

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

November 10, 1972

TO: Presidents

FROM: Glenn S. Dumke *hnd*  
Chancellor

SUBJECT: Foreign Study Program Policies and Procedures of  
The California State University and Colleges -  
Executive Order No. 165

I am transmitting to you a copy of Executive Order No. 165, relating to the development, administration and conduct of Foreign Study Programs operated as an extension program or a summer session program in The California State University and Colleges together with the following documents:

1. Foreign Study Program Policies and Procedures of The California State University and Colleges (Attachment A);
2. Memorandum of the Vice Chancellor, Academic Affairs (Attachment B). This memorandum discusses procedures to be followed for Foreign Study Programs planned for the summer of 1973.

This Executive Order supersedes previous directives issued regarding Foreign Study Programs and clarifies the responsibilities of The California State University and Colleges as to the offering and sponsorship of such programs.

These regulations take effect immediately, and are applicable to planning for Foreign Study Programs to be offered during the summer of 1973 and thereafter.

Further substantive revision may be expected as we gain experience under these Policies and Procedures. It is also anticipated that guidelines to assist in implementing Foreign Study Programs in conformance with these Policies and Procedures will be issued by the Dean of Continuing Education in the Chancellor's Office.

Please arrange distribution to the various areas concerned with this matter.

GSD/bc  
Enclosures-Attachments A & B

Copies To: Academic Vice Presidents  
Deans of Continuing Education  
Business Managers

Foundation Managers  
Chancellor's Staff


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

Foreign Study Program Policies and Procedures of  
The California State University and Colleges  
Executive Order No. 165

This Executive Order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University and Colleges.

1. The Foreign Study Program Policies and Procedures of The California State University and Colleges is established for The California State University and Colleges and shall govern Foreign Study Programs conducted by an extension program or summer session program according to its terms. A copy of these Policies and Procedures is attached to this Executive Order as Attachment A.
2. These Policies and Procedures supersede any other policies and procedures previously followed in The California State University and Colleges.
3. These Policies and Procedures should be read with the memorandum of the Vice Chancellor, Academic Affairs, which is attached to this Executive Order as Attachment B.

Dated: November 10, 1972

  
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Glenn S. Dumke, Chancellor

No. 165 - Foreign Study Program Policies and Procedures of  
The California State University and Colleges

FOREIGN STUDY PROGRAM POLICIES AND PROCEDURES OF  
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

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FOREIGN STUDY PROGRAM POLICIES AND PROCEDURES OF  
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

1. Introduction

The following policies and procedures apply to the development, administration and conduct of all California State University and Colleges Foreign Study Programs as defined below. Each campus of The California State University and Colleges (hereafter "institution") may establish additional procedures and regulations not in conflict with those contained in these policies and procedures.

2. Policies

2.1 DEFINITION AND PURPOSE OF FOREIGN STUDY PROGRAMS

Foreign Study Programs of The California State University and Colleges are composed of credit and non-credit courses and seminars involving participant travel between the institution and foreign countries and operated as an extension program or summer session program. Such programs are conducted through the Continuing Education division of the institution.\*

The purpose of these programs is to expand or enrich the foreign study opportunities for students of The California State University and Colleges.

2.2 RESPONSIBILITY

The President of each institution is responsible for all Foreign Study Programs sponsored by his institution. He shall ensure that these programs are established and managed in accordance with the laws and regulations of the State of California and policies of the Board of Trustees.

2.3 FOREIGN STUDY PROGRAMS AND INTERNATIONAL PROGRAMS

No Foreign Study Program may be established which duplicates or competes with the State-supported California State University and Colleges International Programs.

2.4 ACADEMIC STANDARDS

The academic standards and requirements for Foreign Study courses and instructional programs are the same as for any other on-campus or Continuing

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\* All other programs conducted overseas will be conducted under the auspices or with the approval of the Office of International Programs in the Chancellor's Office in accordance with the policy of the Board of Trustees adopted July 9, 1969 (REP 69-12).

Education course offered for academic credit, and the academic requirements of The California State University and Colleges and the policies of the Board of Trustees of The California State University and Colleges shall apply to all courses offered through a Foreign Study program.

