



Academic Advisor's Guide to Study Abroad/NSE

2018

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Academic Advisor's Guide to Study Abroad at OSU

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Introduction

We prepared this guide for you, the Academic Advisor, because we recognize how integral you are to the study abroad process. First and foremost, it is you who often meets the student for the first time and who may first suggest the idea of study abroad. It is also you who helps the student incorporate study abroad into a degree program and who can help determine which courses taken abroad will apply to the degree program at OSU.



Recognizing the role you play in the study abroad process, we want to provide you the tools you need to best help your students decide where they can study, in which types of programs, and how they can fund their international experience.

This guide focuses on undergraduate students. Graduate students are encouraged to participate in study abroad programs, but must meet different requirements and follow different procedures. Please refer any graduate student advisees who are interested in programs abroad to the Study Abroad/NSE Office.

We have assembled the material we think might be helpful to you in advising undergraduate students about studying abroad. We hope you find the Advisors' Guide to Study Abroad at OSU useful. If, as you are reading this guide, you notice areas in which you could use more information, please let us know.

Thank you for your help and your partnership. We appreciate your contribution to the study abroad process!

Sincerely,

Jeff Simpson
Study Abroad/NSE Director

Marissa Hernandez
Student Exchange Coordinator

Sam Ball
Program Coordinator

Matt Palmer
Marketing and Program Specialist



Overview of the Study Abroad/NSE Office

The Study Abroad/NSE Office staff and enthusiastic peer advisors work hard to help students find the opportunities they seek to enhance their education, expand their horizons, develop their independence and challenge their world view. The Office prepares students for their time abroad, supports them while they're away and welcomes them when they return. As such, the office:

- Coordinates international and domestic reciprocal exchanges, serving both outgoing and incoming students (typically for summer, semester or year-long programs)
- Assists students studying on transfer credit approved programs
- Provides comprehensive advisement for study, work, and travel abroad
- Assists with the coordination of faculty-led program development within the colleges
- Coordinates with campus units involved in the administrative and academic aspects of study abroad programs such as Admissions, Scholarships and Financial Aid, Bursar, Registrar, Residential Life, and Academic Student Services
- Administers OSU's online application system for study abroad, study abroad scholarships, and travel programs under the auspices of OSU through which all students apply and in which all staff and faculty traveling internationally are registered.
- Oversees online Travel Health and Safety training certification modules, required for all students traveling overseas under the auspices of Oklahoma State University.
- Offers two one-credit courses (A&S 2000: Introduction to Study Abroad and A&S 4000: Authoring your Study Abroad Experience)
- Provides a day-long orientation for students participating in long-term programs and their parents, including cross-cultural awareness training and site-specific informational sessions
- Assists students in identifying scholarship opportunities and in preparing their scholarship applications; administers two OSU study abroad scholarship programs
- Assists with re-entry as students return to OSU
- Works in concert with faculty members and departments to initiate and negotiate exchange and affiliation agreements
- Promotes study abroad programs through the study abroad day each September and study abroad seminars, classroom visits, and other presentations to campus organizations, local schools, and community groups



Two OSU Students on exchange at Robert Gordon University in Scotland present information about the Stillwater campus to potential incoming exchange students.

The Staff of the Office

The Office currently consists of three full-time staff members, five undergraduate peer advisors, a graduate student intern and two graduate research assistant.

- *Peer Advisors* are returned study abroad students who serve as initial advisors for OSU students interested in study away.
- *Graduate Research Assistants* and *Interns* work with the office staff on various projects and tasks.
- *Program Coordinator*, together with the undergraduate Peer Advisors and interns, conducts student advising sessions and coordinates the general marketing and advising efforts of the office.
- *Student Exchange Coordinator* coordinates the application and course equivalency process for outbound and inbound students.
- *Director* serves as the liaison between office staff and the administration. The director develops new exchange agreements and works to maintain and enrich relations with existing partners. The director works to ensure OSU meets ethical and good standards of practice in promoting study abroad opportunities for all students.

Study Away Programs at Oklahoma State University

Five main types of programs are offered at OSA. More information follows in this guide with details on these programs:

- **Reciprocal Exchanges** enable students to complete a semester or academic year at one of OSU's partner universities while OSU welcomes a student from that partner on campus.
- **Transfer Credit (Affiliated & Approved) Programs** expand the options available to OSU students, enabling them to study in locations where OSU has not developed reciprocal exchanges and with providers who have specialized programs that better meet specific academic or personal needs of students.
- **The National Student Exchange** is a domestic exchange program that provides students the opportunity to study across the United States, its territories, and in Canada. OSU is the only institution in Oklahoma to offer this program option.
- **College-based, short-term, faculty-led programs** are OSU courses taught by OSU faculty and offered through each college. These include both domestic and international programs.
- **International Internship/Service Learning/Research Programs** offer students the opportunity to expand their experiences abroad as an extension of their study abroad program or as an entirely independent experience. Some programs are completed for academic credit while others are purely experiential learning.



Study Abroad Definitions and Acronyms

Study Abroad/Education Abroad/Study Away

Study abroad is the general definition for any program of study outside of one's home country. The term "study abroad" in "Study Abroad Office" may also be used for travel, work or volunteer programs in addition to academic studies. The term *education abroad* encompasses study abroad and these other high-impact learning activities; however, "study abroad" is still used more frequently at OSU because it resonates with students. *Study away* was created to describe programs at universities that include both domestic and international opportunities. The OSU Study Abroad/NSE is in reality a study away office because OSU provides education abroad and domestic programs.

Study Abroad Program

Study Abroad Program is a general term for any program conducted abroad. A Study Abroad Program may be sponsored by a U.S. or a non-U.S. institution or by an intermediary provider organization. The AFFILIATED/APPROVED designation for a Study Abroad Program at OSU indicates that the university has either signed an affiliation agreement with an intermediary organization or has approved the program for university credit.

