Study Abroad Credit Posting and Tar Heel Tracker Adjustments *Effective Spring 2021*

This document is a step-by-guide for Department Reviewers to support resolution of student requests for study abroad credit adjustment and questions about where their credit falls in their Tar Heel Tracker, after enrollment credit has been posted to the student's record.

Background

Effective for Spring, 2021 study abroad programs, students will earn enrollment credit for courses completed abroad. (Specifically, TREQ credit will no longer be used.) In order to support this change, leveled departmental elective credit was established, a new Study Abroad grading basis was configured, the Standard Course and Section Numbering Systems (UPM #4) policy was updated, and a new process for assigning enrollment credit for study abroad courses has been implemented. More details are available here:

- On the Study Abroad Earning Credit from Spring 2021 forward page
- On the <u>UPM #14 Administration of International and Domestic Study Abroad and Exchange Programs</u> policy document

The role of the Department Reviewer is twofold:

- On the front end of the process, the Department Reviewer reviews study abroad course syllabi to determine the appropriate UNC credit that should be awarded. See the table below for the types of UNC credit awarded for Study Abroad Courses
- On the back end of the process, the Department Reviewer provides support to students' questions and adjusting the awarded credit as necessary to ensure effective assignment in their Tar Heel Tracker degree audit system.

The document is organized into several sections, accessible through quick links.

Quick Links:

- Background: Study Abroad credit process overview
- Background: Types of UNC credit & grades awarded for Study Abroad courses
 - o Credit assignment: Study Abroad Courses with No UNC Equivalent
 - Credit assignment: Study Abroad Courses Department Level (e.g., PSYC 4---)
- Overview of Study Abroad Credit Department Portal
- Student Course Examples and Tarheel Tracker (THT) Implications
 - o THT examples that do NOT require adjustments
 - Example 1: UNC Equivalency credit
 - Example 2: Non-leveled departmental elective credit, not for major/minor requirement fulfillment
 - Example 3: 400-level departmental elective, for major
 - <u>Example 4: 200-level departmental elective, for major non-concentration requirement</u>
 - Example 5: 200-level departmental elective, for major
 - o THT examples where adjustment is needed

- Example 6: Non-leveled departmental elective, department pre-approved the course to fulfill a specific major requirement
- Example 7: Non-leveled departmental elective, student requesting course for Global Studies major
- Example 8: Two courses given same credit decision and differentiating within Tarheel Tracker, student requesting one course for Global Studies major
- Department-Level Courses That Automatically Meet Major/Minor Requirements
- <u>Department-Level Courses That Require Adjustments To Meet Major/Minor Requirements</u>

Background: Study Abroad credit process overview

- 1. Pre-approved credit details are available on the (public) list of <u>Pre-Approved Courses</u>, searchable by Study Abroad program, UNC department, and country.
- 2. Within 30 days of their program start date, students select pre-approved credit or request credit reviews for courses they intend to take abroad, through their Study Abroad Credit portal.
- 3. For courses that have not been pre-approved, departments (and/or, in some cases, the Study Abroad Office for lower-level credits and general education/elective courses) determine what UNC credit option is appropriate for that abroad course; options include:
 - UNC Equivalent Course
 - Departmental Elective (including Leveled Departmental Electives)
 - General Elective
 - No credit
- 4. Study Abroad office configures the UNC credit assigned for each course, which then appears on the list of Pre-Approved Courses.
- 5. Once students complete their study abroad program <u>and</u> the Study Abroad office receives an international transcript, all courses for the student will be recorded with a Study Abroad grade and sent to the Registrar's Office for processing.
- 6. The Registrar's office will post enrollment credit for each course (specifically, a Study Abroad class section, such as 01G), along with the appropriate study abroad grade. The placeholder course (i.e., YAP or ISP course) is assigned a NE grade but remains on the student's record to designate the country in which the student studied.
- 7. After enrollment credit is posted, students may reach out to departmental reviewers to request course adjustments to fulfill major or minor requirements.

Background: Types of UNC credit & grades awarded for Study Abroad courses

When students enroll in a study abroad course for which a UNC credit decision is not available (or has expired) on the (public) list of Pre-Approved Courses, the Department Reviewer reviews the syllabus to determine the appropriate credit and the credit will be posted with the study abroad grades summarized in the tables below.

