

APPENDIX A: DETAILED DESCRIPTIONS OF CIC INSTITUTIONS=POLICIES REGARDING  
AWARDING OF CREDIT FOR CO-SPONSORED STUDY ABROAD PROGRAMS

## Michigan State University

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	No course titles listed on official transcript. Only a block of transfer credit is listed (e.g., “12 credits transferred from the University of Lancaster.”	Transfer credit only	Grades are not posted and not calculated into the GPA
<b>Direct enrollment programs</b>	No course titles listed on official transcript. Only a block of transfer credit is listed (e.g., “12 credits transferred from the University of New South Wales.”	Transfer credit only	Grades are not posted and not calculated into the GPA
<b>3<sup>rd</sup> Party programs</b>	No course titles listed on official transcript. Only a block of transfer credit is listed (e.g., “12 credits transferred from the University of Minnesota.”	Transfer credit only	Grades are not posted and not calculated into the GPA
<b>Home-campus administered non-faculty led programs</b>	Regular MSU courses are offered on a limited number of these programs, so the normal course titles are used. Programs which fall into this category include Merida (Mexico) and Caceres (Spain).	In-residence, MSU credit	Grades are posted and are calculated into the GPA (since regular MSU courses are offered).

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**Indiana University**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	IU uses a dual system. Some courses taken abroad are assigned equivalents from the IU campus, and the IU equivalent dept. and course #, as well as course title, is put on the transcript. In cases where there is no good match with an on-campus equivalent, IU can put on the official IU transcript the exact title from the course abroad, with "A#101" as the course number, which is an indicator that the course was taken abroad. The database of pre-assigned equivalencies is maintained by the study abroad office, though decisions about the equivalencies are made by the relevant academic unit.	In-residence, Indiana Univ. credit	Grades are posted and are calculated into the GPA
<b>Direct enrollment programs</b>	See above. IU uses the same system for all types of officially approved non-faculty led programs.	In-residence, Indiana Univ. credit	Grades are posted and are calculated into the GPA
<b>3<sup>rd</sup> Party programs</b>	See above. IU uses the same system for all types of officially approved non-faculty led programs.	In-residence, Indiana Univ. credit	Grades are posted and are calculated into the GPA
<b>Home-campus administered non-faculty led programs</b>	See above. IU uses the same system for all types of officially approved non-faculty led programs.	In-residence, Indiana Univ. credit	Grades are posted and are calculated into the GPA

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**The University of Michigan**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	All courses taken abroad are listed on the Michigan transcript with their actual titles from abroad. No departmental prefixes or course numbers are listed.	In-residence MI credit	Grades are posted on the transcript but are not calculated into the student=s GPA*
<b>Direct enrollment programs</b>	All courses taken abroad are listed on the Michigan transcript with their actual titles from abroad. No departmental prefixes or course numbers are listed.	In-residence MI credit	Grades are posted on the transcript but are not calculated into the student=s GPA.
<b>3<sup>rd</sup> Party programs</b>	All courses taken abroad are listed on the Michigan transcript with their actual titles from abroad. No departmental prefixes or course numbers are listed.	In-residence MI credit	Grades are posted and are calculated into the GPA
<b>Home-campus administered non-faculty led programs</b>	All courses taken abroad are listed on the Michigan transcript with their actual titles from abroad. No departmental prefixes or course numbers are listed.	In-residence MI credit	Grades are posted and are calculated into the GPA

\*Michigan uses the following philosophy is deciding whether or not to count grades earned abroad into the student=s MI GPA. If the student took courses alongside host country students and were graded according to host country standards (as would happen in exchange or direct enrollment programs), the grades earned are posted on the MI transcript but are not calculated into the MI GPA. If a student takes courses abroad alongside other American or foreign students, and are graded on an American scale according to American standards, then the grades earned are counted in the MI GPA. In some programs, students may take some courses with other Americans, and those grades would count in their GPA, while taking other courses directly at the host university, and those grades would not count in the

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MI GPA. But all grades are listed on the transcript.

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**Purdue University**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	Purdue uses the equivalency system exclusively. All courses taken abroad are assigned equivalents from the Purdue campus, and the Purdue equivalent dept. and course #, as well as course title, is put on the transcript. There is no centrally maintained list or database of previously-assigned equivalents. Academic units decide on equivalencies, and some units choose to maintain their own list of previously assigned equivalencies.	In-residence, Purdue Univ. credit	Grades are posted and are calculated into the GPA
<b>Direct enrollment programs</b>	See above. Purdue uses the same system for all types of officially approved non-faculty led programs.	In-residence, Purdue Univ. credit	Grades are posted and are calculated into the GPA
<b>3<sup>rd</sup> Party programs</b>	See above. Purdue uses the same system for all types of officially approved non-faculty led programs.	In-residence, Purdue Univ. credit	Grades are posted and are calculated into the GPA
<b>Home-campus administered non-faculty led programs</b>	See above. Purdue uses the same system for all types of officially approved non-faculty led programs.	In-residence, Purdue Univ. credit	Grades are posted and are calculated into the GPA

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**University of Wisconsin**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	Wisconsin uses the equivalency system almost exclusively. Courses taken abroad are assigned equivalents from the Wisconsin campus, and the Wisconsin equivalent dept. and course #, as well as course title, is put on the transcript. There is a centrally maintained database of previously-assigned equivalents. Academic units decide on equivalencies, based upon a review of the course syllabus and other materials, usually provided by the student. Some departments have opted to create a special ATopics@course for study abroad courses which do not have an exact equivalent.*	In-residence, Univ. of Wisconsin credit	Grades are posted and are calculated into the GPA
<b>Direct enrollment programs</b>	See above. Wisconsin uses the same system for all types of officially approved co-sponsored programs.	In-residence, Univ. of Wisconsin credit	Same as above
<b>3<sup>rd</sup> Party programs</b>	Same as above	Same as above	Same as above
<b>Home-campus administered non-faculty led programs</b>	Same as above	Same as above	Same as above

\*Note: The Univ. of Wisconsin is currently exploring whether or not it might be better to post actual course titles from abroad on the transcript, rather than rely on equivalencies. A faculty committee is currently studying the issue.

