

STUDY ABROAD AND EXCHANGE PROGRAMS

1.0 GENERAL PRINCIPLES.

Consistent with strategic plans for both The California State University (CSU) and California State University, Dominguez Hills ("University" or "the University" or "CSUDH"), this policy intends:

- 1.1 To forward the University's commitment to student success in the 21st century, in which global learning must be an important element.
- 1.2 To conform to best practices in developing, approving, maintaining, and periodically reviewing international relationships and activities; and
- 1.3 To meet the requirements found in state law, system-wide Executive Orders including Executive Order 1081,¹ and any other mandates.
- 1.4 This policy does *not* govern participation by CSUDH students in study abroad or exchange programs operated by the Chancellor's Office on behalf of the CSU system. CSUDH students are encouraged to consider participating in such system wide programs, and are subject to the requirements that govern those programs.

2.0 OVERALL CONTROL.

- 2.1 The President of the University ("the President") is the final authority relative to the implementation of the requirements set out in this policy.
- 2.2 The President is the only individual authorized to sign and/or approve any agreement providing for study abroad and / or exchange programs, *except* where a designee is an option in the President's discretion.

3.0 STUDENT EXCHANGE PROGRAMS; GENERAL PRINCIPLES.

- 3.1 The President may initiate agreements with foreign institutions of higher education, governmental agencies, or nonprofit corporations or associations in order to enhance the education of CSUDH students and to enhance international goodwill and understanding through the exchange of students.
- 3.2 On behalf of the University, the President may authorize CSUDH participation in student exchange agreements entered into by a United States government agency or nonprofit organization with a similar agency, corporation, or organization.
- 3.3 Pursuant to Executive Order 1081, all such agreements must go through the Chancellor's Office review and approval process set forth in Executive Order 1080.

4.0 WAIVERS OF NONRESIDENT TUITION.

The President or his / her designee may waive nonresident tuition fees for foreign students attending CSUDH under an exchange agreement, if the following conditions are met.

- 4.1 The foreign institution, agency, corporation, or organization is domiciled in and organized under laws of a foreign country.

- 4.2 Any student receiving a waiver of tuition under such an agreement is a citizen and resident of a foreign country and not a citizen of the United States.
- 4.3 The agreement provides that comparable expenses are paid or waived by the foreign entity entering into the agreement. Comparable expenses may be provided in the form of matching tuition waivers at a foreign educational institution, provision of services, or a combination thereof. The President or his / her designee shall define equivalence between varying term or session lengths and the period of time in which balance will be achieved. Comparable expenses must be student instruction related and may not include faculty or staff visits or accommodation or meals for university employees.
- 4.4 The exchanges must balance over a documented period of time not longer than the term of the agreement. The President or his / her designee shall maintain documentation on the balance of incoming and outgoing students participating in the exchange.

5.0 FEE PAYMENTS.

Acceptable methods of paying fees other than nonresident tuition include the following.

- 5.1 The foreign student pays CSUDH, and the CSUDH student pays like fees on the foreign campus.
- 5.2 The CSUDH student pays fees at the University, and the foreign student pays like fees at the foreign campus.
- 5.3 Fees are paid from a non-state source.

6.0 INSURANCE REQUIREMENTS.

- 6.1 As a condition of issuing to the incoming exchange student the documents necessary for the student to obtain a visa (J-1), The President or his / her designee shall obtain from all applicants their agreement to obtain and maintain insurance coverage for health, medical evacuation, and repatriation during their period of enrollment in CSUDH. The President or his / her designee shall inform all applicants that adequate coverage will be required as a condition of registration and continued enrollment, and shall require that any accompanying dependents procure health insurance that is comparable to what is required for students. The President or his / her designee shall furnish applicants information on where acceptable insurance may be obtained. The President or his / her designee shall ensure compliance with this requirement at the time of registration by requiring certificates of insurance or other evidence of coverage.
- 6.2 A benchmark for insurance requirements for incoming exchange students is the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). Consult Risk Management/Environmental Health and Occupational Safety, and see <http://www.csurma.org/>

7.0 STUDY ABROAD PROGRAMS.

Study abroad is any CSUDH credit bearing program which is in whole or part conducted outside the United States, is not a degree program, and is normally one year or less in duration. Study abroad programs are primarily intended for matriculated CSUDH students. The following policies and procedures apply to the development, administration, and conduct of all CSUDH- based study abroad programs:

- 7.1 Study abroad programs shall undergo the standard on-campus development process which incorporates all appropriate administrative and academic reviews as defined in

the CSUDH policy entitled, "International Agreements," and as defined in University curricular approval processes.