Direct Enrollment

Students will sometimes enroll directly in a university abroad or they may go through a provider organization not affiliated with OSU. The OSU Study Abroad Office is the source of information about direct enrollment processes and assists students with arranging transfer credit for the academic work they complete at their host institution. Direct enrollment students are still required to go through the Study Abroad Office since they are bringing academic credits back to OSU to apply towards a degree.

Terra Dotta (Studio Abroad)

The Terra Dotta software system (formerly known as Studio Abroad) is the web-based, licensed program management system used by OSU to manage all study abroad and international travel programs. All students traveling abroad under the auspices of OSU are required to register their travel in this system. The system also tracks all faculty and staff international travel.



An OSU Student who spent the semester studying business in Ljubljana, Slovenia.

Acronyms

- **CE Form:** Course Equivalency Evaluation Form used to document the evaluation of a course abroad with those taught at OSU
- **EA:** Education Abroad
- **EAIE:** European Association of International Educators
- **ECTS:** The European Credit Transfer System was developed by the Commission of the European Community to provide common procedures to guarantee academic recognition of studies abroad. In general, 2 ECTS credits equal 1 OSU credit, though each university is different
- **IIE:** Institute of International Education. IIE administers both the foreign and domestic Fulbright programs in addition to providing a placement service for international students and supervising other grant programs, such as the Gilman and NSEP-Boren scholarships
- **ISIC:** International Student Identity Card. The ISIC is offered by Student Travel Abroad (STA) and is available online at www.myisic.com. Its primary function at OSU is to provide supplemental insurance abroad for interested students. OSU no longer issues these cards.
- **ISS:** International Students and Scholars Office is the office at OSU responsible for all international students immigration matters, including visas for incoming exchange students
- **FORUM:** The Forum on Education Abroad is the Federally recognized legal body that establishes Code of Conduct and Ethics Guidelines for U.S. Study Abroad Programs
- **NAFSA:** Listed as NAFSA: Association of International Educators, it is the largest professional organization for international educators, both in the U.S. and abroad
- **NSE:** National Student Exchange Program
- **NSEP:** The National Security Education Program (NSEP-Boren Scholarship) provides substantial scholarships for study abroad in non-traditional countries.
- **SIS:** The School of International Studies is part of International Studies & Outreach and offers both a Master's degree program and a Minor program in International Studies.
- **TD (or TDS):** Terra Dotta Software, the online application and travel registration system used by OSU.

Students from OSU on a reciprocal exchange program in Australia





Steps to the Study Abroad Process

1. Create an Advising Application

Students can go to abroadprograms.okstate.edu to create an advising application, which will gather basic information that our advisors will use to tailor appointments for them. After this is created, students will receive a link to our online calendar where they will be able to schedule an appointment.

2. Schedule an Advising Appointment with a Peer Advisor

This is a one-on-one meeting with a member of the Study Abroad/NSE Office staff. Students will discuss their motivations, feasible options, scholarships and financial aid, as well as the application procedure.

3. Meet with the Academic Advisor

Students will need guidance from you as to how study abroad fits into their academic schedule and what academic requirements they might fulfill abroad. Early planning is key!

4. Apply for the Study Abroad Program

Students will apply for their program online at www.abroad.okstate.edu. (Deadlines listed on website)

5. Attend Study Abroad Orientation (Semester and Academic Year Programs)

Students who are outbound for fall semester or the full academic year attend orientation in late March or early April. Students who are outbound for spring semester attend orientation in August. Sessions include information on academic credit and the course equivalency evaluation process (they will meet with you again to get courses approved for their degree plan), finances, safety, and cultural adjustment, and practical matters. Faculty-led, short courses conduct their own orientation.



Study Abroad Day, held every September on OSU's campus

6. Complete final paperwork

Students will complete the course equivalency evaluation process, apply to their host university, make travel plans, and complete the visa application process during the semester prior to their time abroad.

7. Begin the Study Abroad Adventure!



Reciprocal Exchange

The main points for advisors

Reciprocal Exchange students pay OSU tuition and fees to study at a university abroad. Students in this program are considered OSU students in-residence while on exchange, thus they receive direct OSU resident credit for the coursework they complete abroad. This program has the most involved application process of OSU's study abroad programs. Students must complete research on up to three universities, an essay, and obtain at least one reference. The application fee for this program is \$300 and the deadline for priority consideration for both fall and spring semesters is in late January; thus students may apply up to a year prior to their intended exchange. Participants in this program must be highly organized, self-directed and persistent.

The details for advisors

OSU students who participate in reciprocal exchange are billed for tuition and fees at OSU and are enrolled in a designated number of study abroad credit hours specific to each college, A&S 3090 or BADM 3090, as examples. Authorization for enrollment in the study abroad credits is granted after completion of the Course Equivalency and Enrollment Authorization form (for more information on your role in this process, see page 15). When students complete their studies abroad and provide a transcript from their host institution, the 3090 credit is converted to OSU credit and posted to the OSU transcript.

Students apply for reciprocal exchange through the Study Abroad Office. They **must** possess at least a 3.0 GPA. When the students are selected for exchange, they must also complete the application and be accepted at their host university.

International exchange students coming to OSU pay tuition and fees at their home institution and are excused from paying tuition and fees at OSU. They are classified as freshmen non-degree seeking undergraduates (NDUG) to ensure housing upon arrival. Many exchange students are at a relatively advanced level of studies in their own countries and are capable of successfully completing coursework at the 5000 level. The Study Abroad Office serves as their advisor at OSU and consults as needed with advisors in relevant departments. The students also receive academic advising from their home university.

Reciprocal exchange partners

The reciprocal exchange locations available to students can be found on the <https://abroad.okstate.edu/outgoing/programs> website.