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**The University of Minnesota**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	Courses are transfer credit only. No specific course titles appear on the MN transcript. Only a block of ungraded, undistributed credit appears on the official transcript*	Transfer credit	No grades are posted or calculated into the GPA.
<b>Direct enrollment programs</b>	Exact course titles from abroad are used in most cases, with the departmental prefix of AForeign Study.@ In some cases in which the course is seen as a very close match to an on-campus MN course, the relevant dept. name and course # are used instead of the AForeign Study@departmental prefix.	In-residence MN credit	Grades are posted and are calculated into the GPA
<b>3<sup>rd</sup> Party programs</b>	Same as above.	Same as above	Same as above
<b>Home-campus administered non-faculty led programs</b>	Same as above	Same as above	Same as above

*\*Note on exchanges at the University of Minnesota:* UMN does not have many bilateral exchange programs. Instead, they are a member of ISEP (the International Student Exchange Program), a multilateral exchange organization. Under ISEP, students from UMN can apply for places at over 100 foreign institutions, and the UMN does not need to have a 1-1 agreement with each institution. Instead, they just have one agreement with ISEP. This means UMN students study at ISEP exchange locations that have not been vetted or approved in any way by the university. Because of this, UMN has decided to continue to treat credit from all exchange programs as transfer credit.

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**Ohio State University**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	OSU uses the system of <b>Equivalencies</b> exclusively. Courses from abroad are assigned an OSU equivalent, and the OSU course # and title appear on the transcript. If an exact equivalent cannot be found, the course #697 is used, which designates <b>Special Topics</b> and always refers to courses taken abroad. Course evaluators in each department determine what equivalent to use. Currently, no central database of equivalencies is maintained.	In residence OSU credit	Grades are posted and are calculated into the GPA.
<b>Direct enrollment programs</b>	Same as above	In-residence OSU credit	Grades are posted and are calculated into the GPA
<b>3<sup>rd</sup> Party programs</b>	Same as above.	Same as above	Same as above
<b>Home-campus administered non-faculty led programs</b>	Same as above	Same as above	Same as above



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**The University of Iowa**

	<b>Course Title Used</b>	<b>Type of credit awarded</b>	<b>Grade?</b>
<b>Exchanges</b>	Iowa treats courses from exchanges and direct enrollment the same. Although transfer credit is awarded for these programs, the specific course titles (actual titles, translated if necessary) appear on the Iowa transcript.	Transfer credit	Grades do not appear on the official transcript.
<b>Direct enrollment programs</b>	Same as for exchanges	Transfer credit	Grades do not appear on the official transcript
<b>3<sup>rd</sup> Party programs</b>	The exact title from the course abroad appears on the Iowa transcript (translated if necessary).	In-residence Iowa credit	Grades are posted and are calculated into the GPA
<b>Home-campus administered non-faculty led programs</b>	Same as for 3 <sup>rd</sup> party programs	In-residence Iowa credit	Grades are posted and are calculated into the GPA

## **Faculty Involvement, Quality Assurance, and Academic Credit for MSU Co-Sponsored Study Abroad Programs**

This paper briefly reviews the current situation with respect to traditional faculty-led and MSU co-sponsored study abroad program options. It proposes changes with respect to faculty involvement, quality assurance, and recognition of students' academic work taken as a part of MSU co-sponsored programs. It ends with recommendations for course, credit and grade recognition for academic work completed on MSU co-sponsored programs. Companion documents under preparation address issues of faculty involvement and quality assurance in these programs.

### **Current Situation**

For more than 30 years MSU study abroad has relied heavily on faculty-led programs where faculty accompany students abroad, teaching and directing programs onsite. In the last five years, MSU has added a substantial number of co-sponsored program options in which an academic unit at MSU has adopted the program as its own, but no MSU faculty member accompanies the students or teaches on the program. These co-sponsored programs include exchanges, consortium programs, direct-enrollment programs, and MSU administered programs.<sup>1</sup>

Presently, 88% of MSU's study abroad enrollments are through faculty-led programs. The remainder of enrollments are in MSU co-sponsored programs. Some companion observations include:

- \$** **These proportions make MSU unique among CIC institutions, and among most other institutions, in that the majority of participation at other institutions is through non-faculty-led, co-sponsored options.**<sup>2</sup> The reasons for this difference are: (1) MSU history (faculty-led programs have been the norm for over 30 years at MSU and not so at other institutions), (2) the absence of significant MSU faculty involvement in co-sponsored programs, and (3) the practice of only awarding transfer credit for most MSU co-sponsored programs.
  
- \$** **Most faculty-led programs tend to be short term (less than a semester in length); most co-sponsored options are a semester in length.** The reason is fairly straight forward: it is difficult and very costly to have faculty-led semester-length programs because of scheduling problems and because of the costs placed on departmental and institutional resources from having faculty gone from campus an entire semester.

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<sup>1</sup> Definitions of each type of co-sponsored program is included in Appendix B.

<sup>2</sup> The proportion of students studying in faculty-led (as opposed to co-sponsored) programs at other CIC institutions include: Penn State 10-15%; Minnesota 33%; Indiana 43%; Purdue 50%; Northwestern 15%; Ill/Chicago 20-30%; Iowa 33%, as reported in a survey conducted Fall 2002.