Faculty evaluation of student academic performance shall be the sole basis for the granting of academic credit in connection with Foreign Study courses. Credit shall not be given for travel alone or for guided tours alone.

#### 2.5 FISCAL SUPPORT

Foreign Study Programs shall be self-supporting, as contrasted with The California State University and Colleges International Programs, which has State support.

#### 2.6 CONSORTIA

Consortia may be developed for the purpose of expanding or enriching the Foreign Study opportunities for students of The California State University and Colleges.

Consortia may be developed within The California State University and Colleges. The terms of any proposed consortium shall be submitted to the Vice Chancellor for Academic Affairs for his review and approval.

Consortia may also be developed between an institution or institutions of The California State University and Colleges and other accredited institutions of higher education, if it can be demonstrated that the students of The California State University and Colleges would be better served through such an arrangement. The terms of any proposed consortium shall be submitted to the Vice Chancellor, Academic Affairs, and to the Office of General Counsel for review and approval.

### 3. Procedures

#### 3.1 CURRICULUM DEVELOPMENT

All Foreign Study curricula shall be developed and offered in accordance with procedures applicable to other credit and non-credit offerings of the Continuing Education program on each campus.

### 3.2 PROGRAM EVALUATION, AUDIT, AND POST AUDIT

- A. In order to assure compliance with systemwide Foreign Study policies and procedures, the President of each institution offering Foreign Study Programs shall establish local procedures for the evaluation, review and approval of such programs with respect to their academic, contractual, faculty, fiscal, itinerary and logistical arrangements and commitments. These procedures, and subsequent modifications, shall be submitted in writing to the Vice Chancellor for Academic Affairs for his review by December 1, 1972.
- B. In order to assure compliance with all pertinent policies, academic standards and fiscal management requirements of The California State University and Colleges, all Foreign Study Programs are subject to evaluation, audit or post audit by the Office of the Chancellor.

### 3.3 FOREIGN STUDY PROGRAM REPORTS

In accordance with procedures established at each institution for the evaluation, review and approval of Foreign Study Programs (see 3.2 above), the following written reports shall be submitted to the Division of Continuing Education in the Chancellor's Office as indicated below:

- A. Each year, on the date specified by the Vice Chancellor for Academic Affairs, institutions shall submit a preliminary report on all locally approved academic, contractual, faculty, fiscal, itinerary and logistical arrangements and commitments for Foreign Study Programs being offered during the following summer. Sample copies of locally approved advertisements and information bulletins regarding Foreign Study Programs shall be submitted as part of the preliminary report.
- B. Each year, on the date specified by the Vice Chancellor for Academic Affairs, institutions shall submit a final report on locally approved academic, contractual, faculty, fiscal, itinerary and logistical arrangements for Foreign Study Programs being offered during the following summer. Sample copies of locally approved advertisements and information bulletins regarding Foreign Study Programs not submitted along with the preliminary report shall be submitted with the final report.

- C. Following the submission of either the preliminary report or the final report, if any Foreign Study Program should be cancelled or significantly modified, supplementary reports shall be submitted immediately.
- D. Each year, on the date specified by the Vice Chancellor for Academic Affairs, institutions shall submit a written report evaluating the preceding summer's Foreign Study Programs. This report shall include both an academic and a fiscal analysis. The academic analysis shall include the following, as a minimum:
  - (1) a written program evaluation prepared by each program supervisor and by each participating faculty member; and
  - (2) written faculty and program evaluations prepared by participating students.
- E. Interim Program Reports: Institutions offering Foreign Study Programs at times other than during the summer should submit for these programs the same reports called for in A, B, C and D above. However, the due dates for reports on these programs should be in accordance with the following schedule:
  - (1) Preliminary Report: Two months before scheduled departure date.
  - (2) Final Report: One month before scheduled departure date.
  - (3) Program Evaluation Report: One month after program completion date.

### 3.4 ADMINISTRATION

#### A. Contracts and Arrangements

- (1) Faculty may be provided and credit granted by an institution for a Foreign Study Program only if the following requirements are satisfied:
  - (a) The institution receives written assurance that each of the requirements as specified in sections 3.4-A(4) and 3.4-B and C have been met; and
  - (b) Contracts to which the institution is a party satisfy the requirements of sections 3.4-A(2), (3) and (4).



