

THIS LETTER CONTAINS IMPORTANT
INFORMATION ABOUT YOUR ACADEMIC
REPORT. READ THIS LETTER AND SAVE IT
WITH YOUR REPORT FOR FUTURE
REFERENCE.

Dear Returning International Programs Participant:

You have been provided with an unofficial copy of your Academic Report, which lists courses that you have taken, and the units and grades that you have earned at your CSU study center abroad. This is the only report that you will receive from our office for the courses you have taken abroad. Unit values are reported in either semester or quarter unit values depending on whether your home CSU campus operates on a semester system or a quarter system.

An official Academic Report has been forwarded to the Registrar/Records Office at your CSU campus. It can take your campus Registrar/Records Office up to six weeks to post your courses, units and grades to your CSU record from the time that you receive your report so check your CSU portal periodically. Once posted to your CSU record, your CSU transcript becomes the official record for courses taken abroad. If courses do not appear on your CSU record after six weeks, contact your CSU Registrar/Records Office to find out when your courses will appear on your record.

Once courses appear on your CSU academic record, check that the courses listed on the Academic Report also appear on your CSU academic record. If there are discrepancies, contact your campus Registrar/Records Office to report the discrepancies and request to have your CSU record corrected.

In the reporting process, CSU International Programs (CSU IP) uses the titles of the courses taken abroad rather than the titles of CSU campus courses in which you are seeking credit. If a course title is in a language other than English, the title will be translated and reported in English. If you are trying to fulfill a General Education requirement or requirements for your major or minor, contact the appropriate advisor at your CSU campus for instructions on what forms to complete (if any) to have the courses taken abroad apply towards your degree.

If you believe that an error has been made on your Academic Report, for instance, a grade was recorded incorrectly or a course that you took did not appear on your report, contact CSU IP. Also review the Academic Policies publication for your year of study and your campus catalog to ensure that you understand the policies relevant to your situation. Requests to have a course or grade reviewed must be received 1) before you graduate with the degree that you were pursuing while studying abroad on the International Programs, and 2) no later than 12 months from the official end date of your last term abroad, whichever date comes first. Requests made after this time cannot be processed. Check the accuracy of your report as soon as you receive it and if necessary, request a review immediately thereafter.

To request a course or grade review, **follow these instructions:**

- Send an email to IPacademics@calstate.edu
- In the subject line, write: AR-your last name-host country-year abroad. Example: AR-Smith-Italy-2015/16.
- State your request and provide an explanation plus other relevant information related to your request.
- Include your daytime phone number as well as the month and year that you expect to complete your degree.

Within a week of receiving your request, an email acknowledgement will be sent to you. Course/grade reviews can take several weeks to several months to complete depending on circumstances.

For other questions regarding your Academic Report, please follow the instructions above. Additional information about reporting can also be on the CSU IP website under “Study Abroad”, Academic Information”, and “Academic Reporting” or click [here](#).

CSU IP wishes you the best as you complete your degree.

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus