

Academic Guide for CSU IP Participants for 2022-23 and 2023

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Introduction

This document is intended for CSU International Programs (IP) students who are participating in programs during the following academic years: 2022-23 and 2023.

This publication contains three sections:

Section I: Academic Planning. This section provides information on the academic planning process and how courses get credited to the degree.

Section II: Academic Policies. This section contains information on CSU registration, enrollment requirements, minimum and maximum unit loads, attendance, examinations, grades, Credit/No Credit option, course withdrawals, and more.

Section III: Academic Reporting. This section explains the academic reporting process and when participants can expect to receive their reports.

Participants: This publication contains important information about academic planning, course crediting and academic reporting relevant to participation in the CSU International Programs (CSU IP). It is your responsibility to read the information provided in this publication in conjunction with the “Academic Bulletin” for your study center to get a complete understanding of your program abroad and how it pertains to your CSU degree.

Section I. Academic Planning

The CSU IP Office (also known as CSU IP) requires that with the help of CSU campus academic advisor(s), students formally plan which courses to take and complete the Academic Planning Form (or an equivalent campus-based form) in addition to other campus-based forms that may be required by the home CSU campus. Once completed, this process will provide an indication of what courses should be taken abroad as well as an idea of how courses will be applied to CSU degree requirements. The information below is a guide to assist students to prepare for their academic studies abroad and continue to make progress towards their degrees.

A. Academic Checklist

Once abroad students will experience greater difficulty trying to take care of academic formalities at their home campus, so students are advised to handle certain matters before leaving their campuses. These include:

- ☐ Taking—and passing—all required English and mathematics proficiency exams,
- ☐ Changing or adding a major or minor particularly if planning to take courses abroad that may be applied to a second major or a minor,
- ☐ Meeting with an academic advisor to determine what courses to take abroad, and how those courses will apply towards major, minor, and/or GE requirements,
- ☐ Filing a petition for course substitutions or waivers,
- ☐ Clearing any campus holds,
- ☐ Withdrawing from any campus courses for the semester that you are expected to be abroad, and
- ☐ Clearing up any incomplete coursework.

Graduate students: Students pursuing graduate degrees must obtain classified graduate standing before departure for overseas and consult with their academic advisor about which required coursework should be completed at the campus prior to, and after their study abroad experience. It is essential that CSU IP applicants obtain from both their graduate department and dean of graduate studies on the home campus, advance

information on how courses taken abroad can be applied to their degree program. Both the department chair and the dean of graduate studies should also sign the Academic Planning Form. Graduate students may find that only six to nine units will count toward their degree; they must, however, maintain the minimum unit load requirement.

Graduating seniors and graduate students: Students whose graduation depends on the completion of specific courses should plan carefully and note that course availability abroad is not guaranteed. Students should keep in mind that it is not possible to graduate in the same semester in which the study abroad experience was concluded due to the time that it can take to process grade reports and when the academic calendar ended for the study center attended. Students must take this into consideration when submitting forms to graduate since degrees are not posted until all courses taken abroad are reported to your home campus.

B. Courses Abroad

Student access to academic opportunities increases as their academic preparation for the particular study center environment improves. Limitations can derive from one's level of language fluency and literacy (in non-English speaking countries) and specific preparation in the major. It is important that IP participants develop a realistic view of what they can accomplish while studying abroad and set realistic goals. Students studying in non-English speaking countries should not overestimate their ability in the host country language and should understand that some limits on choice of coursework are to be expected.

As is the case with any CSU campus, study center courses may not be offered every semester. Courses may not be offered for same number of units as the student's home CSU campus or may not have the same components (e.g., lab) as the course at the student's home CSU campus; therefore, students should not enter the study abroad academic experience with rigid and narrowly defined course requirements. Students must understand that courses abroad may not be identical to those offered at the CSU and if offered, enrollment in these courses cannot be guaranteed. Students must be prepared to be flexible in their selection of courses and take elective courses to meet CSU IP course load requirements.

C. Course Crediting

Coursework taken overseas is regarded as resident credit (not transfer credit) by the student's home CSU campus and will appear on the student's CSU academic record between four and six months after completion of the international study experience. Variances in reporting time and posting to the CSU record depends on the program and special circumstances involved. The appropriate authorities at the student's home CSU campus determine the applicability of coursework completed overseas to major, minor, general education, and elective degree requirements. Specific questions regarding CSU campus policies and how courses will apply towards the degree should be directed to CSU campus advisors rather than the study center or CSU IP staff.

It is the student's responsibility to:

- Check all major departmental rules prior to departure for overseas,
- Meet with the appropriate department advisor(s) to determine which courses will count toward specific degree requirements,
- Collect and provide course information from professors to submit to his/her advisor, and
- Upload all course descriptions/syllabi to the CSU IP portal for courses taken abroad. (This is done while abroad.)

The campus advisor's role is to:

- Determine how courses will be credited to the degree,
- Suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value, and

- Guide the student through the course substitution (petitioning) process at the home campus.

It is CSU IP's role to:

- Report all courses and units attempted, and grades earned at the study center to the student's home CSU campus.

Since courses abroad can differ from the CSU courses required for the CSU degree, advisors can suggest that the student take similar courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home CSU campus prior to going abroad.

