

## Credit and Grade Policies

### Partnership and Exchange Programs

As a Partnership or Exchange program participant, you will be a guest student at an institution that has a formal agreement with ASU. You are subject to and must comply with all the rules, regulations, procedures and policies in effect at both ASU and at your host institution or program provider. This means that you must follow enrollment requirements of your host institution or program provider, as well as those of ASU. You are also subject to and must comply with all the laws, rules and regulations governing your host city, county, state and country (or their cultural equivalent).

#### Your Status at ASU

You will maintain your academic status at ASU during your term(s) abroad through enrollment in a Study Abroad Office (SAO) placeholder course (SAO 196 for undergraduates or SAO 596 for graduate students). Students participating in semester or full-year study abroad programs must enroll in at least 12 ASU undergraduate credits (SAO 196), or 9 ASU graduate credits (SAO 596), per semester. Participants in summer programs will register for between 3 to 12 credits of SAO 196/596, depending on the length and requirements of the program.

You will receive additional information from your SAO International Coordinator, but it is your responsibility to ensure you are enrolled in the appropriate number of SAO 196/596 placeholder course credits.

#### Academic Credit Policies

Students on ASU Partnership and Exchange programs can expect to earn ASU credit for all courses that appear on the host institution's (or program provider's) transcript, including failed courses. However, ASU credit **will not** be awarded for the following:

- Internships that are not pre-approved by the appropriate departmental Internship Coordinator
- Courses that do not appear on your official transcript from the host institution
- Courses that you have already completed at ASU with a grade of "C" or better
- Courses that would not normally be provided through any ASU Academic Unit (e.g. Knitting).

ASU Partnership and Exchange program participants must maintain full-time enrollment at all times during the program (except during the summer when enrollment will depend on the number of credits offered on the program). You should be aware of the following guidelines regarding academic credit:

- All students participating in semester- or full-year Partnership or Exchange programs must complete the equivalent of at least 12 ASU undergraduate credits, or 9 ASU graduate credits, per semester. If you register for and/or complete fewer than 12 ASU semester undergraduate credits or 9 credits for graduate students, you will be in violation of the terms of participation in your ASU study abroad program and you may be removed from the program. Keep in mind that some scholarships may require you to earn more than 12 credits per semester while you are abroad.
- Participants in summer programs will enroll in anywhere from 3 to 12 credits depending on the length and requirements of the program. As programs vary greatly, so can fee structures and enrollment requirements. Contact your SAO International Coordinator early for guidance or if you have any questions on this.
- Following the instructions provided by your host institution or program provider, you are expected to register for the number of courses required by your program or by ASU, whichever is higher. You will enroll in classes AND register for your final exams following the procedures in effect at your program location. Please note that at some institutions, enrollment in a class does not include enrollment for the final exams, which may require separate registration. More information on course registration is available in the [Classes & Registration](#) section of the Study Abroad Office website.
- Please note that credit earned for pre-semester intensive language courses offered as part of your program will count toward the minimum ASU course-load requirements, as long as the credits are included on your official transcript from the host institution or program provider.

## **Grades/Grading Policies**

All participants are required to complete their Partnership or Exchange program courses for credit and a grade. All such grades will be converted to ASU letter grades, which will ultimately be reflected on your ASU transcript and will be factored into your cumulative GPA, regardless of performance in a particular course. It is your responsibility to be aware of the following guidelines:

### **Pass/Fail Grades**

You are only permitted to enroll in a course that offers pass/fail grading abroad if you are already enrolled in the minimum full-time credit requirement on the

program. For example, if the requirement for the program is 12 ASU credits, you must be enrolled in at least 12 credits for a grade on-site before you can add a course with pass/fail grading. Courses completed abroad as pass/fail may be accepted as part of your regular course-load only if the ASU equivalent is offered as pass/fail. Speak with your SAO International Coordinator to clarify this process further.

### **Auditing Courses Abroad**

You may only audit courses if you are already enrolled in the minimum full-time credit requirement. For example, if the requirement for the program is 12 ASU credits, you must be enrolled in at least 12 credits for a grade on-site before you can audit a course. Audited classes will not appear on your ASU record.

### **Incompletes**

“Incompletes” are not permitted under any circumstances.

## **Credit and Grade Conversion Scales**

ASU has approved credit and grade conversion scales for all Partnership and Exchange programs, which should be used as a guideline for determining how a particular credit amount or grade at your host institution will be reflected on your ASU transcript. These scales are published in the *View Pre-Approved Courses* and *Academics* sections of your program’s page on the SAO website. If you do not see a conversion scale published for your program there, please contact the appropriate SAO [International Coordinator](#) for additional information. It is your responsibility to ensure that you are familiar with the credit and grade requirements for your program and that you take an adequate number of credits while abroad, according to both ASU and the host institution.

When selecting courses to complete on your Partnership or Exchange program, you are expected to consider the following:

- The SAO does not offer plus/minus grading on most Partnership and Exchange programs. Grades earned abroad are translated from the scale used by the host university to ASU’s standard grading scale of A, B, C, D, and E.
- As a guideline, please note that one unit of credit at ASU is based on 45 hours of work per semester (15 classroom contact hours plus 30 hours outside the classroom). However, different institutions around the world have varying requirements for the number of hours required per credit. For example, one course at your host institution may be divided in three parts: lecture, seminar and tutorial. So, a course on world geography may include a 1-hour lecture per week (you sit and listen to a professor), a 1-hour seminar (presentations and/or discussion on previously prepared material) and a 1-hour tutorial

(questions/answers, guidance on preparation of assignments, post-assignment by the professor or a TA).

### **Course Equivalency Requests**

By awarding ASU credits and grades for your study abroad program courses, the SAO is helping you to (1) maintain full-time status, (2) utilize your financial aid to help pay for your program abroad, and (3) maintain progress toward completion of your ASU degree. In order for all of this to happen, an ASU course number and title (course equivalency) must be assigned to every course taken on your program through the Course Equivalency Request process. The Course Equivalency Request process is initiated by the participant, and is facilitated by the Transfer Systems Development Office in cooperation with the SAO and all ASU academic units.

Many programs offer courses with pre-approved ASU course equivalencies; check the specific program page on the SAO website for a list of course equivalencies. If you cannot find evidence of a pre-established ASU course equivalency for any of the courses you intend to take while abroad, you are responsible for submitting an online [Course Equivalency Request Form](#), along with a detailed course syllabus, for each course. You may begin the Course Equivalency Request process at any time, but we strongly recommend that you submit your requests prior to the third week of your semester abroad to ensure timely approval. Please refer to [Earning ASU Credit & Grades: A Guide for Partnership & Exchange Program Participants](#) for a step-by-step guide to successfully establishing a new ASU course equivalency.

The goal of this process is to match your study abroad program courses with existing ASU courses. If the courses offered on your program have no specific ASU equivalencies, you most likely will earn ASU "Special Topics" credit. This is an omnibus course number (194, 294, 394, 494, or 598) used for courses that are new or are not regularly offered at ASU. The ASU equivalency will have an ASU academic prefix (e.g. "HST", "MGT"); an omnibus course number (e.g. "394"), and the title of the course as listed in English on your official transcript from the host institution or program provider. General Studies will be awarded where/when applicable.