



Office of Accreditation, Assessment,
Curriculum, and Compliance (AACCC)

STUDENT OUT-OF-STATE LEARNING EXPERIENCE PLACEMENTS REPORTING & INSTRUCTIONS



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As a participating [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#) member since September 11, 2015, **Michigan State University** is authorized to offer on ground, online, and hybrid student distance education experiences across state lines in 49 member states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands without seeking individual authorization in each state, district, or territory in accordance with [State Authorization Reciprocity Agreements \(SARA\)](#) policy.

In accordance with NC-SARA policy, **Michigan State University**, as well as other SARA member institutions, are ***required to report any out-of-state student learning experience placement*** that takes place outside their home state (*excluding foreign countries*).



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WHY REPORTING & MAINTAINING COMPLIANCE IS IMPORTANT

Federal, state, and professional licensing board regulations impact on ground, online, and hybrid distance education offered across state lines. Compliance with these regulations **ensures that a Michigan State University degree will be recognized, students are eligible for federal financial aid, and able to sit for licensure examinations in other states.**

Student out-of-state learning experience placement data is *essential* in complying with University institutional reporting requirements. Your attention to and cooperation in reporting out-of-state student learning experience placements is *critical* in meeting this requirement, is most sincerely appreciated, and **we thank you!**



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WHAT IS AN OUT-OF-STATE LEARNING EXPERIENCE PLACEMENT?

“Out-of-state student learning experience placement” means -- experiential learning placement of a student enrolled in a course or courses and **the student is physically present** and receiving **in person face-to-face instruction** at a facility or site located in another state such as, but not limited to, onsite coursework, study away, student teaching, practicums, clinical and internship rotations, and the like at a facility or site located in another U.S. state, the District of Columbia, or U.S. territory other than Michigan (*excluding foreign countries*). This also applies to a student who may want to participate in an experiential learning placement in their home state.



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WHAT ARE SOME EXAMPLES OF OUT-OF-STATE FACILITIES, SITES, AND LOCATIONS?

Examples include an educational institution, institute, teaching facility or academy; national or state park; research facility; research site; hospital, health care facility, sports training, or rehabilitation center; manufacturing or production facility; shipping or warehouse facility; business or corporation; government agency or facility; and the like. *This is not intended to be a complete or all-inclusive list.*



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WHAT ABOUT OUT-OF-STATE PLACEMENTS OF STUDENTS ENROLLED IN PROGRAMS THAT LEAD TO PROFESSIONAL LICENSURE OR CERTIFICATION?

Before planning or approving placement of a student who is enrolled in a program that leads to professional licensure to participate in an out-of-state field experience course such as, but not limited to, teaching, clinical internships and rotations, practicums, and the like, **be sure to verify well in advance** that **Michigan State University** has or has not been granted authorization by the appropriate state agencies. Email es.aacc@msu.edu to obtain information on current state authorization status.



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WHAT IS THE SARA “RULE OF 10” AND HOW DOES IT APPLY?

In accordance with SARA policy and referred to as the “Rule of 10”, member institutions **cannot provide for the placement of 10 or more students** enrolled in the same academic program to be placed simultaneously at one facility or site location outside a member institution's home state. The “Rule of 10” is **applicable to all programs and courses, credit or non-credit, all student levels, and methods of delivery (on ground, online or hybrid).**

Before placing **10 or more students** enrolled in **ANY** academic program in an out-of-state field experience course or courses, **be sure to verify well in advance** that **Michigan State University** has or has not been granted authorization by the appropriate state agencies. Email es.aacc@msu.edu to obtain information on current state authorization status. Reporting of all student out-of-state learning experiences is required.



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WHAT TO REPORT

Reporting applies to any student participating in an out-of-state learning experience placement, *taught in whole or in part*, when **the student is physically present and receiving in person face-to-face instruction** at a facility or site **located outside the state of Michigan** (*excluding foreign countries*); and is applicable to all programs, student levels, and credit and non-credit courses, regardless of section number, course number, or method of delivery (traditional, online or hybrid).



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REPORTING SCENARIOS

Example 1: If a student took an independent study course at Arches National Park in Utah during summer semester, the location must be reported by the instructor for the semester after grades have been entered.

Example 2: If a student participated in student teaching during spring semester in Arkansas and this same student then participated in an independent study during fall semester in Washington, the instructor would report one placement for each respective semester (spring and fall) after grades have been entered.

Example 3: If a student participated in both a clinical rotation and a practicum that took place in Illinois during the same semester, both out-of-state learning experience placements would be reported by the instructor for the semester after grades have been entered.

Example 4: If a student participated in field work that involved required work in both Wyoming and Montana during a semester, each location must be reported separately by the instructor for the semester after grades have been entered.



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REPORTING SCENARIOS – *Continued*

Example 5: If a student participated in an out-of-state learning experience placement **that is not connected to a specific course but is a requirement for graduation**, please submit the following information **directly to the State Authorization and Distance Learning Compliance Coordinator** via email at es.aacc@msu.edu for each respective student and out-of-state learning experience.

- Semester
- College
- Department
- Student PID
- Student Name
- Career/Major Code (under which the student completed the out-of-state student learning experience placement)
- Description of Experiential Learning Required for Graduation Activity – (internship, practicum, independent study, etc.)
- Name, Facility/Site (where the out-of-state student learning experience placement took place)
- Address of Facility/Site (city and state)
- To and From Dates of the Learning Experience Placement
- Name and Email Address of the Person Reporting the Information



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WHEN TO REPORT

MSU program directors, course instructors, or designees are required to report any out-of-state student learning experience placement using the **RO Instructors System "Out-of-State Learning Experience Form"** within 10 days following the applicable semester grading due date.



