

## **The Study Abroad Committee**

### **Brief Description**

The Study Abroad Committee will be a faculty standing committee and will be constituted in accordance with existing Faculty By-Laws procedures. It will oversee academic policy on all study abroad programs sponsored or approved by Lincoln University.

### **Responsibilities**

The Study Abroad Committee will

1. Serve as an advisory body for the Director of the Office of International Programs and Services.
2. Collaborate with the staff of the Office of International Programs and Services to develop and implement academic policies and procedures related to study abroad
3. Evaluate proposals by Lincoln University faculty for faculty-led study abroad programs
4. Review study abroad scholarship applications (LU scholarships) and solicit funds
5. Maintain a high academic standard for all programs recognized as Lincoln University study abroad programs
6. Provide training for faculty-led programs
7. Develop procedures and policies for collaboration with study abroad partners.

### **Membership**

The Study Abroad Committee shall be composed of three (3) elected undergraduate faculty members (one from each College), one (1) faculty member from the graduate program, one (1) faculty member from the Foreign Language program, the director of the Horace Mann Bond Honors Program or a designee, one (1) College Dean, one (1) student who has studied abroad, the Dean of Students or a designee, one (1) representative from each of the following offices: Registrar's Office, Financial Aid, and Enrollment. The Director of the Office of International Programs and Services and the Study Abroad Academic Advisor will serve as *ex officio* members.

Members will serve for a term of three (3) years and may be reappointed for one succeeding term.

### **Reporting Requirement**

The Study Abroad Committee shall make written and/or oral reports to the University faculty at least once a year.