Types of UNC Credit Awarded for Study Abroad courses

| Articulation of SA Course | Usage | Degree Application | |
|------------------------------|---------------------------|------------------------------|--|
| UNC Equivalent Course (e.g., | Equivalent to UNC Course | Counts same as UNC course | |
| HIST 128) | | (in majors/minor, general | |
| | | education requirements, | |
| | | etc.) | |
| POLI 4 (or other | Political Science | Counts in Political Science | |
| department) | (Department) 400-Level | major as 400-level elective. | |
| | Credit | | |
| POLI (or other | Political Science | Counts as General Elective | |
| department) | (Department) General | Credit; can be adjusted into | |
| | Elective Credit | major/minor | |
| GENR 180 (or other numbers) | General Credit That Meets | Meets designated general | |
| | General Education | education requirement(s) | |
| | Requirement(s) | | |
| GENR | General Elective Credit | General Elective Credit; | |
| | | Counts in Degree Hours | |

Study Abroad Grades

| Grade | Explanation | |
|-------|-------------------|--|
| SA | Study Abroad Pass | |
| SF | Study Abroad Fail | |
| SI | Study Abroad | |
| | Incomplete | |
| SN | Study Abroad No | |
| | Credit Awarded | |
| SW | Study Abroad | |
| | Withdrawal | |

Credit Assignment: Study Abroad Courses with No UNC Equivalent (e.g, POLI ---)

As part of the new articulation of study abroad credits as UNC courses, courses that do not have a UNC-equivalent will be articulated by generic numbering. For example, a course in Political Science with no UNC equivalent might be articulated as POLI ----. Such courses, by default, are considered general electives, counting only towards the minimum hours required for the degree. Academic departments, when appropriate, can use the Requirements Adjustment Module (RAM) to adjust these (----) courses into majors/minors in the THT.

<u>Credit Assignment: Study Abroad Courses – Department Level (e.g., PSYC 4---)</u>

"Department-level" courses have been created for certain majors and minors. These level-specific courses indicate that the academic department has designated a study abroad course (with no specific UNC equivalent) as a course at certain academic level, e.g., PSYC 4--- means it

is a Psychology course equivalent to the 400-level. Some departments may not utilize department-level study abroad courses because those major/minor requirements do not specify levels.

Department-level credit is processed by the Tar Heel Tracker in one of two ways:

- 1) No Adjustment Required: the course <u>automatically</u> fulfills a major/minor requirement while also meeting a level requirement (e.g., ANTH 2--- would count as an elective in the Anthropology major <u>and</u> would meet the 200 and above level requirement).
- 2) Adjustment Required: the course does not <u>automatically</u> fulfill a specific major/minor requirement. If adjusted into the major/minor it will also meet the level requirement designated by the course number (e.g., ASIA 4--- would meet the 400-level requirement in the Asian Studies major).
 - a. Adjustments must be made at the departmental level; the Study Abroad Office does not have the ability or authority to make an adjustment.

The examples included in this document use the RAM (Requirement Adjustment Module) in Connect Carolina and Tarheel Tracker. This is a system that allows trained departmental reviewers to make adjustments to a student's Tarheel Tracker in real-time (no submission of an adjustment form in Sharepoint).

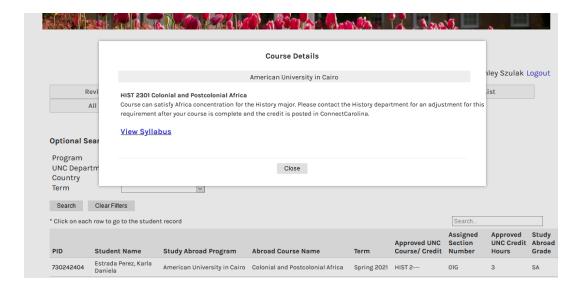
 Departmental reviewers are strongly encouraged to sign up for <u>RAM training</u> to gain access to this system. Please contact <u>tarheeltracker@unc.edu</u> for questions regarding RAM.

