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## UPDATED ACADEMIC INFORMATION FOR 2019-20 and 2020 CSU IP PARTICIPANTS SPRING 2020

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Due to the global COVID-19 pandemic, CSU International Programs (IP) suspended all programs during the month of March 2020 and required all participants to leave their host countries during CSU's spring semester (also referred to as "Spring 2020" throughout this document).

This document contains academic information pertaining to CSU IP participation for those who enrolled in 2019-20 academic year and 2020 calendar year programs, and whose participation was affected by program suspensions. Information includes:

- I. Frequently Asked Questions. This section covers FAQs about academic reporting and academic program information for CSU IP participants enrolled in courses via their overseas study centers in Spring 2020.
- II. Updated Academic Program Information for Spring 2020.
- III. Credit/No Credit Grading Option.
- IV. Remote Learning.
- V. Academic Reporting.

Sections II, III, IV and V supplement the answers given in Section I.

For questions about the contents of this document or other academic-related questions about CSU IP programs, email [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu).

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### Section I. Frequently Asked Questions

#### A. FAQs about Academic Reporting

**Question 1: I will not be completing the year with CSU IP and have withdrawn. When will I receive my academic report? How will the courses that I took in the spring semester be reported?**

Answer: Your report will be processed when CSU IP has received the necessary documents and information related to your academic study. Processing times vary with each program and due to the global COVID-19 pandemic and study centers shifting to virtual operations and instruction, there are delays with receiving grades so we ask students to be patient during this time. If your withdrawal from CSU IP occurred after the third week of instruction of the spring semester, semester-long courses will appear on your academic report with a grade of W, which will not affect your cumulative GPA.

**Question 2: I returned home but will continue my courses with my host study center remotely. When will I get my academic report for Fall 2019?**

Answer: Reports for year-long students are processed at the conclusion of the study period. Since you are still an CSU IP participant and currently enrolled at your study center, your report will be processed after the semester is over and we have received the necessary documents and information related to your academic study.

**Question 3: Am I required to upload my course syllabi to my CSU IP Portal in order to receive my academic report?**

Answer: Yes, this is necessary in order for CSU IP staff to evaluate and report your courses. For students who studied in Australia, Denmark, Israel, Mexico, South Africa, Spain (Jaén only), Sweden and the UK, you may also be asked to complete and upload an CSU IP Registration Form for Spring 2020.

For more information about academic reporting, refer to Section V.

**B. FAQs about Academic Program Requirements for Spring 2020**

The FAQs below pertain to CSU IP participants planning to complete Spring 2020 courses remotely through their overseas study centers.

**Question 1: I'm enrolled in the equivalent of 16 CSU units at my study center. Can I drop one course worth 4 units?**

Answer: To maintain full time status, CSU IP will allow students to reduce their unit load to 12 units as an exception to CSU IP academic policy. To answer the question, CSU IP will allow you to drop the course as long as you stay enrolled in 12 units and you check with your home campus advisor to make sure that you need don't need the course for your degree. Before dropping a course, also discuss and verify with each of your instructors and/or study center that it will be possible for you to complete the remaining courses remotely given course content, format, deliverables and time zone differences. For more information, course withdrawal instructions and the deadline date, refer to Section II.

**Question 2: If I can drop a course, can it be the required language course for my program if I don't need it for my degree?**

Answer: Yes, you may drop the language course as long as you stay enrolled in a minimum of 12 units. Refer to Section II.

**Question 3: What will the dropped course look like on my transcript?**

Answer: After three weeks of instruction, withdrawn courses will be reported with a grade of W which carries no weight in GPA calculations and does not affect the GPA.

**Question 4: I think that one or more of my classes will not be taught remotely. What should I do?**

Answer: Contact us by emailing [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu) to discuss your specific situation.

**Question 5: I'm concerned about whether I can pass my courses online but I really need these courses for my degree. What are my options?**

Answer: Discuss your concerns with your instructors who are aware of the unusual situation that you are in. You can also consider taking the course on a Credit/No Credit basis but make sure that your campus allows this. Refer to Section III for more information.

**Question 6: Can I apply to take more than one course on a Credit/No Credit basis this semester?**

Answer: As an exception to CSU IP academic policy, CSU IP will allow students who are enrolled in 12 or more CSU semester units to take up to two courses (up to eight units) on a Credit/No Credit basis, subject to campus regulations. For more information about the Credit/No Credit option, instructions on how to request a Credit/No Credit grade for a course and the deadline date to submit a Credit/No Credit request, refer to Section III.

**Question 7: I'm taking a language course which is the language of the host country where I studied. Can I take that course on a Credit/No Credit basis?**

Answer: Yes, CSU IP will allow this as an exception to CSU IP academic policy. Refer to Section III.

For more information about academic policies, refer to the [Academic Guide for CSU IP Participants](#) found in your **Academic Toolkit** in the CSU portal or click [here](#). Note that the adjustments to academic policies in this document are not included in the Guide but contain other policies that apply to your CSU IP program.

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## SECTION II. Updated Academic Program Information for Spring 2020

For students who plan to complete courses through their overseas study centers in Spring 2020, CSU IP has made the following allowances:

**Unit Load:** As an exception to CSU IP academic policy, students may reduce their unit load from 15 CSU semester units to 12 CSU semester units. The deadline to reduce your unit load to 12 units is Thursday, April 2. Enrollment in a minimum of 12 units is necessary to maintain full time status.

Students enrolled in courses which will not be offered remotely are instructed to contact CSU IP to discuss how this will affect your enrollment and status in CSU IP.

