
Guidelines for Institutions Serving as a School of Record

A School of Record is an accredited U.S. institution that documents and awards credits for study abroad courses or programs, taken overseas or domestically, with a non-U.S.-accredited institution/organization. This includes study abroad programs offered by independent program providers that collaborate with U.S.-accredited institutions to transcript coursework taken by students at locations other than their home campus. While such programs are typically a semester in length, they can also be for shorter periods to include a summer term or semester break. The accredited institution which transcribes such coursework acts as a School of Record.

It is incumbent upon the School of Record to verify the academic integrity of these courses or programs to validate their quality before awarding credit. This policy is intended to ensure Schools of Record do so in conformity with academic integrity and transparency, have appropriately trained personnel for evaluating such courses or programs, and have established processes for evaluation that are applied in a consistent manner.

If an accredited institution is acting as a School of Record, evaluation of the institution's School of Record activities will occur at least at the time of an institution's comprehensive evaluation. Institutions with plans to become a School of Record for the first time must submit a proposal for approval as a substantive change prior to implementation as in most cases such arrangements involve "... engaging another organization (as by contract) to provide direct instructional services." (See the Commission's *Policy on Substantive Change* and its *Policy on Contractual Arrangements Involving Courses and Programs*.)

In evaluating institutions acting as a School of Record, the Commission considers the following:

1. **Standard 3: *Organization and Governance*** (3.14, 3.15, 3.18)

Examples of evidence include:

The School of Record has a designated faculty or staff member responsible for monitoring and evaluating the relationships with the non-U.S.-accredited institutions/organizations offering the programs for which it awards credit.

Periodic visits are made by the School of Record to the program site(s) to assess the integrity and quality of academic programming offered and resources available.

2. **Standard 4: *The Academic Program*** (4.5, 4.32, 4.33, 4.34, 4.37, 4.38, 4.39, 4.46)

Examples of evidence include:

The coursework transcribed by the School of Record is in an academic discipline offered at that institution.

The School of Record ensures that the coursework it transcribes meets its own academic standards.

The School of Record has policies ensuring academic integrity if it records courses or programs that include internships, independent study, directed research, service learning, credit based on prior learning, etc.

The School of Record has clear protocols for the transcribing of such coursework. The transcripts include notations as to the source of recorded coursework and specific designations of titles, grades, credits, etc. of the courses.

3. Standard 6: *Teaching, Learning, and Scholarship* (6.3)

Examples of evidence include:

The School of Record ensures that the faculty and staff who evaluate courses taken overseas or domestically with a non-accredited institution/organization are qualified to evaluate such courses and are, if relevant, appropriately trained in international curricula and faculty credentials to conduct the evaluations.

In the evaluation to award appropriate credit, faculty and staff pay attention to such matters as course or program objectives, course outlines and syllabi, contact or credit hours, assignments and outcomes, among others.

4. Standard 7: *Institutional Resources* (7.21, 7.22, 7.23, 7.24)

Examples of evidence include:

The School of Record assesses the quality of academic resources at the program site (such as the instructional facility, availability of information resources, technological capacity, etc.).

5. Standard 9: *Integrity, Transparency, and Public Disclosure* (9.12, 9.19, 9.26)

Examples of evidence include:

The School of Record performs its responsibility in a transparent fashion. Transparency carries with it, but is not limited to, the obligation to ensure that credit transcription policies and processes are clearly and publicly articulated to students before they enroll in the courses or programs. These policies include any fees, timeframe for such transcription work, any limitations whereby all or part of the coursework would not be accepted, and any other matters that might be of concern to students and institutions receiving these transcripts.

The School of Record identifies its current partner(s) (i.e., the non-U.S.-accredited institutions/organizations or independent program providers with whom it collaborates in the relationship) on its public webpage(s) dedicated to the School of Record information.