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WHAT NOT TO REPORT

- The required reporting **does not apply** to student learning experience placements **that take place in the state of Michigan or in a foreign country.**
- **100% online virtual** courses that do not require a student to be physically present at an experiential learning facility, site, or location.
- **Incidental, short-term travel that is not a component of or germane to a student's course work** (academic or athletic competition; field trip; conference, vacation).



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[Instructors System Access Information](#)

INSTRUCTIONS

- **How to Access the RO INSTRUCTOR SYSTEMS**
- **How to Use the RO OUT-OF-STATE LEARNING EXPERIENCE FORM**

STEP 1

From the [Office of the Registrar](#) home page, select **“Faculty & Staff”**



**Then Select
“Instructor
Systems”**

Faculty & Staff

The Office of the Registrar provides many tools and resources to assist faculty and staff with their business needs and the continuing operation of the university.

[Instructor Systems](#)

Class lists, student images, grade submission, EASE reports, etc.

[Electronic Student Academic Folder](#)

Online student academic advising folders.

[Faculty/Staff Systems Menu](#)

Links to all Registrar supported administrative systems.

[Academic Room Scheduling \(25Live\)](#)

View and Request space in academic classrooms.

Other Links


[Continuing Education Units \(CEUs\)](#)

[Student-Instructor Forms](#)

[University Curriculum and Catalog](#)

STEP 2

[Instructor System Access Information](#)



Authentication Required

Please enter your MSU NetID and password in the boxes below. Your MSU NetID is all the characters before the "@" of your MSU email address.

If you cannot remember your MSU NetID and/or password, visit the [MSU NetID site](#) for information and instructions.
If you still need assistance, please contact [IT Support](#) at (517) 432-6200.

NOTE: In order to use this application your browser must accept cookies.
Please do not bookmark this page.

Login

NetID: @msu.edu

Password:

Authenticator:

For Authorized Use Only

Login using
MSU NETID
and
Password

OUT-OF-STATE LEARNING EXPERIENCE FORM

[Instructor System Access Information](#)

Grades

Grade Reporting Form

Grade Upload

Grade Submission Summary **Administrators only**

Grade Reporting Form Archive

Outstanding NGR/Conditional Grades Report **Administrators only**

Instructors are urged to submit their grades within 72 hours after the final examination. [Grade Reporting Schedule](#)

Textbooks and Supplemental Materials

Textbook and Material Entry/Update

Textbook and Material Reporting Summary **Administrators only**

Out-of-State Learning Experience

Out-of-State Learning Experience Form

Out-of-State Learning Experience Form Search

Select



STEP 4

Select Semester, Subject, and Course

Instructor Systems

Out-of-State Learning Experience Form - Class Selection

[Instructor Menu](#) / Out-of-State Learning Experience Form - Class Selection

[Instructions](#)
LOG OUT

[+ Instructions \(click to read\)](#)

Administrator Access

Semester: Subject: Course:

Subject	Course	Section	Component	Check/Uncheck All
HM	616	382	Lecture	<input type="checkbox"/>
HM	616	389	Lecture	<input type="checkbox"/>
HM	616	642	Lecture	<input type="checkbox"/>
HM	616	657	Lecture	<input type="checkbox"/>

ENTER INFORMATION

Check appropriate section(s), then select "Enter Information"

STEP 5

Instructor Systems

Out-of-State Learning Experience Form

[Instructions](#)
[LOG OUT](#)

[Instructor Menu](#) / [Class Selection](#) / Out-of-State Learning Experience Form

Course: SS23 MGT 810 730 Human Resource Management for General Managers

Select one, more, or all students in a class

To add another location

Location 1

Students in the Class

Select 1 or More

Select All

State *Example: MA*

City *Example: Boston*

Name of Company, Institution, or Facility *Example: Johns Hopkins Medical Center*

[+ Add another location](#)

[SUBMIT](#)

- Up to five (5) locations can be entered per form.
- Repeat the process until all locations have been entered.
- Then press SUBMIT

OUT-OF-STATE LEARNING EXPERIENCE FORM SEARCH

Helpful tool to look up items that have been entered into the database system.

Select



[Instructor System Access Information](#)

Grades

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Grade Upload

Grade Submission Summary **Administrators only**

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Out-of-State Learning Experience

Out-of-State Learning Experience Form

Out-of-State Learning Experience Form Search

INSTRUCTOR SYSTEMS

Out-of-State Learning Experience Form Search

- Search for previously submitted forms by Student ID and/orcourse.
- When searching by course, a section number can be added (e.g., ANP 330-001) to search for a specific section.

Instructor Systems

Out-of-State Learning Experience Form Search

[Instructor Menu](#) / Out-of-State Learning Experience Form Search

Instructions

- Search previously submitted forms by **Student ID** and/**or** **course**.
- When searching by course, a section number can be added, e.g. ACC201001, to search for a specific section.



Student ID	Course	<input type="button" value="SEARCH"/>	<input type="button" value="CLEAR"/>
<input type="text"/>	<input type="text"/>		



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Email questions to es.aacc@msu.edu.

Use **“OOSLEP”** in the subject line of your message.

THANK YOU!