Students should begin discussing the Academic Planning Form with their academic advisor(s) as early as possible. The form must be signed by the department advisor(s), where indicated and completed by given CSU IP deadlines. Without these signatures, there can be no guarantee that students will receive credit toward their degree objectives. Even with prior approval for course credit, students are advised to keep course syllabi, term papers, reading lists, examinations and any other pertinent materials until the degree is completed by loading them to their CSU IP portal. Students are advised to refer to their campus catalog when they have questions about degree requirements.

When selecting courses at their study center, students should choose courses which best represent the home campus course requirement they are seeking to fulfill in terms of course content, course level and the unit value. In cases when the unit value of the home campus course requirement is more than the study center course, students should consult with their home campus advisor about selecting an additional course which would fulfill the unit value of the home campus course requirement.

Graduate credit will be granted in courses that are considered to be graduate level by the study center and by CSU IP. Graduate students must be aware that credit, in any case, will be granted only if prearranged with their respective home campus major departments and graduate deans. As few as six units per year may be directly transferable into their course requirements for the master's degree; nevertheless, all graduate students are required to maintain a full academic load. Additional units may be accepted by their advisor to meet other degree requirements.

Students who have questions about how their course work will apply to home CSU campus requirements are advised to contact their departmental advisors and refer to their CSU campus catalogs. Before departure, students should obtain contact details for their advisor(s) so they can communicate while abroad. Specific questions regarding CSU campus policies should be directed to CSU campus advisors rather than study center or CSU IP staff.

D. While Abroad

While studying abroad, students are required to submit course information, enrollment details, and other information as requested to CSU IP by uploading them in their online CSU IP portal and depending on the study center, directly to the CSU IP representative abroad.

Students may also be required to complete other academic forms, e.g., General Petition Form and Credit/No Credit Request Form. It is critical that students do the following:

- Read instructions carefully when completing CSU IP forms.

- Scan and upload forms to their CSU IP portal. Refer to [Don't Pack it, Upload it!](#) for uploading instructions found in their “Academic Toolkit” in their CSU IP portal.
- Check emails regularly for messages from CSU IP.
- Update email and other addresses in the CSU IP portal if addresses have changed.

Timely submission of the required information is critical for the crediting of courses taken abroad and to avoid delays with processing academic reports at the end of the year.

Section II: Academic Policies

This section contains important information about academic policies pertaining to participation in CSU International Programs (CSU IP). It is the participant's responsibility to read the information provided in this section in conjunction with Section I of this publication and the "Academic Bulletin" for the relevant study center.

A. Academic Qualifications

CSU IP requires that accepted applicants must:

1. Be degree seeking students who are matriculated at a CSU campus for the duration of their study abroad period,
2. Remain in good academic standing,
3. Maintain the required GPA (as set for the particular program) after acceptance into the program,
4. Fulfill any program language and other requirements prior to the program start date, and
5. Meet all other conditions set by CSU IP.

Students who do not meet these requirements may be subject to action including disenrollment.

If a student is disqualified by his or her CSU campus after having been selected for participation by CSU IP, the student is no longer eligible and will be dismissed from the program.

B. CSU Registration

CSU IP participants are fully matriculated CSU students who remain enrolled at their home CSU campuses as full-time students while studying overseas. This will allow students to maintain their status as CSU students and receive financial aid, if applicable.

The International (Study Abroad) Office at the student's home CSU campus arranges for the concurrent CSU registration in the form of "placeholder units" at their home campus before the start of the student's program abroad. Placeholder units are placed on the campus record to show active status for the term that the student is participating in CSU IP. To have active full-time status, the units must be a minimum of 12 units at the CSU campus. Placeholder units do not necessarily reflect the number of units enrolled in CSU IP and at the study center. Placeholder units are replaced with actual courses and units only after the student has completed their program and when an academic record with the final grades is sent to the student's campus registrar/records office.

Students must not enroll for any courses at their home CSU campus for the time that they will be abroad through CSU IP. If participants discover that they are not concurrently enrolled in at their home CSU campus at any time while they are abroad, they are advised to contact their International (Study Abroad) Office at their home CSU campus immediately.

CSU IP participants are expected to be officially enrolled at their overseas study center in a minimum of 15 units per semester, which is a CSU IP requirement. In cases when the semester is preceded by an Intensive Language course Program or "ILP", the units associated with the ILP course(s) will be included in the total unit count towards that semester unless indicated otherwise. (Exceptions shall be stated in the program's academic bulletin.) If the study center requires enrollment that exceeds CSU IP's requirement of 15 units per semester, then the study center's equivalent minimum unit requirement shall override CSU IP's policy unless approved by CSU IP.

In unique cases, a student may have compelling reasons for requesting to enroll in an online CSU course while taking the required units abroad. CSU IP discourages this option since the purpose of studying abroad is to successfully engage in full time studies at their study centers; however, CSU IP recognizes that some exceptional cases may arise. In such cases, students must seek approval to enroll in the CSU course from the International (Study Abroad) Office at their home CSU campus, who will facilitate approved requests. Students should make their requests to their International/Study Abroad Office at their home campus several months prior to studying abroad unless instructed otherwise. If the request is approved, the following will apply:

- The IP Coordinator at 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 the enrollment of a minimum of 15 units each semester at their overseas study center (unless stated otherwise), and
- 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.

Students bear all responsibility associated with taking the additional CSU course. This includes taking responsibility for ensuring that enrollment in additional units at their campus is permitted, checking financial aid regulations, ensuring their enrollment in the campus course, and bearing any additional costs related to the campus course, if applicable.