- (2) Any contract related to Foreign Study Programs to which the institution is a party must conform to the following:
  - (a) The contract must be made in conformance with applicable State of California laws, regulations, and procedures, and policies of the Board of Trustees of The California State University and Colleges.
  - (b) The contract must specify the matters for which the institution is and is not responsible.
  - (c) The contract must be approved by the Office of General Counsel before it may be signed by the institution.
- (3) A written contract between the institution and each participant is required. This contract shall specify the benefits and obligations of each party with respect to the Foreign Study Program and must clearly delineate those matters for which the institution will and will not be responsible. As provided in section 3.4-A(2)-(c) such contracts must be approved by the Office of General Counsel.

This contract must be separate from any contract executed by the institution for the purpose of providing the travel arrangements for the Foreign Study Program.

- (4) When travel arrangements in connection with a Foreign Study Program are arranged on a group basis with any travel agency by any person or entity, including the institution or an auxiliary organization thereof, the contract pursuant to which the travel agency engages to make the travel arrangements or, if there is no such contract, then each contract between the travel agency and a participant, shall provide:
  - (a) That all funds received by the travel agency for travel arrangements are received by the travel agency in trust for the benefit of the program participants.

- (b) That the travel agency have a fidelity bond in force with respect to such trust funds received, which bond shall inure to the benefit of the program participants, and shall be in an amount at least equivalent to the amount of the funds received for such travel arrangements.
  - (c) That the name of the institution must not be used in any manner which suggests sponsorship of, or responsibility for, aspects of the program which the institution does not agree to furnish in the contract between the institution and the student.
  - (d) That all air travel in connection with the Foreign Study Program must be in conformance with the Chancellor's Executive Order No. 82.
  - (e) Except to the extent that the institution directly contracts with the travel agency for the travel arrangements, the contract must specify that the institution is not responsible for the services, payments or guarantees provided for in the contract.
  - (f) Such other terms as the institution may consider appropriate which are not inconsistent with this section 3.4.
- (5) As used in this section 3.4, the term "travel agency" includes any person or entity, other than the institution or an auxiliary organization thereof, which acts as an agent either for those who provide or arrange for the provision of travel arrangements or for the persons who purchase such arrangements, or both, and which receives money from the purchaser for travel arrangements. As used in this section 3.4 the term "travel arrangements" includes arrangements for transportation, room, board and related expenses, and any of these.

**B. Advertisements and Dissemination of Information**

Advertisements and information regarding Foreign Study Programs must not assert or imply institutional connection with matters for which the institution is not responsible under the contract between the institution and the student.

C. Air Travel

All air travel must be in conformance with the Chancellor's Executive Order No. 82.

3.5 SUPERVISOR AND FACULTY

A. Foreign Study Program Supervisor

(1) Appointment

The Foreign Study Program Supervisor shall be appointed by the President of the institution or his designee by a formal letter of appointment. This letter must specify the extent and limits of the Supervisor's responsibility as an employee of the institution.

(2) Qualifications

The Supervisor must be academically competent, have leadership experience, and have the judgment and ability to cope with the problems of foreign travel. He or she must be appointed by the President or his designee in consultation with the appropriate academic department or division. The supervisor must be academically qualified in the area of the Foreign Study Program and either a full- or part-time member of the academic department or division to which the course offered pertains.

(3) Responsibilities

The Supervisor is responsible for the instructional element of the Foreign Study Program.

In addition, he or she shall be authorized pursuant to the contract with each participant to remove any participant from the Program who violates any Title 5, California Administrative Code, regulations regarding student conduct.

B. Faculty

In addition to the Supervisor, the President or his designee may appoint faculty qualified in the subject(s) of the Foreign Study Program to the program who are either full- or part-time members of the academic department or division to which the course offered pertains.

