

Earning ASU Credit & Grades

A Guide for Partnership & Exchange Program Participants

Steps to Earning ASU Credit & Grades

- 1) Choose Courses to Take Abroad
- 2) Request Course Equivalencies
- 3) Confirm Your Final Course List
- 4) Request Your Foreign Transcripts
- 5) Review Your Credits/Grades in MyASU

Steps 2 and 3 should be completed by the **third week** of your program

1) Choose Courses to Take Abroad

There are many factors to consider when choosing which courses to take abroad, but perhaps the most important first step is to understand if/how those courses will help you fulfill any remaining degree requirements. Here's how to do that...

Review Pre-Approved ASU Course Equivalencies

Several courses may already be pre-approved for your program. Be sure to visit your program's page on the Study Abroad Office (SAO) website and click on the [View Pre-Approved Courses](#) link near the top of the page to view a list of pre-established ASU course equivalencies for your program.

If **all** of your courses are published on the pre-approved course list with a status of "In Process" or "Active" then you do not need to complete Step 2 below and can skip to Step 3.

If **some** or **none** of your courses have pre-approved equivalencies on that list then you must complete Step 2 below in order to receive credit.

Meet With Your Academic Advisor

During the study abroad application process, you will be required to meet with your academic advisor to review and complete an [Academic Advising Form](#). This meeting with your advisor is a great time to discuss any courses you are interested in completing while on your study abroad program. Specifically, your advisor can help you understand how those courses may or may not fulfill any remaining degree completion requirements and can make recommendations on which of your remaining degree completion requirements you should consider completing abroad.

2) Request Course Equivalencies

Students must submit a Course Equivalency Request for any Partnership or Exchange program courses that do **not** have a pre-approved ASU course equivalency. Pre-approved courses are published with a status of "In Process" or "Active" on the [View Pre-Approved Courses](#) list (located on your program's page on the SAO website).

PLEASE NOTE: This step should be completed no later than the third week of your program. See page 2 for a description of the steps to request a new study abroad course equivalency.

Steps to Request a Course Equivalency

1. Complete an online [Course Equivalency Request Form](#) for each course that you would like ASU to evaluate.
 - ✓ **Host Country:** Select the country in which your program is located, as listed on the SAO website.
 - ✓ **Program Name:** Select the name of your program from the drop-down list.
 - ✓ **Course Prefix and Number:** List the foreign institution's course prefix and number, if you have it. Leave this section blank if the institution does not provide course codes, or if you are unsure.
 - ✓ **Course Title:** List the full title of the foreign course. If the title is in a foreign language, please translate it to English and list the foreign title in parentheses.
 - ✓ **Term Taken:** List both the term and year that you are participating in the program.
 - ✓ **Credit Hours:** List the foreign course credit value (or contact hours), as listed on the course syllabus or host institution course catalog.
 - ✓ **Requested ASU Equivalency:** List any specific ASU course equivalency that you would like the reviewing department to consider. Example: CHI 101, lower-division History course, or upper-division elective.

PLEASE NOTE: This is a request ONLY. The academic unit establishing the course equivalency ultimately determines the most appropriate ASU course equivalency based on the course information provided.

2. Upload a syllabus for each course by clicking the "Browse" button next to [Upload Syllabus](#).*

You may upload as many as five (5) files per course submission. If you do not have a file (.pdf, .doc, .docx, .jpg, etc.) to upload, you may instead include a web link to an online syllabus by checking the box next to [Submit a URL](#).

Information that should be included in each syllabus	
✓ Host institution or program name	✓ List of topics covered in class
✓ Host institution course title	✓ Course pre-requisites (if any)
✓ Host institution course credits and/or contact hours	✓ Textbooks and publications used
✓ Description of course objectives/goals	✓ All required readings and assignments
	✓ Description of assessment/grading

PLEASE NOTE: Syllabi must be translated into English, unless the course will be reviewed for foreign language credit. Submit both the original and translated versions of the syllabi together.