Students should be cautioned from taking excessive units while study abroad since studying abroad in itself can be challenging. Students should also consider that some online CSU courses may utilize a synchronous learning format, which can pose difficulties for students living in different time zones.

C. Enrollment Requirements Abroad

While abroad, CSU IP participants are enrolled both at their home CSU campus and their overseas study center. While attending their overseas study center, the following unit enrollment policies apply:

1. Undergraduate students are required to carry a minimum course load equivalent of 15 semester units per semester (unless stated otherwise). This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the study center if this differs from the CSU IP requirement. This means that students will be expected to enroll in elective courses, if necessary, to meet CSU IP minimum enrollment requirements.
2. Post-baccalaureate students pursuing credentials or second undergraduate degrees are admitted as post-baccalaureates, but academically they are treated as undergraduate students and as such, are required to carry the same course load as undergraduates, as described above.
3. Graduate students must carry a minimum course load equivalent of 12 semester units per term on condition that at least six of those units are taken at the graduate level; otherwise, graduate students must carry a course load on the same basis as under-graduates as described above.
4. Units earned for any intensive course(s) taken preceding the semester shall be counted in meeting the minimum unit requirement unless advised otherwise in the academic bulletin for that program.
5. Students must plan to enroll in courses that are held at the study center. In cases when the study center offers online courses, CSU IP participants are limited to only one online course per semester with permission from CSU IP and the international office at the study center.

Undergraduate students are expected to take undergraduate courses while abroad. Students who wish to take a graduate course may do so if approved by the appropriate authorities at their home campus in accordance with home campus course enrollment policy. Students are expected to meet course prerequisites and adhere to the

same standard of work as required from other students in the graduate course. Students may not exceed one graduate course per semester, where permitted. Students who take a graduate level course are still expected to meet the enrollment minimum unit requirement of 15 units per semester and meet all course requirements as with any other course taken. Courses which are offered at the study center as a graduate level course only will be reported as a graduate course to the student's home CSU campus. Courses that are offered as either an undergraduate or graduate level course will be considered and reported as an undergraduate course in which no petition is necessary. Undergraduate students should exercise caution in taking graduate courses due to course difficulty and the higher standard of work expected from course registrants.

Undergraduate students enrolled in graduate courses should not expect that the course will automatically fulfill undergraduate degree requirements. It is the student's responsibility to check with their home CSU campus to ensure that the course will meet degree requirements.

Full time enrollment at the study center is critical and a requirement of participation in CSU IP. Failure to officially enroll at the study center and maintain the prescribed academic load can jeopardize conditions of the student's visa to remain in the host country, impact financial aid eligibility and result in dismissal from the program.

D. Adding Courses

Students are permitted to add a course by the end of the third week of instruction for semester-long courses unless the study center has imposed an earlier deadline date. In case of the latter, students must follow the study center's deadline dates and policies unless approved by CSU IP.

Adding a course after the third week of the term is generally not permitted by CSU IP except for the following reasons:

1. Conditions or circumstances are beyond the student's control, or
2. The purpose of maintaining maintain full time status is for financial aid purposes or complying with enrollment requirements as set by the study center and/or CSU IP.

Students who are requesting to add a course after their third week of instruction must submit the General Petition Form found in the "Academic Toolkit" in their online CSU IP portal. Refer to section entitled "Academic Forms" found towards the end of this publication.

E. Course Withdrawals

Students are permitted to drop a course as follows:

- By the end of first week of instruction for courses which have up to five weeks of instruction,
- By the end of second week of instruction for courses which have six to ten weeks of instruction,
- By the end of the third week of instruction for courses which have eleven or more weeks of instruction.

If the study center has imposed an earlier deadline date by which students may drop courses, students must follow the study center's deadline dates and policies unless approved by CSU IP. In cases when students drop a course within the permitted drop period, the course will not be reported.

Withdrawing from a course after the designated week(s) of instruction (as defined below) is generally not permitted by CSU IP except for:

1. Conditions or circumstances beyond the student's control,
2. Serious and compelling reasons, or

3. When it is determined by CSU IP that there is an academic overload (see section under “Maximum Unit Load in One Semester”).

The designated week(s) of instruction is defined as:

- One week of instruction for courses which have up to five weeks of instruction,
- Two weeks of instruction for courses which have six to ten weeks of instruction,
- Three weeks of instruction for courses which have eleven or more weeks of instruction.

Students who withdraw from courses after the designated week(s) of instruction with CSU IP permission will receive an administrative grade of “W” (Withdrawal). A grade of “W” carries no connotation of the quality of student performance, and it is not used in calculating the grade point average.

A *serious and compelling reason* is defined as a condition that was not present prior to the start of the course and/or circumstances beyond the control of the student that interferes with a student's ability to attend class meetings and/or complete course requirements. The reason for the request must be stated in writing on the General Petition Form. The student must provide documentation that supports the student's request and reason for the request. Reasons that are not considered serious or compelling include failing or performing poorly in a class, the coursework is at a greater degree of difficulty or complexity than was assumed, dissatisfaction with the subject matter, class or instructor, units are not needed for the degree, more time is needed for non-credit bearing activities.

Students who do not officially withdraw from courses with approval from CSU IP and the overseas study center shall be assigned the administrative grade of “WU” (Withdrawal Unauthorized) which for purposes of grade point average and progress point computation, is equivalent to an F. Exceptions due to special circumstances may apply.

