Study Abroad Credit & Grade Processes
Partnership & Exchange Programs

The ASU Study Abroad Office (SAO) administers more than 250 study abroad programs in over 55 countries worldwide. ASU undergraduate and graduate students can study abroad during the summer, fall semester, spring semester, or for a full academic or calendar year. Students earn ASU credit and grades for coursework completed abroad on any ASU study abroad program, even if their courses are not delivered by ASU faculty – as is the case with all ASU Partnership and Exchange programs.

This document is designed as a resource for ASU faculty and staff to provide an overview of the three separate processes related to the posting of ASU credit and grades for Partnership and Exchange program participants.

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1) Establishing ASU Course Equivalencies

Before any study abroad credits and grades can be posted for a Partnership or Exchange program participant, the SAO must first ensure that each course the student attempted or completed on the program has been reviewed by the relevant academic unit(s) and approved for a specific ASU course equivalency. This process is similar to the domestic and transfer credit process, thanks to our partnership with the ASU Transfer Systems Development team.

Several courses have already been pre-approved for most programs; students can view a list of pre-established ASU course equivalencies for their program by visiting the SAO website and clicking on the View Pre-Approved Courses link near the top of the program webpage. Students are expected to submit an online Course Equivalency Request Form, including a detailed course syllabus, for any study abroad program courses that are not published on that pre-approved course list. Students may submit requests for evaluation at any time before, during or after their program. To ensure timely posting of credits/grades at ASU, students should submit all requests within the first three weeks of their program.

Once the ASU Transfer Systems Development Team receives a student’s Course Equivalency Request Form, they will review the information for accuracy and initiate the evaluation/approval process. All courses equivalent to ASU lower-division and/or special topics courses will be approved by the Transfer Systems Development Team; all graduate-level courses, or courses that appear equivalent to upper-division ASU catalog courses, will be forwarded to the designated course evaluator in the relevant academic unit(s). The academic unit will then provide an equivalency approval, and the SAO will publish the course approval on the SAO website. ASU study abroad course equivalencies are valid for a period of five years, after which time the course will need to be reevaluated.

PLEASE NOTE: It is common in Japan, Germany, France, and other countries that host universities will not provide syllabi to ASU or our students. In this case, the student is not required to submit an online Course Equivalency Request, but must retain all course materials and meet with the relevant SAO International Coordinator upon return in order to establish an approved equivalency.
2) Processing Foreign Transcripts

Official foreign transcripts from partner institutions are sent directly to the SAO, but the date by which the SAO receives transcripts varies widely based on a number of factors. Some institutions forward official transcripts within one month of program completion; others do not issue transcripts until two to six months after the program has ended (or at the conclusion of the full academic or calendar year).

Once the SAO has received the official foreign transcript from the host institution, we will upload a copy to the student’s online study abroad program application, and will evaluate the transcript for course, grade and credit conversions. If any courses on the transcript do not already have approved ASU course equivalencies, the SAO will follow up with the student to complete the Course Equivalency Request process.

3) Posting ASU Credits & Grades

Once the SAO receives a student’s official foreign transcript from the host institution, and once all courses have been assigned an approved ASU course equivalency, the SAO will submit an Academic Records Change (ARC) to the Registrar’s Office. The Registrar will process the ARC, dropping the SAO 196/596 placeholder course and replacing it with the approved ASU equivalent course prefix/number, credit, and grade. If any of the course equivalencies include general studies designations, those will be reflected in the student’s DARS report once the ARC has been processed. The SAO will contact the student once we have confirmed that credits and grades have been correctly posted.

The timeline for posting study abroad credits and grades depends on the following variables:

- The student’s term of participation
- When the student submits the necessary Course Equivalency Request(s)
- When the Course Equivalency Request is approved by Transfer Systems Development and/or the relevant academic unit
- When the SAO receives the student’s foreign transcript from the host institution

A Note Regarding Other Study Abroad Programs

ASU Faculty-Directed Programs
A number of ASU study abroad programs are coordinated by SAO in partnership with one or more ASU academic units. Students participating in these Faculty Directed programs do not follow the above mentioned requirements. Participants in these programs enroll directly in the designated ASU course(s) instructed by the program faculty.

Non-ASU Study Abroad Programs
Some ASU students choose to participate in study abroad programs not coordinated or approved by ASU. These students must go through a separate international transfer credit evaluation process facilitated by ASU Admissions. These students should review the Steps to Study Abroad on Non-ASU Programs for more information.