

# Cal Poly Pomona Faculty-Led Field Trips and Study Abroad Program Policies

(Established Fall Semester 2023)

## Faculty-Led Field Trips and Study Abroad Programs

When proposing, planning, and implementing student trips off campus, it is essential to follow current federal, state, accreditor, CSU, and Cal Poly Pomona policies. A critical distinction between a field trip and study abroad is whether 1) academic engagement<sup>1</sup> occurs during or results from the off-campus activity and 2) the credit hour policy is followed. The CSU defines a credit hour as an amount of work represented in stated learning outcomes and verified by evidence of student achievement.<sup>2</sup>

### Field Trip (Non-credit bearing activities)

- No requirement to follow credit hour policy
- No academic engagement
- No restrictions on scheduling activities
- Not a university-sponsored event (not state-supported)
- No financial aid available
- Optional for students
- No compensation for the instructor/faculty
- No additional tuition associated with the activity

### Study Abroad Programs (Credit-bearing activities)

- Credit hour policy is followed
- Academic engagement is part of the activity
  - A zero-unit prerequisite course may be required where an experience/activity/trip is required prior to academic engagement. The subsequent class must follow the credit hour policy for the scheduled term.
- Associated with a scheduled class in the term of the activity
- Financial aid available for state-supported classes
  - No financial aid is available for winter and summer sessions (self-support).
- May satisfy degree requirements.
- Instructors/Faculty are compensated depending on the support model.
- Support Model
  - State-support
    - State tuition rate applies
    - WTUs are counted towards the instructor/faculty annual workload.
  - Self-support
    - CPGE Study Abroad rate applies (recommended \$150 per unit)
      - President approves CPGE tuition rate<sup>3</sup>
    - FTES are not counted toward college/departments FTES targets
    - Instructors/faculty are compensated (recommended rate of \$2,250 per WTUs)
  - Third Party Program Provider
    - State tuition rate applies
    - FTESs are not counted toward college/departments FTES targets.
    - Third Party agreement must be established in accordance with EO 605<sup>4</sup>.
      - Instructors/faculty are not compensated or provided benefits (including non-monetary benefits).

---

<sup>1</sup> [34 CFR 600.2](#)

<sup>2</sup> <https://catalog.cpp.edu/content.php?catoid=65&navoid=5386>

<sup>3</sup> <https://calstate.policystat.com/policy/11733481/latest> (Category V fee)

<sup>4</sup> <https://calstate.policystat.com/policy/11357705/latest/?showchanges=true>