

STUDY AWAY PROCEDURES & GUIDELINES

Definition

Study Away: A curricular experience requiring students to travel off campus for more than three consecutive days as part of a course.

Representing Office and/or Department

Department of Experiential Learning

Phone: (616) 234-4162

Email: experientiallearning@grcc.edu

Employee Procedures & Guidelines

- A. Faculty wishing to lead a study away trip must submit the Study Away Pre-Proposal by February 1st to the Director of Experiential Learning. This involves informing the appropriate Associate Deans and Department Head or Program Director of the following:
 1. the course(s) being used,
 2. travel date(s),
 3. trip location(s) and a description of the vetting process,
 4. number of students participating,
 5. student and employee costs as well as a general ledger account number to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
 6. a description of how the trip will meet course outcomes

- B. Each trip must have two GRCC employees as either a Faculty Leader or Support Person.
 1. The faculty leader is responsible for all curricular aspects of the trip.
 2. The Support Person must be a fulltime GRCC employee and is responsible for assisting the Faculty Leader in financial oversight, provide counseling-like consultation, on call 24/7 and assist in managing risk.
 3. Under no circumstances can family members of the Faculty Leader or Support Person participate on the trip.
 4. Faculty wishing to travel with more than (16) students will need to provide a rationale to the Department of Experiential Learning.

- C. Upon approval of the Pre-Proposal, faculty then submit the Full Study Away Proposal by April 1st to the Director of Experiential Learning. This proposal is then shared with and reviewed by the Study Away Review Team.
 1. the proposal informs the review team of the organizers expertise around travel, how the experience meets the curricular needs of the course, the logistics of the experience and overall cost,
 2. the proposal must include an estimate from the provider,
 3. proposals are submitted electronically,
 4. the proposal must meet the criteria specified in the proposal process

- D. Upon approval of the Full Proposal, trip coordinators will meet throughout the year with Experiential Learning staff to discuss the planning and facilitation of the trip. Topics include: marketing, student application process, budget and invoicing, course scheduling and student orientations.
 1. Must submit the Study Away Faculty Leader and Support Person Agreement as part of the approval process.

- E. Faculty must complete the following:
 - 1. Employee Leave of Absence Form as soon as possible in advance of the anticipated absence and in accordance to the 11.4 Employee Travel policy.
 - 2. Criminal Background Check
 - 3. Risk and Release Form
 - 4. Emergency Contact Information Form
 - 5. Health Information Form
 - 6. Health Insurance Coverage Certification Form

- F. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.

- G. Prior to departure, students must be provided information (written and verbal) on travel date(s), location, costs and a description of how the study away experience will meet course outcomes, as well as any expectations around behavior and consequence for not meeting expectations.

- H. GRCC reserves the right to cancel any program at any time in the event of circumstances beyond our control that may threaten the safety of our students or faculty.
 - 1. Cancellation by GRCC due to unexpected political or economic events will result in a full refund of all tuition, fees, and housing costs paid by participants before the beginning of a Study Away program.
 - 2. Cancellation by GRCC after a Study Away program has begun will result in a refund of all recoverable tuition, fees and housing.
 - 3. Those trips who are below (12) students on February 1st must submit a rationale to the [Dean of Instructional Support](#)

- I. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

- J. Any costs associated to the trip must be paid-in-full prior to departure when appropriate (i.e. lodging or transportation).
 - 1. Per the 11.1 Employee Reimbursement Policy, employees may not be provided a travel advance.

- K. Upon return, trip organizers will work with the Department of Experiential Learning to reconcile any employee reimbursement in accordance to the 11.1 Employee Reimbursement Policy.

Student Procedures & Guidelines

- A. All students wishing to participate on a Study Away trip must apply via the Study Away Student Intake Form.
1. <https://orgsync.com/27164/forms/260594>
 2. Submission of this form includes a Criminal Background Check, Academic Standing Check, Student Code of Conduct Check and review of Financial Standing with the College
 3. A \$10.00 non-refundable fee is electronically collected for processing the Criminal Background Check
 4. If during our criminal history check, we are made aware of federal or state drug convictions, we are obligated to share that information with the GRCC Financial Aid Office to assure we are in compliance with federal student eligibility requirements. A student may be ineligible for financial aid due to a drug conviction.
- B. Students meeting the below criteria will move forward in the application process:
1. Be a GRCC student (degree-seeking preferred)
 2. Be over the age of 18
 3. Be in good academic standing (above a 2.0)
 4. Have a clear [Student Code of Conduct](#) record check
 5. Have a clear Criminal Background Check
 6. Have proof of current Health Insurance ([more information](#))
 7. Have no outstanding fees owed to the College
 8. Have adequate financial means to participate in the experience
 9. Complete any additional faculty application requirements. This may include providing reference letters and/or an interview.
 10. Preference is given to degree seeking students, first time study away participants
 11. Employees, guest students and past study away participants may apply should there be available slots upon the application deadline
 12. Students will need to maintain their responsiveness to checking their GRCC email as this is the primary method of communication
 13. Students are to have essential abilities (skills, physical functions, communication, emotional coping and behavioral attributes) to be successful on a study away experience.
 - a. If a student has a disability and feels they can achieve the course objectives with reasonable accommodations, the student should contact Disability Support Services at [\(616-234-4140\)](tel:616-234-4140) or disability@grcc.edu.
 - b. Students should meet with an Academic Advisor to determine how a study away experience best fits into your academic goals. We strongly encourage you to meet with Katie Hughes in the Counseling and Career Center, (616) 234-3900.
- C. Students will be notified by the Department of Experiential Learning about final acceptance onto the Study Away trip.
1. Students are billed throughout the Fall and Winter semester in 3-5 payments. Overall cost of the experience is "paid in full" by the posted deadline and prior to departure.
 2. All payments are made through the Cashier's Office.
 3. To verify a payment has been made, students are to email the Experiential Learning Support Professional after each payment.
 4. Students are required to make their scheduled payments on time. Not doing so will result in removal from the experience.