

ADMINISTRATIVE MEMORANDUM
VPAA 04-04
May 11, 2005
Supersedes Administrative Memorandum VPAA 99-02

SUBJECT: Policy on Student Participation in Study Abroad Programs

Educators share a belief that international educational exchange advances learning and scholarship, builds respect among different peoples, and encourages constructive leadership in a global community.

The Humboldt State University Strategic Plan stresses the point that we will “prepare individuals for fulfillment of their roles as productive and responsible members of the local, state, national and world communities.” In order to meet these goals and challenges, Humboldt State University offers various study abroad programs to meet the growing needs of our students. It is the purpose of this Administrative Memorandum to provide guidelines for student participation in study abroad opportunities.

These guidelines are designed to conform to the following provisions of state regulations, Chancellor’s Office Executive Orders, and federal regulations: *Executive Order #745, Self Support Campus Based Study Abroad Programs; Executive Order #181, Provisions for Extension and Summer Session Programs Involving Foreign Travel; Executive Order #744, State Funded Campus Based Study Abroad Programs; Executive Order #590, Student Air Travel; Executive Order #605, Delegation of Authority to Approve International Student Exchanges, Tuition Waivers for International Students, and Tuition Waivers for Nonresidential U.S. Graduate Students; Executive Order #715, California State University Risk Management Policy* <http://www.calstate.edu/eo/>) *Federal Register* 668.5.

All HSU study abroad programs and third party provider programs, including those offered by Extended Education, must be approved for compliance with HSU and CSU guidelines by the International Resources Committee (IRC) sub-committee and the Dean for Research, Graduate Studies and Study Abroad Programs before being offered to students.

Students are encouraged to attend one of the twice-weekly informational meetings during which the study abroad programs approved for transfer of credit will be outlined.

HSU students may participate in the following programs:

A. California State University International Program (CSU I/P):

1. Students should attend one of several informational meetings held each semester about CSU International Programs.
2. The student will submit a completed International Program (IP) application to the CSU International Programs Coordinator, by February 1 for all countries excluding Australia and New Zealand, both of which have a later May 1 deadline. The essay portion of the application must be typed.
3. The International Program Screening Committee will interview students in late February to assess their suitability and reasons for wanting to participate in CSU I/P. It is important to note that suitability includes fulfillment of prerequisites. The completed student applications and interview documents are then submitted to the Chancellor's Office in Long Beach for final determination and selection of participants.
4. Students are notified by the CSU Chancellor's Office in early April of the statewide selection committee's results, and IP applicants receive letters of acceptance/denial directly from the CSU Chancellor's Office, Long Beach, CA.
5. Students who are going on a CSU International Program may apply for and receive financial aid through the HSU Financial Aid Office. Each student must meet individually with the Financial Aid Off-Campus Programs Coordinator at least three months before the scheduled beginning of the study abroad program to verify participation in the program and to confirm the financial aid procedures. Disbursement of financial aid occurs at the beginning of the program.

B. Humboldt State University Bilateral Exchange Programs:

1. The Study Abroad Office will verify that the appropriate agreement with the foreign institution is current and on file with the University.
2. The student must meet with, and receive approval from, the faculty director or designee, for the particular bilateral exchange program.
3. After receiving approval from the faculty director, or designee, the student must meet with the Study Abroad Advisor to complete HSU's required General Student Information, Agreement and Release, and Credit Transfer Agreement forms.

