

Academic Policies

Introduction

This section contains important information about academic policies pertaining to participation in the International Programs (IP). It is the participant's responsibility to read the information provided in this section in conjunction with the publications entitled "Academic Planning, Crediting and Reporting" and "IP Academic Bulletin" (which is the academic catalog for the participant's study abroad program).

Minimum Academic Qualification

The Office of International Programs (OIP) requires that accepted applicants must:

- remain in good academic standing;
- maintain the required GPA (as set for the particular program) after acceptance into the program;
- fulfill any program language and other requirements prior to the program start date;
- meet all other conditions set by the OIP.

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

Academic Disqualification

All IP participants must be degree seeking students who are matriculated at a CSU campus. If a student is disqualified by his or her CSU campus after having been selected for participation by IP, the student is no longer eligible and will be dismissed from the program.

CSU Registration

IP participants are fully matriculated CSU students who remain enrolled at their home campuses as full time students while studying overseas. The students' home CSU campus (via the IP Coordinator at the student's home CSU campus) arranges for the registration of all students before the start the academic year abroad. Therefore, students must not enroll for any courses at their home campus for the time that they will be abroad through IP.

IP participants are expected to enroll at their overseas study center in a minimum of 15 units each semester, which is an IP requirement. In unique cases, 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 IP Coordinator/International Office at their home CSU campus, who will facilitate the request. Student 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 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.
- 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.

Enrollment Requirements

IP participants are concurrently enrolled at their home CSU campus (which is coordinated by the IP Coordinator at the student's home CSU campus) while they are attending their study center. This will allow students to maintain their status as CSU students and receive financial aid, if applicable.

The following unit enrollment policies apply:

- Undergraduate students are required to carry a minimum course load equivalent of 15 semester units per term and a total of 30 semester units for the academic year abroad. This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the host university if this differs from the IP requirement.
- Post-baccalaureate students pursuing credentials or second undergraduate degrees are required to carry the same course load as undergraduates, as described above.
- 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.
- Any units earned during a pre-session, special session or preparatory language program conducted outside the host institution academic year calendar, are not counted in meeting the semester course load requirement unless advised otherwise in the IP Bulletin for that program.

Full time enrollment at the host university is critical and a requirement of participation in the IP. Failure to enroll in full time studies 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.

Students are not normally allowed to enroll in more than 19 units a semester except by exception by the OIP. 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 (B average) in the first semester of study.

In exceptional cases, students may petition for a reduction in the prescribed course load. Such petitions are granted only in cases of extreme hardship due to conditions beyond the control of the student. The discovery that coursework is at a greater degree of complexity than was assumed, that academic requirements are demanding, or that the student faces lower grades than expected are not grounds for the approval of a reduced course load.

Extended illnesses and emergency situations requiring absence from the study center are generally considered grounds for the submission of a petition. Failure to maintain the prescribed academic load without prior approval may result in disenrollment from the International Programs.

Students who withdraw from courses without approval from the OIP will 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.

Questions regarding enrollment and requests for exceptions to policies should be directed to the OIP by e-mailing IPacademics@calstate.edu.

Academic Progress

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

IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate 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.

Attendance

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. In addition to its effect on academic performance, excessive and/or unauthorized absences during the academic year constitute grounds for disciplinary action by the OIP including dismissal from the program. Personal travel should be restricted to weekends and university holidays.

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 host university. They may not request early exams or special favors in order to leave before the end of the term unless there are extenuating circumstances involved and the OIP has approved an early exam date.

Host universities 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 host university.

Although some host universities permit students to retake (or resit) a final examination several weeks or months after the original examination period has taken place, IP participants are not permitted to retake exams once the academic year at their host university has ended.

Independent Study

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution 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 OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted and approved by the OIP, Independent Study is limited to a maximum of three semester units per term, except where the student's home campus permits only 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 OIP. 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 the IP, and additional cost to the IP cannot be authorized. Upon request, independent study proposal forms will be sent to students interested in independent study.

Internships

Internships are unavailable at most study abroad centers, but where internships are available and approved by the IP, the following guidelines are used:

- internships are credited at one unit per three internship hours per week over a 15-week semester;
- internships will not exceed six semester units for the year (i.e., three units per semester);
- internships will be appropriately supervised by an academic supervisor from the host university and an internship supervisor from the organization where the internship is being performed;
- internships require a written component to be stipulated by the host institution/supervisor;
- 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
- the OIP has final approval of all internship requests.

Internship applications must be completed and submitted to the OIP within the first three weeks of the semester. Late applications will be not approved.

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.

Assignment of Grades

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

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

All grades reported to the CSU campus registrars by the OIP 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.

Grading Symbols

To evaluate student performance, host universities often use different grading symbols which are converted to the grading symbols used at the CSU.

Grades earned while on IP will be calculated in the cumulative grade point average on the student's CSU transcript. Academic symbols CR, NC and W do not affect grade point averages.

The basic grading system that the OIP 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.

The Use of Withdrawal Unauthorized (WU)

The symbol "WU" indicates that an enrolled student did not 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 the OIP. 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.

Incomplete Work

Because of the difficulty of completing and grading work after the end of the academic year overseas, no incomplete grades are given. Students who fail to complete all course requirements by the end of the academic year at their host institution will receive a grade of WU. Exceptions to this policy must be pre-approved by the OIP.

Auditing

Auditing a course must be approved by the host university and the OIP. Audited courses which bear an additional cost to the 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.

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 host university; 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 the OIP.
6. CR/NC requests must be submitted to the OIP 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.

To access the Credit/No Credit Request Form, click [here](#). Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain (Granada and Madrid only) and Taiwan: Students must give completed and signed forms to the on-site 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.

Course Withdrawals

For semester-long courses, a student will receive a grade of "W" (Withdrawal) when the student has withdrawn from a course after the fourth week of instruction with the approval of the host university and the OIP. It carries no connotation of the quality of student performance and it is not used in calculating grade point average.

Withdrawals shall not be permitted during the final twenty percent of instruction 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.

Program Withdrawal

A student may withdraw completely from International Programs for serious and compelling reasons or in verified cases of accident or serious illness. Withdrawal after departure constitutes withdrawal not only from 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 host university must be submitted in writing using the Program Withdrawal Form. Students studying in Chile, China, France, Germany, Ghana, Italy, Japan, Spain (Granada and Madrid) 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 host university about their plan to withdraw and contact the OIP by e-mailing IPacademics@calstate.edu. The Program Withdrawal Form will be e-mailed to the student.

Failure to follow formal OIP 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.

Academic Reporting

At the conclusion of the student's study abroad experience, the OIP issues an Academic Report which is the only report that a student will receive for coursework attempted while on IP. Mid-year reports are not provided. 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. (Refer to the section entitled "Academic Planning, Crediting and Reporting" for additional information.)

Academic 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. If a student believes that an error has been made or the student has a question about what has been reported, 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 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.

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 IP Student Conduct Code.

Academic Questions

The first point of contact for all academic questions for students attending programs where the OIP employs an IP representative is the resident director, program coordinator or program assistant. Programs where the OIP employs a representative include Chile, China, France, Germany, Ghana, Italy, Japan, Spain (Granada and Madrid), and Taiwan. Students attending programs in other locations who have academic policy questions may e-mail IPacademics@calstate.edu.