It is important to note that most of the institutions are comprehensive, like OSU, and offer a wide range of course offerings. Their course offerings in English, however, may be limited, perhaps to only a few colleges or programs.



Heriot Watt University,
Scotland



Transfer Credit (Affiliated/Approved) Programs

The main points for advisors

Students participating in affiliated and approved programs pay tuition, fees, and program costs directly to the sponsoring organization, company, or institution. Students in these programs maintain their enrollment at OSU through enrollment in temporary hours (TEMP 1777). They receive transfer credit for the coursework they complete abroad. Students must complete an application to their program, as well as an application to the Study Abroad Office. The OSU application fees for this type of program are \$150 for semester or academic year programs and \$75 for summer. These fees cover the cost of course evaluation, mailing, and any long-distance communication to facilitate the credit transfer and transcribing process. The application deadlines vary among organizations; however, we suggest that students complete their application process six to nine months prior to their departure date to ensure ample time to complete the course equivalency process and to take care of all details. Affiliated and approved programs often provide more in-country support for students than reciprocal exchange programs. As a result, students with less international experience, students who wish to study a language at the beginning or intermediate level, or students who require a bit more help may find the structure of affiliated and approved programs reassuring.

The details for advisors

OSU maintains affiliation agreements with a number of study abroad organizations. It has also negotiated Title IV Financial Aid agreements with individual universities abroad, facilitating the receipt of financial aid. The presence of affiliation agreements is an indication that a significant number of OSU students have participated successfully in programs offered by these organizations or universities, that they have been satisfied with the quality of the program, and that their credit transferred back to OSU. The Study Abroad Office continues to pursue other affiliation agreements and to negotiate Financial Aid agreements so students have a greater choice in selecting an appropriate study abroad option.

It is also possible for a student to participate in a study abroad program through an institution or provider that is not affiliated with OSU. This is called *direct enrollment*. Students interested in doing so undergo the same application process, but must complete additional paperwork if they wish to use federal financial aid to fund their program.

It is also important to discuss with advisees the level of the courses that they plan to take while abroad on an affiliated or approved program. Students are enrolled in TEMP 1777 placeholder hours that may or may not satisfy scholarship requirements. These credit hours will be replaced with the actual courses that they transfer in once our office receives the transcript. Because students receive transfer credit for the courses they take with affiliated/approved programs, if your department or college has a rule regarding the number of hours at a certain level that students can take outside of OSU, they will need to consider carefully the courses they plan to take abroad.

Affiliated and approved partner list

The organizations and/or companies with which OSU has current affiliation agreements can be found at <https://abroad.okstate.edu/outgoing/programs>



Short-Term, Faculty-Led Programs

The main points for advisors

Students participating in short-term, faculty-led travel courses work with outreach coordinators in the particular college that is administering the program. Faculty members lead students on a short trip that may include tours, museum visits, classroom instruction, etc. The student enrolls in the actual course and pays tuition and fees (including an additional fee for the travel course) directly to OSU. Program requirements and application processes are set and coordinated by the sponsoring college or department's Outreach Office. Courses occur during winter intersession, spring break, and the summer and vary each semester but may include components during the semester. Please contact the appropriate college Outreach Office for more information.

The details for advisors

Students can participate in any college's program – they do not need to be enrolled in the college offering the study abroad opportunity. Students can participate in multiple programs during one semester. Students must be registered through OSU's online application system and satisfy the mandatory insurance requirements. Credits are posted directly to their transcripts.

List of Coordinators

- College of Agricultural Sciences and Natural Resources, 158 Ag Hall
 - Jose M. Uscanga – 405-744-6580- jose.uscanga@okstate.edu
 - <http://internationalagprograms.okstate.edu/>
- College of Arts and Sciences, 213 Life Sciences East
 - Shane O'Mealey – shane.omealey@okstate.edu – 405-744-5647
 - <http://asoutreach.okstate.edu/>
- College of Education, 325C Willard Hall
 - Cindy Cario – cindy.cario@okstate.edu– 405-744-8932
 - <https://education.okstate.edu/is>
- College of Engineering, Architecture, and Technology, 109AD ATRC
 - Anne Mahoney – anne.mahoney@okstate.edu - 201 ATRC 405-744-7017
- College of Human Sciences, 101 Human Sciences
 - Currently Vacant – Contact Elizabeth Whitfield at elizabeth.whitfield@okstate.edu
 - <http://humansciencesoutreach.okstate.edu/>
- Spears School of Business, 104E Business
 - Jose Sagarnaga - spearsabroad@okstate.edu – 405-744-8833
 - Jalyssa Brummer – spearsabroad@okstate.edu – 405-744-8833
 - Courtney Harp – spearsabroad@okstate.edu – 405-744-8833
 - <http://spears.okstate.edu/studyabroad/>



National Student Exchange

The main points for advisors

The National Student Exchange is a partnership among nearly 200 institutions in the U.S., U.S. territories, and Canada. Students can participate in NSE in one of two ways: by paying the in-state tuition and fees of their host institution and receiving transfer credit (Plan A), or by paying OSU tuition and fees and receiving resident credit (Plan B). Students on Plan A maintain their enrollment at OSU through enrollment in temporary hours (TEMP 1777). Students on Plan B enroll in UNIV 3110 while they are away. All students apply to the NSE program by completing an NSE application through the Study Abroad/NSE Office. The OSU application fee for this type of program is \$300. The application deadline for the National Student Exchange program is February 15. Honors courses may also be accessed through the NSE.

The details for advisors

Students choose NSE for many reasons – to enhance an academic program, to experience a university setting outside of Oklahoma, to explore possibilities for graduate school. Students return from NSE recognizing the cultural differences within the U.S., and certainly with Canada. One student who was studying in New Jersey exclaimed, “It’s a whole different world out here!”