Study Abroad Credit Department Portal

Department Reviewers have the ability to review course notes and course syllabi within the <u>Study Abroad Credit Department Portal</u> if additional information is needed to make a requirement fulfillment and adjustment decision.



From the "All Processed Student Credit portal page, click a course to view details, including the syllabus and notes.



As a reminder, the other tabs on the portal provide additional information:

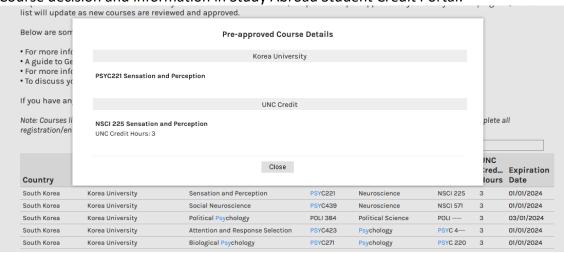
- Review My Course Requests: a list of courses needing review and a UNC credit decision
- Submit New Pre-Approved Course: a form to assign a UNC credit decision for a course which has not previously been requested
- **Pre-Approved Course List**: list, similar to the one publicly available to students, of Study Abroad programs, courses, UNC credit, and credit decision expiration date.
- All Department Decisions: a list of all courses and UNC credit decisions for your department

Student Course Examples and Tarheel Tracker Implications:

THT examples that do NOT require adjustments:

• Example 1: Student takes course titled "Sensation and Perception" at Korea University and earns a grade of C or better. Course is deemed equivalent to NSCI 225 at UNC and student is a Psychology major.

o Course decision and information in Study Abroad Student Credit Portal:



Country Course Details Search C Korea University * Click on each ro PSYC221 Sensation and Perception Approved UNC Credit Study View Syllabus PID 730243251 Close 730235098 730235098 Korea University Contemporary East Asia Spring 2021 HIST 134 SA 730243251 Korea University Korean Intermediate 1 Spring 2021 KOR ---730243251 Korea University Korean Speaking for Beginners II Spring 2021 KOR ----SA Spring 2021 PSYC ---

Sensation and Perception

Spring 2021 NSCI 225

Course decision and information in Study Abroad Departmental Credit Portal:

- Tarheel Tracker: Study Abroad Course with UNC Equivalent (NSCI 225) meets Psychology major requirement
 - No adjustment needed to fulfill requirements

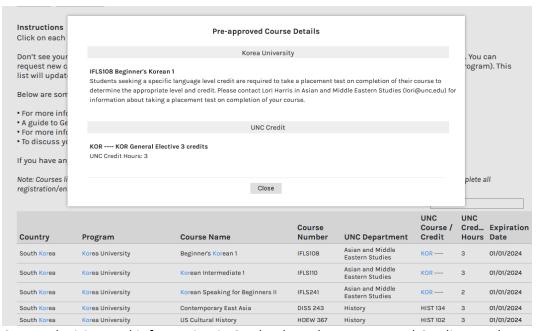
Korea University

Ciochina, Morgan Claire

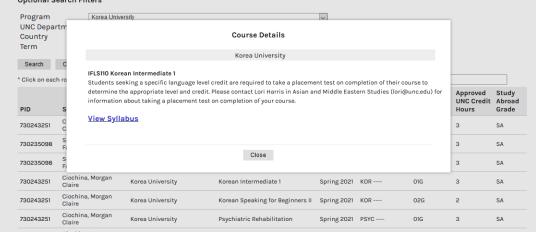
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- Example 2: Student takes courses titled "Korean Intermediate I" and "Korean Speaking for Beginners II" at Korea University and earns a grade of C or better. Courses are deemed to have no UNC equivalent, but can be considered as departmental electives in Korean (KOR ----). Student is NOT using course to fulfill major/minor requirements.
 - Course decision and information in Study Abroad Student Credit Portal:



Course decision and information in Study Abroad Departmental Credit Portal:

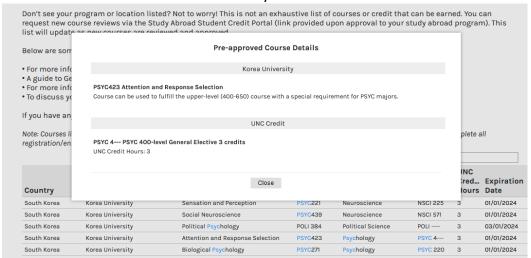


- Tarheel Tracker: Study abroad courses in Korean but with no UNC equivalent
 - Default is general electives and no adjustment required if student is not seeking to fulfill requirements.

