

ISP 195

Study Away Policy

PURPOSE

Establishes the standards to organize learning trips, both non-credit and for credit, involving students or community members led and/or organized by Clackamas Community College faculty and/or staff.

SUMMARY

CCC provides high quality education and training through a variety of learning experiences outside the campus. Study away is a broad term that applies to all learning trips, whether for credit, non-credit, or a co-curricular activity with travel components, including daytrips and overnight stays, as well as longer domestic field trips, international trips, and study abroad programs. All of these endeavors must follow standard procedure in order to minimize liability and to ensure the health and safety of students, community members, faculty, and staff, as well as to increase the efficiency and ease of planning and executing such trips.

STANDARD

1. Anyone who wishes to use their position as a CCC employee to promote, support, sponsor, or offer learning trips whether for credit or not, must gain approval by the appropriate college authorities prior to promoting the travel activity.
2. All faculty, staff, students, and community members who wish to participate in a learning trip must register their travel with the college and follow the appropriate outlined procedures and timelines provided in ISP 195P.

REVIEW HISTORY

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| ISP Committee | Adopted | June 9, 2023 |
| Presidents' Council | Reviewed | June 6, 2023 |
| College Council | Reviewed | April 15, 2022 |