

**Academic Guide  
for CSU IP Participants  
for  
2018-2019 and 2019**

**Last Revised:** May 24, 2018

**FINAL:** May 24, 2018

<b>Table of Contents</b>	<b>Page</b>
Introduction.....	4
Section I. Academic Planning.....	4
A. Courses Abroad .....	5
B. Course Crediting .....	5
C. While Abroad .....	6
Section II: Academic Policies .....	7
A. Academic Qualifications .....	7
B. CSU Registration .....	7
C. Enrollment Requirements Abroad.....	7
D. Adding and Dropping Courses.....	8
E. Course Withdrawals.....	8
F. Minimum Unit Load in One Semester.....	9
G. Maximum Unit Load in One Semester .....	9
H. Attendance .....	10
I. Academic Progress.....	10
J. Examinations .....	10
K. Preparatory Language Program.....	11
L. Independent Study.....	11
M. Internships.....	11
N. Repeated Course Work .....	12
O. Assessment .....	12
P. Grading Systems and Unit Conversions.....	12
Q. The Use of Withdrawal Unauthorized (WU) .....	12
R. Incomplete Work .....	12
S. Auditing.....	13
T. Credit/No Credit Option .....	13
U. Program Withdrawal .....	14
V. Academic Forms .....	14
W. Academic Reporting .....	14
S. Academic Misconduct.....	15
Y. Academic Questions about Academic Policies .....	15
Section III. Academic Reporting.....	16

A. The Academic Reporting Process .....16

B. What does an Academic Report look like? .....16

C. When to Expect Your Academic Report .....17

D. Graduating Seniors .....17

## Introduction

---

This document is intended for CSU International Programs (IP) students who are participating in programs during the following academic years: 2018-19 and 2019.

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.

Students who plan to study in a field other than their declared major may wish to consider declaring a second major or a minor in that field, where available.

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. Examples are:

- Taking—and passing—all required English and mathematics proficiency exams;
- Changing or adding a major or minor;
- Filing a petition for course substitutions or waivers; 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.

## **A. 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 actually accomplish in their year overseas 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, 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 so students should not enter the overseas academic experience with rigid and narrowly defined course requirements.

## **B. 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; and
- Collect and provide course information from professors to submit to his/her advisor.

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 (e.g., 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 completed by given CSU IP deadlines and signed by the department advisor(s), where indicated. 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 only in courses that are judged by the study center and by CSU IP to be graduate level. 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.

### **C. While Abroad**

While studying abroad, students will be asked to submit course information, enrollment details, and other information to CSU IP by uploading them in their online CSU IP portal. Students may also be required to complete other academic forms as well, e.g. General Petition Form and Credit/No Credit Request Form. It is critical that students:

- 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 the CSU International Programs (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;
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;
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 for all CSU IP participants before the start the academic year abroad. Therefore, 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 at their home CSU campus at any time while they are abroad, they are advised to contact his/her 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 each semester, which is a CSU IP requirement. In unique cases, a student may have compelling reasons for requesting to enroll in a course at their home CSU campus while taking the required units abroad. In these cases, students must seek approval to enroll in the campus course from the International (Study Abroad) Office at their home CSU campus, who will facilitate the request. Students should make their requests 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 his/her overseas study center (unless stated otherwise).
- 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.

### 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 and a total of 30 semester units for the academic year abroad (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.

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 undergraduates as described above.
4. Any units earned during a pre-session, special session or preparatory language program conducted outside the study center academic year calendar, are not counted in meeting the semester course load requirement unless advised otherwise in the Academic Bulletin for that program.

Undergraduate students are expected to take undergraduate courses while abroad. Students who wish to take a graduate course may do so if approved by their home campus academic advisor, registrar's office, and if 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 his or her 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 the 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 and Dropping Courses**

Students are permitted to add or drop a course by the end of the third week of instruction 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.

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

1. Conditions or circumstances beyond the student's control;
2. For serious and compelling reasons in the case of course withdrawals (see section under "Course Withdrawals"); or
3. When it is determined by CSU IP that there is an academic overload (see section under "Maximum Unit Load in One Semester").

Students who are requesting to add or drop a course after their third week of instruction must submit the General Petition Form found their "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 not permitted to drop a course after the third week of instruction except for serious and compelling reasons. See also "Minimum Unit Load in One Semester".

*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 appropriate form (refer to section on "Adding and Dropping Courses"). 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.

In cases when students have been given permission by CSU IP to drop a course, a student will receive an administrative grade of "W" (Withdrawal) when the student has withdrawn from a course after the third week of instruction with the approval of the study center. It carries no connotation of the quality of student performance and it is not used in calculating grade point average.

Students who do not officially withdraw from courses with approval from CSU IP 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.

Withdrawals shall not be permitted during the final twenty percent of instruction (typically the last three weeks of a semester long course) except in 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 campus or may involve only one course.

#### **F. Minimum Unit Load in One 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 if there are 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 their "Academic Toolkit" in their online CSU portal. Refer to section entitled "Academic Forms" found towards the end of this publication.

#### **G. Maximum Unit Load in One Semester**

Students are not normally allowed to enroll in more than 19 units in any given semester since this is considered to be 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.

Students requesting to take more than 19 units in the second semester of their international study 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 19 units must have approval from the CSU IP. Students must have compelling reasons to take excessive units which must be stated in their request. The following will be taken into account:

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 during the regular academic year 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 19 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 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.
7. The student has permission from the study center to add the course and bring the unit total above 19, 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 the semester being requested unless the study center 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 their “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 during the academic year 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 the academic year at their study center has ended.