- 7.2 Study abroad programs shall present a coherent, thematic course of study which is congruent to or adjunct with the campus curriculum and which relates to the overseas site.
- 7.3 The Provost and Vice President of Academic Affairs, or his / her designee, shall incorporate plans for the review, evaluation, and improvement of the study abroad program as a regular feature and condition of its operation.
- 7.4 CSUDH- based study abroad programs may not duplicate the offerings of the CSU Office of International Programs.
- 7.5 Study abroad programs shall be conducted consistent with the provisions of other related executive orders issued by the CSU Chancellor (such as those on air travel, risk management, special sessions). See Sections IX-E through IX-J, below.
- 7.6 All study abroad programs (including when CSUDH students participate in an exchange or in a third party program) must consider the health, safety and security of students, staff, and faculty as a central feature of planning and operation and must:
 - 7.6.a Not operate in countries where there is a U.S. State Department "Travel Warning" unless an exception is granted by the Chancellor of The California State University, and by the President.
 - 7.6.b Provide a training session for staff or faculty who will lead programs abroad. This training shall include emergency response training, communication from abroad, student conduct code, alcohol and drug policy, and disciplinary procedures, in addition to other country or program specific information. The University may provide such a training session in any convenient and effective way, including online; and may provide such training with a frequency appropriate to demand or need.
 - 7.6.c Provide prospective students with information about the program, including location, duration, academic program, and total cost.
 - 7.6.d Include a pre-departure orientation about the destination including health, safety, security, specific legal exposure or political restrictions related to their status in the country, CSU or CSUDH policies and procedures for study abroad, and financial information.
 - 7.6.e Require students to carry medical insurance including medical evacuation and repatriation coverage that will be valid in the host country(ies).
 - 7.6.f Advise appropriate host country authorities of the program where appropriate or required, including locations, duration, and academic program.

8.0 DOCUMENTATION FOR STUDY ABROAD PROGRAMS.

- 8.1 The President or his / her designee shall document, in each instance of sending CSUDH students on a study abroad program, that items 1 – 6 above have been accomplished. This documentation shall be retained for a period of at least two years.
- 8.2 All students shall be required to sign the CSU liability release; and the President or his / her designee shall maintain signed copies on file.
- 8.3 The President or his / her designee shall maintain basic student information for participants including name, contact information, program, emergency contact information, insurance information, date of birth, student ID number and major.