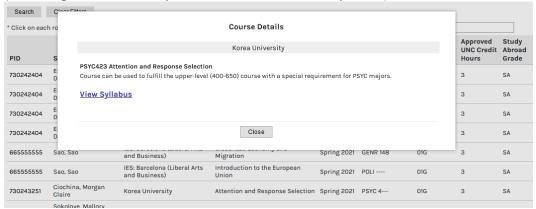


Example 3: Student takes courses titled "Attention and Response Selection" at Korea
University and earns a grade of C or better. Course is deemed to have no UNC
equivalent, but department determines it can be considered a departmental elective at
the 400-level in Psychology. Student is a Psychology major.

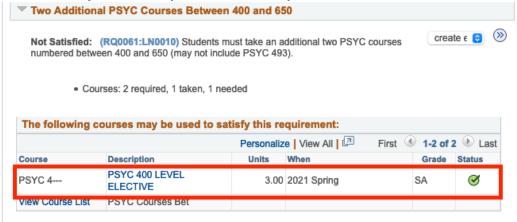
o Course decision and information in Study Abroad Student Credit Portal:



 Course decision and information in Study Abroad Departmental Credit Portal (including note about requirement fulfillment and syllabus):

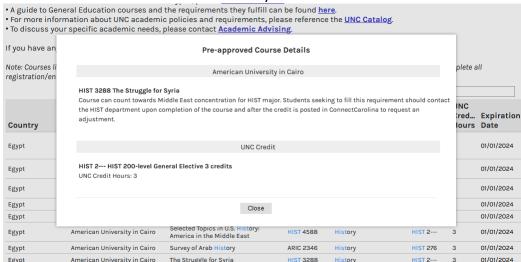


- o Tarheel Tracker: Study abroad course in psychology at 400 level
 - No adjustment required to fulfill requirement



Example 4: Student takes courses titled "The Struggle for Syria" at American University
in Cairo and earns a grade of C or better. Course is deemed to have no UNC equivalent,
but can be considered a departmental elective at the 200-level in History. Student is a
History major with a geographical concentration in Europe.

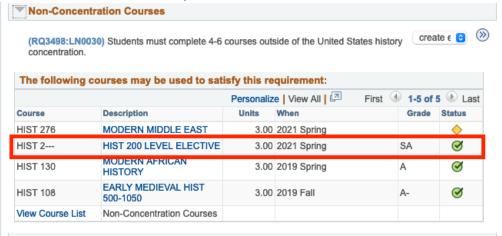
Course decision and information in Study Abroad Student Credit Portal:

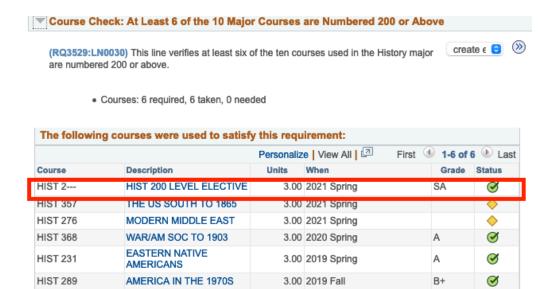


 Course decision and information in Study Abroad Departmental Credit Portal (including note about requirement fulfillment and syllabus):

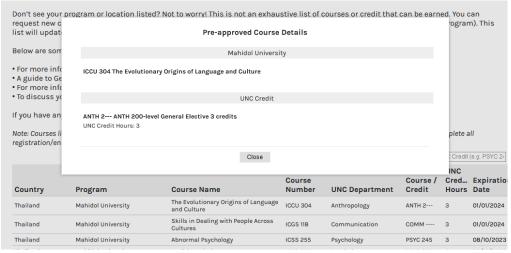


- Tarheel Tracker: Study abroad course in history at 200 level, non-concentration
 - No adjustments required to fulfill the following requirements:
 - Course meets non-concentration requirement (History major)
 - Course meets requirement for courses above 200

