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Purpose

The purpose of this procedure is to provide the process for educational opportunities for student learning, faculty development and curriculum enhancement through approved international education (“study abroad”) programs. All study abroad instructional programs offered by Florida State College at Jacksonville (FSCJ) shall adhere to the requirements listed within this procedure.

Procedure

- A. Academic Requirements - All College-sponsored study abroad program offerings will include credit-bearing coursework that aligns with at least one (1) educational degree or certificate program offered at FSCJ. The academic merit of a study abroad experience will be determined by the following criteria:
1. The study abroad program course offerings align with College course curriculum and support the integration of collegewide global and international education.
 2. The study abroad offerings provide a well-designed curriculum that supports the purpose(s) of the College course and the program; and
 3. The study abroad program courses fulfill contact-hour and credit-hour requirements.
- B. Study Abroad Program Offerings - All study abroad programs offered at the College will be delivered through:
1. faculty-led programs developed with the support of the appropriate academic administrators and the Provost/Vice President of Academic Affairs, or
 2. approved post-secondary international education partners.
- As pertains to B. 2., FSCJ will apply for and maintain memberships in consortiums, enter into memorandums of understanding and/or establish relationships with third-party providers to regionally accredited U.S. colleges and universities, which act in partnership to provide a broad spectrum of quality education opportunities abroad. The College will maintain a public-access record of all approved study abroad partnerships.
- C. Approval of Study Abroad Program Offerings - Every study abroad program proposal must be approved by:
1. the appropriate academic dean and associate provost;
 2. an academic review committee composed of faculty and academic administrators, with oversight from the Office of Curriculum and Instruction;

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3. a safety and risk management review committee; and

4. the Provost/Vice President of Academic Affairs, or designee. Upon receipt of the Provost/Vice President of Academic Affairs' approval, the College may advertise and enroll students in the study abroad program.

5. Faculty or staff seeking proposal approval must complete and submit the Study Abroad Proposal Form to the appropriate academic dean, associate provost and the Academic Review Committee. Once approved by the Academic Review Committee, the proposal will be forwarded to the Safety and Risk Management Review Committee for approval. Upon receiving approval from both the Academic Review Committee and the Safety and Risk Management Review Committee, the proposal will be submitted to the Provost/Vice President of Academic Affairs for final approval.

6. After receiving approval from the Provost/Vice President of Academic Affairs, or designee, for the proposal, the faculty or staff member will work with the appropriate academic administrator to complete the requisite process established by the College or by the respective study abroad partner institution or organization.

D. Study Abroad Components - Faculty and staff members, in developing and offering any study abroad program, will adhere to College or partnership requirements including, but not limited to, the following components:

1. Course requirements and credit awarded;

2. Faculty orientation and professional development requirements;

3. Student recruitment, application, screening, selection and payment deadlines;

4. Student orientation, registration, enrollment and transfer of credits (if applicable); and

5. Safety, risk management and health insurance.

REFERENCES: F.S. 1001.64, 1001.65, 1011.81

Adopted Date: August 17, 1997

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