program fit the strategic plan and mission of Jefferson - East Falls, Study Away, and the associated college and department?

        c) Does the proposed program compete with any other Jefferson - East Falls approved program?

**\* A formal written agreement stating terms must be developed and signed by Jefferson - East Falls and the partner institution. For sample agreements, please contact the Director of Study Away Programs**

**2. ACADEMIC INFORMATION**

1. Type of program (Jefferson - East Falls abroad, study abroad provider center, direct enrollment at Foreign University, direct exchange) and majors served

b)      Faculty credentials. Are the faculty associated with local or American University? Are they hired directly by Study Abroad Center?

c)       Which institution will issue the transcript? Will students receive Jefferson - East Falls credits or transfer credits? Number of credits a student can earn in the program.

d)      Jefferson - East Falls equivalents of courses taught in the program, including major and hallmarks requirements

e)      Language of instruction.

f)       If the program is taught in English in a non-English speaking country, can students study the native language available and on what level?

g)      Does the program offer courses in the culture of the country?  Does it organize excursions or field trips to take advantage of the country’s cultural resources?

h) Does the program engage in pedagogy that aligns with Nexus learning?

i) Does the program offer internships, service learning or other experiential learning or immersion opportunities? Is credit awarded?

 3. **STUDENT LIFE INFORMATION**

a)      Housing options/arrangements

b)      Medical care availability and location

c)       Health insurance requirements.

d)      Special needs accommodations (disability – physical, mental, learning,)

e)      On-site staff and support services

f)       Pre-departure and/or on-site orientation

e) Extra-curricular and co-curricular opportunities)

**4. RISK MANAGEMENT**

a) Safety information (Consult U.S. State Department and CDC and work with the Study Away Office to review HTH and OSAC information)\*

- Travel risk factors for site (city, region, and country)

                        -  Information on health risk factors

                        - State of health services

        b) Itinerary /schedule (for program travel)

        c) Contingency / emergency procedures

                        -  US Embassy / Consular contact

                        - In-country contact at the partner institution

                        - On-site responsible person during an emergency

                        - Back-up for the on-site person

                        - Communication and contingency plan in case of an emergency

**\* The current Jefferson - East Falls Study Abroad policy prohibits approval of study abroad in countries for which a State Department Level 4 Travel Advisory is in effect and requires review by Provost’s Office for Level 3 Travel Advisory.   
5.  ADMINISTRATIVE INFORMATION**

a)   Annual cycle of operating procedures, including program dates, application deadlines and acceptance criteria, coordination with relevant offices on campus (recruitment efforts, preparation for departure, support for students abroad, re-entry programming and credit award facilitation.)                      
b)  Administrative procedures and paperwork to support the procedures (directly with students via email or online portal, dissemination through Study Abroad Office)  
c)  Procedures for payment of fees and deposits  
d)  Program specific scholarships  
e)  Withdrawal and refund policies.  
f)  Program administrators – Institutional Representative, Enrollment Coordinators, Academic and Residential Director/Student Services Coordinator

**6.   PROGRAM BUDGET**

COSTS

1. Partner institution’s tuition, housing, meals plan, required and optional tours, and additional fees (visa, health insurance) and deposits
2. Confirmation of waivers for application fees and deposits per our standard agreement

b) Possible additional costs (beyond the standard administration, promotion, and review provided by Study Away Programs)

**7.**   **ESTIMATED STUDENT BUDGET** (For Financial Aid purposes)\*

                Direct program costs

Administrative fee(s)

                Travel costs, including air fare, in-country travel, luggage, etc.

                Personal costs

                Passport, visa, insurance, vaccinations, etc.