Under Plan A, students pay tuition and fees “away” at the host institution at the resident rate. Students often must defer any OSU or Oklahoma scholarships they hold and federal financial aid is disbursed through the host university. It is also important to discuss with student advisees the level of the courses that they plan to take while away on Plan A of NSE. Because students receive transfer credit for the courses they take at their host institution, if your department or college has a rule regarding the number of hours at a certain level that a student can take outside of OSU, the student will need to consider carefully the courses they plan to take.

Plan B enables students to pay OSU tuition and fees. Federal financial aid is disbursed through OSU and students retain their scholarships, except those that require actual physical presence. When the student returns and provides a transcript from the host university, the UNIV designation is replaced by host university courses and letter grades. Credits are considered resident credit.

OSU both sends and receives students through the NSE. Inbound OSU students are treated in much the same way as inbound reciprocal exchange students.

NSE participating universities list

Details on the National Student Exchange can be found at the consortium’s website at www.nse.org.

International Internships and Service Learning

The main points for advisors

Many students opt to extend their programs abroad with experiential learning opportunities. On rare occasion these include paid internships, but usually are unpaid internships or volunteer experiences. Students often arrange to receive academic with their home department, but many students choose to participate without credit for the experience and learning opportunity.

OSU Career Services also provides resources for students seeking employment overseas.

*Please get with the Study Abroad Office for more information and resources in finding internship and volunteer opportunities abroad.

NOTE: All students going abroad under the auspices of OSU, even if their activity earns no academic credit, are required to register their program/travel with the study abroad office using the online Terra Dotta portal. They should contact the Study Abroad Office for instructions.





Financial Aid for Study Abroad

Overview

A first important step for any student who receives financial aid and scholarships and hopes to study abroad is to make an appointment with the Office of Scholarships and Financial Aid. A specialist there, currently Linda Millis, will examine their total aid package and help them to determine what funding may be used, for which programs, and if there are any restrictions or requirements of which the students should be aware.

Federal Financial Aid

In general, students may use federal financial aid for study abroad if they study at a recognized, accredited institution. As students on reciprocal exchange remain enrolled at OSU, their aid and scholarships continue just as though they were physically on the campus. The same is valid for students studying through the NSE on Plan B. Financial aid is also available for students who study abroad through study abroad organizations (third party providers), through US universities, or through direct enrollment. In each case, an appropriate financial aid agreement must be in place and aid is always dependent on degree applicability of courses taken.

General Scholarships

Scholarships continue for students on reciprocal exchange, unless the scholarship requires actual physical presence at OSU. Students on transfer credit programs or on NSE Plan A must defer any scholarships that are tuition-based. Students may petition their scholarship providers to use cash-based scholarships for transfer credit or NSE Plan A programs.

Study Abroad- Specific Scholarships

Scholarships are offered specifically for study abroad, whether through OSU or other programs. The Study Abroad Office administers two scholarships: Provost's Study Abroad Scholarship and the Don and Cathey Humphreys' Study Abroad Scholarship. The Office awards over \$275,000 to students each year. Students apply online through the Study Abroad website.

The Bailey Scholarship is another major study abroad scholarship at OSU and is offered through the College of Arts and Sciences and provides funding for study abroad in the humanities. The scholarship is open to all majors. Contact the Arts and Sciences Student Success Center for more information.

Federal Scholarship Programs

Several federal scholarship programs are of particular interest to OSU students: the Gilman scholarship for students who are Pell Grant eligible, the Critical Language Scholarship for language learning in non-traditional locations, and the National Security Education Program (NSEP -Boren Scholarship) for study abroad at non-traditional sites with a focus on national security (loosely defined). These national scholarships are coordinated through the Study Abroad Office and Dr. Steve Hallgren, the Fulbright and Boren Faculty Advisor.

Other Scholarships

Other scholarships such as the Marshall and Rhodes are coordinated through the Office of Scholar Development. Students should be made aware that graduating seniors are eligible to receive the Fulbright Grant for an enrichment year after they complete their undergraduate studies.





Academic Credit for Study Abroad

Basic Requirements for Receiving Academic Credits Abroad

Students enrolled in OSU faculty-led study abroad courses receive credit as they would for any course at OSU. For all other study abroad programs, OSU has basic expectations for students seeking academic credit for courses taken abroad.

All students seeking credit for courses taken abroad, regardless of program are expected to:

- Apply through the online application system at <http://studyabroad.okstate.edu> and have non-OSU courses pre-evaluated through the OSU Study Abroad Office.
- Complete an OSU Release and Assumption of Risk form.
- Complete an OSU Financial Aid Statement of Responsibility form if applying scholarships or aid to their program.
- Complete the mandatory, online Health and Safety modules provided by the Study Abroad Office.

A Note on insurance: OSU requires all students to participate in a mandatory travel health insurance program provided by OSU. This insurance is charged to each student at \$3.00 per day. More details can be found here:

<https://abroad.okstate.edu/outgoing/insurance>

A few important warnings for Academic Advisors

The study abroad process can be confusing for students. They are also clever at working around requirements they do not like or do not understand. Here are a few warnings to save yourself from later problems in terms of student academic credit and study abroad.

a. **Students with Random Forms to be Signed:** If a student approaches you to complete a non-OSU “permission to study abroad” document, a “permission to transfer academic credit” document or anything else related to study abroad that has been required of the student by an external, third party study abroad program provider, do not sign or complete whatever the student has presented to you. **The only document you will be asked to sign for study abroad will be the OSU Course Equivalency Form**, unless your college has a unique document required for their programs. Send all students with any forms to the OSU Study Abroad / NSE Office for review and completion. For example, we are required to check student conduct records before any study abroad participation permissions are granted. If for some reason we need your signature, we will always let you know in advance.

b. **Students with Incomplete Course Equivalency Forms:** Many times students will come to you asking for you to help them complete a CE Form and you will see that sections A and B on the course lists are not completed. Do not complete section C until you see that section B has been completed by our office. If that is not completed, the student is either confused or attempting to by-pass the Study Abroad Office for some reason.

c. **Appropriate Signatures on the Course Equivalency Form:** Please be sure you are 100% clear on your college's requirements for who should sign the Course Equivalency Form after you have signed it. In some colleges this is a Department Head while in others it is the head of Academic Advising. We cannot always read or verify a signature is the correct person for each college and department, so if any questions please be sure you ask for guidance before submitting forms with incorrect signatures.