*If your professor or host institution **did not** provide a syllabus, you are expected to retain **all** of your course materials in order for the reviewing academic unit to determine the appropriate equivalency upon your return. If you have no course syllabus for ASU to review, be prepared to provide the following information to your SAO International Coordinator:

✓ Textbooks and course readings	✓ Returned assignments and other homework
✓ Notes and presentation slides	✓ Writing samples
✓ Exams and quizzes	✓ All required readings and assignments

3. Submit the completed [Course Equivalency Request Form](#) by clicking the "Submit" button. Prior to submitting, you may click "Add another course" to include up to five (5) requests at a time. Once your [Course Equivalency Request Form](#) is received by the ASU Transfer Systems Development team, they will work with the relevant academic unit(s) to establish the most appropriate ASU course equivalency as quickly as possible.
4. Check the status of your [Course Equivalency Request\(s\)](#) in the *My Study Abroad Courses* section of the [Transfer Credit Guide](#), and on the [View Pre-Approved Courses](#) section of your program's page on the SAO website. You will also receive an email when your Course Equivalency Request is complete.

3) Confirm Your Final Course List

All students are expected to complete the *My Study Abroad Classes* online form within the “My Online Forms & Submissions” section of the SAO online program application within the first three weeks of the program. This online form will appear in your application once you are abroad and requires you to list the details of each course you are enrolled in. Participants in year-long programs will need to complete this step at the beginning of each semester.

PLEASE NOTE: This step should be completed no later than the third week of your program.

4) Request Your Foreign Transcript

Your host institution or program provider may automatically send your official transcript directly to the SAO, but you have a responsibility to ensure that they do so. You may need to submit a formal request to your host institution before they will release your transcript to ASU. Official foreign transcripts generally arrive in the SAO within 2 – 4 months after your program end date, depending on your program’s academic calendar and processing. Once we receive your transcript, you will receive an email notification and can then view your transcript within the “My Documents” section of your ASU online study abroad program application. The host institution may also provide additional copies for students.

PLEASE NOTE: The SAO cannot accept copies submitted directly by students; transcripts are considered official only if received directly from the host institution.

5) Review Your Credits and Grades in MyASU

The final posting of your study abroad credits and grades occurs only once:

- ✓ ASU equivalencies are established for *all* courses taken while abroad, AND;
- ✓ Official foreign transcripts have been received at the SAO.

The updating of your ASU academic record may take up to two months from the date your official foreign transcripts are received in the SAO. All courses, grades, and credits completed while abroad must be recorded on your ASU transcript and DARS (just as any regular ASU course must be reported) regardless of the grade received, even if the credit is not needed to graduate. Partial academic postings are not available. Once your academic record is posted, you will receive an email notification from the SAO.

Term Abroad	Credits/Grades Posted
Fall	by the <i>end</i> of the following Spring semester
Spring	by the <i>end</i> of the following Fall semester
Summer	by the <i>end</i> of the following Spring semester
Academic Year	by the <i>end</i> of the following Fall semester
Calendar Year	by the <i>end</i> of the following Spring semester

Full Year Programs

Participants in Academic Year or Calendar Year programs should note that the updating of your academic record may not be possible until the end of your entire program, because some partner institutions do not release transcripts until the completion of the academic year.

Additional Important Information

- With very few exceptions, all courses taken abroad will receive an ASU course equivalency. However, it is not guaranteed that you will receive the credit that you request through the [Course Equivalency Request Form](#).
- In many cases, the academic unit will assign a Special Topics course equivalency (with course numbers 194, 294, 394 and 494, depending on the level of the course). Special Topics courses are assigned when the academic content of a foreign course does not match the academic content of an existing ASU course.
- Special Topics courses may not carry any General Studies designations, and therefore may not fulfill any of your remaining degree requirements.
- An established equivalency cannot be changed unless additional information is provided to substantiate the need for the course to be reevaluated.