Withdrawals shall not be permitted during the final twenty percent of instruction (for example, the last three weeks of a course which has 15 weeks of instruction). Exceptions may apply in certain cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. Withdrawals of this sort may involve total withdrawal from the program or may involve only one course.

In cases when students withdraw from a semester after they have taken a final exam for any course, only courses in which final exams have not been taken will be reported with a grade of “W”. Exceptions may apply if there are extenuating circumstances.

Students who withdraw from courses after the designated week(s) of instruction without CSU IP permission will receive an administrative grade of “WU” (Withdrawal Unauthorized). A grade of “WU” is equivalent to a grade of “F” and is used in calculating the grade point average. Also refer to the section “The Use of Withdrawal Unauthorized (WU)”.

Students who are requesting to withdraw from a course after the designated week(s) of instruction must submit the General Petition Form found in the “Academic Toolkit” in their online CSU IP portal. Refer to section entitled “Academic Forms” found towards the end of this publication.

F. Minimum Unit Load per Semester

While the minimum unit load for students of the CSU to be considered full time is 12 units per term, CSU IP participants are required to enroll in a minimum unit load of 15 units each semester for all study centers with few exceptions. Refer to the academic bulletin for the study center for exceptions to this policy.

In exceptional cases, students may petition for a reduction in the prescribed course load. Requests are granted for serious and compelling reasons and in cases of extreme hardship due to a condition or circumstances beyond the control of the student. (See “Course Withdrawals”.) The discovery that coursework is at a greater degree of difficulty or complexity than was assumed, academic requirements are demanding, units are not needed for the degree, more time is needed for non-credit bearing activities or enrollment in courses outside of your study center, or that the student may not do well in a course or was unaware of deadlines or policies are not grounds for the approval of a reduced course load.

The reasons for requesting a reduced course load must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition.

Students who are requesting an exception to policy must complete the General Petition Form found in the “Academic Toolkit” in their online CSU IP portal. Refer to section entitled “Academic Forms” found towards the end of this publication.

G. Maximum Unit Load per Semester

Students are not normally allowed to enroll in more than 20 units in any given semester unless stated otherwise in the academic bulletin for the program. Since this is considered an academic overload, this is strictly enforced particularly in the first semester of study to allow the students to get adjusted to their new academic environment, a different style of teaching, new living situation and culture, thus allowing students the best chance to succeed at their overseas study center. Exceptions to this policy may apply on a program-by-program basis, particularly when the program requires an intensive language program. Exceptions will be stated in the academic bulletin for that program.

For students who study for two consecutive semesters and who wish to take more than 20 units (or additional units beyond what is allowed as indicated in the academic bulletin for that program) in the second semester of their international study: Students must be in good academic standing and have earned a grade point average of 3.0 or above in the first semester of study.

Requests to take more than 20 units must have approval from the CSU IP unless this has been pre-approved by CSU IP (which will be stated in the academic bulletin for the program.) Students must have compelling reasons to take excessive units, which must be stated in their request. The following will be considered:

1. The student has a minimum cumulative 3.0 Grade Point Average (GPA) for their university work that he/she has completed before studying abroad,
2. The student earned a minimum 3.0 GPA in the last term preceding the semester in which the request is being submitted with no failed or incomplete courses on record,
3. The student has strong skills in the language in which the course is being taught (for courses taught in a language other than English) as determined by language courses taken with a grade of B or better,
4. The student has demonstrated success with taking over 20 units with a minimum GPA of 3.0 GPA as shown in their college transcripts prior to studying abroad,
5. The student is enrolled in a mix of courses for the semester in which the request is being submitted that will allow for a reasonable and manageable course load (given difficulty of courses),
6. The student has attended class from the second week of instruction, and
7. The student has permission from the study center to add the course and bring the unit total above 20, and permission from the course instructor to add the student to the course.

Requests must be submitted no later than the last day of the third week of instruction for semester-long courses for the semester being requested unless the study center has an earlier deadline to add and drop courses. Requests received after the third week of class will not be considered except in circumstances beyond the control of the student.

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.

Students who are requesting an exception to policy must complete the General Petition Form found in the “Academic Toolkit” in their online CSU IP portal. Refer to section entitled “Academic Forms” found towards the end of this publication.

H. Attendance

CSU IP participants are expected to attend classes in which they are enrolled regardless of the flexibility of the host country’s educational system or the practices of local students. Personal travel should be restricted to weekends and university holidays. Students are advised that various study centers as well as individual faculty may establish attendance policies in their courses and may link absences to their evaluation of students’ performance in a course.

In addition to its effect on academic performance, excessive and/or unauthorized absences is a violation of the CSU IP Student Code of Conduct and constitute grounds for disciplinary action by the CSU IP including dismissal from the program.

I. Academic Progress

As an official academic program of the CSU, all CSU IP students are subject to all of the academic regulations of their home CSU campuses as well as those of the CSU IP and the overseas study centers they attend abroad. Home campus rules for academic probation and disqualification apply overseas at the study centers just as they do at home.

CSU IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate CSU IP participants are expected to maintain a minimum grade point average of 3.0 for all graded work for the degree. Students who fail to meet these requirements are subject to probation or disenrollment from the program.

Furthermore, any student whose academic performance does not meet standards necessary for successful progression in the program may be in jeopardy of disenrollment.

J. Examinations

Students are expected to complete all course requirements and take all examinations (including final exams) for the courses that they are enrolled in before leaving their study center. They may not request early exams or special favors in order to leave before the end of the term unless there are circumstances beyond the control of the student and CSU IP has approved an early exam date.

