

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>Students may submit Course Equivalency Request Forms online at any time by visiting https://webapp4.asu.edu/transferecreditguide/app/satransfercourses</p> <p>In order to ensure timely posting of study abroad course credits and grades, students are expected to submit any online Course Equivalency Request Forms within the first three weeks of their program.</p>				
COURSE EQUIVALENCY REQUEST PROCESSED BY PROVOST'S OFFICE	<p>The Provost's Office will forward the request to the academic unit within 2 – 3 weeks of receipt from the student.</p> <p>If the student needs to provide additional information, or take any additional steps in order for ASU to approve a course equivalency, the Provost's Office will contact the student with instructions.</p>				
COURSE EQUIVALENCY APPROVED BY RELEVANT ACADEMIC UNIT(S)	<p>ASU usually approves course equivalencies within 2 – 3 weeks of receipt from the Provost's Office.</p> <p>Students may check the status of their requests in the <i>My Study Abroad Courses</i> section of the Transfer Credit Guide at https://webapp4.asu.edu/transferecreditguide/app/studentview, or in the <i>View Pre-Approved Courses</i> section of their program's page on the SAO website at https://studyabroad.asu.edu.</p> <p>Students will receive an email confirmation once their Course Equivalency Request has been evaluated.</p>				
COURSE APPROVAL ADDED TO STUDY ABROAD OFFICE WEBSITE	<p>Within 4 – 8 weeks of submitting an online Course Equivalency Request Form, the approved course equivalency should be published in the <i>View Pre-Approved Courses</i> section of the program's page on the SAO website at https://studyabroad.asu.edu.</p>				

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 STUDY ABROAD OFFICE	<p>The majority of official transcripts arrive within 6 – 8 weeks after the end of the program.</p> <p>Some institutions submit a transcript for full year participants each semester; others issue only one transcript at the conclusion of the full academic or calendar year.</p> <p>Students are encouraged to contact an SAO International Coordinator with questions about transcripts for any specific program.</p>				
TRANSCRIPT EVALUATED BY STUDY ABROAD OFFICE	<p>This process typically takes 1 – 3 weeks to complete.</p> <p>In the case of incomplete grades, missing course equivalencies, grade disputes, etc., this process may take longer.</p>				
ACADEMIC RECORD CHANGE SUBMITTED TO REGISTRAR	<p>This typically happens within 2 – 4 weeks after receipt of a student’s 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 the approved ASU credits and grades for the courses student completed abroad.</p> <p>The Registrar processes ARCs within 1 – 2 weeks of receipt from the SAO.</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 STUDY ABROAD OFFICE	<p>The SAO will email students within 2 – 3 weeks of study abroad courses appearing on the official ASU transcript, after the SAO has verified that all credits and grades were posted correctly.</p>				