The Course Pre-evaluation Process for Non-OSU Courses

All students participating in programs abroad will have their courses pre-evaluated using the Course Equivalency Form (detailed below) with the exception of students on OSU faculty-led programs where no evaluation is necessary. This process protects the student and guarantees they are informed on degree applicability for courses completed abroad. The Course Equivalency Form serves as a contractual agreement between OSU and the student that evaluated and approved course abroad will post on the student's OSU transcript upon program completion and will be applied toward their degree completion as detailed on the form.

Many times students pursuing independent programs outside the auspices of OSU (e.g. students arranging research internships, international students taking a summer course at a university in their home country, or students simply trying to avoid OSU Study Abroad procedures and requirements) request that OSU advisors or professors pre-evaluate their courses for degree applicability. **Advisors are not expected or required to evaluate courses outside of the OSU Study Abroad course equivalency process nor is International Admissions required to pre-evaluate international courses for students before they have completed the course.** Students taking courses abroad outside the official auspices of OSU will have their courses evaluated for transfer when their transcript is presented upon their return to OSU.

Students who choose not to follow OSU procedures for pre-evaluating courses and fail to apply through the Study Abroad Office will have their courses evaluated by Admissions or International Admissions **AFTER** they return from their program and present a final transcript. There is no guarantee that courses evaluated for transfer credit after completing a program abroad will receive OSU credit and/or be applicable to the student's degree requirements.

Warning for students: If students participate in a fall, spring, or full-year program and do not go through the Study Abroad Office, they will be unable to use financial aid or any OSU scholarships. They will also become inactive and lose access to other OSU resources while abroad. Such students will be required to re-apply to OSU upon return if they wish to resume their studies at OSU.

If students have any questions on this process, please send them to the Study Abroad Office and we will gladly help explain this process to them.

Course Equivalency: The Advisor's Role

Advisors sometimes underestimate their importance in the course equivalency process. However, as you will see, your role as an advisor is vital in ensuring that students receive credit for their time abroad and that this credit applies toward their degree plan. If you have questions about the course equivalency process, please feel free to contact Marissa Hernandez, the Student Exchange Coordinator, at any time. (Marissa.hernandez@okstate.edu)

Students studying on long-term programs (Semester, Yearlong, and Summer Programs administered through the Study Abroad Office) complete the **OSU Course Equivalency Evaluation Form** to request an evaluation of their credits. This evaluation of credits occurs **after** students have applied to their chosen program/institution.

It is at this point that your most important role begins in the course equivalency process. Students are asked to first confer with their academic advisor to determine how and if study abroad will fit into their degree program. They should review the degree requirements they could fulfill while abroad, then identify possible appropriate courses offered by their chosen program/institution that might fulfill those requirements. Students may also confer with you for help in deciding which courses they should have evaluated given course descriptions they have found. We always encourage students to evaluate any courses that appear to have potential to fulfill requirements in their major or degree plan. They then list these courses on the Course Equivalency Form and submit the form to the Study Abroad/NSE Office with course descriptions, an indication of the level of the courses, and the number of credits assigned to each course.

The appropriate evaluator will evaluate the courses listed and assign either a specific OSU course number or a general OSU equivalence to each course submitted (e.g. BIO 2---, Biology at the 2000 level). The student will then bring their form back to you. It is now your role to determine how the course applies to the student's degree program. Depending on the policies of your college, you have the authority to decide whether the course will apply directly (substituting for a specific required course), as an elective, or as an excess elective.

If you or the student believes that the course equivalency assigned by the evaluator is not congruent with the course requirements, the student should work with you, as the advisor, to identify faculty members who would be willing to review the course description and to advocate for the student with the evaluator to assign the course a different equivalency. Additionally, should the OSU course equivalency be assigned fewer credit hours than the student needs to complete a degree requirement, the student should work with you to identify faculty members who might be willing to serve as faculty of record for a directed or independent study for the remaining hours. Ultimately, in both cases, it is the student's responsibility to communicate with the faculty members and to make arrangements.

After the Course Equivalency: Enrollment Authorization

After obtaining your signature on the third page of the Course Equivalency Form, students must complete the Enrollment Authorization on the back of the Course Equivalency Form. Doing so ensures that they have secured approval of their courses and have satisfied requirements to receive financial aid or scholarships. When completed, this form results in students' being granted permission to enroll in Banner in the place holding hours appropriate to their program

type. For reciprocal exchange students, the Study Abroad **3090** designation serves as a holding number while they are abroad (e.g. BADM 3090, A&S 3090). Students on transfer credit programs or on NSE Plan A are enrolled by the Registrar's Office in a section of TEMP 1777 that serves as their holding number. NSE students on Plan B enroll in Banner in UNIV 3110. The designations for TEMP 1777 and UNIV 3110 are not college specific.

Upon Arrival at the Host Institution: Enrollment Verification

Students submit an Enrollment Verification form by email or fax as soon as they have enrolled in classes at their host university. If they enroll in courses not previously evaluated, they must send a course description to the Student Exchange Coordinator along with the Enrollment Verification. Students are held responsible for courses listed on the Enrollment Verification and it is expected these courses will be listed on the host university transcript, unless students have indicated otherwise on a later Drop/Add form. The Enrollment Verification and the Drop/Add form are signed by both the student and the exchange coordinator at the host institution. National Student Exchange coordinators verify the number of hours of enrollment electronically during the first three weeks of classes.