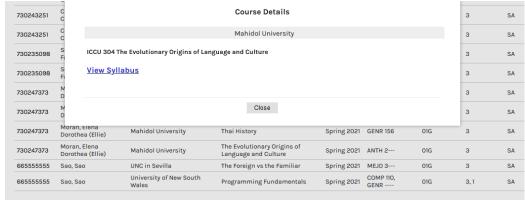




- Example 5: Student takes course titled "The Evolutionary Origins of Language and Culture" at Mahidol University and earns a grade of "C" or better. Course is deemed to have no UNC equivalent, but can be considered a departmental elective at the 200-level in Anthropology. Student is an Anthropology major.
 - Course decision and information in Study Abroad Student Credit Portal:



Course decision and information in Study Abroad Departmental Credit Portal:

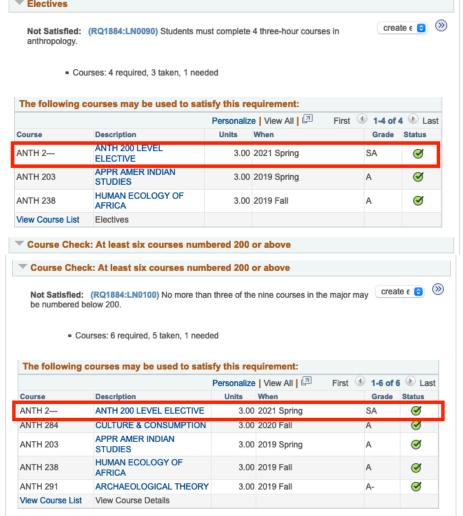


Tarheel Tracker: Study abroad course in anthropology at 200 level

No adjustment required to fulfill requirements for Elective or Course Check requirements

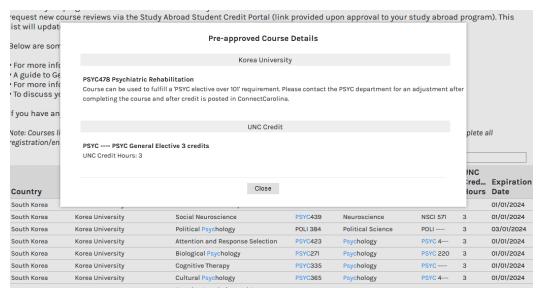
**Electives*

Not Satisfied: (RQ1884:LN0090) Students must complete 4 three-hour courses in anthropology.

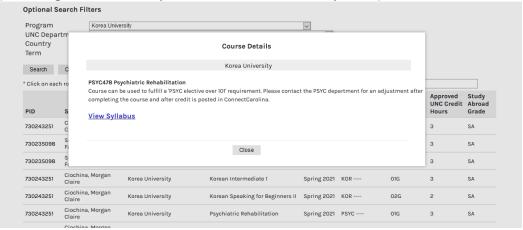


Examples where adjustment is needed:

- Example 6: Student takes courses titled "Psychiatric Rehabilitation" at Korea University and earns a grade of C or better. Course is deemed to have no UNC equivalent, but can be considered a departmental elective in Psychology (PSYC ----) and the department has already confirmed the course can fulfill a "PSYC elective over 101" requirement. Student is a Psychology major.
 - o Course decision and information in Study Abroad Student Credit Portal:

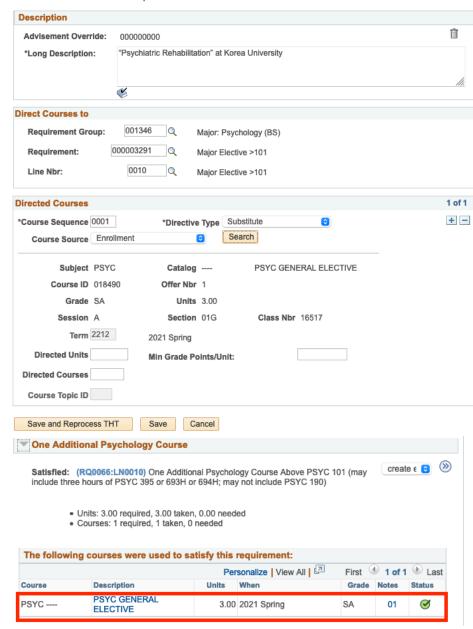


 Course decision and information in Study Abroad Departmental Credit Portal (including note about requirement fulfillment and syllabus):



- o Tarheel Tracker: Student abroad course in psychology with no UNC equivalent
 - Adjustment needed to meet Psychology major requirement of one PSYC above 101.
 - When making an adjustment for a study abroad course, you must reference the title of the transferred course and the institution.
 - Reminder: adjustments submitted by non-faculty (e.g., SSM) must also reference the name of the faculty member (DUS) approving the adjustment.