**Program Requirements:** Students participating in programs that required enrollment in specific courses *not* related to their degree program may withdraw from a CSU IP program required course on the condition that they remain enrolled in 12 units.

**Reporting:** Withdrawn courses after the third week of instruction will be reported to the student's home campus with a grade of W which carries no weight in GPA calculations.

**Instructions:**

For students who are completing courses remotely through their study centers in Chile, France, Germany, Ghana, Italy/VIP, Japan, Spain (Granada and Madrid) and Taiwan: Email your request to

withdraw from a course to our overseas CSU IP representative from your study center no later than Thursday, April 2. Our CSU IP Representative will facilitate your request. In your email include your name, a complete listing of the courses that you are enrolled in with the course codes and unit values for each course and identify the course that you wish to drop.

For students who are completing courses remotely through their study centers in Denmark and Spain (Jaén only): Email your request to the International Office staff person that you have been in contact with from your study center no later than Thursday, April 2. In your email include your name, a complete listing of the courses that you are enrolled in with the course codes and unit values for each course and identify the course that you wish to drop. If you encounter any issues, email [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu).

For students who are completing courses remotely through their study centers in Australia, Israel, Mexico, South Africa, Sweden and the UK: Email your request directly to our office at [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu) no later than Thursday, April 2. In your email include your name, the name of your study center, a complete listing of the courses that you are enrolled in with the course codes and unit values for each course and identify the course that you wish to drop. CSU IP will facilitate your request.

For additional program information, refer to the Academic Bulletin found in the Academic Toolkit in the CSU IP Portal or click [here](#).

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### III. Credit/No Credit Grading Option

Subject to home campus restrictions, students who are enrolled in 12 or more units in Spring 2020 may designate up to two courses for a maximum of eight semester units to be reported their home CSU campus as a Credit or No Credit grade. Credit/No Credit (CR/NC) grades will not affect CSU grade point averages. Note the following:

1. Requests must be consistent with CR/NC regulations set by the student's home campus and major department. Normally, prerequisites for courses require letter grades and required courses for the major also require letter grades.
2. Special student populations, such as veterans and international students, are advised to check with their campuses about whether they are permitted to take any courses on a CR/NC basis. Typically, veterans must receive letter grades for enrolled courses, or they stand to lose benefits. International students must complete a sufficient number of units with a letter grade to maintain their immigration status.
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.

CSU IP must receive CR/NC requests at least three weeks before the scheduled final exam date of the course being requested.

As an exception to CSU IP policy, language courses taken in Spring 2020 which are local or native in countries of programs where the national language is not English may now qualify for the CR/NC grade option.

Students who submit CR/NC requests are required to participate in class until the end of the semester.

**Instructions:** To request the CR/NC grading option, complete the “Credit/No Credit Request” form found in the “Academic Toolkit” in the CSU IP Portal (in “Documents”). The form is currently under revision and will be made available by Monday, March 30.

- For students who studied at study centers in Chile, France, Germany, Ghana, Italy, Japan, Spain (Granada and Madrid) and Taiwan: Email your Credit/No Credit Request to our overseas CSU IP representative from your study center.
- For students who studied at study centers in Australia, Denmark, Israel, Mexico, South Africa, Spain (Jaén only), Sweden and the UK: Email your Credit/No Credit Request to [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu).

For more information about academic policies, refer to the Academic Guide for CSU IP Participants found in your Academic Toolkit in the CSU portal or click [here](#). Note that adjustments made to academic policies in this document are not included the Guide but contain other policies that apply to your CSU IP program.

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## IV. Remote Learning

Some of you may be accustomed to online/virtual learning, and for others, this may be a relatively new experience for you. What most of you will have in common is that this will be the first time that you have taken virtual or online courses with instructors located outside of the U.S. which comes with challenges of its own. For instance, it may be challenging to connect with your fellow classmates and instructors given time zone differences or remotely listening to lectures and discussions in a different language without the benefits of face-to-face instruction.

If you are concerned about passing your courses given the shift to remote learning, discuss your concerns with your instructors. Instructors are aware of the unusual situation that you are in and they may be able to assist and address your concerns. If they are unable to assist, then contact your study center (or overseas IP CSU representative) or CSU IP staff for assistance.

You can also consider taking a course for a Credit/No Credit grade but make sure that your campus allows this. Refer to Section III for more information.

Below is an online article with study tips for online learning. While it does not specifically pertain to students who are virtually studying abroad, they offer a few pointers which you may find helpful.

- <https://goodcolleges.online/study-tips-for-success/>.

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## V. Academic Reporting

An “Academic Report” is generated for each participant at the conclusion of the student’s study abroad experience after CSU IP has received all documents related to the student’s study period.

To process the academic report, students are required to upload the following documents to their CSU IP portal:

- Syllabi or course descriptions for all courses that the student has enrolled in; and
- An IP Registration Form that reflects a complete list of all courses that the student is enrolled in for students who studied in Australia, Denmark, Israel, Mexico, South Africa, Sweden and the UK, if requested.

The academic report is the only report that a student will receive for coursework attempted abroad through CSU IP. Mid-year reports are not provided and therefore, will not be generated for participants who remain enrolled in courses during Spring 2020 through their overseas study centers.

Academic reports for students who are not completing the spring semester will be processed before reports for students who complete their academic year through CSU IP subject to receipt of all the necessary documents and information related to the student’s academic study.

In March 2020, the CSU as well as institutions all over the world have shifted university operations and course delivery to a virtual environment to mitigate further spread of COVID-19. Due to this transition, there may be delays with academic reporting. We ask our students for their patience and understanding as a result of these unprecedented circumstances.