

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
**GUIDELINES FOR THE CREATION OF  
SHORT TERM STUDY ABROAD PROGRAMS**

- I. Whenever appropriate, given the needs of the short term study abroad (STSA) program, it is suggested that faculty look into the possibility of operating the program during the Winter Session.
- II. STSA programs are also possible during the Summer Session if, for reasons of length of program, climatic conditions, or other variables, it is preferable not to operate them during the Winter Session. Additionally, under special circumstances a college may operate STSAs outside of either the Winter or Summer Sessions. Such STSAs undergo a special review on the part of both the College Dean, and the Director of International Programs.
- III. Winter STSA programs are self-support operations, and follow all of the normal guidelines and operational procedures outlined by University College and Extension Services (UCES). Academic Year STSA programs are under state support Year-Round operations policies and procedures.
- IV. Note that in all circumstances, minimum enrollments must be met in order for the STSA to be considered viable (see details below). In addition, even if minimum enrollments are met by the deadlines set, colleges reserve the right to decide not to support a given STSA, if costs prove otherwise prohibitive. Self-support Winter Session STSAs operate under Special Sessions guidelines. Minimum enrollments are based upon a sustainable fiscal structure, and minimum enrollments may vary from course to course.
- V. The first step in the creation of any STSA program is to schedule a meeting with your Department Chair, to be sure that she/he approves the idea of teaching the course in question in an STSA context. Aside from academic considerations, for other than Winter session programs, approval will also be based upon Department budget, and FTES targets allocated.
- VI. The next major step for either type of program is to meet with the Assistant Vice President for International Programs – AVP/IP – (Paul Lewis, ext. 54106, or via email at [pmlewis@csulb.edu](mailto:pmlewis@csulb.edu)). You will discuss three main items: an overall statement of the goals and intent of the STSA program; an itinerary; and as detailed a budget as possible, so that students, department, and college will all be apprised of the program costs. In addition, you will go over general Chancellor's Office guidelines for operation of international travel study courses.
- VII. The following step in the creation of any STSA program is to schedule a meeting with the Dean/Associate Dean of the academic college. For Winter

session programs, note to schedule a meeting with appropriate UCES staff in addition to the meeting with the Dean/Associate Dean of the academic college.

- VIII. Before implementing any STSA program, all appropriate signatures must be obtained on the “Approval of Short Term Study Abroad for Existing Courses and Current Faculty” form. The copy with original signatures remains in the CIE with the Director of International Programs, who will forward copies to the faculty member leading the group, as well as to the appropriate chair and dean.
- IX. Regarding deadlines by which time students should have signed up for the STSA, and paid the requisite deposit, it is highly recommended that this be placed a minimum of six (6) weeks prior to the departure date of the program. Students should not purchase non-refundable airline tickets before this date.
- X. Other procedures vary somewhat, depending on whether the STSA program operates during the Winter Session or during the Academic Year.
- a) Winter Programs (operated by UCES):
- Faculty pay will be based on the salary schedule for “Instructional Faculty, Special Programs (class code 2322),” and will be commensurate with rank, numbers of enrolled students, and number of assigned weighted teaching units.
  - UCES will prepare a financial evaluation on the STSA course to determine fiscal viability. If the projected number of enrollments, projected course fees and expected course expenses result in a deficit, UCES will send the course proposal back to the College for further fiscal review or cancellation.
  - The UCES Advisory Committee will review all STSA Winter Session course proposals and financial summaries, and make recommendations for further study, or recommend appropriate scheduling.
  - In order for there to be sufficient time to plan the program, and to advertise it among students likely to be interested in participating, it is recommended that faculty begin discussion of Winter Session STSA programs no later than the previous summer. Basic plans, including the Sign Off Sheet, should be completed by September 15 (or by June 30, if the program must first be approved by the Student Fee Advisory Committee – see number XI below)
- b) Summer Programs:
- Faculty salary will be based on the YRO pay scale.

- In order for Summer Session STSAs to be considered viable, a minimum of ten (10) students must have enrolled and paid the program deposit by the deadline date.
  - In order for there to be sufficient time to plan the program, and to advertise it among students likely to be interested in participating, it is recommended that faculty begin discussion of Summer Session STSA programs early in the previous fall semester. Basic plans, including the Sign Off Sheet, should be completed by November 1.
- c) Other Possible Models (currently in use by the College of Business Administration – CBA):
- One of these models involves a course begun during Spring Semester, and completed once the study abroad portion has culminated in early Summer, followed by a return visit to CSULB on the part of students from the study abroad site during the following Fall Semester
  - Another model consists of a faculty member at an Exchange Partner university teaching a CBA approved course at the campus abroad to CSULB students, with the exchange faculty member being paid by the host university, and their “banking” exchange units in return, followed by some of their exchange students coming to CSULB for a semester on these “banked” units.

