Course Equivalency Request Form

To be completed by STUDENT

Please complete the first section below for each course you wish to have evaluated, then save and email this file to equivalency@asu.edu. When emailing this form, be sure to also attach or provide a link to a detailed course syllabus. Your request will not be processed without this supporting documentation. All syllabi must include the host course title, code (if applicable), pre-requisites (if any), host credits, description, objectives and topics, assessment information, and a list of course readings, materials, and assignments. If you do not know the host institution course credit load or the ASU credit conversion, you may leave these fields blank.

NOTE: You can review the status of your request after 7 - 10 business days by clicking the "View Pre-Approved Courses" link from your program's page on the SAO website. All host courses will appear with a Course Equivalency Approval Status of "In Process," "Approved," or "Expired." For more details on this process, please review the "Understanding the Course Equivalency and Academic Records Processes" item under the "Resources" section of your online SAO program application.

Name:_____ Affiliate ID_____

Host University:_____

Host Country: _____ Study Abroad Term:_____

Host Course Code:_____ Host Course Title: _____

Host Course Credits: _____ ASU Credits: _____

ASU Equivalency Requested (optional): _____

To be completed by STUDY ABROAD OFFICE

Reviewing Department: _____ Equivalency Provider: _____

Course Notes: _____

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To be completed by EQUIVALENCY PROVIDER

As the designated study abroad course equivalency provider for your academic unit, the Study Abroad Office requests that you review the study abroad course information provided with this form, and indicate the most appropriate ASU equivalent course in the following fields. As appropriate, please assign an equivalent course based on the course content, and not based on the unique circumstances of the student requesting approval. If an ASU catalog course equivalency does not sufficiently align with the host course content and learning outcomes, please assign a Special Topics (194, 294, 394, 494) omnibus course equivalency.

Your accurate and timely equivalency approval is very important. After filling in the below email and digitally signing this document, please save and email the file to equivalency@asu.edu. Once the approval is received, we will expedite the processing of the student's academic record and update the course equivalency information in the Study Abroad Course Database. Your time, commitment and collaboration are greatly appreciated. Please contact us if we may be of help.

The above listed course is equivalent to:

ASU Prefix & No.	ASU Course Title	ASU Credits
_____	_____	_____
_____	_____	_____

EQUIVALENCY AUTHORIZATION: By signing here, you authorize the use of this ASU course equivalency information for the student noted above, as well as any student completing this course within the next five years.

STUDENT SPECIFIC APPROVAL: Check here if this equivalency approval should apply to this student only.

_____
Equivalency Provider Signature