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**To:** IP Coordinators at CSU Campuses

**Date:** June 19, 2015

**Subject:** Enrollment in Campus Courses while Abroad

This memo is to announce a policy change in regards to IP participants requesting to enroll in CSU campus courses while abroad.

It has been the policy of the International Programs that enrollment in CSU campus courses while IP participants are abroad was not permitted since the purpose of studying abroad is to engage in full time study at their overseas study center. Exceptions to this policy were considered on a case by case basis.

Due to increasing availability of online courses and graduation initiatives, the International Programs will now allow this, if your campus approves. Review of requests will now be coordinated by the International (Study Abroad) Office at the student's home CSU campus. When reviewing requests, the following should be considered:

- Campus policies and regulations (including financial aid regulations, if applicable)
- Approvals from relevant staff/faculty/offices (e.g. registration office, finance office, academic advisor, course instructor)
- Student's demonstrated ability to successfully manage courses taken at the campus and overseas study center (as per enrollment history and GPA)
- Strength of the student's case for taking the course while abroad (e.g. graduating senior, course not offered upon student's return to campus, course fulfills a prerequisite for a core course which must be taken upon return to campus, etc.)

The new policy (which will be communicated to IP participants requesting to take campus courses while abroad) is provided below.

IP participants are expected to enroll at their overseas study center in a minimum of 15 units each semester, which is an IP requirement. In unique cases, students may have compelling reasons for requesting to enroll in a course at their home CSU campus while taking the required units abroad. In these cases, students must seek approval to enroll in the campus course from the International (Study Abroad) Office at their home CSU campus, who will facilitate the request. Students should make their requests in the term prior to studying abroad unless instructed otherwise. If the request is approved, the following will apply:

- The International (Study Abroad) Office at the student's home CSU campus will coordinate course registration and instruct the student on how to register for the course.
- The student must maintain enrollment of a minimum of 15 units each semester at their overseas study center.
- Financial aid recipients are responsible for checking that enrollment in total units while abroad is permitted as per financial aid regulations and how these units may affect future financial aid awards.

For questions, please phone the Office of International at 562-951-4790 or email [ipacademics@calstate.edu](mailto:ipacademics@calstate.edu).