Study centers can have strict test-taking policies, including refusal to permit students to take exams if they arrive late or they have failed to achieve minimum academic standards prior to the final exam. Students are expected to read and comply with university policies which pertain to their studies at their study center.

Although some study centers permit students to retake (or re-sit) a final examination several weeks or months after the original examination period has taken place, CSU IP participants are not permitted to retake exams

once they have concluded their studies abroad. In cases when CSU IP has made an exception due to extenuating circumstances, the second exam must be taken within one semester of when the first exam took place.

K. Intensive Language Program (ILP)

Some CSU IP programs require that CSU IP participants take in an intensive language course referred to as the “Intensive Language Program” or “ILP” before their studies begins. The ILP is designed to assist students with advancing their language skills to enable them to be more successful in taking courses in the language of their host country. The ILP is mandatory for all students who study in Chile, France, Germany, Italy, or Spain (Granada and Madrid).

Students with advanced language skills who are admitted to CSU IP for a second semester at the same location are exempt from the ILP requirement. Students who study for a second semester but who transfer from one study center location to another are required to take the ILP at their new study center. CSU IP may consider exceptions on a case by case basis.

Students who are native speakers of the language of their host country with fluency in the four areas of language acquisition (listening, speaking, reading, and writing) may qualify for an exemption from CSU IP.

L. Independent Study

In general, programs offered by CSU IP are not designed to accommodate students pursuing independent study. The structure of overseas programs offered by CSU IP is fundamentally one of immersion in study center instruction and supporting studies — such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, there may be a few students whose academic needs involve the completion of a paper or project to fulfill a requirement for their degree during the period of study abroad. In such instances, the CSU IP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted and approved by the CSU IP, Independent Study is limited to a maximum of three semester units per term, except where the student’s home campus only permits a lesser amount. In order to carry out independent study, a student may need to possess near-native fluency in the language of instruction and may need special academic preparation and research skills. The student must have advanced written approval from the major department advisor and department chair, as well as from the CSU IP. Independent study must result in a paper or project capable of being graded on the student’s home campus. Special tutors are not available, and students must be capable of carrying out all aspects of such study in terms of study and research skills, language skills, and access to appropriate resources. Independent study that involves additional instructional cost to the student cannot be given credit by CSU IP, and additional cost to CSU IP cannot be authorized. Based on special circumstances and upon request, the Independent Study Request Form will be provided to interested students who are studying at a study center where this is possible.

M. Internships and Service Learning

Internships are unavailable at most study abroad centers, but where internship opportunities are available and pre-approved by CSU IP, the following guidelines are used:

1. Internships are credited at one unit per three internship hours per week over a 15-week semester, or a minimum of 45 hours for a three-unit internship in a semester,
2. Internships will not exceed three semester units per semester (i.e., maximum six units per year),
3. Internships will be appropriately supervised by an academic supervisor from the study center and an internship supervisor from the organization where the internship is being performed,
4. Internships require a written component to be stipulated by the overseas study center/supervisor,

5. Students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department, and
6. CSU IP has final approval of all internship requests.

In cases where CSU IP has arranged and pre-approved the internship, the Internship Application will be provided to interested students. Internship requests must be completed and submitted to CSU IP within the first three weeks of the semester. Late applications will be not approved.

Credit-bearing service learning courses are available in specific programs only if stated in the academic bulletin.

Students completing credit-bearing internships or service learning courses which have been arranged by the study center or by CSU IP, students are required to complete the Service Learning/Internship Form (found in the Academic Toolkit) at the end of the course. The form must be submitted to CSU IP by uploading the form to the CSU IP portal unless advised otherwise. Also refer to the section entitled “Academic Forms” found after this section.

N. Repeated Course Work

Undergraduate students may not repeat courses, which are equivalent to courses they have already successfully completed. Since a course taken abroad may have the same or a similar title but have different content than a course previously taken, the student should keep complete records of their coursework so that if credit for the course is questioned at the home campus, the content of the course can be verified. For more information, students are advised to consult with their home campus catalog and advisors regarding the repeat of courses.

O. Assessment

Higher education institutions outside the United States typically use grading systems which differ from those in use in the CSU. The examination systems vary widely as well. In many universities, students pursue specific degree objectives in which the individual courses taken are not graded separately. Rather, a final comprehensive examination is given at the end of the course of study, when the student’s advisors feel that the student is prepared in all subject areas. Continuous assessment as practiced on American campuses is uncommon. Where examinations are given, they are usually highly specific, may focus on only a fraction of the subject, and may be oral or written. Grades for an entire term or year’s work may be assigned based on a single final examination.

P. Grading Systems and Unit Conversions

To evaluate student performance, host universities often use different grading symbols which are converted to the grading symbols used at the CSU. Universities also use different unit or credit value systems that measure the amount of academic work associated with a course.

CSU IP uses a carefully developed general system for converting foreign grades and unit values to CSU equivalents. Great care is exercised by the CSU IP to ensure that students neither benefit from nor are penalized by different evaluation methods prevailing at the various study centers.

Grades earned on programs offered by CSU IP will be calculated in the cumulative grade point average on the student’s CSU transcript. Academic symbols CR (Credit), NC (No Credit) and W (Withdrawal) do not affect grade point averages.