Authorize Student Exceptions

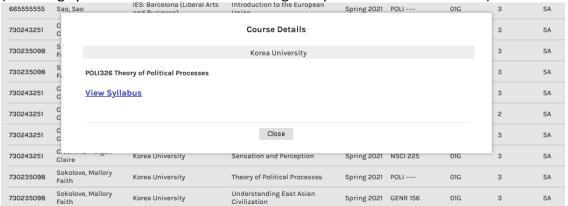


Example 7: Student takes course titled "Theory of Political Processes" at Korea
 University and earns a grade of "C" or better. Course is deemed to have no UNC
 equivalent, but can be considered a departmental elective in Political Science (POLI ----).
 Student is a Global Studies major and hopes to use the course in the International
 Politics Theme.

o Course decision and information in Study Abroad Student Credit Portal:

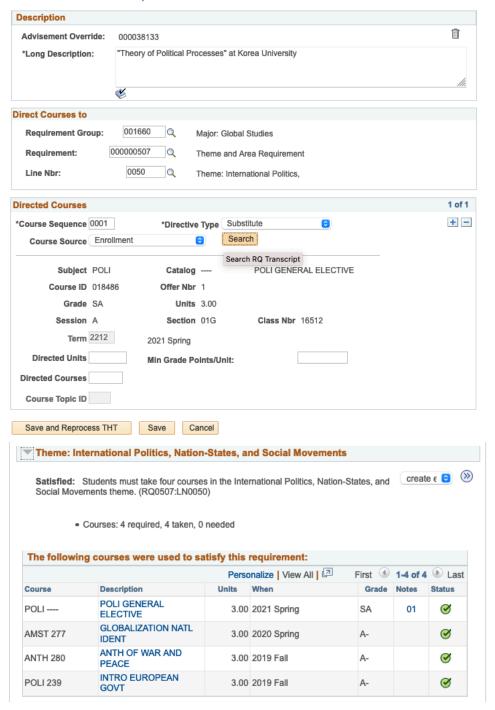


 Course decision and information in Study Abroad Departmental Credit Portal (including syllabus for review in determining if requirement can be fulfilled):



- Tarheel Tracker: Student abroad course in political science with no UNC equivalent
 - Adjustment needed to meet Global Studies major requirement for Theme of International Politics.
 - When making an adjustment for a study abroad course, you must reference the title of the transferred course and the institution.
 - Reminder: adjustments submitted by non-faculty (e.g., SSM) must also reference the name of the faculty member (DUS) approving the adjustment.

Authorize Student Exceptions

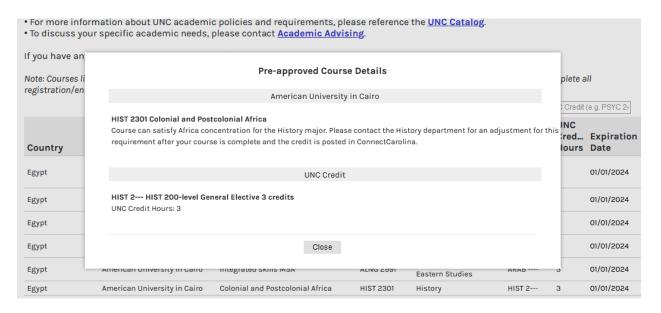


 Example 8: Student takes courses titled "Colonial and Postcolonial Africa" and "The Struggle for Syria" at American University at Cairo and earns a grade of C or better. Courses are deemed to have no UNC equivalent, but can be considered as 200-level departmental electives in History department (HIST 2---). Student is a Global Studies major and hopes to use one of the courses in the International Politics Theme.

