
Revision Responsibility: Registrar
Responsible Executive Office: Senior Vice President and Dean of the College
Committee Approval: N/A

Purpose:

To explain how the Office of Record's accepts international exchange (ISEP and direct/bilateral) and consortium/provider (direct and study center) program credits.

Policy:

Millsaps College accepts credits from a student's exchange or consortium/provider institution, provided the student completes proper paperwork with the Office of International Education.

The earned hours are listed and counted into the student's total earned credit. Credit is given only for courses in which the student earned a grade of C or higher. The actual grades and credit hours are put on the Millsaps' transcript. Quality points are not put on the transcript, thus not impacting the student's GPA.

The process for registering a student is as follows:

- 1) the Records Office registers the student in an exchange/consortium/provider course for fulltime hours for the term in which they are traveling
- 2) after the term and when the transcript comes in from the international institution, the Records Office takes out the exchange/consortium/provider course and enters the international courses from the transcript, and equates the courses to the approved courses on the student's approval forms filled out with the Office of International Education.

It is up to the student to verify that classes taken internationally will be transferred back to Millsaps. Please see the Office of International Education for more information.