The basic grading system that CSU IP uses in academic reporting to the CSU campuses is the A through F system in which the highest grade that can be reported is an A. (To obtain a definition for each grade, students are

instructed to refer to their home campus catalog.) It is important to note that some host universities do not offer grades that convert to the range of grades used at the CSU.

Grade and unit conversions for programs abroad are available in the program-specific academic bulletins (found [here](#)) and/or made available at the on-site orientation by CSU IP representatives (e.g. Germany). Note that CSU IP conversions supersede recommended unit and grade conversions provided directly by individual host universities.

Q. The Use of Withdrawal Unauthorized (WU)

The symbol “WU” indicates that an enrolled student did not follow administrative procedures to properly withdraw from the course and failed to complete course requirements. It is used when completed assignments, course activities or both were insufficient to make normal evaluation of academic performance possible, such as not taking the final exam. It is also used when students withdraw from courses without authorization from CSU IP. For purposes of grade point average and progress point computation, this symbol is equivalent to an “F” and shall be counted as units attempted but not passed.

In cases then students withdraw from courses without CSU IP permission, an administrative grade of “WU” (Withdrawal Unauthorized) for the course will be reported if the course withdrawal occurred:

- After one week of instruction for courses which have up to five weeks of instruction,
- After two weeks of instruction for courses which have six to ten weeks of instruction,
- After three weeks of instruction for courses which have eleven or more weeks of instruction.

Refer to the section “Course Withdrawals” for additional information.

R. Incomplete Work

Because of the difficulty of completing and grading work after the study abroad period is complete, no incomplete grades are given. In addition, the CSU IP does not permit students to complete coursework after the student has left the study center. Students who fail to complete all course requirements by the end of the final semester at their overseas study center will receive a grade of WU. Exceptions to this policy must be pre-approved by the CSU IP.

S. Auditing

Auditing a course means that a student can take a course in which their academic performance is not assessed, and no grade is awarded. It is usually done for academic exploration and self-enrichment.

Auditing a course must be approved by the study center and CSU IP. Audited courses that bear an additional cost to CSU IP will not be approved.

Enrollment as an auditor is also subject to permission of the instructor of the course. Regular class attendance is expected although full participation in classroom activities will be at the discretion of the instructor. Once approved and enrolled as an auditor, a student may not change to credit status. Students are expected to submit verification from the course instructor that he/she has given permission that the course may be taken on an audit basis.

Requests to take a course on an audit basis must be submitted no later than the third week after the course start date. Requests received after the third week of class will not be considered except in circumstances beyond the control of the student. Approvals are not automatically given and are considered on a case by case basis. Students who are requesting to take a course on an audit basis must complete the General Petition Form found in the “Academic Toolkit” in their online CSU IP portal. Refer to section entitled “Academic Forms” found

towards the end of this publication. Students must be prepared to submit permission to take the course on an audit basis from the course instructor.

Students do not receive credit for audited courses, and they are not reported to the CSU home campus. An audited course may not be counted toward meeting the required minimum academic course load requirement and may not be considered a reason for a student to be permitted to take a deficit load.

T. Credit/No Credit Option

All courses must be taken for a regular grade at the study center; however, through submission of the Credit/No Credit Request Form, and subject to home campus restrictions, students may request to have one course during each semester reported to the home campus for a Credit or No Credit (CR/NC) grade. Courses reported as a Credit/No Credit will not affect CSU grade point averages. For a course to be considered for the CR/NC grade, the following conditions apply:

1. Students may designate one course per semester for a maximum of four (4) units for the semester to be reported to the home campus as a CR/NC.
2. Requests must be consistent with CR/NC regulations set by the student's home campus and relevant department(s). Normally, courses fulfilling major and minor requirements must be taken for a letter grade.
3. The course that is being considered for a CR/NC grade is not a) a language course which is local or native in countries where the national language is not English or b) a required language course for the program. (These courses do not qualify for the CR/NC option and will be reported to the student's home campus using letter grades except when approved by CSU IP.)
4. The CR/NC request is submitted to CSU IP at least four weeks prior to the scheduled final examination date for courses which are eight weeks or more in length. If the course is less than eight weeks in length, requests must be submitted at least two weeks prior to the scheduled final examination date. Forms must be received in the term in which the course was taken. Deadline dates to submit forms are strictly enforced.
5. The Credit/No Credit Request Form is complete. (Forms, which omit the information requested or does not contain accurate information are considered incomplete and will not be considered.)

CR/NC requests will not be approved if any of the above conditions are not met. Exceptions due to extenuating circumstances may be considered on a case by case basis.

The policies surrounding approved CR/NC requests are as follows:

- CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses contingent upon compliance with #2, above. NC is assigned for D+ through F and WU in undergraduate courses, C+ through F and WU in graduate courses. CR/NC grading symbols have no effect on the grade point average.
- Students may not change from letter-graded to CR/NC status or vice versa after the deadline.
- Approved requests are final and will be reported to the student's home campus as a CR/NC which will appear on student's CSU academic record.
- Students whose CR/NC requests have been approved are still required to attend class until the end of the semester. Failure to do is considered a violation of the CSU IP Student Code of Conduct and constitute grounds for disciplinary action including dismissal from the program.

Since approved requests are final, students bear all responsibility for checking with the relevant department(s) at their home campuses and must seek permission to have courses reported as a CR/NC particularly if the course will be applied to GE, major and/or minor requirements. Students must also check with their campuses on the

number of units that can be earned and applied towards their degree where the grade of “Credit” is reported for units earned.

