

## 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 equivalencies 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 taking language classes abroad** complete the **Modern Language Study Abroad Credit Transfer Questionnaire** through the online application system, once they have been accepted into a program, 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 Questionnaire, 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.**

# Language Study Abroad: Independent & Faculty-Led Group Programs

## Study Abroad Office & Department of Modern Languages

### PROCEDURE FOR STUDENTS

**1. Spanish students:** Apply for a study abroad program through the Study Abroad Office online application system. Once you have completed your application and have been accepted into the program, you will have access to the Modern Language Study Abroad Credit Transfer Questionnaire, which you will also be required to complete. This online questionnaire 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 Questionnaire 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 online questionnaire. If your program objective for study abroad changes (minor to major, etc.), be sure to update the questionnaire as those changes occur.

**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 Study Abroad 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.** Please save relevant materials from all classes taken abroad (syllabi, notes, assignments, tests, etc.), as you may need this information to assist with the validation of language credits upon return to K-State.

**Study Abroad Office  
Kansas State University  
304 Fairchild Hall  
Manhattan, Kansas 66506**

**4.** When your transcript arrives, the Study Abroad Office will mark it as a study abroad transcript and send it to the Admissions' Office for processing. Once it has been processed, the Admissions' Office will forward the information to the appropriate faculty member in the Department of Modern Languages, who will have access to your Modern Language Study Abroad Credit Transfer Questionnaire. 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!**