



## University Policy Statement

### UPS 320.102

## INTERNATIONAL EDUCATION POLICY

California State University Fullerton encourages and supports off-campus international educational programs as well as welcomes the on-campus participation of international visitors, scholars, and international students as valued, desired, and increasingly important aspects of our mission as a regional university with a global outlook. The University encourages its constituent departments, programs, and support units to plan and provide international education opportunities that meet the academic and professional needs of students, faculty, and staff.

#### A. PARTNER INSTITUTIONS AND PARTNER ORGANIZATIONS

The university recognizes the necessity of formal agreements that give structure and guidance to faculty, departments, and other units in their dealings with international partners. The range of prospective partners is vast and collaborative activities must be entered into carefully in order to create arrangements that both protect the interests of the institution and obtain maximum benefits for California State University, Fullerton's students, faculty, staff, and administration. Such activities must also protect the integrity of the university and its reputation, both domestically and abroad. These documents shall have a typical duration of five years.

1. Two types of approved documents memorialize cooperative, collaborative arrangements between California State University, Fullerton and international partners. These are "Letters of Intent/Memorandum of Understanding" and "International Agreements."
  - a. A "*Letter of Intent*" or "*Memorandum of Understanding*" is general in nature and does not commit university resources to collaborative activities. Its language expresses statements of cooperation and goodwill between California State University, Fullerton and a recognized international institution, which is usually a university, college, or governmental agency. It may also be a for-profit or non-profit non-governmental agency or community-based organization. The content typically contains wording to the effect that the partnership will plan the "exchange of students and/or scholars (faculty)" and outlines an interest "to develop cooperative, collaborative projects."
  - b. An "*International Agreement*" is more explicitly descriptive and commits university resources to a defined project, product, or program. Examples might include the following: a specific student exchange between two departments/colleges/disciplines that indicates the maximum numbers of students who may be assisted; a short-term training program delivery; a degree program or bundle of selected courses to be made available to the partner institution (either here or at a site abroad), along with the commitment of specific resources to implement these activities.
2. Regardless of the type of arrangement, the document requires the formal approval of the President of California State University, Fullerton and an appropriate-level representative of the partner institution/organization. No faculty member or any other employee/representative of the university is empowered to make commitments about letters of intent, MOUs, or written agreements that bind the university to actions with a partner entity.

3. The President is responsible for all out-of-country campus sponsored programs; any contracts related to out-of-country programs must be reviewed and approved as to proper legal form by the Chancellor's Office of General Counsel.
4. Self-Supporting Degree programs offered out-of-country shall have a director assigned by means of a letter of appointment issued by the President or President's designee. The President shall establish procedures for the evaluation, review, and approval of out-of-country degree programs with respect to academic, contractual, faculty, fiscal, legal and logistical arrangements and commitments. (Also see CSU Executive Order 795).
5. Proposals for collaborative agreements may originate within California State University, Fullerton or at partner organizations. Guidelines for program development and budgeting are available from the Associate Vice President, International Programs or University Extended Education.
  - a. When proposals originate within the University, discussion about prospective partner ventures shall involve consultation and approval from involved faculty and Department Chairs, the appropriate College Dean, the Associate Vice President, International Programs, and where appropriate, University Extended Education.
  - b. Proposals originating at partner organizations shall involve the same process of consultation and approval as proposals originating within California State University, Fullerton.
  - c. UPS 108.000 "Visiting Scholars and Other Formal Delegations of Visitors from Abroad" may apply.
6. Draft documents (e.g., Letter of Intent, Memorandum of Understanding or International Agreements) shall be prepared by either International Programs or University Extended Education. Any drafts submitted by a prospective partner shall be reviewed and approved by the appropriate academic unit, the College Dean, International Programs, and, as appropriate, University Extended Education. Such drafts are subject to modification.
7. A proposed document shall be reviewed and approved by the Department Chair or Program Coordinator (following procedures approved by the academic unit), College Dean, Dean of University Extended Education (where appropriate), Associate Vice President for International Programs, the Provost, and the Risk Management Officer. The final agreement shall be approved by the President of California State University, Fullerton. The routing form is available from International Programs or University Extended Education. The University Contracts and Procurement Office and Budget Office must also review and approve all International Agreements of the type described in section A.1.b.

## **B. CURRICULUM PROCESSES AND RESPONSIBILITIES**

California State University, Fullerton's Mission and Goals [\[IV.D.\]](#) express a commitment to "promote collaborative and innovative exchanges with other educational institutions . . . to enhance opportunities for all learners." The university also strives to promote international understanding within its existing curriculum. The university recognizes that sustainable relationships with institutions outside the United States rest upon the commitments of individuals and small groups of faculty members who have an interest in and affinities toward these partners.