4. The student will return the completed General Student Information, Agreement and Release, and Credit Transfer Agreement forms to the Study Abroad Office at least two weeks before the program departure date, and ensure that all appropriate information is on file and all University policies and procedures have been met.
 5. All students are required to purchase HSU approved health insurance to participate in an HSU bilateral exchange program.
 6. The student does not register for classes at HSU, but does pay HSU fees. The student enrolls and registers for classes at the host campus.
 7. Students who are going on an HSU bilateral exchange program may apply for and receive financial aid through the HSU Financial Aid Office. Each student must meet individually with the Financial Aid Off-Campus Programs Coordinator at least three months before the scheduled beginning of the study abroad program to verify participation in the program and to confirm the financial aid procedures. Disbursement of financial aid occurs at the beginning of the program.
 8. Official transcripts will be sent to the Study Abroad Office. The Credit Transfer Agreement and the original transcript will be sent to the Office of the Registrar for evaluation.
- C. Humboldt State University Semester and Summer Study Abroad Programs:
1. The student must meet with, and receive approval to participate in the program from the faculty director for the particular study abroad program.
 2. Orientation meetings are mandatory for all students wishing to participate in these programs. Off campus students will be sent appropriate materials.
 3. Students will be given HSU's required General Student Information and the Agreement and Release Forms by the Study Abroad Advisor during an orientation meeting.
 4. All students are required to purchase HSU approved health insurance to participate in an HSU semester and summer study abroad program.
 5. Students who are going on Humboldt State University semester and summer study broad programs may apply for and receive financial aid through the HSU Financial Aid Office. Each student must meet individually with the Financial Aid Off-Campus Programs Coordinator at least three months before the scheduled beginning of the study abroad program to verify participation in the program and to confirm the financial aid procedures. Disbursement of financial aid occurs at the beginning of the program.

6. The student will return the completed General Student Information and Agreement and Release forms to the Study Abroad Office at least two weeks before the program departure date, and ensure that all appropriate information is on file and all University policies and procedures have been met.
7. Students will register for the appropriate HSU classes and pay HSU fees and program fees.

D. Independent Study or Research Program Abroad:

1. The student must receive approval from a faculty member to do an independent study or research project abroad. An independent study abroad agreement must be signed by faculty and student. The faculty member will take full responsibility for the student's pre-trip orientation as outlined in EO 715 (Page 6). <http://www.calstate.edu/eo/EO-715.pdf>
2. The student will register for the appropriate independent study courses at HSU only and will pay HSU fees. Students may not be officially enrolled in more than one institution for the same time period for the same coursework.
3. Students who are going on an independent study or research program may apply for and receive financial aid through the HSU Financial Aid Office. Each student must meet individually with the Financial Aid Off-Campus Programs Coordinator at least three months before the scheduled beginning of the study abroad program to verify participation in the program and to confirm the financial aid procedures. Disbursement of financial aid occurs at the beginning of the program.
4. All students are required to purchase HSU approved health insurance to participate in an independent study program.
5. The student must complete the HSU required General Student Information and Agreement and Release forms and submit them to the Study Abroad Office at least two weeks before the departure date.
6. The independent study abroad agreement will be submitted at least two months before departure to the Dean for Research, Graduate Studies, and Study Abroad who will approve the independent study program provided it is in accordance with CSU executive orders and HSU policies.

E. Approved Third Party Provider Programs: (USAC, Australearn, SIT, etc.)
(Students wishing to participate in a study abroad program that is not approved for transfer of credit by the Office of the Registrar should take a leave of absence)

1. The Study Abroad Office will verify that the appropriate agreements with the approved third party provider program are current and on file with the University.
2. A student must be enrolled for at least one semester as a regularly matriculated student at HSU before participating in a third party provider program.
3. Once the student has reviewed the information presented at the informational meeting, the student will contact the Study Abroad Advisor to schedule an appointment to discuss the program and complete HSU's required General Student Information, Agreement and Release, and Credit Transfer Agreement forms
4. The student must meet with their faculty advisor to discuss their proposed major or minor coursework abroad, and complete the Credit Transfer Agreement.
5. A degree check is required for all participants in third party provider programs.
6. The student will return the completed General Student Information, Agreement and Release, and Credit Transfer Agreement forms to the Study Abroad Office, and ensure that all appropriate information is on file and all University policies and procedures have been met, at least two weeks before the program departure date.
7. The student does not register for classes and does not pay HSU fees.
8. The student is notified by the third party provider program regarding acceptance and specific program information.
9. Students who are going on a third party provider program may apply for and receive financial aid through the HSU Financial Aid Office. Each student must meet individually with the Financial Aid Off-Campus Programs Coordinator at least three months before the scheduled beginning of the study abroad program to verify participation in the program and to confirm the financial aid procedures. Disbursement of financial aid occurs at the beginning of the program.
10. Official transcripts will be sent to the Study Abroad Office. The Credit Transfer Agreement and the original transcript will be sent to the Office of the Registrar for evaluation.