**\$ A major difference between faculty-led and co-sponsored programs at MSU is the assignment of academic credit.** All students who participate in faculty-led programs earn regular MSU credit, with grades. MSU faculty-led programs provide students with regular MSU course numbers, titles, credits, and grades which appear on the official MSU transcript. Most MSU co-sponsored programs provide only a block of undesignated transfer credit in the transcript, and no grade. There are a few exceptions to this policy (the programs in Cáceres and Mérida do not have MSU faculty teaching on the program but do yield MSU credits and grades, and the program in Freiburg does have an MSU faculty member teaching every third year and other U.S. faculty teaching in the other years.)

**MSU is the only public university in the CIC which does not routinely award regular, in-residence credit, with grades, for coursework completed on officially approved co-sponsored programs.** (See Appendix A, *Detailed Descriptions of CIC Institutions' Policies Regarding Awarding of Credit for Co-Sponsored Study Abroad Programs* for a summary.) Most CIC institutions are included in the Appendix, though data is missing for the private institutions (Northwestern and Chicago) and for one of the public institutions (Illinois). However, preliminary information is that Illinois uses a variation of the “equivalency model” (see p. 5 ) for awarding credit on co-sponsored programs.

Except for differences in assigning academic credit and grades, MSU co-sponsored programs are treated as equal to faculty-led programs at MSU: students can use their regular financial aid on these programs; students who choose MSU co-sponsored programs qualify for the same special scholarships as do participants in faculty-led programs; and OSA provides the same services to students participating in either type of program (pre-departure advising, orientation, trouble-shooting during the program, and follow-up activities after return).

### **Recommendations for Enhancements to Co-Sponsored Programs**

Faculty-led programs will always be a significant portion of MSU’s study abroad enrollments and options because they offer a wide range of flexible alternatives for students to study abroad. However, co-sponsored options offer the opportunity for getting more students into semester length experiences, which offer greater opportunity for cultural immersion and cross-cultural learning than do shorter programs. In addition, co-sponsored programs can reduce the workload on the faculty, and provide cost effective options in subject matter and world regions where MSU students are insufficient in number by themselves to sustain the program.

With a doubling of study abroad enrollments over the last four years at MSU and with the vast majority of this growth being in faculty-led programs, we have reached a point where faculty resources are stretched to the breaking point and unable to sustain current levels of programming, let alone any growth.

## **We need to do more at MSU to encourage and support enrollments in co-sponsored, semester-length programs.**

If MSU is to make greater use of co-sponsored options, three interrelated issues need to be addressed systematically. They are: (1) faculty involvement; (2) quality assurance; and (3) recognition of course, credit and grades.

- 1. Faculty Involvement in MSU Co-Sponsored Programs .** Regular and on-going faculty involvement is expected in all models of MSU study abroad programs. In faculty-led programs, involvement is intensive and requires a heavy workload and dedicated time commitment by faculty.

Co-sponsored programs also need faculty involvement before, during and after a program. However, by their very nature, co-sponsored programs can permit a level of faculty engagement that is not as labor intensive for individual faculty. Support can be made available to encourage faculty involvement at this less intensive level.

A separate document will provide greater detail about modes of faculty involvement in all co-sponsored programs, and support for their participation. In sum, it is envisioned that for each co-sponsored program one or more faculty member will participate in initial program design and assessment, help to recruit and advise students, and conduct periodic assessments of program quality through site visits and paper reviews. A sample of preferred faculty roles before, during and after a program is outlined in greater detail in Appendix B.

- 2. Quality Assurance and Monitoring for MSU Co-Sponsored Programs .** Presently, all study abroad at MSU is rigorously reviewed for quality by appropriate academic units. New programs must be approved by the relevant department(s), college, the Study Abroad Office, the Study Abroad Deans' Designees Committee (representatives of the colleges), and the Dean of International Studies and Programs. In all cases, these reviews include assessments of fiscal, safety and logistical support adequacy, and general assessments of institutional academic and instructional quality. In the case of exchange agreements, further assessment is conducted by the University Advisory/Consultative Committee for International Studies and Programs (ACC).

However, unlike faculty-led programs where the faculty and departments closely monitor program content and quality through direct participation, faculty and departmental involvement in consortia, direct enrollment, and exchange options are much less direct and regular.

Systematic and on-going quality assurance process for MSU co-sponsored programs will include in all cases:

- \$ Appropriate faculty involvement in initial program planning and site assessment, and subsequent periodic monitoring of subject matter and pedagogy for quality.
- \$ Appropriate faculty, departmental and college review regarding course content, teaching credentials, credits and grades from the institution or program abroad.

3. **Improved Accuracy and Recognition of Academic Credit earned on MSU Co-Sponsored Programs.** Adoption of an appropriate system to more accurately and appropriately recognize the subject matter, effort and degree of success of students who participate in an MSU co-sponsored program is important in the interest of fairness to students and honesty in recording the nature of the experience. Alternatives for doing so are discussed in the next section.

Faculty involvement, quality assurance, and academic recognition of work done in MSU co-sponsored programs are interconnected issues. An assessment and approval process for designating an institution as an approved MSU study abroad site will in all cases involve faculty and affected departments and colleges. The details of these assessment and review procedures are to be worked out, but the underlying principle remains that control of the curriculum is firmly in the hands of the faculty and departments and colleges. This document assumes that acceptable procedures and criteria can be put in place to protect the academic integrity of MSU's transcript courses, credits and grades while at the same time giving more appropriate recognition for students' work taken abroad on all approved MSU study abroad programs.

With this in mind, the remainder of this document focuses on the present MSU transcript system for recognizing student effort in participating in MSU co-sponsored programs.