Please note that the use of either of these models requires detailed discussion and prior commitment from the department chair, the college dean, and the Director of International Programs.

- XI. If faculty anticipate that student fees for the operational logistics (e.g. transportation, food and lodging etc.) for either Winter or Academic Year STSA programs are to be collected from students by the university, the STSA program must first be approved by the campus Student Fee Advisory Committee (use the Miscellaneous Course Fee form, and submit it to the Provost’s Office with appropriate signatures from Dept. Chair and Dean by the dates listed above – i.e. June 30 for Winter Programs, and November 1 for Summer Programs). Winter Session STSA course proposals will be reviewed by the UCES Advisory Committee prior to being forwarded to the Campus Student Fee Advisory Committee.
- XII. If, on the other hand, students pay an outside agency directly (e.g. a study abroad organization, or a travel agent) for the operational logistics of the program, and no operational logistics fees are collected by the campus from students, then the STSA program does not have to be approved by the campus Student Fee Advisory Committee. In such a case, it must be clear to

students that they have a choice as to how they arrive at the study abroad site. In addition, the travel agent/study abroad organization must provide to students a clear refund policy statement in the event that the STSA has to be canceled. Faculty are not permitted to serve as financial intermediaries between students and travel agents/study abroad providers, or to pay travel agents/study abroad providers up front, and be “reimbursed” by students.

- XIII. Note that it is University policy to immediately cancel an STSA to any country, if the United States Department of State issues an official Travel Warning regarding that country. Travel approval may also be withdrawn if the country or area is listed on a Center for Disease Control (CDC) Travel Advisory, and/or a World Health Organization (WHO) listing of “consideration to postpone all but essential travel.” Such a cancellation could happen at any time prior to departure, or while the STSA is already in progress. If the latter, the faculty leader will be asked to immediately make arrangements for all students to depart the country in question.
- XIV. STSA participants must complete and sign a Medical Disclosure and Assumption of Risk form. The disclosed medical information shall be kept confidential and used only to assist medical staff to respond to an injury or illness. In accordance with Executive Order No. 590, students shall be informed in writing that participation in STSA programs is voluntary, and that air travel involves risks to personal safety which could result in damage to property, injury, or death. Students shall also be informed in writing that the CSU assumes no liability for damage, injury, or death occurring on such voluntary air travel, and that they undertake such travel at their own risk.
- XV. All students participating in STSA programs shall be required to acknowledge that they have been informed of the risks of air travel required by such programs, and to sign a statement certifying that they have been informed of and undertake such air travel voluntarily, with full knowledge of such risks, and sign a Release and Hold Harmless statement. The Release and Hold Harmless statement and the Medical Disclosure and Assumption of Risk form can be accessed electronically at <http://daf.csulb.edu/forms/bhr/safetyrisk/index.html>.
- XVI. Students MUST have appropriate medical insurance coverage while participating in university sponsored STSAs. In order to insure this proper level of coverage, and to create a centralized data base to quickly and accurately identify students, faculty, and staff who are in a country affected by a natural or man-made disaster, the following actions are now implemented:

- CSU Risk Management Authority (CSURMA) foreign travel liability insurance is required for all university-sponsored international STSAs eligible for coverage (i.e. there are a few “country exclusions,” such as Cuba, North Korea etc.).
- Payment of CSURMA foreign travel liability insurance premiums will be provided by the Office of Safety and Risk Management for members of the campus community (i.e., matriculated students, faculty, and staff) who are participating in an approved STSA. Thus, individual students, faculty, or academic departments are no longer required to pay for this insurance.
- A secure, centralized database, detailing all student, faculty and staff participants in the STSA will be maintained by the Office of Safety and Risk Management.
- Note that faculty STSA leaders must provide all required information on STSA participants to the Office of Safety and Risk Management a minimum of two (2) weeks prior to departure date. An electronic request form will be developed for use by faculty STSA leaders.
- Participants in the STSA who are not CSU Long Beach students, faculty, or staff members, must purchase their own individual health insurance policies (see the Office of Risk Management for recommendations as to available policies).

XVII. Both UCES and the Study Abroad Office in the Center for International Education are available to assist with advertising the program on and off campus.