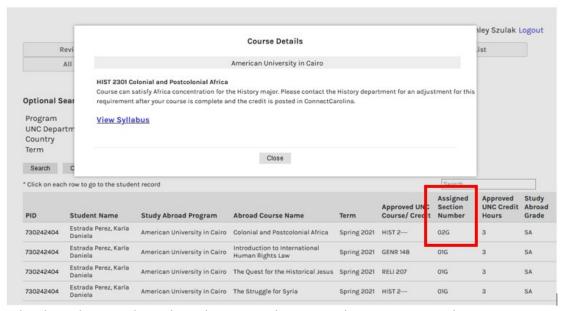
- Since there are two study abroad courses with the same subject and catalog number, e.g., HIST 2---, departmental reviewers will need to identify them by the section number.
- Courses that have the same credit decision for the same student will have different section numbers (e.g, 01G, 02G, 03G, etc.).

| PID | Student Name | Study Abroad Program | Abroad Course Name | Term | Approved UNC Course/ Credit | Assigned Section Number | Approved UNC Credit Hours | Study Abroad Grade |
|-----------|---------------------------------|---------------------------------|---|-------------|--------------------------------|-------------------------------|---------------------------------|--------------------------|
| 730242404 | Estrada Perez, Karla Daniela | American University in Cairo | Colonial and Postcolonial Africa | Spring 2021 | HIST 2 | 02G | 3 | SA |
| 730242404 | Estrada Perez, Karla Daniela | American University in Cairo | Introduction to International Human Rights Law | Spring 2021 | GENR 148 | 01G | 3 | SA |
| 730242404 | Estrada Perez, Karla Daniela | American University in Cairo | The Quest for the Historical Jesus | Spring 2021 | RELI 207 | 01G | 3 | SA |
| 730242404 | Estrada Perez, Karla Daniela | American University in Cairo | The Struggle for Syria | Spring 2021 | HIST 2 | 01G | 3 | SA |

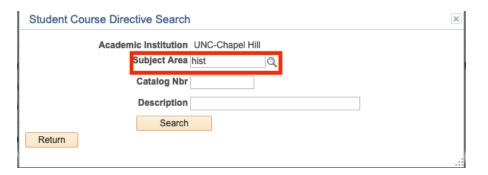
Course decision and information in Study Abroad Student Credit Portal:



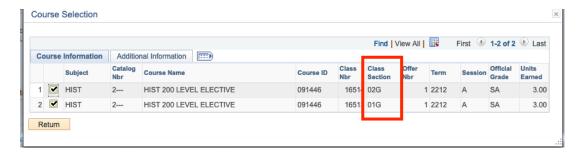
Course decision and information in Study Abroad Departmental Credit Portal (including syllabus for review in determining if requirement can be fulfilled, and the <u>assigned section number</u> to help differentiate courses of the same credit decision):



- Tarheel Tracker: Student abroad course in history with no UNC equivalent
 - Adjustment needed to meet Global Studies major requirement for Theme of International Politics.
 - When making the adjustment, you will need to identify the section number. In this case, 02G. Select "enrollment" in the RAM adjustment and pull up the HIST courses for the student.



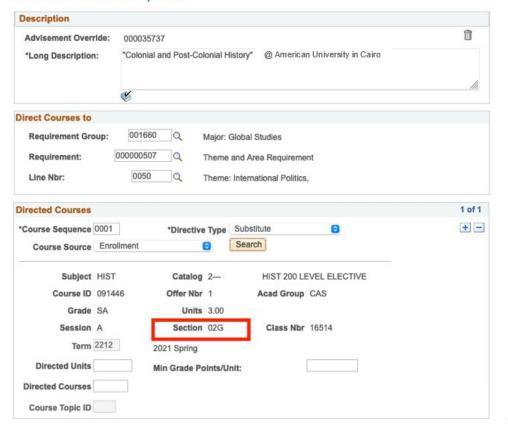
You will then see a list of the HIST courses including the section numbers



- Select section 02G and you will see it on the adjustment form.
- When making an adjustment for a study abroad course, you must also reference the title of the transferred course and the institution.