### **Options for Recognizing Student Study Abroad Curricular Achievements**

MSU is unique among all CIC institutions in how it recognizes student effort on co-sponsored programs. As noted above, MSU awards an undesignated block of ungraded, non-resident credit for academic work successfully completed in most MSU co-sponsored programs. All peer CIC institutions use one of two models to **award in-residence credit, with course title and grade**, for work taken abroad on approved co-sponsored programs—either the “equivalency model” or the “foreign course title model”—which are described briefly below.

**What makes the MSU approach problematic and why have other CIC institutions taken a different approach?** MSU's academic advisors tell us unequivocally that as long as credit from co-sponsored programs is not accurately reflected on the MSU transcript and involves more bureaucratic hassles than does credit from faculty-led programs, we will not get many students to participate in co-sponsored programs.

Non-graded blocks of transfer credit may disadvantage our students when they seek employment and when applying to graduate school. Employers might question such ungraded

blocks and graduate schools may overlook or downplay the importance of ungraded blocks that lack any detail about specific courses taken. Even when this is not done, the courses and credits in the block can be easily ignored, leaving the student's transcript with large holes. Academic advisors inform students of such problems, including the red tape involved in even getting the block transferred to MSU in the first place. Students are naturally dissuaded from enrolling in programs that produce such ungraded credit blocks. Further, non-graded blocks of credit inappropriately hide the details of student work abroad and fail to adequately and fairly recognize their effort and level of accomplishment.

Removing this credit barrier is an essential step to making co-sponsored programs a more viable study abroad option at MSU. As noted above, faculty involvement and quality control are companion issues to increasing participation in co-sponsored options.

### **What are the Options to Consider?**

#### **1. The "Equivalency Model."**

Most institutions within the CIC use "equivalencies" to award credit for co-sponsored programs. Basically, courses taken on co-sponsored programs are evaluated by the relevant academic unit (either departments or colleges) on the home campus and assigned a home campus "equivalent." Courses that have been previously evaluated are entered into a centrally maintained database of equivalencies, so there is no duplication of effort. Over time, the database covers the majority of courses that students want to take, because new equivalencies are added continuously. The important final step is that transcripts or other official grade reports from the institution abroad are converted to the home institution's courses and entered onto the regular transcript with the grade which is calculated into the GPA.

#### **2. The "Foreign Course Title Model"**

Some institutions in the CIC do not use home campus equivalencies to award credit for work on co-sponsored programs, but rather post the actual course titles from abroad on the official transcript. The University of Michigan uses this approach exclusively, and Indiana University uses it for some programs. Courses from abroad are listed on the regular transcript exactly as they appear on the foreign transcript or grade report (translated into English if necessary and with a heading that the courses were taken at institution X). No departmental prefix or course number is listed, but grades are listed and most are calculated into the student's GPA. How specific courses are counted toward the student's degree (i.e., what can count for a major requirement, etc.) is often between the student and the student's major department. The rationale for this approach is that it more accurately recognizes the exact courses that the student took abroad and does not try to "force" foreign courses into on-campus course numbers.

### **What would work at MSU?**

A combination of the two approaches listed above would be best suited for MSU. Courses from abroad can be listed on the MSU transcript without departmental prefixes or numbers, as they appear on the foreign transcript or grade report. This would most accurately reflect the student's actual academic work. However, a central database can be maintained by MSU that would include information about which courses from abroad have received departmental approvals to be used to fulfill requirements on the MSU campus. (This would be determined by MSU departments and colleges offering such coursework.) Having this information in a database would save departments from having to reinvent the wheel every time a student takes a course abroad. The present ACTS IV system may provide the basis for such a database, since it allows departments to approve non-MSU courses as fulfilling specified MSU requirements. As more information is added to ACTS IV, advising for co-sponsored study abroad programs will become easier and easier, making them more attractive to students and advisors, and thus more widely used.

**SUMMARY: The Option Recommended for Consideration by MSU**

We propose a change in practice, one that will yield course titles, credits and grades on an MSU transcript from studying on approved co-sponsored programs. We propose using the "Foreign Course Title" model, listing actual course titles from abroad (translated into English when necessary, but without a departmental course number), yielding MSU credit, and grades (converted to the MSU grade point system). Grades earned would be counted in the student's overall GPA. Once credit is posted to a student's transcript, how that credit can be used to fulfill degree requirements will be determined by the relevant academic unit. The Registrar's Office and the Office of Study Abroad will work out a system for using ACTS IV to record academic units' approval to use specific course credit from co-sponsored programs to fulfill specific degree requirements on campus.

**This would only apply to those programs that have been officially approved as MSU co-sponsored study abroad options.** If students go on their own to study abroad programs not affiliated with or co-sponsored by MSU, the credit earned would still be transfer credit only.

In order for a co-sponsored program to become officially approved, it must be submitted and approved through a program approval process involving International Studies and Programs and the Study Abroad Deans' Designees committee (the members of which are either Assistant or Associate Deans of each college), and affected departments and colleges. The Deans' Designee Committee and ISP will only review a program proposal after it has been vetted and approved by the sponsoring department/college, following the normal procedure for program approval in that college. Continuing faculty involvement and periodic assessments of quality would take place after initial approvals.

## **FACULTY/DEPARTMENT/COLLEGE AND OSA ROLES IN MANAGING STUDY ABROAD PROGRAMS**

The academic components of all MSU study abroad programs must be overseen by faculty, departments and colleges. Because there are different study abroad models used by MSU, faculty and academic unit involvement will vary by program type. However, the operating principle that existing MSU courses, curricula, and credits are in the hands of the departments, colleges, and their faculty remains intact regardless of the model. Further, the success and quality of MSU study abroad depends on the active involvement of faculty, departments and colleges, regardless of the program model. All MSU study abroad programs must have appropriate forms of faculty involvement.