1. California State University, Fullerton encourages and supports faculty and staff efforts to explore and develop collaborative partnerships with universities and institutions abroad. All units are responsible for following university policies with respect to curriculum development and approval.
2. Pursuant to CSU Executive Order 795 (<http://www.calstate.edu/EO/EO-795.pdf>), whenever considering the development of a self-supported program for delivery in a foreign country, the following steps should be taken early in the planning process: contact the United States Department of State to advise appropriate personnel of campus intentions and to seek advice; contact the United States Embassy (and/or Consulate) in the nation concerned; and contact the embassy (and/or Consulate) of the nation concerned. Special attention should be given to the foregoing when there is any reason for concern that the health or safety of California State University personnel might be an issue. Contact International Programs for guidance on the above.
3. Credit Courses and Programs
  - a. All credit courses and degree programs must be housed in an academic department or program. When CSUF degree programs, or a substantial group of courses that lead toward an approved degree, are offered abroad, monitoring student progress toward degree completion is primarily the responsibility of the academic department within which that degree is housed. Such monitoring and support shall include, but is not limited to, providing regular student advisement, developing Graduate Study Plans where appropriate, monitoring and facilitating student continuous enrollment, making recommendations regarding probation and disqualifications, and assisting students in timely submittal of applications for graduation.
  - b. Special Session courses (non-state funded courses offered for resident credit) offered abroad shall be developed by the faculty in consultation with University Extended Education, which shall be the primary unit for implementing program delivery. The academic department/program, Department Chair or Program Coordinator (following procedures established by the academic unit), College Dean and the Associate Vice President, International Programs shall review and approve such proposals prior to their delivery by University Extended Education. UPS 450.200 Policy on Special Sessions provides more detail.
  - c. Proposals for new credit courses to be offered outside the United States must follow university policy for the establishment of regular courses as described in UPS 411.100, I.
  - d. Proposals for special courses for credit to be offered outside the United States must follow university policy for the establishment of special courses described in UPS 411.100, IV.
  - e. Many of the courses/experiences to be offered abroad will be presented in a “compressed time frame” or outside the normal calendar limits of the regular academic term. For this reason, additional procedures under the university Policy on Special Sessions [UPS 450.200] and policies for short duration courses [UPS 411.100, II] are also applicable.
4. Non-Credit Offerings
  - a. Non-credit courses are offered by University Extended Education. They do not carry academic credit, departmental course number designations, and are not subject to the curriculum approval and review process that is required for courses offered for credit.

- b. Non-credit courses shall be reviewed and recommended by the appropriate academic unit, College Dean, and Extended Education Committee. The Extended Education Committee shall assure that appropriate review has occurred. When the Extended Education Committee is unavailable, the Dean of University Extended Education shall consult with the Executive Committee of the Academic Senate. Such decisions will be reviewed by the Extended Education Committee as soon as possible.
  - c. Instructors of non-credit courses shall be approved by the appropriate academic unit and the College Dean.
5. Regardless of whether the proposed course is for academic credit or non-credit, a course syllabus must be prepared and submitted to the appropriate review and approval process [UPS 411.100 and/or UPS 450.100]. In addition, each time the course is taught, a travel plan (described below) shall be prepared and submitted to the appropriate administrator of the hosting academic unit for review and approval. The syllabus and travel plan shall be provided to students and filed with the appropriate administrator of the hosting academic unit.
6. The travel plan shall include the following:
  - a. All important dates including travel dates, pre-travel orientation meetings and post-travel meetings.
  - b. A detailed itinerary, including activities, provisions for lodging, and transportation.
  - c. Projected costs to be paid by the participants, such as program fees, insurance, activities, round-trip transportation, room and board, books and materials, and minimum estimate for additional personal expenses.
  - d. A statement of any special requirements or risks including health, safety, security, specific legal exposure or political restrictions related to participant status in the country.
7. A roster listing all CSUF participants as well as all insurance emergency contact information and appropriate medical clearances must be compiled for each CSUF participant in an international activity in advance of the departure date. Copies of this information shall be maintained in the appropriate academic department or division office.
8. In cases of courses offered abroad, a faculty member or appropriate staff member must travel with the student group for the full duration of academic instruction.
9. Appropriate authorities in the host country must be advised about the program, including location, duration and nature of the program and courses when appropriate or required. Programs and courses may not operate in countries where there is a U.S. State Department "Travel Warning," unless specifically permitted by the CSU Chancellor.
10. The Office of Extended Education shall administer a travel study program evaluation questionnaire to students participating in travel courses. This questionnaire is independent of student opinion questionnaires required by departments under UPS 210.000. The hosting unit(s) shall review the results of these questionnaires.