Students submitting CR/NC requests should understand that at some institutions, CR grades may be interpreted as a C and NC grades may be interpreted as an F, e.g., by other programs and/or institutions, e.g. graduate programs and law schools.

To access the Credit/No Request Form refer to section entitled “Academic Forms” found after this section.

U. Program Withdrawal

A student may withdraw completely from CSU IP for serious and compelling reasons or in verified cases of accident or serious illness. Withdrawal after departure constitutes withdrawal not only from CSU IP, but also from the student’s home CSU campus for the remainder of the term. The health and accident insurance plan is terminated and the student’s visa status to remain in the host country is also affected.

All requests for withdrawal from the study center must be submitted in writing using the CSU IP Withdrawal Form. Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain, and Taiwan can obtain the form from their on-site CSU IP representative. Students studying in other locations must consult with the International Office at their study center about their plan to withdraw and contact the CSU IP by e-mailing csuip@calstate.edu. The CSU IP Withdrawal Notification Form will be provided to the student.

Failure to follow formal CSU IP procedures may result in the assignment of WU’s for all courses. Students who receive financial aid funds must consult with their Financial Aid Office at their home campus. If a recipient of student financial aid funds withdraws from the IP during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

V. Academic Forms

To be considered for exceptions to academic policy, students must submit a form and documentation, if applicable, to support their request.

Academic forms mentioned in this publication can be found in the student’s “Academic Toolkit” located in the Attached Documents or Learning Content section of their online CSU IP portal. Forms include (but are not limited to):

- Credit/No Credit Request,
- General Petition Form, and
- Service Learning/Internship Form.

To access forms not found in the Academic Toolkit, students are instructed as follows:

- Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain, and Taiwan must contact their on-site CSU IP representative.
- Students attending programs in other locations must email IPacademics@calstate.edu.

W. Academic Reporting

CSU IP is required to report all courses taken at the study center and report a grade for each course attempted. This includes any failed courses which may or may not appear on the study center academic report or transcript, e.g., Waseda University, Uppsala University and German institutions.

All grades reported to the CSU campus registrars by CSU IP are considered permanent and final except

“incompletes,” which are rarely given. Under ordinary circumstances a grade may not be changed except to correct a clerical or procedural error. No change of a final grade may be made on the basis of re-examination or by completing additional work for the course.

An “Academic Report” is generated for each participant at the conclusion of the student’s study abroad experience. This is the only report that a student will receive for coursework attempted abroad through CSU IP. Courses, units and grades that appear on the student’s report will be posted to student’s CSU record. Once posted, the CSU transcript becomes the official record of the coursework attempted and grades earned abroad. See Section III for more information about academic reporting.

If a student believes that an error has been made on their Academic Report, then the student can request an academic review of the course, grade or units in question by emailing IPacademics@calstate.edu. Academic reviews can take several months to complete depending on circumstances. Reviews must be requested 1) before graduating with the degree that they were pursuing while studying abroad on IP and 2) no later than 12 months after the date that appears on their Academic Report, whichever date comes first. Requests made after this time will not be considered.

X. Academic Misconduct

Students are expected to follow the same principles on academic integrity at their host universities as they would at their home campuses. Students who have committed any act of academic misconduct including (but not limited to) plagiarism, forgery, cheating or other such actions, are subject to disciplinary action based on the CSU IP Student Conduct Code found in the online CSU IP portal.

Y. Academic Questions about Academic Policies

While abroad, the first point of contact for all academic questions for students attending programs where the CSU IP employs a CSU IP representative is the resident director, program coordinator or program assistant. Programs where CSU IP employs a representative include Chile, China, France, Germany, Ghana, Italy, Japan, Spain, and Taiwan. Students attending programs in other locations who have academic policy questions may email IPacademics@calstate.edu.

Before and after the study abroad experience, students regardless of study center can contact IPacademics@calstate.edu regarding questions about academic policies.

Section III. Academic Reporting

Below is information about how and when courses, units and grades are reported for students who have completed their studies abroad.

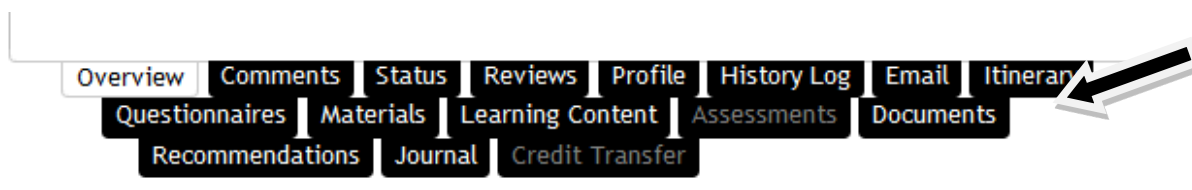
A. The Academic Reporting Process

While abroad, students are expected to upload descriptions or syllabi for all courses taken to their CSU IP portal. Using course descriptions and syllabi provided by the students, CSU IP evaluates academic information provided by the students and the study centers. Information is converted and translated into CSU terms, and an “Academic Report” is generated for each participant.

CSU IP issues the Academic Report to the student’s home CSU campus and the student at the conclusion of the study abroad period after all academic information has been collected and evaluated. If students do not upload their course information to their CSU IP portal, their reports may not be processed until the information is uploaded.

The academic report includes all courses in which the student was enrolled, all units attempted, and all grades earned. The Academic Report is the sole academic record of the student’s year abroad. Grades earned while on CSU IP will be computed in the cumulative grade point average on the student’s CSU transcript.

