

Guiding Principles for Opening and Closing Pitzer-Approved Study Abroad Programs

The Guiding Principles below apply to all approved Study Abroad Programs (direct run, exchanges, and direct enroll) at Pitzer College. These are intended as guidelines which will allow for flexibility not determinative rules. This document will reside and be recorded as part of Academic Affairs guidelines and not in the Faculty Handbook. Proposals to the SAIP Committee referencing these guidelines may be made by faculty, staff, or students.

Necessary criteria for opening programs:

- Student interest (e.g., could be determined through various mechanisms including but not limited to application data, major interest, surveys, forum discussions, course enrollment, etc.)
- Academic needs (current and future curricular development and/or academic opportunities not available at the 5Cs)
- Study Abroad Office professional judgment (e.g., [Forum](#) and [NAFSA](#) standards of good practice)
- Aligns with Pitzer values, educational objectives, and/or student learning outcomes
- Adequate local resources (e.g., adequate academic programming and courses, adequate logistical resources such as transportation, housing, etc., adequate resources to support diverse students)
- Travel Advisory Risk indicators along with health and safety considerations that may apply to some or all students (e.g., access to medical and mental health care, adequate global insurance in-country, environmental concerns, concerns relevant to some identity groups - for example LGBTQ students)
- Balance of Trade (this consideration is only for new programs with existing exchange partners according to the terms of the MOU)

Desirable criteria for opening programs:

- Curricular connections with existing majors, minors, and programs on campus that take into account curricular diversity, balance, integration, and expansion
- Linkage to Pitzer faculty teaching and research
- Adds geographical breadth and experience with a diverse set of communities
- Community support (students, parental support, staff, and faculty)
- Financial and programmatic sustainability

Normally, before opening a program, the following steps must be undertaken:

1. Submit an initial written proposal to the SAIP Committee that addresses each of the necessary criteria for opening programs.
2. Visit to the proposed site by Pitzer Study Abroad staff and faculty.

3. Submit a formal written proposal to the SAIP Committee that expands upon the initial proposal and addresses each of the above necessary criteria, as well as any of the desirable criteria that apply. Relevant information in this proposal includes information collected from site visits and Field Group reports/recommendations.
4. The SAIP committee will consult with the Curriculum Committee and relevant Field Groups that embed Study Abroad in their majors and minors, and Study Abroad and International Programs. If there is support for the establishment of a new program, SAIP Committee makes a recommendation to the Academic Planning Committee. For exchanges and direct enroll programs, FEC will be the final deciding body. In the case of direct-run Pitzer programs, FEC will bring the proposals to discussion and vote at Faculty Meeting and College Council.

Principles for closing programs:

- US Department of State Travel advisory Level 4 or Travel Advisory Level 3 for a prolonged or indefinite period of time.
- No student enrollment for approximately five years in approved Study Abroad Programs at Pitzer College in which the program was open (direct run, exchanges, and direct enroll).
- The program no longer meets the criteria for opening a program – see above.

Normally, before closing a program, the following steps must be undertaken:

1. Prepare and submit a formal written proposal to the SAIP Committee that references the criteria above. Relevant information in this proposal may include prior site visits and Field Group reports/recommendations.
2. The SAIP committee will consult with the Curriculum Committee, relevant Field Groups that embed Study Abroad in their majors and minors, and Study Abroad and International Programs. If there is support for closing a program, SAIP Committee makes a recommendation to the Academic Planning Committee. APC will review the findings and recommendation of the SAIP Committee in light of its charge to consider the implications for long-term academic planning. APC will then forward its recommendation to FEC.
3. For exchanges and direct enroll programs, FEC will be the final deciding body. In the case of direct-run Pitzer programs, FEC will bring the proposals to discussion and vote at Faculty Meeting and College Council.