Policies and Procedures Regarding Independent Studies Abroad

The following policy statement, recommended by the Academic Senate at its meeting of March 10, 1977, and approved by the President on March 17, 1977, is as follows:

POLICIES AND PROCEDURES REGARDING INDEPENDENT STUDIES ABROAD

A. Course and Unit Requirements

1. Independent studies abroad may be offered under the "Independent Studies" rubric of each department.

2. One unit of credit may be earned for each five days full-time academic work abroad (excluding whatever time is spent on leisure abroad, and on pre-departure and/or post-return activities).

3. No credit shall be given for commercial tours alone or for travel exclusively.

B. Student-Faculty Academic Agreement (To be signed before departure)

(A standardized form is available and shall be used for this purpose.)

1. Student and faculty member shall agree on the number of units to be earned, and what work is necessary to earn those units.

2. The agreement shall also include:

   a. a statement of the proposed study;
   b. a statement indicating suitable preparation for the study (e.g., previous course (s) and/or long-term interest);
   c. an itinerary, showing approximate duration at places to be visited and the subject(s) each location is expected to elucidate appropo the proposed study;
   d. a plan for record keeping (e.g., a journal, audio-and/or visual-recordings, collections of books, artifacts, interviews); and
   e. a bibliography, if appropriate.

3. The student shall acknowledge, as apart of the agreement, that the faculty and university are responsible for only the on-campus academic
supervision and appropriate academic credit to be earned in connection
with the independent study aboard.

C. **Student Responsibility**

1. After signing the academic agreement, the student shall enroll for the
   number of units agreed upon in the appropriate departmental course during
   the term of the individual study abroad or the term immediately following.

2. All technical, travel, and financial arrangements shall be the sole
   responsibility of the student. The faculty and university assume none of
   such responsibility, except where administrative ruling states otherwise.

3. Student shall acknowledge in agreement responsibility for:
   a. use of approved airline(s) to/from and during the study abroad (cf.,
      Chancellor's Executive Order No. 82);
   b. proper conduct (cf., Title 5, California Administrative Code,
      Sections 41301 and 41302);
   c. adequate health/accident insurance, effective worldwide;
   d. use of valid passport (and visa(s) where applicable), and an
      International Vaccination Certificate with inoculations as required;
      and
   e. having sufficient funds for all travel and incidental expenses.

D. **Faculty Responsibilities**

1. Faculty shall be a member of the academic department or division to
   which the course offered pertains.

2. Faculty should be available for advisement in the preparation of the
   academic proposal, itinerary, and travel experiences likely to be
   encountered.

3. Faculty shall evaluate the student's learning experience before the end of
   the term following the individual student's study abroad.

4. Faculty shall have no formal or informal arrangements with student or
   with any other commercial or non-profit entity which is in any way
   connected with the proposed individual study abroad, in the nature of
   payment (in money or in goods or services) or other pecuniary gain, other
   than the faculty's remuneration by the institution.
Effective: Immediately
DEG:bjp
3/24/77