



Memorandum

DATE: 2014 November 7

cc: Cabinet

TO: Claudia Pinter-Lucke
Associate Provost

Jonna Lewis
Marissa Martinez

FROM: 
Marten denBoer
Provost and Vice President for Academic Affairs

SUBJECT: Delegation of Authority – Executive Order 1081
Study Abroad and Exchange Programs

Pursuant to Executive Order Number 1081, I am delegating to you, as Associate Provost, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein.

Attachments

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

CHANNEL ISLANDS

December 6, 2012

CHICO

MEMORANDUM

DOMINGUEZ HILLS

EAST BAY

TO: CSU Presidents

FRESNO

FROM: Charles B. Reed
Chancellor

FULLERTON

HUMBOLDT

SUBJECT: Study Abroad and Exchange Programs — Executive Order 1081

LONG BEACH

LOS ANGELES

Attached is a copy of Executive Order 1081 relating to international study abroad and exchange programs.

MARITIME ACADEMY

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

MONTEREY BAY

NORTHRIDGE

If you have questions regarding this executive order, please call Academic Affairs at (562) 951-4790.

POMONA

SACRAMENTO

CBR/gsb

SAN BERNARDINO

Attachment

SAN DIEGO

c: Executive Staff, Office of the Chancellor

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4790**

Executive Order: 1081
Effective Date: December 6, 2012
Supersedes: Executive Orders 605, 744, 745, 998 and 1022
Title: Study Abroad and Exchange Programs

This executive order is issued pursuant to Sections 89705 (b), 89706, and 89707 of the Education Code; Sections 40100, 40102, 41800.1, and 41912 of Title 5, California Code of Regulations and pursuant to the Board of Trustees Standing Orders, Section II (a) and (c). The California State University recognizes the education-related benefits of international study abroad and exchange programs, and the integral role they play in the mission of the institution, as well as the importance of minimizing risk, both to participants and the university.

I. Purpose

This executive order establishes requirements for campuses to establish study abroad and/or exchange programs as a part of their international activity in state and self-support endeavors. International activities should be connected to the university mission, and this connection should be understood and coordinated among all of the university's stakeholders. International activities shall be overseen centrally on the campus to ensure that: (i) there is a clear benefit to the CSU; (ii) they are a part of the university's overall mission to educate the citizens of California; and (iii) all study abroad/exchange programs are being implemented and monitored consistently.

II. Delegation of Authority

The president of each campus is delegated the responsibility for the development, implementation, and oversight of international programs in accordance with existing CSU policy. All international agreements must be signed by the campus president in accordance with the following provisions. This authority may not be delegated.

III. International Student Exchanges (Education Code §89705 (b))

Campus presidents may initiate agreements with foreign institutions of higher education, governmental agencies, or nonprofit corporations or associations in order to enhance the education of CSU students and to enhance international goodwill and understanding through

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the exchange of students. Campuses may also participate in student exchange agreements entered into by a United States government agency or nonprofit organization with a similar agency, corporation, or organization. All such agreements must go through the Chancellor's Office review and approval process set forth in Executive Order 1080 (International Agreements).

- A. Campus presidents or their designees may waive nonresident tuition fees for foreign students attending a campus of the CSU under such an agreement if the following conditions are met:
 1. The foreign institution, agency, corporation, or organization is domiciled in and organized under laws of a foreign country.
 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.
 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. Campus policy should 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. The exchanges must balance over a documented period of time not longer than the term of the agreement. Campuses must maintain documentation on the balance of incoming and outgoing students participating in the exchange.
- B. Acceptable methods of paying fees other than nonresident tuition include the following:
 1. The foreign student pays the CSU campus, and the CSU student pays like fees on the foreign campus.
 2. The CSU student pays fees at the home campus, and the foreign student pays like fees at the foreign campus.
 3. Fees are paid from a non-state source.
- C. As a condition of issuing to the incoming exchange student the documents necessary for the student to obtain a visa (J-1), campuses 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 the CSU. Campuses shall inform all applicants that adequate coverage will be required as a condition of registration

and continued enrollment, and shall, at their option, require or “strongly encourage” that any accompanying dependents procure health insurance that is comparable to what is required for students. Campuses shall furnish applicants information on where acceptable insurance may be obtained. Campuses shall ensure compliance with this requirement at the time of registration by requiring certificates of insurance or other evidence of coverage.

IV. Study Abroad Programs

Study abroad is any CSU credit bearing campus 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 CSU students. The following policies and procedures apply to the development, administration, and conduct of all campus based study abroad programs:

- A. Study abroad programs shall undergo a standard on-campus development process which incorporates all appropriate administrative and academic reviews as defined by the sponsoring CSU campus curricular process.
- B. 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.
- C. Campus presidents, or their designees, shall incorporate plans for the review, evaluation, and improvement of the study abroad program as a regular feature and condition of its operation.
- D. Campus based study abroad programs may not duplicate the offerings of the CSU Office of International Programs.
- E. Study abroad programs shall be conducted consistent with the provisions of other related executive orders (such as those on air travel, risk management, special sessions).
- F. All CSU study abroad programs (including when CSU 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:
 1. Not operate in countries where there is a U.S. State Department “Travel Warning” unless an exception is granted by the chancellor.
 2. Provide a training session for staff or faculty who will lead programs abroad. This training should 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.

3. Provide prospective students with information about the program, including location, duration, academic program, and total cost.
4. 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 campus policies and procedures for study abroad, and financial information.
5. Require students to carry medical insurance including medical evacuation and repatriation coverage that will be valid in the host country(ies).
6. Advise appropriate host country authorities of the program where appropriate or required, including locations, duration, and academic program.

G. Documentation:

1. All students are required to sign the CSU liability release and the campus must maintain signed copies on file.
2. Campuses must maintain basic student information for participants including name, contact information, program, emergency contact information, insurance information, date of birth, student ID number and major.

V. Study Abroad Through Non-CSU Program Providers

Presidents 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.

Federal financial aid regulations require that campuses make financial aid available to otherwise eligible students who participate in study abroad programs when the program is approved for academic credit. There must also be a written agreement with the foreign school, or with another U.S. school that contracts with the foreign school, or an agreement with the study abroad organization (program provider) in place of the agreement between the home school and the foreign school. These agreements must go through the Chancellor's Office review and approval process set forth in Executive Order 1080 (International Agreements).

- A. Each CSU campus must have a written process for approving study abroad program providers and for deciding whether to enter into an agreement with a program provider. In approving program providers, and before entering into an agreement, the campus shall consider:

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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.
 4. The cost to the student.
- B. In the course of cooperating with a program provider, neither a CSU campus nor any employee or agent of a CSU campus shall accept payments or benefits in exchange for being an approved program or recommending the program to students. This includes, but is not limited to the following:
1. Payment of conference or training registration fees, transportation, or lodging costs for an employee of the campus.
 2. Fees for advertisements in official publications of the campus or international office that are designed to explain the students' program options.
 3. Payment of site visit costs in conjunction with program familiarization or program oversight responsibilities.
 4. Payments per number of students recruited.

This executive order may be augmented by guidelines consistent with its provisions by the executive vice chancellor and chief academic officer or designee.



Charles B. Reed, Chancellor

Dated: December 6, 2012