 Reminder: adjustments submitted by non-faculty (e.g., SSM) must also reference the name of the faculty member (DUS) approving the adjustment.

Authorize Student Exceptions



 However, when you complete the adjustment, the Tracker will <u>not</u> display the section number but will use the course you selected in the adjustment.



<u>Department-Level Courses That Automatically Meet Major/Minor Requirements</u>

| Course | Major/Minor | Requirement* |
|-----------------|-----------------------------------|---|
| ANTH 2 | Anthropology (major) | Four Additional Courses; and as a course 200 and above |
| ANTH 2 | Medical Anthropology (major) | Five elective coursesone of two ANTH not included in list; and as a |
| | | course 200 and above. |
| ANTH 2 | Anthropology (minor) | Five ANTH courses; and counts as course 200 and above |
| AMST 3 | American Studies (minor) | Three AMST courses above 202; <u>and</u> as course at 300 level or above. |
| ARTH 4 | Art History (BFA only) | Seven ARTH courses; <u>and</u> as course 400 level or above. |
| ARTH 4 | Art History (BA only) | Eight ARTH courses (does <u>not</u> meet geographic area or chronological |
| | | period unless adjusted); <u>and</u> as course above 399. |
| ARTH 4 | Studio Art (major BA and | ARTH course |
| | BFA); Art History (minor) | |
| BIOL 4 | Biology (major BA & BS); | Non-lab BIOL elective; <u>and</u> as course above 400 |
| | Biology (minor) | |
| CLAR 4 | Classics – Classical Archaeology | Four additional CLAR courses 400-699 |
| | (major) | |
| CLAS 2 & CLAS 4 | Classics – Classical Civilization | CLAS 200 level or higher |
| | (major and minor) | |
| CLAR 2 & CLAR 4 | Classics – Classical Civilization | CLAR 200 level or higher |
| | (major and minor) | |
| COMM 4 | Communications (major – all | COMM elective; <u>and</u> as course above 400. |
| | concentrations) | |
| ENGL 2 | English (major – all | Major/Minor elective; and as course 200 or above. |
| | concentrations except creative | |
| | writing; minor) | |
| ENGL 3 | English (major – all | Major/minor elective; 300-level writing course; and as course 200 or |
| | concentrations except creative | above. |
| | writing; minor) | |
| ENGL 4 | English (major – all | Major/minor elective; 400-level writing course; and as course 200 or |
| | concentrations except creative | above. |
| | writing; minor) | |
| FREN 3 | ROML French & Francophone | Seven additional courses above 204. |
| | Studies (major) | |
| FREN 3 | French (minor) | Minor elective above 300. |

| GEOL 2 & GEOL 3 | Geological Science (minor) | Minor elective; and as course above 200. |
|-----------------|-------------------------------|--|
| GEOL 3 | Geological Science (BS | Major elective; and as course above 300. |
| | concentrations only) | |
| HIST 2 | History (major – all | Outside concentration course; and as course above 200. |
| | concentrations) | |
| HIST 2 | History (minor) | One of five courses; and as course above 200. |
| PHIL 2 | Philosophy (major and minor) | Major/minor elective; and as course above 200. |
| POLI 4 | Political Science (major) | Major elective; and as course at 400 level. |
| PSYC 4 | Psychology (major BA and BS | Major requirement additional course between 400 and 650. |
| RELI 4 | Religious Studies (major – | Major course; and as course 400 and above. |
| | regular concentration; minor) | |

^{*}These are the default usages; courses may be adjusted to other major/minor requirements as needed.

<u>Department-Level Courses That Require Adjustments To Meet Major/Minor Requirements</u>

| Course | Major/Minor | Requirement Met When Adjusted |
|--------|---|--|
| AMST 3 | American Studies (Major—all | One course 300 level or above (if applicable). |
| | concentrations); all minors | |
| | except American Studies | |
| ANTH 2 | Medical Anthropology (minor) | As adjusted |
| ASIA 4 | All ASIA majors and minors | One course 400 level or above (if applicable) |
| GLBL 4 | Global Studies (major) | Five courses 200 and above. |
| RELI 2 | Study of Christianity and Culture (minor) | One course 200 and above |
| RELI 4 | Jewish Studies (major and minor) | One course 400 or above |