Reports are provided to the student’s home CSU campus (Registrar/Records Office). A copy of the Academic Report is uploaded to the student’s CSU IP portal (located in the “Document” section as shown below). Reports are also made accessible to the IP Coordinator at the student’s home CSU campus.



In cases when the student has withdrawn from the program and no longer has access to the CSU IP portal, the Academic Report will be mailed to the student’s permanent home address that is listed in the CSU IP portal.

Once the Registrar /Records Office at the student’s home CSU campus receives the Academic Report, the information is entered to the student’s CSU record. It may take several weeks for courses, units and grades to appear on the student’s CSU transcript so students should check their online CSU campus academic record periodically. If courses do not appear on the CSU campus record after six weeks the report is made available to the student, then the student is advised to contact the Registrar /Records Office at their home campus to find out when courses will appear on their CSU record. Once posted, the CSU transcript becomes the official record of coursework attempted and grades earned abroad.

B. What does an Academic Report look like?

The Academic Report shows a list of courses attempted, the course level of each course attempted, a course reference number, the unit value of the course in CSU terms, and the CSU grade earned. A campus department designation also appears on the report for each course listed.

The following is an example of what an academic report looks like.

The California State University International Programs

401 Golden Shore, Sixth Floor, Long Beach, CA 90802 Phone (562) 951-4790

ACADEMIC REPORT

The Office of International Programs submits the following information to the Records Office of the CSU campus listed below. Once courses, units and grades are posted to the CSU academic record of the student named below, credits earned are regarded as resident credit, and the CSU campus transcript becomes the only official record of courses taken at the study center(s) listed.

Student:

CSU Campus:

Year:

CSU Campus ID:

Study Center: Yonsel University, South Korea

FALL

Campus Dept	Course Level	Course Title	Course Reference	Units	Grade
ASIA	U	Pre-Modern Korean History	IEE3107	3.00	B+
KORN	U	Topics on Korean Language and Culture	IEE3220	3.00	A-
ASIA	U	Current Affairs and Unification of The Korean Peninsula	IEE3338	3.00	A
KORN	L	Intensive Korean Language-Level 1	KLI1001	6.00	A-
				15.00	

SPRING

Campus Dept	Course Level	Course Title	Course Reference	Units	Grade
KORN	L	Intensive Korean Language-Level 2	KLI1002	6.00	C+
ART	L	Introduction to East Asian Art	CLC2709	3.00	A
ASIA	U	Introduction to Korean Studies	IEE3103	3.00	A-
ASIA	U	Introduction to Korean Philosophy	IEE3116	3.00	A
				15.00	

"Campus Dept" refers to the department at the student's campus which is closely associated with the course attempted.

"Course Level" refers to the level of the course as follows: L=Lower Division; U=Upper Division; G=Graduate.

"Course Reference" refers to the IP or study center course code number. If none exists or is unknown, "NA" (Not Available) will be displayed. Definitions of grades are available in the catalog or bulletin of the student's CSU campus listed above.

***** End of Report *****

C. When to Expect Your Academic Report

Since the grade reporting procedures of international institutions differ from the CSU campuses, CSU IP students should not expect to receive their grades as quickly as they do at their home campus. For most countries, it can take a minimum of four months after completion of the studies abroad for courses taken at the study center to be reported to the student's home CSU campus. In some cases, reports can take longer than four months to process depending on specific circumstances. This is especially true for students who study in France, Germany, South Africa, and Sweden. While CSU IP reports grades as quickly as possible, delays in reporting are beyond our control largely due to academic differences between the CSU and how overseas partners process and provide academic information to CSU IP.

Students should note that delays in reporting may also affect financial aid eligibility and payments upon return to their CSU campus. Students are advised to discuss this with their home campus financial aid advisor if they are concerned.

Students who have not received their report by the end of the fourth month after they have completed their studies abroad may contact the CSU IP Office to check on the status of their Academic Report.

D. Graduating Seniors

Due to the delays with receiving grades for some countries and for programs, it is often not possible to graduate in the term following the last semester abroad. Therefore, graduating seniors will have to postpone their graduation date depending on when the Academic Report can be sent to their home campus. Students who plan to apply to graduate schools following their studies abroad can still apply for graduate programs as long as they inform the institutions to which they are applying of a possible delay in the posting of their degree.

D. Academic Report Review

Once an Academic Report has been provided to the student, it is the student's responsibility to:

- Review the information to ensure the report is complete and accurate; and
- Verify that courses listed on their Academic Report also appear on their home CSU campus academic record.

If there are any discrepancies between what is stated on the Academic Report and what is posted to the student's home CSU campus academic record, students are advised to contact the Registrar /Records Office at their home CSU campus.

If a student believes that an error has been made on the actual Academic Report, then the student can request an academic review of the course, grade, or units in question by emailing IPacademics@calstate.edu.

Course and grade reviews can take several months to complete depending on circumstances, the urgency of the request and the time the request was received. Reviews must be requested 1) before students graduate with the degree that they were pursuing while studying abroad on CSU IP and 2) no later than 12 months after the date of their Academic Report, whichever date comes first. Requests made after this time will not be considered. Therefore, students should check the accuracy of their report and CSU transcript as soon as it becomes available and, if necessary, request a review immediately thereafter. For more information, students are advised to read the cover letter attached to their Academic Report.

For more information about academic reporting information click on this [link](#).