



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 10:</b>	Miscellaneous	
<b>Title:</b>	Exchange Program Operational Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
10.3		10/2016
<b>Reference:</b>	BOR Policy 5:5:4 Board Approved International Exchange Agreements; AAC February 2012	
<b>Related Form(s):</b>		

## Approval Summary Quick View

New International Exchange Agreements      ► CAO      ► Univ. Website      ► AAC      ► COPS      ► BOR

### 1. Scope of Guidelines

- 1.1. BOR Policy 5:5:4 references “Board approved international exchange agreements”
- 1.2. This policy does not apply to degree-seeking international students.
- 1.3. This policy does not apply to other agreements (“overseas academic programs”) in which institutions engage to facilitate study abroad (partnerships, consortia, program provider, etc.); however, registration, financial aid, and transfer of credit under these agreements should be treated in a manner similar to the exchanges.
- 1.4. Definitions:
  - 1.4.1. *Study Abroad Program (SAP)*: An approved credit-bearing program of study that takes place (wholly or in principal part) outside the United States of America. There are two types of study abroad programs recognized in the Board of Regents system – overseas academic programs and exchange programs.
  - 1.4.2. *Exchange Program*: A study abroad program between two institutions that is based on an agreement to trade individuals at any academic level for a specific period; a one-to-one arrangement involving either undergraduate or graduate students or faculty.
  - 1.4.3. *Overseas Academic Program (OAP)*: A study abroad program that is not based on a formal exchange agreement between a University campus and an overseas institution.

## **2. General Guidelines for Exchange Programs**

- 2.1. Exchange agreements must be signed by the president of each institution and approved by the Board of Regents (BOR).
- 2.2. Exchanges may include both undergraduate and graduate students.
- 2.3. Each BOR institution will seek to balance incoming and outgoing students at abroad exchange partners for the duration of the agreements. Should an imbalance of incoming and outgoing participants become unavoidable for a given placement period, the institution will seek to correct this imbalance in the following placement period(s).
- 2.4. In determining balance, students participating abroad during BOR summer sessions will count as 0.5 towards parity; semester participants count as 1.
- 2.5. The Vice President for Academic Affairs (VPAA) may at their discretion, appoint a designee for any of the duties allocated in this guideline.

## **3. Outbound Student Guidelines**

- 3.1. Students register for 12-15 credits in EXCH placeholder/pseudo course at home university. The VPAA on each campus shall decide the campus standard on EXCH credit amount.
  - 3.1.1. This registration will prompt billing for tuition, university support fee, and general activity fee for each hour and the appropriate residency, status, and tuition rates. Any other courses taken online or correspondence will be billed under appropriate self-support framework.
  - 3.1.2. This registration is evidence of the academic worth of the activities; as such, need for any preapproval of courses for enrollment while abroad is solely within the province of the campus study abroad administrator and the VPAA.
- 3.2. Enrollment verification requirements are as directed on each campus by the academic VPAA, but in general are not necessary a predicate to demonstrate satisfactory academic progress to award financial aid for the following semester, as long as the student remains enrolled in the EXCH placeholder.
- 3.3. Should a student completely withdraw from the school abroad, the study abroad advisor will work with the abroad institution to determine last day of attendance and will notify enrollment services and other student services offices as appropriate.
- 3.4. In recognition of the fact that international academic calendars do not match those in the United States, students returning from studying abroad will continue to be enrolled in EXCH courses until the international transcripts arrive. Both students and study abroad officials will work to obtain these transcripts as expeditiously as possible,

given the constraints of international partner calendars. Additionally, each term, the study abroad official on campus will provide enrollment services offices and others, as necessary, with a list of students who were enrolled in a university-affiliated study abroad program the previous term, have returned to campus, but do not yet have international transcripts received. Such notification will act as confirmation of satisfactory academic progress and be sufficient to facilitate dispersal of financial aid and other enrollment services.