## **C. CALIFORNIA STATE UNIVERSITY, FULLERTON STUDENTS GOING ABROAD**

International experiences prepare students for global citizenry and an appreciation of global diversity and issues. Study abroad programs and other international education opportunities encourage international awareness and understanding, cross-cultural competence and global workforce preparedness. The institution recognizes that these programs and opportunities take a variety of forms and can be of long-term or short-term duration.

### **1. General Provisions**

California State University, Fullerton students may study abroad to earn academic credit towards their degrees by participating in one or more of the established programs described above in Section B, or through study abroad activities arranged by the student. To receive credit, the student must complete the following items prior to the start of the activity:

- a. Contact the International Programs to acquire, complete, and file the required forms with the appropriate signatures.
- b. Seek and attain advisement and approval from the appropriate academic degree-granting department or program.
- c. Establish an academic plan that includes the location(s) and schedule for the activity, and a description of the activity that merits academic credit. This plan must be filed with the appropriate academic department or program and International Programs.
- d. Acquire the necessary permissions (for example: visas, Institutional Review Board approval, local and national government approvals, etc.).
- e. Purchase CSU-approved international accident and health insurance coverage, which includes medical evacuation and repatriation insurance for the duration of the period abroad.

Upon completion of the study abroad activity, it is the student's responsibility to acquire English language transcripts and to arrange for their delivery to International Programs.

### **2. Student Travel Requirements**

- a. Pursuant to CSU Executive Orders 1041 (Student Travel) and 1081 (Study Abroad and Exchange Programs), "all students participating in any CSUF-affiliated programs which require travel shall be informed in writing that":
  - i. participation in CSU-affiliated programs that include travel is voluntary and that such travel involved risks to personal safety which could result in damage to property, injury or death.
  - ii. CSU assumes no liability for damage, injury, or death occurring on such voluntary travel. Participants undertake such travel at their own risk.
- b. Participants shall sign a statement certifying that they understand and agree to the above statements (2.a.i. and 2.a.ii).

### **3. Student Participation in Orientation**

All students must attend a pre-departure orientation before traveling abroad.

### **4. Faculty Training and Orientation**

Faculty who lead such study abroad programs shall attend a training and orientation workshop.

#### **D. INTERNATIONAL STUDENTS COMING TO CALIFORNIA STATE UNIVERSITY, FULLERTON**

CSUF affirms the value of its global perspective by encouraging its departments, programs, and support units to receive international students, faculty, and visitors. The university recognizes that hosting international students and scholars requires the institution to provide services and programs mandated by federal immigration laws. The university adheres to all federal government-related regulations and reporting requirements. In addition, differences in students' language, culture, and education require the university to provide specialized advising services and programs.

1. The university shall adhere to accepted professional and ethical standards for recruitment of international students.
2. International students may attend CSUF in any one of several status categories: (a) as short-term visiting guests, (b) as participants in special programs offered through University Extended Education (including the American Language Program), (c) as exchange students from an international partner university, taking academic credit, (d) as degree-seeking, or (e) as certificate or credential students.
3. International students will be admitted based on admission standards, established in Title V, CSU Executive Orders, and CSUF policy and practice.
4. Non-resident tuition waivers may be used as a recruitment tool to attract international students whose records indicate strong academic promise and/or whose talents provide special breadth to particular academic programs. These waivers may also be used to support special programs including Fulbright and exchange agreements with foreign institutions. Authority to grant non-resident tuition waivers is governed by Executive Order 1082 and is administered by the Office of Academic Programs and Graduate Studies.
5. International students enjoy the same rights and are subject to the same responsibilities as domestic students of the university, except where limited by federal or state regulations. Information about the visa process, arrival in the region, housing, social adjustment, and course registration information shall be provided by International Programs and/or by University Extended Education.
6. The International Programs office or hosting unit(s) shall provide an orientation program that specifically addresses the needs of international students.
7. Advisement on immigration-related, personal, and academic matters shall be provided by qualified professional personnel.
8. Social and cultural activities shall be provided by the hosting unit(s) to enable international students to become fully involved with the campus and community.

Source: International Education Committee, Spring 2014

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