9.0 FACULTY OR STAFF-LED INTERNATIONAL ACTIVITIES INVOLVING STUDENTS, IN OTHER-THAN FORMAL STUDY ABROAD PROGRAMS.

- 9.1 The University recognizes that, from time to time, significant student learning may be accomplished when one or more students accompany one or more faculty or staff members on a research and / or focused study activity conducted in whole or in part outside the United States. These are *Faculty or Staff-Led International Activities Involving Students, in Other-Than Formal Study Abroad Programs* ("FLIA Programs"). FLIA Programs include both credit-awarding activities, and non-credit-awarding activities; and the following requirements shall apply both to activities led by faculty, and by persons other than faculty.
- 9.2 No FLIA Program in which any CSUDH student participates shall be mounted by any person without explicit, written approval of the appropriate college dean; or in the case of a staff-led non-credit activity, by the President.
- 9.3 All of the provisions in Section VII shall apply to FLIA Programs, without regard to when in a calendar year they occur.
- 9.4 In addition, the requirements in Section VIII shall apply to FLIA Programs. For FLIA Programs, the Provost shall act as the designee of the President. Working closely with college deans, and / or staff, the Provost shall ensure that the documentation requirements in Section VIII are met for all FLIA Programs.
- 9.5 Any and all official travel to a destination outside the United States shall require the written permission of the President.
- 9.6 All faculty, student and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). Insurance must be obtained prior to travel departure. Consult Risk Management/Environmental Health and Occupational Safety, and see <http://www.csurma.org/> Reference: Coded Memorandum RM 2013-01, dated March 25, 2013.
- 9.7 CSURMA maintains a High Hazard Country List at http://www.calstate.edu/risk_management/. Travel requests with high hazard area destinations, or to locations listed on the U.S State Department travel warning web site, found at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html must be reported as soon as practical but no less than 30 days prior to the planned departure date.
- 9.8 Completion of the high hazard travel form must be completed online and printed for the President's signature. The high hazard travel form is available from the following site: <https://cyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx>.
- 9.9 Travelers should consult the CSUDH Risk Management / Environmental Health and Occupational Safety for questions regarding Foreign Travel Insurance Program requirements and the current high hazard and U.S. State Department travel warning locations.
- 9.10 It is recommended that all faculty, students and staff traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This system, utilized by the U.S. State Department, connects with the traveler, providing information in the event that conditions change in the foreign location, and assists in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is <https://travelregistration.state.gov>.

10.0 STUDY ABROAD THROUGH NON-CSU PROGRAM PROVIDERS.

- 10.1 The President may enter into agreements with study abroad program providers including entities not affiliated with The California State University. A program provider is an organization that sponsors instructional programs abroad that are open to students from colleges and universities.
- 10.2 Federal financial aid regulations require that CSUDH make financial aid available to otherwise eligible students who participate in study abroad programs when the program is approved for academic credit. The President or his / her designee shall require, and shall maintain on file, a written agreement with the foreign college or university, or with another U.S. college or university that contracts with the foreign college or university, or an agreement with the study abroad organization (program provider) in place of the agreement between CSUDH and the foreign college or university. These agreements must go through the Chancellor's Office review and approval process set forth in Executive Order 1080 (International Agreements).

11.0 PROCESS FOR APPROVING STUDY ABROAD PROGRAM PROVIDERS AND FOR DECIDING WHETHER TO ENTER INTO AN AGREEMENT WITH A PROGRAM PROVIDER.

- 11.1 **Considerations.** In approving program providers, and before entering into any agreement, the President shall be provided by any proposers of such agreement with at least the following: (1) the academic and curricular offerings of the program; (2) the student services available through the program provider; (3) the health, safety, and security preparedness undertaken by the program provider; and (4) the cost to the student.
- 11.2 **Processes.**
 - 11.2.a In proposing agreements with program providers, deans shall work with the Provost and Vice President of Academic Affairs, and shall provide the information required in item A above. Deans and the Provost shall also consider and shall document the ways in which a proposed agreement advances the mission of The University, and the ways in which a proposed agreement pursues goals defined in The University's strategic plan.
 - 11.2.b The Provost shall forward to the President his / her recommendations relative to a proposed agreement with one or more program provider.
 - 11.2.c The President or his / her designee shall provide for Chancellor's Office review and approval, prior to the President signing an agreement.
 - 11.2.d Upon final approval by the Chancellor's Office, the President shall make a final decision whether to enter into an agreement with a program provider.

12.0 STUDY ABROAD PROGRAMS: PROHIBITION OF PAYMENTS OR

BENEFITS. In the course of cooperating with a program provider, neither the University nor any employee or agent of the University shall accept payments or benefits in exchange for granting university approval to a program, or recommending the program to students. This includes, but is not limited to the following:

- 12.1 Payment of conference or training registration fees, transportation, or lodging costs for an employee of CSUDH.
- 12.2 Fees for advertisements in official publications of the University or international office that are designed to explain the students' program options.

- 12.3 Payment of site visit costs in conjunction with program familiarization or program oversight responsibilities.
- 12.4 Payments per number of students recruited.

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1/21/14
Date