OSU students in Morocco take a break from their business development course on an excursion provided through their European host university.

Sample Forms

The documents that follow are examples of the Course Equivalency Instructions, Course Equivalency Form, and Enrollment Verification Memorandum for long-term programs (Semester, Yearlong, and Summer Programs administered through the Study Abroad Office. Areas **highlighted in yellow** are of particular importance to advisors. The Enrollment Verification Memorandum is an email sent to advisors once students send their Enrollment Verifications to the student exchange coordinator.

(STUDENT'S) Instructions for completing the Course Equivalency (CE) form

The Course Equivalency Evaluation (CE) Form will document the OSU credit that you will receive for the courses you take away from OSU and how courses will apply to your degree program.

Steps for completing the Course Equivalency (CE) form

- 1) Meet with your Academic Advisor to look over your degree sheet to determine which courses you might be able to satisfy with courses taken away from OSU. Look at the courses you might take at your host university. In general, (and this is a preliminary step) do any of them look like possibilities for applying to your degree program? Your advisor does not make any notations on your Course Equivalency yet.
- 2) Read, fill out, and sign the first page of the Course Equivalency form (Section I and II).
- 3) List all possible courses you might take at your host university for all the semesters you'll be abroad in Column A in section III. The more the better!
- 4) Copy/Print course descriptions for each of the courses you listed.
- 5) Make an appointment with the Student Exchange Coordinator, in the Study Abroad/NSE Office (242 Student Union), to determine how your host university courses can be assigned OSU equivalents in Column B.
- 6) Take the CE Form back to your Academic Advisor to fill in Column C, how the courses might apply to your degree program. You may need two signatures if you have a double major or if you have a different advisor for your minor.
- 7) Get a signature of the director of your Academic Advising unit of your College or your Department Head (whichever applies) on the back page (Enrollment Authorization – section IV). If you are completing a double major or a major and a minor in two different colleges, you'll need two signatures.
- 8) Get a signature from the Linda Millis (for Study Abroad) or Margaret Betts (for NSE) in the Financial Aid Office (Section IV). **Keep in mind** that federal financial aid will **NOT** pay for excess courses.
- 9) Make an appointment with the Student Exchange Coordinator, in the Study Abroad/NSE Office, to turn in the completed form. You will receive some final reminders, have the opportunity to ask more questions, and obtain the final signature needed to confirm that you have completed all your program requirements in order to be enrolled in your placeholder credit hours at OSU while you are away.
- 10) Upload the final, completed document into your online application profile at www.studyabroad.okstate.edu

Please direct any questions to abroad@okstate.edu or visit the Study Abroad/NSE Office in 242 Student Union!

The Study Abroad/NSE Office will enroll you in an appropriate prefix, number, and section of your placeholder hours; as well as the appropriate number of credit hours.
(E.G.: ENGR 3090 – 351 = 12 credit hours. OR TEMP 1777-691 = 15 credit hours.)

Ultimately, you are responsible for making sure you are enrolled at OSU for your semester away.

You should be enrolled before you leave. DOUBLE-CHECK on SIS!



Study Abroad

Course Equivalency Evaluation and Enrollment Authorization Form

Study Abroad & NSE Office
242 Student Union
Stillwater, OK 74078
P: +1 405.744.8569
F: +1 405.744.5667
abroad@okstate.edu

I. STUDENT INFORMATION

Name: Pistol Last Pete First _____ Middle _____

Student ID#: A201826399 E-mail pete.pistol@okstate.edu

OSU College: SSB Major: Finance 2nd Major/Minor _____

Academic Advisor: John Smith 2nd Major/Minor Academic Advisor: _____

Federal Financial Aid expected: Yes No OSU Scholarship(s) expected: Yes No If yes, _____

Study Abroad Program: Reciprocal Exchange
 Affiliated/Approved sponsoring program provider: _____
 Direct Enrollment University or Organization: _____

Planned term(s) of enrollment: Fall 20 19 Spring 20 ____ Summer 20 ____ Winter 20 ____

Term Dates: Classes Begin 09 / 01 /2019 Classes End 12 / 10 /2019

Institution where you will complete coursework: Chulalongkorn University Country Thailand

II. STUDENT AGREEMENT

INITIAL BOXES BELOW (in ink):

- If I am receiving Federal Financial Aid or an OSU scholarship, I must provide the Office of Scholarships and Financial Aid with the appropriate documentation to facilitate financial aid and scholarship disbursements. I must digitally sign the statement of Financial Aid Responsibility, provide the Study Abroad/NSE Office and the Office of Scholarships and Financial Aid with a signed Enrollment Verification and Arrival Report within the first five days of the start of my classes, and provide an official transcript from my host institution for the courses completed in this program.
- I will complete and submit all required documents, forms, and materials to the Study Abroad/NSE Office prior to the deadline that is specific to my program. **If I do not, I may be withdrawn from my program.** I will ensure that I am enrolled in OSU placeholder hours prior to departure for my program.
- I understand that any requests for adjustments to posted credit can only be made during two subsequent semesters immediately following the semester I studied abroad, including summer. (e.g., A student studying abroad spring 2018 will have summer 2018 and fall 2018 to request adjustments to the posted credit.)
- I understand that I can petition to receive a grade of "Pass" for the U.S. equivalent of grades "A-C" and a grade of "No Pass" for the U.S. equivalent grades of "D & F" **prior to my participation in this program** if I am enrolling at an institution abroad that serves as the institution of record **and does not** have regional U.S. accreditation status.
- I understand that I cannot petition to receive a grade of PASS/NO PASS, if I am enrolled in an institution that has a regional U.S. accreditation status OR if I am enrolled at Kansai Gaidai University in Japan or UDLA in Mexico OR after my program begins.
- I understand that if I am granted Pass / No Pass grading scale, it will be granted for a specific term and will apply to my total enrollment for that term.

