

## Policy on the Review and Approval of International Agreements

As required by CSU Executive Order 1080, each campus of the California State University must have a formal and documented campus review and approval process for international agreements. As defined in the Executive Order, an international agreement involves an agreement with a partner where the CSU makes a commitment of resources to engage in activities with international students, universities or other persons or entities doing business outside of the United States. Such agreements include degree programs offered abroad, articulation agreements, agreements with agents or partnerships to recruit international students, student, staff and faculty exchange, and study abroad.

The President of California State University, Fresno has been delegated responsibility for approval of all international agreements and only the President has the authority to execute such agreements. The President shall execute international agreements only upon documented completion of the following process:

1. Use of Standardized Agreement Templates: Where possible, development of all proposed international agreements will begin with one of the standardized templates developed by the CSU Office of General Counsel. Such templates are available on the Fresno State International Agreements website at [www.csufresno.edu/cge/international/agreements/](http://www.csufresno.edu/cge/international/agreements/).
2. Department and School/College Consultation: Each agreement shall be reviewed and approved internally through relevant School/College consultation processes as established in each respective unit.
3. School/College Approval: The School/College Dean shall review and approve all proposed agreements in their respective units. Prior to approval, the Dean shall review and endorse the general concept of the agreement, review and vet the potential partner institution and ensure that it is accredited and recognized by appropriate educational ministries/authorities, and review all supporting documentation for the proposed activities to be enacted under the agreement.
4. Continuing and Global Education's Approval: The Division of Continuing and Global Education's ("CGE") Manager of Administration and Global Operations ("Manager") shall review and approve all proposed agreements. Prior to approval, the Manager shall ensure that all requirements of Executive Order 1080 have been met, that the agreement contains required provisions and clauses as stipulated by CSU standards, that the proposed activities and associated financial models are fiscally sound and viable, and that the agreement's form and scope are accurate and acceptable.
5. Constituent Review: The Manager shall initiate a ten (10) day request for review and comments period for all proposed agreements. At a minimum, the following campus departments will be invited to review and comment on a proposed agreement, subject to expansion as appropriate in the discretion of the Manager:
  - a. Academic Programs and Resources
  - b. Academic Records and Evaluations
  - c. Financial Aid
  - d. International Student Services and Programs
  - e. Office of the President
  - f. Office of the Provost and Vice President for Academic Affairs
  - g. Procurement
  - h. Risk Management
  - i. Student Financial Services

At the close of the ten (10) day review period, the Manager shall provide a written summary of all feedback received to the constituents noted above. The Manager shall review and incorporate written comments into the agreement as appropriate. The final draft agreement shall be forwarded back to the sponsoring School/College Dean with a summary of all incorporated changes.