There are two main types of MSU study abroad programs: faculty-led programs and co-sponsored programs. Co-sponsored programs can be further broken down into four categories: exchange programs, direct enrollment programs, consortial or provider programs, and MSU-administered non-faculty led programs. A definition of each of these program types can be found below.

On the following pages is a breakdown of the roles and responsibilities of all the relevant players in each type of program.

### **Co-sponsored program types**

**Definitions:**

Exchange Program: a study abroad program in which an MSU student enrolls directly in a foreign university, and a student from that university enrolls at MSU. A written and signed exchange agreement must be in place before an exchange program can begin.

Direct Enrollment Program: a study abroad program which MSU has officially approved as one of its own programs in which an MSU student is directly enrolled in a foreign university, and no student from that university enrolls at MSU in exchange.

Consortial or Provider Program: a study abroad program, which MSU has officially approved and makes available to its students, but which is arranged and administered by an organization or university other than MSU.

MSU-Administered Non-Faculty Led Program: a study abroad program which MSU arranges and administers, but which does not involve a regular MSU faculty member teaching on site on the program, nor accompanying the students for the majority of the program. These programs usually involve temporary or adjunct faculty from the host institution, under contract with MSU.



**FACULTY/DEPARTMENT/COLLEGE AND OFFICE OF STUDY ABROAD ROLES  
IN MANAGING STUDY ABROAD PROGRAMS**

**I. FACULTY-LED PROGRAMS**

<b>Faculty/department/college Roles</b>	<b>OSA Roles</b>
<p><b>Pre-Departure:</b></p> <ul style="list-style-type: none"> <li>?? Design academic program content</li> <li>?? Integrate classroom, field work &amp; logistics into academic program plan</li> <li>?? Identify guest lectures as appropriate</li> <li>?? Identify appropriate MSU courses &amp; credits, and obtain approvals for MSU courses, credits &amp; instructors</li> <li>?? Review brochure draft</li> <li>?? Work with OSA to prepare budget for program</li> <li>?? Partner with OSA and/or a travel agent to prepare other on-site arrangements as needed, including bookings, reservations, and other logistical arrangements</li> <li>?? Market the program and recruit students</li> <li>?? Approve students for participation</li> <li>?? Partner with OSA to provide program-specific orientation</li> </ul>	<p><b>Pre-Departure:</b></p> <ul style="list-style-type: none"> <li>?? Produce program brochures</li> <li>?? Design &amp; provide student program evaluation questionnaires</li> <li>?? Process faculty, student, and program paper work</li> <li>?? Make payments abroad</li> <li>?? Arrange for faculty salaries and travel advances</li> <li>?? Advise students on non-academic issues</li> <li>?? Provide air travel support information and visa information</li> <li>?? Arrange student group flights, as appropriate</li> <li>?? Provide general student orientation</li> <li>?? Coordinate the application and selection process</li> <li>?? Coordinate medical &amp; judicial reviews &amp; notification of students</li> <li>?? Coordinate marketing efforts on a campus-wide basis (organizing two study abroad fairs, ads in the <i>State News</i>, presentations in the residence halls, etc.)</li> <li>?? Assist faculty with putting together a program budget</li> <li>?? Assist faculty in identifying travel agents or program providers to handle logistical arrangements, if desired</li> <li>?? Coordinate student arrival (London programs only)</li> </ul>
<p><b>During Program:</b></p> <ul style="list-style-type: none"> <li>?? Teach some or all courses and/or supervise guest faculty contracted to provide instruction on the program</li> <li>?? Oversee on-site arrangements</li> <li>?? Trouble-shoot problems</li> <li>?? Supervise/integrate lecturers/field trips as appropriate</li> <li>?? Coordinate teaching of non-MSU instructors</li> <li>?? Conduct course and other assessments</li> </ul>	<p><b>During program:</b></p> <ul style="list-style-type: none"> <li>?? Assist faculty with on-site arrangements</li> <li>?? Provide crisis preparedness and response</li> </ul>
<p><b>Upon Return:</b></p> <ul style="list-style-type: none"> <li>?? Submit grades</li> <li>?? Meet with OSA to reconcile budget and receipts</li> <li>?? Turn in program assessment report</li> <li>?? Prepare next year's program plan</li> </ul>	<p><b>Upon Return:</b></p> <ul style="list-style-type: none"> <li>?? Reconcile program budget after faculty leader submits receipts</li> <li>?? Provide feedback to faculty leaders regarding budget to aid in preparing next year's budget (areas of excessive surplus or deficit)</li> <li>?? Review faculty reports</li> <li>?? Work with faculty/department/college to plan next year's program</li> <li>?? Process student program evaluations</li> </ul>

**FACULTY/DEPARTMENT/COLLEGE AND OFFICE OF STUDY ABROAD ROLES  
IN MANAGING STUDY ABROAD PROGRAMS**

**II. CO-SPONSORED PROGRAMS**

Faculty roles in co-sponsored programs will vary according to the specific program type. Following is a list of responsibilities that will generally apply to all MSU co-sponsored programs, followed by specific roles associated with some program types