Reciprocal Exchange Program Participants ONLY:

- I understand that I am responsible for compliance with the terms of this agreement and that OSU course credit for this program of study will be posted to my OSU academic record as outlined in the Placement Acceptance form. I understand that I must be enrolled in what equates to **at least 12 OSU credit hours AT my host university** each semester. I will be billed by OSU for those credit hours at my current tuition and fee rate. If I am enrolling in courses that are paid directly to the host university, these will post as transfer credit and are not part of the 12-hour minimum requirement.
- I understand that I may enroll in additional online courses through OSU but these courses will not count toward my 12- hour requirement.

Direct Enrollment, U.S. Study Abroad (Affiliated/Approved) Programs, and NSE Program Participants ONLY:

- I am aware that equivalent U.S. letter grades will be posted to my OSU record for all courses completed in this program.
- In addition to my fulltime enrollment in my program, I understand that I am allowed to concurrently enroll in OSU online courses but will be responsible for corresponding tuition and fees that will be charged by OSU to my bursar.

I acknowledge that all information listed in the Applicant Information section is correct. I understand that there is no guarantee of OSU credit for any courses completed at the above named institution other than those I have listed. I understand that I will receive credit for the evaluated courses, as outlined above. Pete Pistol 04/12/2019

Student Signature (in pen)

Date

III. Equivalent Course Selection and Degree Applicability Review

A. HOST INSTITUTIONS COURSES TO BE EVALUATED		B. OSU COURSE EQUIVALENCE			C. RECOMMENDATIONS FOR DEGREE APPLICABILITY			
Student completes		Study Abroad/NSE or Admissions completes			Advisor completes			
Sign here, if the information for courses listed will only be available after you arrive to the Host Institution.		Sign here, if a formal review of the courses listed can only be completed after the student arrives at the Host Institution.			Sign here, if a review of the degree applicability of courses listed can only be completed after the student arrives at the Host Institution.			
_____ Student Signature		_____ Evaluator's Signature			_____ Advisor's Signature			
_____ Date		_____ Date			_____ Date			
Course Code (if available)	Course Title	OSU Course Prefix & Number	OSU Gen Ed	OSU Credits	Degree Requirement	Substitution for OSU Course #:	Excess Course (Not a degree requirement)	Comments
6034	Spanish & Regional Economy	ECON 3---	S	3				
5919	Learning & Perception	PSYC 3----		3				
6034	Corporate Governance Strategies	BUS 2----		3				
4325	Don Quixote and contemporaries	SPAN 4---	I	2				
4651	Spain During WWII	SPAN 3---	H	4				

Academic Advisor's Signature

Date

2nd Major/Minor Advisor's Signature

Date

Study Abroad/NSE or Admissions Office: I have assigned OSU course equivalents and credit hours to the courses listed. The number of credit hours actually awarded may deviate from this evaluation once I have reviewed the official record of grades issued by the institution of record after the student completes his program.

Academic records available: After each term has been completed after conclusion of the year long program Information is not available

Host Institution credit hour conversion: ECTS Credits: 1ECTS Credit = ½ semester credit Semester System Other _____ Cannot determine at this time

Course level equivalency: _____ Freshman _____ Sophomore _____ Junior _____ Senior

SE Coordinator

Evaluator - Study Abroad/NSE or Admissions Officer

4/12/17

Date

III. Equivalent Course Selection and Degree Applicability Review

A. HOST INSTITUTIONS COURSES TO BE EVALUATED		B. OSU COURSE EQUIVALENCE			C. RECOMMENDATIONS FOR DEGREE APPLICABILITY			
Student completes		Study Abroad/NSE or Admissions completes			Advisor completes			
Sign here, if the information for courses listed will <u>only</u> be available after you arrive to the Host Institution.		Sign here, if a formal review of the courses listed can <u>only</u> be completed after the student arrives at the Host Institution.			Sign here, if a review of the degree applicability of courses listed can <u>only</u> be completed after the student arrives at the Host Institution.			
Student Signature _____ Date _____		Evaluator _____ Date _____			Advisor's Signature _____ Date _____			
Course Code (if available)	Course Title	OSU Course Prefix & Number	OSU Gen Ed	OSU Credits	Degree Requirement	Substitution for OSU Course #:	Excess Course (Not a degree requirement)	Comments
MATH 3025	Differential Equations 2							
MATH 3030	Variational Calculus	MATH 4---		4	✓	MATH 4xxx		Pre Act. option - count as one of "9 hrs from..."
MATH 3016	Statistical Principles	MATH 4---		4	✓	STAT 4xxx		pre Act option - last requirement on deg sheet
HLTH 3006	Dance, Fitness and Training	HHP 4---		4			✓	
ECON 2009	International Economics	ECON 3---	S	4	✓			upper division gen Ed
MATH 3031	Complex Analysis							
MATH 3032	Design and Analysis of Experiments	STAT 4---		4	✓	STAT 4xxx		pre Act option - last requirement on deg sheet
EDUC 1069	Catholic Studies I: Scripture							
EDUC 2049	Catholic Studies 2 nd Theology	REL 3---	H	4	✓			upper div. gen ed
MATH 2021	Fundamentals of Real Analysis	MATH 3---		4	✓	MATH 4023		
* MATH 3017	Decision Science	MATH 4---		4	✓	MATH 4xxx		Pre Act option - count as course from "9 hrs..."

Roger Ziem

4/24/2012

Academic Advisor

Date

2nd Major/Minor Advisor

Date

Study Abroad/NSE or Admissions Office: I have assigned OSU course equivalents and credit hours to the courses listed. The number of credit hours actually awarded may deviate from this evaluation once I have reviewed the official record of grades issued by the institution of record after the student completes his program.

