

# COMMUNITY COLLEGE OF DENVER

Title: Student Study Abroad Programs

Guideline #: INST – 2

Approved: March 26, 2012  
July 13, 2015  
August 9, 2017

REFERENCES: None

Approved By: Dr. Everette J. Freeman, President

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## 1. PURPOSE

Community College of Denver (College) believes that travel can inspire learning and be life changing. That is why the College provides educational travel opportunities to its students.

## 2. APPLICABILITY

These guidelines apply to all College faculty and staff who want to sponsor a student study abroad trip.

## 3. DEFINITIONS

Study Abroad – Any travel not within the United States.

## 4. GUIDELINES

All study abroad trips must be pre-approved by the College's Provost and President. These trips are generally organized by a College faculty member with support and planning provided by travel agencies that specialize in group student educational travel. In some instance, a faculty member may arrange all aspects of a trip independently.

The faculty or staff member who is in-charge of the trip must provide the Provost with the following information who will then discuss the proposed trip with the President. The Provost will notify the faculty or staff member of the decision. If the trip is approved, the faculty or staff member will need to the same information to the College's community development director so that it may be included on the College's website.

- Name of Trip
- Destination
- Dates
- Itinerary
- Faculty Representative Contact Information
- Cost
  - o Air Fare
  - o Lodging
  - o Meals
  - o Travel Insurance
  - o Incidentals
- Payment Information
- Course Requirements
- Meetings
  - o Dates
  - o General Information Sessions
    - Must provide basic trip information
  - o Mandatory Meetings
    - Identify who must attend

- Student
  - Student's parent/guardian, if student is under 18 years of age
- Date
- What to bring
- General FAQs related to the trip
- Indicate College staff resources used to promote the trip (Internal purposes only – do not be included on the web site.)
- Provide the following statement for the benefit of students and their parent or guardian:

If you have questions regarding the validity of this trip, please contact the Provost at the following:

Office of the Provost  
 Community College of Denver  
 P.O. Box 173363  
 Campus Box 201  
 Denver, Colorado 80217-3363  
 303.352.3048

If a trip is not pre-approved by the College Provost and President, then it is not sanctioned by College and as such no College resources will be used to promote the trip nor will the faculty or staff member be given time or monetary compensation for participating in the trip. This includes using the College's email system.

Should the faculty or staff member wish to conduct the trip on their own, the faculty or staff member must clearly inform all interested participants that the trip is not sanctioned by the College. Under no circumstance shall the faculty or staff member give the appearance the trip has been approved by the College. This includes using the

College's name in any manner, to include advertisement, emails, and references to being employed by the College.