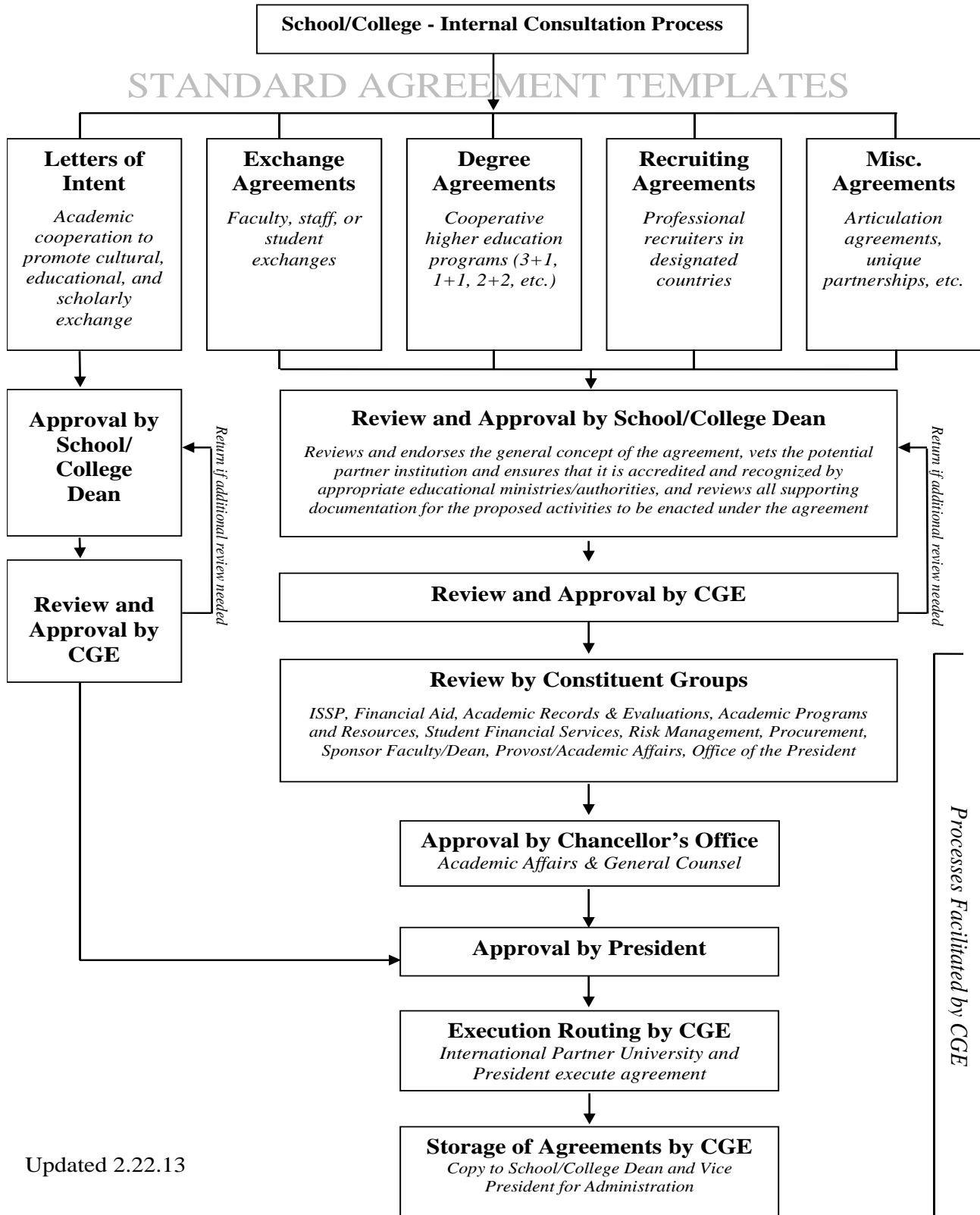
6. Chancellor's Office Review and Approval: The Manager shall forward a final draft of the proposed agreement to the Chancellor's Office ("CO") in compliance with the Executive Order. The Manager shall serve as the principal liaison to the CO and shall cause any modifications required by the CO to be made to the proposed agreement, in consultation with relevant constituents and the sponsoring School/College Dean.
7. Presidential Approval: The Manager shall forward the final agreement approved by the CO to the University President. The memorandum of transmittal to the President shall include a narrative describing all consultation undertaken, as well as a summary of all material changes introduced through the process. The President shall review and approve the agreement, without executing it, and return it to the Manager for distribution.
8. Foreign University Execution: Upon receipt of Presidential approval, the Manager shall route the agreement for execution by the foreign institution.
9. Presidential Execution: Once the executed agreement is received from the foreign institution, the Manager shall route the agreement, with all supporting documentation, to the President for final execution.
10. Distribution and Storage of Agreements: All fully executed agreements shall be stored in CGE in compliance with CSU document retention policies. Such agreements shall also be posted online on the Fresno State International Agreement Website. CGE shall annually transmit an index of all current international agreements to the CSU Chancellor's Office, in compliance with the Executive Order.

The attached *University Approval Process for International Agreements Flowchart* provides a graphical illustration of the processes required for compliance with this policy.

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Approved by the President: February 2013

## UNIVERSITY APPROVAL PROCESS FOR INTERNATIONAL AGREEMENTS FLOWCHART



Updated 2.22.13