**ALL MSU CO-SPONSORED PROGRAMS**

<b>Faculty/department/college Roles</b>	<b>OSA Roles</b>
<p><b>Pre-Departure:</b></p> <ul style="list-style-type: none"> <li>?? Maintain contact with host institution or program sponsor regarding the academic offerings on the program</li> <li>?? Review brochure draft</li> <li>?? Market the program and recruit students</li> <li>?? Approve students for participation</li> <li>?? Partner with OSA to provide program-specific orientation</li> </ul>	<p><b>Pre-Departure:</b></p> <ul style="list-style-type: none"> <li>?? Produce program brochures</li> <li>?? Process student, and program paper work</li> <li>?? Advise students on non-academic issues</li> <li>?? Provide air travel support information and visa information</li> <li>?? Provide general student orientation</li> <li>?? Coordinate the application and selection process, including host institution or sponsoring organization's requirements and timelines</li> <li>?? Coordinate medical &amp; judicial reviews &amp; notification of students</li> <li>?? Coordinate marketing efforts on a campus-wide basis (organizing study abroad fairs, ads in the <i>State News</i>, presentations in the residence halls, etc.)</li> <li>?? Contact host institution regarding housing and other logistical arrangements for students, and inform participants of those arrangements</li> <li>?? Coordinate payment of fees to host institution</li> <li>?? Design &amp; provide student program evaluation questionnaires</li> </ul>
<p><b>During Program:</b></p> <ul style="list-style-type: none"> <li>?? Partner with OSA to trouble-shoot problems</li> <li>?? Visit host institution periodically and as necessary to assess program course content, pedagogy and instruction, and engage in planning future program iterations</li> </ul>	<p><b>During program:</b></p> <ul style="list-style-type: none"> <li>?? Partner with faculty to troubleshoot problems</li> <li>?? Provide crisis preparedness and response</li> </ul>
<p><b>Upon Return:</b></p> <ul style="list-style-type: none"> <li>?? Work with MSU students, academic advisors and OSA to have credits and grades from host institution posted on the student's MSU transcript</li> </ul>	<p><b>Upon Return:</b></p> <ul style="list-style-type: none"> <li>?? Process student's transcript from host institution or sponsoring organization</li> <li>?? Process student program evaluations</li> </ul>

**FACULTY/DEPARTMENT/COLLEGE AND OFFICE OF STUDY ABROAD ROLES  
IN MANAGING STUDY ABROAD PROGRAMS**

In addition to the roles listed above common to all MSU co-sponsored programs, the following responsibilities pertain to these specific types of co-sponsored programs:

**EXCHANGE PROGRAMS**

<b>Faculty/department/college Roles</b>	<b>OSA Roles</b>
?? Assist incoming international exchange students with academic questions	<b>Pre-Departure:</b> ?? Make arrangements for incoming exchange students, including securing necessary immigration paperwork, arrival and orientation, housing, general counseling, and assisting with registration in MSU courses
<b>During Program:</b> ?? Assist incoming exchange students with course registration and other academic issues at MSU ?? Welcome exchange students	<b>During program:</b> ?? Provide advice and assistance to the exchange students at MSU
<b>Upon Return:</b>	<b>Upon Return:</b> ?? Send MSU transcripts for exchange students who completed their studies at MSU

**MSU-ADMINISTERED NON-FACULTY LED PROGRAMS**

<b>Faculty/department/college Roles</b>	<b>OSA Roles</b>
<b>Pre-Departure:</b> ?? Design academic program content ?? Integrate classroom, field work & logistics into academic program plan ?? Identify adjunct faculty and guest lectures as appropriate, and design and approve course syllabi as appropriate ?? Identify appropriate MSU courses & credits, and obtain approvals for MSU courses, credits & instructors	<b>Pre-Departure:</b> ?? Establish and maintain communication with local program contact or host institution regarding all logistical details of the program ?? Hire, train, and supervise a local Resident Director, if one is needed for the program
<b>Upon Return:</b> ?? Approve and submit grades for MSU courses and credits. ?? Submit program assessment report ?? Prepare next year's program plan	<b>Upon Return:</b> ?? Reconcile program budget after receipts from host institution and/or resident director are received

MICHIGAN STATE  
UNIVERSITY

February 12, 2003

Re: **Request to Allow Credit Earned in MSU Co-Sponsored Study Abroad Programs to Be Regular MSU Credit Rather Than Transfer Credit (Office of Study Abroad).**

The Office of Study Abroad conducted extensive research with peer institutions and learned that Michigan State University is unique in its listing of credits earned in MSU Co-Sponsored Study Abroad Programs as transfer credit.

The attached Office of Study Abroad request to allow credit earned in MSU Co-Sponsored Study Abroad Programs to be regular MSU credit rather than transfer credit requires University Committee on Academic Policy (UCAP) and University Graduate Council (UGC) review of the following policies found in *Academic Programs*:

- |      |  |             |
|------|--|-------------|
| I.   | Policies for UCAP Review                           | Pages 2 - 5 |
|      | A. Guest Status at Another Institution             |             |
|      | B. Transfer Student Admission                      |             |
|      | C. Graduation Requirements for a Bachelor's Degree |             |
|      | D. Requirements for a Second Bachelor's Degree     |             |
| II.  | Policies for UGC Review                            | Pages 6 - 7 |
|      | A. Transfer Credits, Master's Programs             |             |
|      | B. Off-Campus Work, Master's Programs              |             |
|      | C. Transfer Credits, Doctoral Programs             |             |
| III. | Implications of Requested Policy Change            | Page 8      |



OFFICE OF THE  
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Attachment: "Faculty Involvement, Quality Assurance, and Academic Credit for MSU Co-Sponsored Study Abroad Programs," 7 pages.  
Attachment A, 8 pages. Attachment B, 4 pages.

I. **Policies for University Committee on Academic Policy (UCAP) Review:**

A. **GUEST STATUS AT ANOTHER INSTITUTION – Academic Programs 2002-2004**

Request: delete the statement, “This applies also to MSU–sponsored Study Abroad programs that are not taught by MSU faculty and for which courses are designated as transfer courses,” to read,

MSU students may attend other institutions as *Guest Students* or *Non–matriculated Students* for short periods, either during the regular academic year or in the summer, for the purpose of earning credit for transfer to Michigan State University.

