Guidelines for the Establishment of Special Program Fee for Faculty-Led Study Abroad Opportunities for the Regular Academic Year
Final Draft November 3, 2009

Study Abroad Opportunities
UCSD students have a number of study abroad options. Two primary programs are centrally organized and administered by the International Center. They have been in place for many years:

1. The systemwide Educational Abroad Program (EAP) is available to all UC students and it is very academically focused. While studying abroad, students continue to register at UC; earn UC academic credit and letter grade.
2. The campus-based Opportunity Abroad Program (OAP) has broader international scope that includes academic programs, internships, volunteers, and other work and service learning experience.

More recently, the UCSD faculty has created study abroad opportunities associated with specific courses. With the help of the department business office staff, the faculty coordinates and organizes these study abroad opportunities. These faculty-led, departmental-coordinated study abroad activities began in the Summer 2008 and expanding into the regular academic year.

For the faculty-led study abroad opportunities, the academic department/faculty’s home department or school is responsible for ensuring all international travel paperwork is in place prior to sending students, staff (when applicable) and faculty abroad. The department is responsible for establishing close collaboration with the campus Office of International Education to ensure they are informed of latest international news including any global emergencies related to study abroad.

The following campus guidelines provide direction for the establishment of a Program Fee to cover the costs of these special programs.

Campus Guidelines
Campus department may propose the establishment of a special Program Fee to cover various expenses related to programs abroad activities led by UCSD faculty. These expenses include but are not limited to classroom space, guest lecturers, room and board, meals, local transportation, and admissions tickets for special educational site visits, etc. Typically, it does not include airfare expenses; therefore, students must separately arrange and pay for their own air transportation.

In addition to the special Program Fee, students pay the regular student fee charges assessed to every UCSD registered student. They include the mandatory systemwide Educational Fee and Registration Fee or equivalent. In the summer, students pay Summer per-unit fees that are equivalent to the regular year Educational and Registration Fee. Students also pay approved mandatory campus-based fees.

For future references in this document, unless specified, the term “department” would apply to any academic department or professional school.

Proposal Process
A department seeking to establish a new Program Fee must submit a complete proposal to the Campus Budget Office. Forms can be accessed online via the Campus Budget Office website: http://www-cbo.ucsd.edu/
The following are general proposal completion steps:
1. Complete the Request to Establish a Program Fee (Exhibit A).
2. Complete a Detailed Budget Page (Exhibit B)
3. Provide a copy of the most recent CEP course approval(s) once available.
4. Obtain required signatures from the appropriate campus offices as noted on the form.
5. Submit the completed request to: Campus Budget Office (CBO) – Mail Code: 0936, Attention: CBO Program Fee Coordinator.

Campus Budget Office Approval and Notification Process
1. The CBO Program Fee Coordinator reviews and assesses the proposal for completeness, accuracy, policy Compliance, and makes recommendations for final approval.
2. The Assistant Vice Chancellor Campus Budget Office authorizes final approval of the proposal.
3. CBO sends a notification letter to the department chair or the Assistant/Associate Dean for Academic Planning in the professional school.

Department’s Responsibilities
Program Fee Request and Reporting
- Work with the faculty leading the study abroad course, complete and submit annual Program Fee proposal according to established timeline and campus guidelines 1.
- Contact Campus Budget Office Program Fee Coordinator if there are questions.
- Provide annual reporting of Program Fee income and expenditures to CBO, upon request.

Communication of Program Costs
- Use effective communication forum such as central departmental or faculty websites to inform interested students of the detailed of the program and estimated total cost of participation.
  - Provide detailed breakdown of Program Fee cost components.
  - Provide an estimate of other personal expenses, not covered by Program Fee, that students are expected to pay such as airfare,
  - Include estimated mandatory systemwide and campus-based fees that all UC registered students have to pay.
  - Specify if there is a required non-refundable deposit, the amount of the deposit, and the condition in which the students might or might not get a refund.
  - Always include a disclaimer that fees are subject to change, without prior notice.
- During the regular academic year, specify clearly the number of courses and total units required for each study-abroad opportunity that students must enroll in and expect to earn credit for, if satisfactorily completed.
- Inform students of the availability of any special scholarships or financial assistance and steps required to apply for and be considered for awards.

Course Posting
- The department is responsible for contacting the Registrar’s Scheduling Office making arrangements for course scheduling and posting via the quarterly Schedule of Classes.

Documentation Responsibilities
- The department is wholly responsible for processing and retaining appropriate documentations related to the faculty-led study abroad programs including travel insurance and liability waivers required for international travel.
- The department is also responsible for sending students to pre-travel workshops offered through the Office of International Education to make sure students are informed of risks associated with travel to foreign countries and to make sure they are as prepared as possible to deal with emergency situations, etc.

1 Resubmit Program Fee proposal each year as there might be changes to the curriculum, general student fee levels, program costs and/or miscellaneous travel costs.
Central Units’ Administrative Responsibilities

- **Campus Budget Office:**
  - Processes Program Fee proposals and promptly notifies departments of fee approval.
  - Informs campus units of Program Fee policy changes.
  - Coordinates the annual reporting of Program Fee income and expenditures.

- **Accounting Office:**
  - Creates new IFIS index for recording of revenue for approved Program Fee.

- **Registrar’s Office:**
  - Publishes Program Fees in the Schedule of Classes via Triton Link.
  - Recommends appropriate detail codes based upon historical use.
  - Modifies ISIS registration tables attaching approved Program Fee for billing purpose.
  - Assesses fees upon enrollment and processes Program Fee refunds.

- **Student Billing Services:**
  - Enters detail code in the ISIS system.
  - Prepares student fee billing statement, processes fee charges and posting.
  - Maintains student billing accounts.

- **Financial Aid Office:**
  - For planning purpose, calculates and communicates average award as soon as possible to units involved.
  - Determines and processes financial aid awards for eligible students.

Estimated Timeline for Program Fee Proposal Review:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Proposed Program Fee due to Budget Office</td>
<td>February</td>
<td>April 15</td>
<td>November 10</td>
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<tr>
<td>CBO Proposal Review Process and Approval</td>
<td>March 1</td>
<td>May 15</td>
<td>December 5</td>
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<tr>
<td>Department Notifications of Fee Approval</td>
<td>March 10</td>
<td>May 25</td>
<td>December 15</td>
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<tr>
<td>Program Fee Posting *</td>
<td>March 15</td>
<td>June 5</td>
<td>December 20</td>
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<tr>
<td>Fee Payment, Billing, Withdrawal and Refunds</td>
<td>Refer to Registrar’s Website</td>
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*Websites, quarterly schedule of classes*