- 3.5. Upon receipt of the international transcript, the study abroad official shall work with the registrar and academic officials to determine appropriate equivalencies and transfer in the credit and any grades.
  - 3.5.1. Campus policy as set by the VPAA determines whether grades are awarded (SDBOR Policy 2:5 is inapplicable to university-affiliated study abroad experiences).
  - 3.5.2. Upon transcript evaluation, the EXCH course should be reset to 0 (absent its use as described below).
- 3.6. Should the international transcript show fewer than 12-15 credits (as determined by campus policy), the study abroad official shall confirm the reason for the reduced credit load. If it is due more to circumstance than misconduct (i.e., emergency, illness, difficulty in conversion between foreign and BOR system), the study abroad official shall work with academic officials to determine an appropriate pseudo-course for academic credit (Options include but are not limited to GEN, MFL, SPAN/GER/FREN/ARAB, EXCH, INTS, GS, etc.). The level of this course, its prefix, and its graded status (S/U, CR, etc.) shall be solely in the discretion of the VPAA (or designee) on each campus (see also BOR Policy 2:10). The VPAA on each campus shall determine the appropriate academic standards for these courses. If the decrease in credits is for misconduct or lack of appropriate academic behavior, the study abroad official may decline to give credit and shall notify the enrollment services and other campus offices of the decision.
- 3.7. In the event a course on the international transcript does not fit a discipline offered at the institution, the pseudo-course option may also be used to award credit, as the discretion of the VPAA (or designee) on each campus.
- 3.8. Students shall not be charged tuition and fees for transferring in more than 12-15 credits (as set by the campus) per term from the institution abroad.
- 3.9. The provisions of SDBOR Policy 2:29 C (2) and (3) are inapplicable to students studying abroad through a university study abroad program.

#### 4. Inbound Students

- 4.1. The structure for tuition and fees for inbound exchange students has been standardized at all BOR universities as state in BOR policy 5:5:4. “Inbound students on exchange agreements will pay all applicable special discipline fees, salary enhancement fees, incidental fees, the International Student Fee, and appropriate room and board fees. Students that enroll in a self-support course will pay all self- support tuition and delivery fees associated with the course.”
- 4.2. The VPAA at each institution shall determine the application/admission processes for inbound exchange students.
- 4.3. The ability of inbound students to enroll in specific coursework shall be at the discretion of the campus VPAA. The following accommodations may be appropriate at the VPAA’s discretion:
  - 4.3.1. A “Learning Agreement” is often submitted by the exchange partner institution with the potential inbound student’s application and other exchange materials. The international student advisor and the academic department shall review Learning Agreements and a transcript of the student’s previous work to determine if the student is permitted to enroll in the desired courses.
  - 4.3.2. Enrollment verification may be required for the abroad partner and shall be provided in a timely manner.
- 4.4. Exchange students will be monitored in the same manner as degree seeking international students, including verification of full time enrollment, which emphasizes the need for students to be enrolled in a minimum of 12 credits, not a maximum of 12 credits. Exchange students will be permitted to enroll in 12-15 credits, dependent upon the campus policy.
- 4.5. Since the inbound students are not degree-seeking, a code of “x.EXCH.EXCH” shall be used. Students will also be given an academic program on the appropriate Colleague screen.

#### 5. Overseas Academic Programs: Overseas academic programs (as defined in section 1.4.3.) will be treated in most administrative respects like exchange programs, in particular with regard to acceptance and transfer of credit and facilitation of financial aid. Therefore, all provisions of the guidelines above for outbound students in these programs also apply to overseas academic programs in all respects, with the following modifications:

- 5.1. Students register in EXPL placeholder/pseudo course at home university, verifying the academic legitimacy of the program. Each campus will determine the credit amount this placeholder course; 0-18 may be appropriate.

- 5.2. Inbound students under overseas academics programs which are non-degree seeking shall be coded as something other than “EXCH.EXCH” or “SPEC.SPEC” in recognition of the overseas academic programs students are neither SPEC (a code which does not allow for international student designation and primarily indicates part-time status) nor EXCH (these are not exchange students). This code should indicate minimum full-time enrollment.

**SOURCE: AAC February 2012; AAC October 2016.**