#### **K. Preparatory Language Program**

Some IP programs require that IP participants take in an intensive language course referred to as the “Preparatory Language Program” or “PLP” before the academic year begins. The PLP 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 PLP 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 year of study at the same location (known as “renewal students”) are exempt from the PLP requirement. Students who study for a second year abroad but who transfer from one study center location to another (known as “transfer students”) are required to take the PLP in the second year.

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 upon the discretion of the CSU IP Director.

#### **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 during the period of study abroad, or who have a unique and very specific interest to pursue which is particularly relevant to the study center locale. 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**

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;
2. internships will not exceed six semester units for the year (i.e., three units per semester);
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.

Upon request, the Internship Application will be provided to interested students who are studying at a study center where this is possible and internship opportunities have been pre-approved by CSU IP. Internship requests must be completed and submitted to CSU IP within the first three weeks of the semester. Late applications will be not approved.

#### **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 year or 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 on the basis of 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 also 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.

#### **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

abroad 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 must be approved by the study center and CSU IP. Audited courses which 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 enrolled as an auditor, a student may not change to credit status.

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**

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 which will not affect CSU grade point averages. The following conditions apply:

1. All courses must be taken for a regular grade at the study center; however, via this form, students may designate one course per semester for a maximum of eight semester units for the year 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 major department. Normally, courses fulfilling major requirements must be taken for a letter grade.
3. CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses. NC is assigned for D+ through F in undergraduate courses, C+ through F in graduate courses, contingent upon compliance with #2, above.
4. 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. CR/NC grading symbols have no effect on the grade point average.
5. Language courses which are local or native in countries where the national language is not English 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.
6. CR/NC requests must be submitted to CSU IP at least four weeks prior to the scheduled final examination date for courses which are two or more months in length. If the course is less than two months 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.
7. Incomplete forms, which omit the information requested above and/or signatures and dates below will not be considered.

Students who select CR/NC grading should be informed that CR grades may be interpreted as a C and NC grades may be interpreted as an F when considered by other institutions e.g. when applying to graduate or law degree programs.

Students whose Credit/No Credit 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.

Students who are requesting that a Credit/No Credit grade be applied for a course must complete the Credit/No Credit Request Form found their "Academic Toolkit". Refer to section entitled "Academic Forms" found towards the end of this publication. Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain and Taiwan must give completed and signed forms to the on-site CSU IP representative (Resident Director/Coordinator or Program Assistant) at their study center. Students studying at other study centers must follow the instructions provided in the form.

## 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 Resident Director, Program Coordinator or Program Assistant. 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 [IPstudentaffairs@calstate.edu](mailto:IPstudentaffairs@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

In order for CSU IP to consider various student requests or exceptions to academic policy, students will be asked to submit a form and possibly documentation to support the 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):

- General Petition Form; and
- Credit/No Credit Request.

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](mailto: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. Mid-year reports are not provided. Reports are provided to the student's home campus (Registrar/Records Office) as well as the student. 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 his/her Academic Report, then the student can request an academic review of the course, grade or units in question by emailing [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu). Academic reviews can take several months to complete depending on circumstances. Reviews must be requested 1) before a student graduates 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 his/her Academic Report, whichever date comes first. Requests made after this time will not be considered.

**S. 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](mailto:IPacademics@calstate.edu).

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

## Section III. Academic Reporting

---

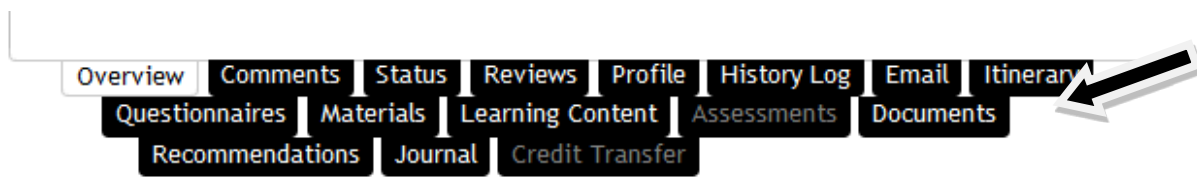
Below is information about how and when courses, units and grades are reported for students who have completed their studies abroad.

### A. The Academic Reporting Process

Throughout the year and months after the academic year is over, CSU IP assembles and 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 only after all academic information has been collected and evaluated. This 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. Mid-year reports are not provided. 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 student’s home CSU campus.



If a student withdraws from the program at any time during the year, the student will no longer have access to the CSU IP portal. In this case, the Academic Report will be mailed to the student’s permanent home address that is listed in the CSU IP portal.

Once the Registration/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 academic record periodically. If courses do not appear on the CSU record after six weeks after the report is made available to the student, then the student is advised to contact the Registration/Records Office at their home campus to find out when courses will appear on his/her 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:** Yonsei 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 year 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 where reports can take six months or longer to finalize. 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 year 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 whose programs end their year in June, July or August, (e.g. Chile, Germany and Japan), graduating seniors might have to postpone their graduation date depending on

when the Academic Report can be sent to their home campus. Although Academic Reports for graduating seniors are given priority processing, seniors should understand that it still can take a minimum of four months to process reports. For this reason, it is often not possible to graduate in the term following the last semester abroad. Students who plan to apply to graduate schools following their year 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.

**IMPORTANT:** If students have an outstanding account balance related to their international studies, the academic report will not be released to their home CSU campus until the debt has been cleared. Notification of outstanding account balances will be sent to the student's permanent home address or via email.

#### **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.
- 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 Registration/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](mailto: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 a student graduates with the degree that they were pursuing while studying abroad on IP and 2) no later than 12 months after the date which appears on 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.

Academic reporting information is also available on our website found [here](#).

---