Students planning to attend accredited Michigan institutions should use the Michigan Uniform Undergraduate Guest Application form which may be obtained from the host institution, from the Undergraduate University Division at MSU, the Office of Transfer Admissions in the Office of Admissions and Scholarships, or the Office of the Registrar at MSU. Students who wish to attend non–Michigan institutions should obtain application forms from the host institution.

After completing Part I of the Michigan Uniform Undergraduate Guest Application, the student must bring the form to the Office of the Registrar for completion of Part II and to have the seal of the University affixed. If the student’s cumulative grade point average is less than 2.0, Part II will have to be completed first by the student’s academic associate dean.

A student wishing to take courses at another institution should consult an academic adviser or the ACTS IV course equivalency table on the Web at [www.admis.msu.edu](http://www.admis.msu.edu) to assure transferability. Credits for courses in which passing grades are earned of any designation less than "C" (2.0), such as C minus (less than 2.0), are *not* acceptable in transfer unless the student has a cumulative grade–point average of at least 2.00 from the transferring institution.

~~This applies also to MSU–sponsored Study Abroad programs that are not taught by MSU faculty and for which courses are designated as transfer courses.~~

Michigan State University students beyond sophomore standing may not earn credit in two–year institutions for transfer to Michigan State.

UCAP action requested: Approve or disapprove.

B. **TRANSFER STUDENT ADMISSION – Academic Programs 2002-2004**

Request: add the statement “including MSU Study Abroad Programs or MSU Co-Sponsored Study Abroad Programs,” to read,

An undergraduate student with above average grades in another accredited institution or international institution of similar quality is eligible to apply for admission to Michigan State University. Admission to the University is conditioned upon the applicant providing accurate and current admissions information and upon the applicant updating such data if circumstances arise that make the previously provided information inaccurate, misleading or incomplete

in an important way. Submission of an application authorizes the University to investigate the accuracy of statements made and data provided by the applicant and those who submit materials or information on behalf of the applicant. Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the University. Admission to the University may be denied or revoked if the University learns that an individual has engaged in conduct that indicates to the University that the individual is not ready to be a responsible member of the University community. *Transfer applicants must provide transcripts from all higher education institutions attended.* Acceptance is determined in the light of the applicant's previous academic record and his or her proposed program. Falsifications, misrepresentations or omissions in application answers or supporting data may constitute grounds to deny or revoke admission to the University. Out-of-state students must have an academic record that is above average. An international student must present an academic record equal to a minimum cumulative grade-point average of "B" (3.00) or better. The chief academic officer of the University has authority to grant waivers of usual entrance requirements. Students admitted from institutions whose entrance requirements, programs, and grading systems are equivalent to those of Michigan State University may receive full credit for their past work. See *Credits* in the *Undergraduate Education* section of this catalog. However, the students must take such courses in their programs as have not been covered by equivalent work. An evaluation of transfer credit will not be made until a student has been admitted to the University and assigned to an Academic Orientation Program. Credits in which grades were earned of any designation less than "C" (2.0), such as C minus (less than 2.0), are *not* acceptable in transfer unless the student has a cumulative grade-point average of at least 2.00 from the transferring institution. Students from two-year institutions such as community or junior colleges may present a maximum of one-half the number of credits required for the bachelor's degree at Michigan State University. Usually 60 semester credits (90 quarter credits) are the maximum allowed. The University strongly urges students to complete courses that satisfy the Integrative Studies, Mathematics, and Tier I writing requirements and prerequisites to courses in the major prior to transferring. Students beyond sophomore standing may not earn credit in two-year institutions for transfer to Michigan State University. Selected correspondence and extension work up to 30 credits may be applied toward a Michigan State degree, provided the credit is earned at an institution recognized by Michigan State University. The University will grant credit for certain college-level U.S. Armed Forces Institute courses which are recommended by the American Council on Education. Credits are not granted for achievement on the General Educational Development tests. Although acceptable courses and credits earned at another institution are recorded on the student's permanent academic record, grades are not transferred to this record. Only grades and grade points earned at MSU appear on the Michigan State University academic record. Thus only work completed at this University, **including MSU Study Abroad Programs or MSU Co-Sponsored Study Abroad Programs, are is** included in the Michigan State University grade-point average. However, credits accepted from another institution are included on the Michigan State University transcript as part of the student's total credits earned. To be eligible for graduation with honor, transfer students must earn a minimum of 50 semester

credits at MSU. To be listed in the commencement program, the 50 credits must be earned by the end of the semester prior to graduation.

UCAP Action Requested: Approve or disapprove.

C. **GRADUATION REQUIREMENTS FOR A BACHELOR'S DEGREE**  
– Academic Programs 2002-2004

Request: Review items 1 and 2.

In item 1, should “at least 30 credits in courses given by Michigan State University” include MSU Co-Sponsored Study Abroad Programs? Note: Credits from MSU Study Abroad Programs count toward this requirement.

To be recommended for a bachelor's degree, a student must:  
1. Complete one year's work, normally the year of graduation, earning **at least 30 credits in courses given by Michigan State University**. A senior who has earned sufficient credits from this University and met the minimum requirements as stated below, through prior arrangement with the associate dean of the college and the registrar, may be permitted to transfer not to exceed 10 of the last 30 credits from an accredited four-year college or university.

In item 2, should credits earned in MSU Co-Sponsored Study Abroad Programs be allowed to count? Note: Credits earned in MSU Study Abroad Programs do not count toward these 27 credits.

**2. Earn at least 27 credits on the East Lansing campus after reaching junior standing.**

The rest of this policy, items 3 through 9, is provided as background information.