C. Conflict of Interest and Disclosure

The Supervisor and faculty of the Foreign Study Program must be free from any conflict of interest or incompatible activity related to the development or administration of the Program irrespective of whether the conflict of interest or incompatible activity is disclosed. Accordingly, neither the Supervisor nor any member of the faculty of a Foreign Study Program may have any formal or informal arrangements with any commercial or non-profit entity which is in any way connected with the Program, through which any payment (in money or in goods or services) or other pecuniary gain is to be received, other than the regular salary paid by the institution, and travel (whether or not provided by the institution) for the Supervisor and faculty and their respective spouses between the institution and the site of the Program. The Supervisor and members of the faculty of the Foreign Study Program shall so warrant to the President in advance of the Program.

3.6 ADMISSION AND REGISTRATION

A. Requirements for Admission

Requirements for admission to a Foreign Study Program whether for credit or not are the same as those required for other Continuing Education courses or seminars sponsored by the institution. In addition, the institution shall require the following as prerequisites to participation in any Foreign Study Program:

- (1) A current statement from a licensed medical doctor as to the ability of the student to participate in the Foreign Study Program without ill effects to his or her health.
- (2) Health and accident insurance covering foreign travel.

B. Registration

The institution is responsible for registering participants in Foreign Study Programs.

C. Fees and Payments

The student must pay all applicable fees of the institution and other payments at the time of registration or as required by the terms of the contract.

D. Medical Authorization for Minors

If the participant is a minor (under age 18), his or her parents or legal guardian must submit a written statement to the Supervisor of the program authorizing him to act in their behalf in the event of a medical emergency in which immediate medical action is necessary to preserve the health of the participant.

3.7 ADDITIONAL REGULATIONS

These Policies and Procedures may be amplified by guidelines issued by the Dean of Continuing Education, Office of the Chancellor.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
 Office of the Chancellor  
 5670 Wilshire Boulevard  
 Los Angeles, California 90036

November 10, 1972

TO: Presidents

FROM: W. B. Langsdorf  
 Vice Chancellor, Academic Affairs

SUBJECT: Executive Order No. 165 of The California State  
 University and Colleges, Foreign Study Program  
 Policies and Procedures

This memorandum is issued for the purpose of clarifying a number of procedural aspects of Executive Order No. 165, Foreign Study Program Policies and Procedures of The California State University and Colleges, in order to facilitate planning for the coming summer.

To assure the high academic and administrative standards outlined in this document, and to effectively coordinate these programs, procedures for the evaluation, review and approval of Foreign Study Programs on each campus are required (see Procedures, Section 3.2-A). Also, in accordance with these procedures, periodic written reports shall be submitted to the Division of Continuing Education (see Procedures, Section 3.3). Following are the dates of submission for these items for 1972-73:

- December 1, 1972 - Campus procedures for the evaluation, review and approval of academic, contractual, faculty, fiscal, itinerary and logistical arrangements for Foreign Study Programs shall be submitted to the Vice Chancellor, Academic Affairs, by each President prior to this date (Procedures, Section 3.2-A).
- December 15, 1972 - Preliminary report on arrangements for programs being offered in the summer of 1973 due (Procedures, Section 3.3-A).
- March 1, 1973 - Final report on arrangements for programs being offered in the summer of 1973 due (Procedures, Section 3.3-B).

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- Anytime - Modifications occurring after the submission of the preliminary or final reports should be noted in supplementary reports, due when the changes occur (Procedures, Section 3.3-C).
- October 1, 1973 - A report evaluating the 1973 summer Foreign Study Programs due (Procedures, Section 3.3-D).
- By Schedule - Reports on programs offered at times other than during the summer, containing the same information and following the same format as for summer programs, should be submitted according to the following schedule (Procedures, Section 3.3-E):
1. Preliminary Report: Two months before the scheduled departure date of the program.
  2. Final Report: One month before scheduled departure date.
  3. Program Evaluation Report: One month after program completion date.

As an aid to the campuses, the Division of Continuing Education will be preparing a supplementary manual, containing suggestions, sample contracts, and formats, where applicable. If you and your staff have any suggestions for this manual, please forward them to the Division of Continuing Education.

If you have any questions concerning this Executive Order, contact Dr. Ralph D. Mills, State University Dean of Continuing Education.

WBL/bc