Academic records available: After each term has been completed after conclusion of the year long program Information is not available

Host Institution credit hour conversion: ECTS Credits: 1 ECTS Credit = 1/2 semester credit Semester System Other _____ Cannot determine at this time

Course level equivalency: _____ Freshman 1000 Sophomore 2000 Junior 3000 Senior

[Signature]
Evaluator - Study Abroad/NSE or Admissions Officer

4/19/2012
Date

IV. ENROLLMENT AUTHORIZATION

Academic Advisement

I am authorizing the student to enroll for the following semester(s):

Fall 2015 Spring 20__ Summer 20__

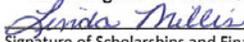
I have reviewed the courses listed in Section III and their OSU equivalents and have determined the following:

- Courses are subject to satisfactory completion, they will apply to the student's degree program as indicated in section III, column C.
- Information provided is insufficient to evaluate degree applicability at this time.

 _____ 4-23-15 _____
 Signature of College's Academic Services Director Date Signature of the 2nd Major/Minor Date
 or Department Head College's Academic services or Department Head

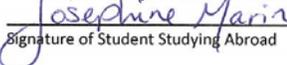
Scholarships and Financial Aid (Required only if student is receiving Financial Aid or Scholarships)

I have received and retained a copy of this form. I have explained the necessary action that the student must take to be eligible for disbursement(s) in his/her aid package. I authorize the student to complete his/her enrollment.

 _____ 4/23/15 _____
 Signature of Scholarships and Financial Aid Office Representative Date *Not Seeking Federal Aid*

Student Signature

I request that the OSU Office of the Registrar enroll me in the course(s) listed below.

 _____ 11111111 _____ 4/23/15 _____
 Signature of Student Studying Abroad CWID Date

Study Abroad Office

Our records show the student is participating in a Study Abroad Direct Enrollment, U.S. Study Abroad Provider, or NSE Plan A program. The student has completed all Study Abroad/NSE Office requirements. I have advised the student regarding the requirements to continue participation in this program. Therefore, I am authorizing the student to enroll for the following semester(s) and hours:

Semester	SIS Call Number	Course Prefix	Course Number	Section	Credit Hours
		TEMP	1777		
		TEMP	1777		

 Study Abroad/NSE Officer Date

 Study Abroad/NSE Officer Date

Our records show the student is participating in a reciprocal exchange program. The student has completed all Study Abroad/NSE Office requirements. I have advised the student regarding the requirements to continue participation in this program. Therefore, I am authorizing the student to enroll for the following semester(s) and hours:

Semester	SIS Call Number	Course Prefix	Course Number	Section	Credit Hours
<u>Fa 2015</u>	<u>11039</u>	<u>BADM</u>	<u>3090</u>	<u>351</u>	<u>12</u>

 _____ 5-12-15 _____
 Study Abroad/NSE Officer Date

 Study Abroad/NSE Officer Date

Our records show the student is participating in the National Student Exchange program on Plan B. The student has completed all Study Abroad/NSE Office requirements. I have advised the student regarding the requirements to continue participation in this program. Therefore, I am authorizing the student to enroll for the following semester(s) and hours:

Semester	SIS Call Number	Course Prefix	Course Number	Section	Credit Hours
		UNIV	3110		
		UNIV	3110		

 Study Abroad/NSE Officer Date

 Study Abroad/NSE Officer Date

Registrar Use Only Total Hours After Change: _____ Initials _____ Date _____

Enrollment Verification Memorandum

Email:

From: Student Exchange Coordinator
To: Pistol A. Pete
CC: Academic Advisor, Financial Aid Officer,
Subject: Pete, Pistol – Verification of Enrollment – 23 Jul 2017

July 23, 2017

Dear Pistol A. Pete:
CWID: A12345678

I have received the Enrollment Verification and Arrival Report that you have submitted on July 23, 2017 for your fall 2017 enrollment at Universidad Politecnica de Valencia (UPV) in Spain. The results are as follows:

Course Identifier	Course Title	OSU Equivalence	General Education	Semester Hour
MATH3017	Decision Science	MATH 4---		4
MATH3019	Investment Science	MATH 4---		4
ECON2009	International Economics	ECON 3---	S	4
SPRC1007	Recreation and Sport Event Programming	RMTR 2---		4

Total Enrolled Semester Hour Equivalent 16

Term Dates: 07/23/2017 to 01/11/2018
OSU Enrollment: A&S 3090 - 16 hours
Adjustment Needed (to # of placeholder hours in SIS) - NONE
Deadline to change enrollment (Add/Drop Notification): September 3, 2017

If you have enrolled in any courses that were not previously evaluated by this office, it is highly recommended that you contact your advisor to determine if the courses can be used to satisfy course requirements in your degree program.

If your enrollment in SIS does not match the Total Enrolled Semester Hour Equivalent on the Verification of Enrollment, it will be automatically adjusted right before the deadline to change your enrollment. Please make sure to check your enrollment in SIS around the deadline date to see if your enrollment has been adjusted.

You can expect your enrollment and eligibility for credit at OSU to be based on the verification. You must report any changes in your schedule. The Add/Drop Notification that must be submitted to report these changes to your schedule was included in your Orientation Packet.

You are expected to request an official record (transcript) to be submitted to OSU when it becomes available. Please have the host institution forward it to the attention of:

Study Abroad Office
Oklahoma State University
242 Student Union
Stillwater, OK 74078 U.S.A.

Please let me know if you have any questions regarding this evaluation of credit.

Sincerely,
Student Exchange Coordinator
Study Abroad & NSE Office
Oklahoma State University
242 Student Union | Stillwater, OK 74078
phone+1.405.744.2810 | fax+1.405.744.5667



Study Abroad & NSE Office
242 Student Union
(405) 744-8569

abroad@okstate.edu
<http://abroad.okstated.edu>

