

Language Study Abroad: Independent & Faculty-Led Group Programs **Study Abroad Office & Department of Modern Languages**

TO: STUDENTS & ADVISORS

When students study languages abroad, they take a language placement examination upon arrival to the host university to determine their proficiency level and the level of the classes they will be able to take. Therefore, it is not possible to “pre-approve” specific language courses for most students. Only language majors in the Department of Modern Languages who are at the advanced level may have some courses pre-approved.

Spanish: Due to the large number of students who study Spanish abroad, the Study Abroad Office and the Department of Modern Languages hold several information meetings each semester in which department faculty explain the credit transfer process for language classes, the types of classes in which students should enroll based on their level, and how the classes will apply to their degree programs. **Attendance for Spanish language study abroad students is required!**

Other Languages: Students who study other languages abroad are advised individually by Modern Languages faculty. To find out which professor you should plan to meet with, ask in the Main Office, Eisenhower 104.

All classes taken and successfully completed abroad transfer back to K-State as general credit. Modern Languages faculty then assign credit equivalent to K-State classes depending on the coursework the student took before study abroad, the number of class hours taken abroad, the proficiency exit level of classes abroad (basic, intermediate, advanced, superior), and the purpose for the study abroad experience (language major or minor, international business certificate, humanities elective, etc.).

Credit is assigned based on the number of class hours: 15 class hours = 1 credit hour, just like at K-State

Summer study: 6-9 credit hours

Semester study: 12-18 credit hours, depending on the program; 15 is the average

For the purpose of financial aid and credit transfer assistance, **all students** who participate in language-based independent or faculty-led study abroad programs must fill out the **Academic Approval Form** requesting pre-approval for specific classes. For language study abroad, however, students only fill in the name of the program (ISA-Granada, ITESM-Monterrey, Blaise Pascal-Vichy, JLU-Giessen, etc.), the K-State program to which credits will apply (major or minor, certificate, elective, etc.), the number of hours projected to be taken abroad, and a rough estimate of K-State equivalent hours. The Department of Modern Languages will do the rest. A signature from a Modern Languages faculty member is not required (see back of Academic Approval Form), since placement in classes abroad depends on the placement exam at the foreign institution. However, all Academic Approval Forms must be signed by the students’ major advisor. This includes language majors in the Department of Modern Languages.

The Study Abroad Office also requires that **all students** complete the **Modern Language Study Abroad Credit Transfer Worksheet** to help facilitate the validation of language credits should a different faculty or staff member need to process the credits or respond to a student request for information.

NOTE: All students must complete the Academic Approval Form and the Modern Language Study Abroad Credit Transfer Worksheet, as well as enroll in the MLANG Placeholder Course, to facilitate the transfer of language credits and be eligible to apply for federal loans and scholarships.

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PROCEDURE FOR STUDENTS

1. Spanish students: Request the Modern Language Study Abroad Credit Transfer Worksheet in the Study Abroad Office and complete and return it to the Study Abroad Office. This form gives the Spanish faculty the information they will need to be able to assign your study abroad classes as K-State equivalents.

Other Language Students: Meet with a faculty member in the Department of Modern Languages to fill out the Modern Language Study Abroad Credit Transfer Worksheet before you go abroad. Return this form to the Study Abroad Office.

2. If you have specific requests for how you wish your credit to be assigned, please indicate those on the Worksheet. If your program objective for study abroad changes (minor to major, etc.), be sure to update the Worksheet when you return.

3. At the end of your program and before you return to the U.S.A., request that your host university send an official transcript to the K-State Admissions' Office once your grades have been posted. **Be sure that you also request a copy for yourself, as the transcript sent to K-State will be scanned and destroyed.** Lastly, please save relevant materials from all classes taken abroad (syllabi, notes, assignments, tests, etc.). You may need this information to assist with the validation of language credits upon return to K-State.

Study Abroad Credit Transfer Specialist
Kansas State University Admissions' Office
119 Anderson Hall
Manhattan, Kansas 66506-1111

4. When your transcript arrives, the Study Abroad Office will assist the Admissions' Office in forwarding both your transcript and your completed Modern Language Study Abroad Credit Transfer Worksheet to the appropriate faculty member in the Department of Modern Languages. The faculty member can then complete the form required by the Registrar's Office to assign your K-State equivalent credits.

5. Check your DARS report to see the assignment of your study abroad credits. If you have questions after your credits appear on your DARS report, Modern Languages faculty will be happy to answer them.

NOTE: This process can take six weeks or more since the host university transcript has to arrive to K-State, the faculty member has to assign the credits, and then the Registrar's Office form has to be approved by the head of the Department of Modern Languages, your college, and the Admissions' Office Credit Transfer Specialist before it will be entered on your DARS report.

Finally: When you return to campus, please select your next language courses carefully to allow the Modern Languages faculty room on your transcripts to give you credit for your study abroad language classes. For example, if you take Spanish, French, German, or Japanese III here, don't take IV when you return. The faculty will have no room to assign you credit for the language classes completed abroad.

Have a great trip!

Modern Language Study Abroad Credit Transfer Worksheet

Study Abroad Office & Department of Modern Languages

This form is to be completed and returned to the Study Abroad Office as part of the applications for Independent and Faculty-Led Group Study Abroad Programs. Faculty in the Modern Languages Department will use this information for two purposes: (1) to help you plan the courses you will take while studying abroad and (2) to evaluate your transcript for the purpose of validating the transfer of study abroad language credits. Copy this form and use it when you meet with faculty about prospective courses. The Study Abroad Office will keep a copy on file until your study abroad transcripts are received. **Without this Worksheet, faculty in the Modern Languages Department will NOT evaluate your study abroad transcript to validate the transfer of your language credits.**

Student Name: _____

K-State Student I.D.: _____

College/Major: _____

Email Address: _____

How do you wish your study abroad credits to be applied? (Please mark the appropriate line(s) below.)

Modern Language Major: _____ Minor: _____ Which Language? _____

Humanities Elective for College: _____ College of Business Elective: _____

International Studies Secondary Major: _____ Other: _____

Proposed Study Abroad:

Country: _____

Language: _____

Institution: _____

Semester/Year: _____

Previous Language Study: Please list courses in the proposed language of study for which you have already received university-level credit and in which you are currently enrolled. For beginning and intermediate courses (I-IV), indicate only the highest level (i.e. French III for a student who has completed I-III or is currently in III). If you only have high school language study, please indicate the highest level. **The Department of Modern Languages needs this information so they do not duplicate classes that you have already taken or you are currently enrolled.**

1. _____ Sem./Year: _____

4. _____ Sem./Year: _____

2. _____ Sem./Year: _____

5. _____ Sem./Year: _____

3. _____ Sem./Year: _____

6. _____ Sem./Year: _____

Upon consultation with faculty in the Department of Modern Languages, please list the language and culture courses you plan to take while studying abroad

1.

4.

2.

5.

3.

6.