
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.04.14

AREA: Academic Courses, Programs, and Curriculum

Study Abroad/Student Exchange Credit

I. POLICY

- A. Lamar University (LU) students who participate in an LU-approved study abroad or student exchange semester, submit an approved Course Equivalency Form, and receive an international transcript with completed credit will follow standard university credit policy. This approved credit will be incorporated into the LU grade point average (GPA). Acceptance of credit will be decided by the receiving department's evaluation of course syllabus, academic rigor, and consideration of contact hours/credit conversion to semester credit hours (SCH).

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.
- B. This policy applies to LU students who have been approved by LU's Office of International Education and Services (OIES) to study abroad through faculty-led, bilateral exchange, or affiliate programs. Exclusions include students participating in affiliate programs who receive a domestic transcript upon completion of the program. These domestic, affiliate credits will follow the [standard transfer credit evaluation policy](#) as the credit is considered university credit for the transferring US institution.

III. DEFINITIONS

- A. **Credit Conversion.** A conversion of course credits not completed under the Semester Credit Hour (SCH) scale to the appropriate SCH. Scales are typically country- or region-specific with a standardized conversion rate. Ex. 2 European Credit Transfer System (ECTS) = 1 SCH.
- B. **Faculty-led Study Abroad Program.** Program initiated through LU faculty, where courses are taught abroad (traditionally during summer or mini semesters) by LU faculty.

- C. **Bilateral Exchange/Student Exchange.** Program initiated through [international partner institution](#) bilateral agreements as established by LU. Courses are taught in English (traditionally one semester to one academic year in length) by the partner institution.
- D. **Affiliate Programs (Study Abroad Organizations/Providers).** Program initiated through affiliate partner organizations as established by LU. Courses are taught (traditionally one semester to one academic year in length) by affiliate-approved faculty at the international institution.

IV. POLICY ROLES AND RESPONSIBILITIES

Note. Acceptance of credit from study abroad/student exchange programs will be decided by the receiving department's evaluation of course syllabi, academic rigor, and consideration of contact hours/credit conversion to SCH.

- A. Executive Director, Office of International Education and Services, or alternatively, Study Abroad and Student Exchange Assistant Director:
1. Facilitates completion and routing of the Course Equivalency Form prior to program start.
 - Reviews accuracy of form based on program type before form is routed for review and approvals.
 2. Initiates agreements for new bilateral and affiliate programs.
 3. Coordinates with departments to develop and review faculty-led programs.
- B. Registrar:
1. Registers placeholder courses to a student account until completion of the program and evaluation of credit.
 - This allows for the student to be classified as a continuing student, tuition and fees to be correctly applied, and student aid to be considered.
 - Ensures all credit upholds university credit policies, including incorporation into the LU GPA.
- C. Director of Admissions:
- Applies appropriate approved credit based on the Course Equivalency Form.

V. PROCEDURES

- A. **Prior to program start:** The student meets with the Executive Director or Assistant Director to discuss interest. The Executive Director or Assistant Director then initiates the Course Equivalency Form and refers the student to their academic advisor for completion. The academic advisor fills out the form, which pre-approves their courses and is signed by the academic advisor and department Chair. Once completed and submitted to OIES, the Executive Director or Assistant Director will review the form for accuracy and will then nominate the student for the appropriate program and provide instructions to the student on applying for the program.
- B. **Upon return:** The Executive Director or Assistant Director instructs the student on submitting official transcripts to OIES. The student must submit the transcript within one month of returning to the US or prior to the start of the next semester, whichever comes first.
- C. **Upon receipt of official transcript:** The Executive Director or Assistant Director will submit the transcript and copy of the approved Course Equivalency Form to the Director of Admissions for processing.
- D. **Processing:** Credit equivalencies will be awarded for all approved courses and grades will count in the university grade point average calculation by applying the standard grades (Ex. A, B, C,...) rather than transfer grades (Ex. TA, TB, TC,...). Any unapproved courses will be evaluated under the appropriate credit conversion and transfer policy. All documentation will then be imaged to the student's digital file. Courses will then be made available in the student's degree audit and applied within the degree by an advisor.

VI. REVIEW SCHEDULE AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

VII. APPROVAL

Dr. Brett C. Welch	06/17/2024
_____ Provost & Vice President for Academic Affairs (Acting)	_____ Date
Dr. Jaime R. Taylor	06/17/2024
_____ Lamar University President	_____ Date

POLICY LOG

Version	Date	Description of Changes
1	02/29/2024	Policy draft completed.
	02/29/24 – 05/09/24	Reviews by constituency groups completed.
	05/13/24 – 06/13/24	Review by campus community completed.
	06/17/2024	Policy approved by President.