

Academic Records Process Overview

Partnership & Exchange Programs

COURSE APPROVALS	Fall Semester	Spring Semester	Summer	Academic Year	Calendar Year
PROGRAM BEGINS	early-July to early-Oct	late-Dec to early-April	mid-May to mid-July	early-July to early-Oct	mid-Jan to early-April
SUBMIT ONLINE COURSE EQUIVALENCY REQUEST FORM	<p>You may submit Course Equivalency Request Forms at any time. Additional information and FAQs on this process are available at https://goglobal.asu.edu/students/course-equivalency.</p> <p>In order to ensure timely posting of study abroad credits and grades, you are expected to submit any Course Equivalency Request(s) within the first 3 weeks of your program, at the latest.</p>				
COURSE EQUIVALENCY REQUEST PROCESSED BY PROVOST'S OFFICE	<p>The Provost's Office will forward your course equivalency request(s) to the relevant ASU academic unit, as needed, within 2 – 3 weeks of submission.</p> <p>If additional information is needed, the Provost's Office will contact you with instructions on next steps for ASU to approve the course equivalency request(s).</p>				
COURSE EQUIVALENCY APPROVED BY RELEVANT ACADEMIC UNIT(S)	<p>ASU academic units generally approve course equivalencies within 4– 6 weeks of receipt from the Provost's Office.</p> <p>You may check the status of your request(s) in the <i>My Study Abroad Courses</i> section of the Transfer Credit Guide, or in the <i>View Pre-Approved Courses</i> of the program's brochure on the GEO website, linked in the <i>Course Info</i> tab.</p> <p>You will receive an email confirmation once your Course Equivalency Request has been evaluated.</p>				
COURSE APPROVAL ADDED TO GLOBAL EDUCATION OFFICE WEBSITE	<p>Approved course equivalencies should be published in the <i>View Pre-Approved Courses</i> section of the program's brochure on the GEO website within 6 – 9 weeks of submitting a Course Equivalency Request Form.</p>				

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CREDITS & GRADES	Fall Semester	Spring Semester	Summer	Academic Year	Calendar Year
PROGRAM ENDS	early-Nov to early-Jan	late-March to early-Aug	early-July to mid-Aug	late-March to early-Aug	early-Nov to late-Dec
TRANSCRIPT RECEIVED IN GLOBAL EDUCATION OFFICE (GEO)	<p>The majority of official transcripts arrive within 6 – 9 weeks of the end. Contact your GEO International Coordinator with any questions about your transcript status.</p> <p>Academic or Calendar Year students: Some foreign institutions send GEO a transcript each semester, others issue only one transcript at the conclusion of year-long programs.</p>				
TRANSCRIPT EVALUATED BY GEO	<p>This process generally takes 2 – 4 weeks to complete. In the case of incomplete grades, missing course equivalencies, etc., this process may take longer.</p>				
ACADEMIC RECORD CHANGE SUBMITTED TO REGISTRAR	<p>This process generally takes place 4 – 6 weeks after receipt of your official foreign transcript.</p> <p>The Academic Record Change (ARC) includes a request to drop the SAO 196/596 placeholder course and replace it with grades and approved ASU credits, as determined by active course equivalencies.</p> <p>The Registrar processes ARCs within 2 – 3 weeks of receipt from Academic Transfer Credit Solutions.</p>				
CREDITS & GRADES POSTED BY REGISTRAR	by the end of the Spring semester	by the end of the Fall semester	by the end of the Fall semester	by the end of the Spring (Fall courses) or Fall semester (Spring or full-year courses)	by the end of the Fall (Spring courses) or Spring semester (Fall or full-year courses)
CONFIRMATION EMAIL FROM GEO	<p>GEO will email you within 2 – 3 weeks of program courses appearing on your official ASU transcript, after verifying that all credits and grades posted correctly.</p>				