3. Complete at least 20 credits at Michigan State University while enrolled in the major in the college in which the degree is to be earned.  
4. Remove any deficiencies identified by MSU placement test scores, as described in the *Academic Placement Tests* and *Remedial–Developmental–Preparatory Courses* sections.  
5. Complete the University mathematics requirement by fulfilling a. or b. below.  
a. Waiver through a *proctored* placement examination yielding a score which would result in placement in Mathematics 132 (calculus).  
For additional information, refer to the statement on the Mathematics placement test.  
For students who are enrolled in Lyman Briggs School, the completion of Lyman Briggs School 117 or 118 satisfies the University mathematics requirement.

- b. Completion at MSU or transfer equivalent of *either*:
- (1) *One* of the following courses: Mathematics 106, 110, 116, 124, 132, 152H, 201; or Statistics and Probability 200, 201.  
Mathematics 103 and 114 combined are equivalent to Mathematics 116. The completion of Mathematics 103 and one of the courses referenced in item 5.b.(1) may satisfy the University mathematics requirements.
  - (2) Mathematics 103 and 114.
6. Complete the University writing requirement, as described below.
  7. Complete the University Integrative Studies requirement, as described below.
  8. Complete satisfactorily an approved program of study in a college.
  9. Complete a minimum of 120 credits with at least a 2.00 grade–point average. Note that certain programs require more than 120 credits. See program degree requirements for specific totals.

UCAP action requested: Response to Item 1.  
Response to Item 2.

D. **REQUIREMENTS FOR A SECOND BACHELOR'S DEGREE –**  
Academic Programs 2002-2004

Request: Review the current policy, “ a student must earn at least 30 credits in residence.” In practice, students earning a second bachelor’s degree are held for the earning of 30 credits in residence, which is interpreted to include MSU course offered on the East Lansing campus, at off-campus instructional centers, and as virtual courses.

Should credits earned in MSU Study Abroad Programs and MSU Co-Sponsored Study Abroad Programs be allowed to count toward this requirement?

To pursue a second bachelor's degree, a student must be admitted to the second bachelor's degree program. To be granted a second bachelor's degree, **a student must earn at least 30 credits in residence** in addition to the credits required for the first degree and meet the specified requirements of the second college and major. A student who completes the requirements for a second bachelor's degree will receive two diplomas, one for each major.

UCAP action requested: Response to the above question.



## II. Policies for University Graduate Council (UGC) Review:

### A. **TRANSFER CREDITS**, Master's Programs – Academic Programs 2002-2004

Request: Should credits earned in MSU Co-Sponsored Study Abroad Programs count toward a master's degree? If these credits count, do they affect/should they affect this transfer credit policy in any way?

As many as 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30 credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The department or school chairperson or director and dean must grant approval. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. Exceptions to this policy (at least a 2.0 grade) have been granted for the dual degree programs between MSU and the Michigan State University-Detroit College of Law (MSU-DCL). Those exceptions have been granted through academic year 2003-2004 at which time they will be reviewed.

Some colleges with programs that require more than 30 credits for the degree may accept more than 9 credits in transfer, but not more than one-fourth of the total number of credits required for the master's degree may be accepted in transfer. See *Credits* in the *General Information* section of this catalog for additional information.

UGC action requested: Response to the two above questions.

### B. **OFF-CAMPUS WORK**, Master's Programs - Academic Programs 2002-2004

Request: If credits earned in MSU Co-Sponsored Study Abroad Programs were to count toward a master's degree, would they/should they affect this Off-Campus Work policy in any way?

Credit for courses taken at Michigan State University off-campus instructional centers is of equal value to credit for on-campus courses. However, for the master's degree at least 6 credits must be earned in residence on campus, although some programs may require more. A student who plans to take off-campus courses should discuss the possibilities of acceptance of such work toward the degree with the academic adviser, department or school chairperson or director, or dean. Such approval should be obtained before enrolling in an off-campus course, just as is done for an on-campus course.

UGC action requested: Response to the two above questions.

C. **Transfer Credits, Doctoral Programs - Academic Programs 2002-2004**

Request: Should credits earned in MSU Co-Sponsored Study Abroad Programs count toward a master's degree? If these credits count, do they affect/should they affect this transfer credit policy in any way?

Graduate credits may be transferred from other accredited institutions or international institutions of similar quality if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The department or school chairperson or director and dean must grant approval. Only graduate-level courses in which at least a 3.0 (B) grade was received will be considered for transfer. Exceptions to this policy (at least a 2.0 grade) have been granted for the dual degree programs between MSU and the Michigan State University-Detroit College of Law (MSU-DCL). Those exceptions have been granted through academic year 2003-2004 at which time they will be reviewed.  
See *Credits* in the *General Information* section of this catalog for additional information.

UGC action requested: Response to the two above questions.

III. **Implications of Requested Policy Change**

If approved, changes to these policies will require the Office of the Registrar to:

- ~~///~~ list individual courses, credits, and grades earned in MSU Co-Sponsored Study Abroad Programs on the MSU Transcript as MSU courses rather than as transfer credit.
- ~~///~~ Calculate these course credits in the GPA.

<b>MSU TRANSCRIPT – Sample Entries</b>			
<b>Current practice:</b>			
UNDERGRADUATE (or GRADUATE) CREDIT			
Sample University		ATTENDED: 04/02 – 06/02	
00023	Rome	MSU SEM CREDITS ACCEPTED: 6.00	
<b>Proposed practice:</b>			
UNDERGRADUATE (or GRADUATE) CREDIT			
Sample University, Rome		ATTENDED: 04/02 – 06/02	
OSA	History of Italy	3	3.5
OSA	Politics of Italy	3	3.0

Note: Credits earned in MSU (Faculty-Led) Study Abroad Programs are already listed as MSU individual courses with credits and grades and calculation into the GPA.