

Department of Languages, Cultures, and Religions

Transfer Equivalencies for Language Courses Taken Abroad

This document outlines the steps students should follow to transfer language classes taken abroad and the requirements for receiving language course transfer credits.

TL/DR

- Language credits must be documented on an official transcript sent to Education Abroad.
- The **maximum** number of foreign language credits per education abroad program (including academic year) you can earn abroad is 18.
- If you have an LCR major, minor, or certificate, there are strict residency requirements for the number of credits you must take **on the MSU-Springfield campus. See below.**
- Meet with Dr. Tinsley **before and after** going abroad to get your transfer credits approved.
- Language courses must be taught in the **target language.**
- Credit for language composition courses (312) will **not** be granted for Education Abroad programs.
- Content courses (e.g. Francophone Literature and Spanish Civilization) will be granted to MSU equivalencies on a **case-by-case basis.**
- Additional documentation might be necessary for content courses. Keep syllabi and important coursework, like tests or essays or projects.

General Guidelines for Ensuring Language Courses Taken Abroad Transfer to Missouri State

Students planning to study language abroad should contact Dr. Tinsley (TETinsley@missouristate.edu) for contingent approval. After returning with their transcripts, they should meet with Dr. Tinsley to confirm credit transfers. If courses meet the guidelines, they will count toward program requirements.

Before studying abroad:

- The student must:
 - Obtain syllabi for language courses from their program or host institution abroad.
 - Ensure their program is at an **accredited institution of higher learning.**
 - Meet with Dr. Tonia Tinsley in the LCR department.
 - Ensure their language courses are to be delivered in the **target language**, i.e. not in English. No credit will be considered for courses taken in English unless they are related to the Asian languages.
 - Ensure you will receive an official transcript.

During or after studying abroad:

- The student must:
 - Arrange for the transcript to be sent to Education Abroad.

- Provide the transcript to Dr. Tinsley for evaluation.

Transcript Evaluation Process:

- Courses must be documented on an official transcript or certificate issued by the institution abroad.
 - The official transcript must specify the name of all courses taken, as well as the semester or term, the total credits or contact hours for each, and the grade for each.
- 13.3-15.0 contact hours abroad equals 1.0 Missouri State hour (i.e. every 40–45-hour block is equivalent to a Missouri State 3-credit course).
- Students typically earn the following language credits by taking language courses abroad:
 - 101,102,201,202,205, 000 (lower-division electives), 297, or 001 (upper-division electives).
- Composition courses (312) **cannot** be taken abroad. They must be taken on the MSU-Springfield campus. If a student takes a composition course abroad, it might be accepted as a different course at MSU as LCR 001, LCR 397, or LCR 497.
- The **maximum** number of foreign language credit hours per semester that you can earn abroad is 18. Any others will be transferred as GEN000 (lower-division general education) or GEN001 (upper-division general education).
- If you pursue an LCR major, minor, or certificate, you must complete 12 hours of upper-division courses for the major and 6 credit hours for your minor or certificate **on the MSU-Springfield campus. This is a university degree requirement.**
- LCR will only evaluate credits carrying a language course code. Courses with codes from other departments will not be evaluated for language transfer credit.

LCR Guarantee of Transfer Equivalency

The Department of Languages, Cultures, and Religions guarantees that transfer course equivalencies and hours that count toward the student’s language degree requirements (major, minor, certificate, etc.) will be granted for each eligible course taken abroad, in accordance with the guidelines set forth above.

_____	_____
Signature of Student	Date
_____	_____
Name of Institution Abroad	Semester/Term and Year
_____	_____
Signature of Dr. Tinsley or LCR Department Head	Date

Student must attach this signed form to their Education Abroad application or email it to EducationAbroad@MissouriState.edu