



ACADEMIC AFFAIRS GUIDELINES

Section 10:	Miscellaneous		
Title:	Exchange Program Operational Guidelines		
Number (Current Format)	Number (Prior Format)	Date Last Revised	
10.3	None	08/2019	
Reference:	BOR Policy 5:5:4 – Board Approved International Exchange Agreements		
Related Form(s):			

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*: An approved credit-bearing program of study which 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 vice-president, 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. Whether grades are awarded is based upon campus policy, as set by the academic vice-president. (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 (< 12 hours). 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 academic vice-president (or designee) on each campus (see also BOR Policy 2:10). The VPAA on each campus shall determine on each campus the appropriate academic standards for these courses. Should the decrease in credits be 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 participating in reciprocal exchange agreements will pay all applicable incidental charges, the international student fee, appropriate housing and food service fees, and will not be charged the GAF or discipline fess, provided the exchange is in balance and the outgoing BOR student receives a similar waiver of all academic fees. An international student who enrolls in an off-campus course will pay all off-campus tuition and off-campus 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 vice-president’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. Learning Agreements should be reviewed by the international student advisor and the academic department, along with a transcript of the student’s previous work, to determine if the student will be 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 above) 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.

6. Procedures for Students Participating in Another BOR Institution's Study Abroad Programs

If a student wishes to participate in an academic year, semester, summer, or short-term study abroad program through a Regental institution that is not their home institution, the following parameters shall be used to facilitate their participation.

6.1. Application

- 6.1.1. Student will apply using standard procedures at their home institution. Upon completion of the home institution application, the home institution will inform the sending institution of the student's intent to take part in the sending institution's program. The sending institution will then work with the student on completing any additional application steps required by the sending institution.

- 6.1.1.1. If a student's home institution does not have a standard application procedure, or if a student from another BOR institution (home institution) enrolls into a program offered by another BOR institution (sending institution) without prior approval at the home institution, the sending institution will inform the student's home institution prior to confirming the student's participation in the sending institution's program.

- 6.1.2. The sending institution reserves the right to make final decisions on participation in its programs abroad. The home institution and sending institution will work

together to ensure students who meet the stated criteria to participate are able to do so, or are accommodated with alternative options as appropriate based on recommendations from both the sending institution and home institution.

6.2. Registration and Billing

- 6.2.1. Students will register for academic credit through the sending institution based upon standard procedures used at that institution.
- 6.2.2. The home institution will continue to count their students' participation in the sending institution's study abroad program for National Clearinghouse and Open Doors reports.
- 6.2.3. All charges related to the study abroad program will be applied by and paid to the sending institution.
 - 6.2.3.1. As part of applying the charges related to the study abroad program, the sending institution will be responsible for enrolling the student into CISI and applying and collecting the charge.
 - 6.2.3.2. In cases where the home institution assesses additional study abroad administrative charges, not associated with and in addition to the costs of the sending institution's study abroad program, those charges will be applied by and paid to the home institution.

6.3. Pre-Departure

- 6.3.1. Students will attend any pre-departure meetings and orientations required by the sending institution and the home institution.
 - 6.3.1.1. Faculty-led Program orientations (be it in person, attending virtually, or watching/listening to a recording of a session) will be hosted and administered by the sending institution.
- 6.3.2. The sending institution would serve as a primary contact for key stakeholders (parents, providers, advisors, etc.).

6.4. Financial Aid

- 6.4.1. Considering that students maintain a full-time enrolment status while participating on the sending institution's programs (6 U.S. credits during the summer and 12 U.S. credits during a semester), financial aid and scholarships will continue to be administered at the home institution.

6.5. Course Equivalencies & Credit Transfer

- 6.5.1. Course equivalencies will be determined following the standard procedures for all students on a study abroad program at the home institution.
- 6.5.2. Upon successful completion of the program, official transcripts will be sent to the sending institution for processing.
- 6.5.3. The Registrar's Office at the home institution will transcribe the study abroad coursework (taking the pre-approved equivalencies into account).

6.5.4. The Registrar's Office at the home institution will contact the sending (or host) institution to move the placement holder to a completed (TR) status.

SOURCE:

AAC February 2012; AAC October 2016; AAC August 2019.