

MEMORANDUM

TO: ASU Faculty and Academic Advisors
FROM: Adam Henry, Ed.D.
Director, Study Abroad Office
DATE: March 7, 2019
RE: ASU International Exchange Students

Background

This student is a participant in a one-semester or year-long student exchange program between ASU and his/her overseas home institution, and facilitated by the ASU Study Abroad Office. This program is an official function of ASU that promotes an exchange of educational and cultural experiences between ASU students and those of our partner institutions.

We would like to ask for your help and assistance to enable this student to integrate quickly into the life of the campus and to avoid some of the difficulties and problems exchange students sometimes encounter.

Following the regulations of our exchange program, these students are admitted to an academic plan under the Provost's Office, PRISEP, and must remain in this academic plan for the duration of their program at ASU.

Opportunities

Exchange students from international institutions sometimes find it hard to get into certain classes here at ASU. The students cannot register for courses until they are admitted to the exchange program. Also, since their transcripts are not processed through ASU Admissions, students need overrides for all courses that require pre-requisites, which slows their registration process. Due to this process, many do not have opportunity for early registration.

Your Assistance is Needed!

In such circumstances, if your department policy allows, we would like to ask you to consider granting section full or course restriction overrides for these students. Please consider their previous academic coursework when evaluating whether or not they may take undergraduate or graduate level coursework. We do appreciate your department's need to establish that a particular student is qualified to enter a class, as we do want the students to be successful academically while at ASU. The student should provide you with an official copy of his/her home institution transcript (in English) for your review.

Undergraduate exchange students must be enrolled in at least 12 hours of undergraduate credits (9 of which must be in-person/hybrid). Graduate students must be enrolled in at least 9 credits (6 of which must be in-person/hybrid).

While we understand space and time constraints, we hope you are able to help the student enroll in the courses that are most appropriate to the student's major and academic goals at ASU. We appreciate your help in welcoming these students to our university, just as our counterparts abroad welcome our own ASU students!

If you have any questions, please contact Abby Dalpra in the Study Abroad Office at 480-727-8188 or by emailing abby.dalpra@asu.edu. Thank you.