

Buffalo State International Programs

Academic Advising Agreement

Name: _____ Banner ID: _____

Major/Department: _____ Total credits prior to travel: _____

Host Institution: _____ Host City/Country: _____

Academic Term of Program: Fall 20____ Spring 20____ Summer 20____ Winter 20____ Other _____

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING ACADEMIC ADVISING AGREEMENT

Instructions for Student:

Students participating in approved programs will receive resident credit for courses taken abroad. These courses will appear on your transcript and be calculated into your Buffalo State grade point average.

Course Selection:

- You are required to set up a meeting with your academic advisor to obtain the appropriate departmental approval for the courses you plan to take on your international program.
- Work with your academic advisor to determine how the classes you take abroad will be applied toward your degree program by determining course equivalencies.
- Be prepared with course descriptions of classes you would like to take abroad.

It is recommended that you determine course equivalencies for several more courses than you will take abroad as these additional courses will serve as alternates if you are unable to enroll in one or more of your preferred courses.

Course Changes:

- It is your responsibility to keep your academic advisor updated on any changes made prior to departure and while you are on exchange, so they may advise you properly. If you make any changes to the approved list, you must complete a new International Program Academic Advising Agreement, obtain the appropriate signatures, and submit the new form to the Office of International Education.

Course Transcripts:

- You must determine if your host institution will automatically send a final transcript or if you will be required to request your final transcript to be sent to the Office of International Education. Transcripts will be compared to the Academic Advising Agreement and forwarded to the registrar's office to be applied to your degree program.
- This process can take anywhere from 1-3 months to complete. If you plan to receive financial aid for the semester following your program, the disbursement of these funds may be delayed pending grades from your host institution.

Graduating Seniors:

- You may be required to submit an academic appeal if you are planning to spend your final semester abroad.
- It is your responsibility to check with your department chair to determine if an academic appeal is necessary.

If you spend your final term overseas, please note that the posting of your degree may be delayed until the Office of International Education receives a final transcript from your host institution.

Instructions for Academic Advisor and Department Chair:

- Academic Advisors are encouraged to help students formulate a proposed program of study for the student's time abroad and discuss with the student how this coursework will factor into their degree program. All courses the student is considering taking abroad must be listed on this form with an equivalent Buffalo State department, course number, and purpose of the course (i.e. general education, major requirement, major elective, all college elective).

Student, Academic Advisor, and Department Chair – Financial Aid Considerations:

- Students planning to use financial aid toward their international program **MUST** take coursework that directly applies to their Buffalo State degree program to remain eligible for aid. It is the student's responsibility to ensure the coursework taken abroad will fulfill degree requirements.
- We ask that the student's faculty advisor and department chair assist the student by only approving courses that apply to the student's degree program - this can be required general education courses, major requirement, major elective courses, or all college elective courses that satisfy graduation requirements.

FINANCIAL AID DISCLAIMER AND CERTIFICATION

I am not seeking any financial aid assistance and plan to pay for my program out of pocket.

OR

STUDENTS SEEKING FINANCIAL AID ASSISTANCE MUST READ AND COMPLETE THE FOLLOWING SECTION.

By signing my name below, I hereby acknowledge that I have read and understood the terms and conditions pertaining to my financial aid eligibility for International Program participation.

- I understand that I am only eligible to receive (and retain) financial aid for courses **required** for my current major and degree program (bachelor's degree).
- I understand that if it is determined that the courses outlined above (or any other courses) are **not applicable** to my current degree requirements, my financial aid will be reduced or canceled (may occur before or after aid disburses). **Initial Here** _____
- I further understand that if my financial aid is reduced or canceled, I will immediately owe an outstanding bill to Buffalo State. I am responsible to pay the outstanding bill in full.
- I am aware that an official transcript from the host university must be received by Buffalo State University within 10 days from the end of the semester. If Buffalo State University does not receive the official transcript, I understand that my financial aid for the current semester can be revoked and my financial aid for the upcoming semester can be delayed.

SUBMISSION INSTRUCTIONS:

- Read over all information presented in the document, complete student fillable sections and signature.
- Schedule a meeting with your Academic Advisor and Department chair to complete the course selection. Once complete and appropriate signatures are received, forward to the Office of International Education for review.
- The Office of International Education will review for completion, signature, and attach student's program cost sheet before forwarding document along to the Registrar's Office.
- Document will be reviewed and signed by the Registrar's Office and Financial Aid. Once completed, this form will be sent back to the Office of International Education for student account filing purposes.

** Financial aid will not be able to determine aid eligibility until you have enrolled in your program specific CRN in Banner. If you need your program's CRN, please contact the Office of International Education.**

REQUIRED SIGNATURES:

1. Student:

Print: _____ Signature: _____ Date: _____

2. Academic Advisor:

Print: _____ Signature: _____ Date: _____

Comments: _____

3. Department Chair

Print: _____ Signature: _____ Date: _____

Comments: _____

RETURN THIS FORM TO THE INTERNATIONAL EDUCATION OFFICE SOUTH WING 430:

The International Education Office Advisor will review and approve the form. They will then forward the document to Financial Aid and the Registrar. You are not responsible for getting signatures for number 5 and 6.

4. International Education Office Advisor

Print: _____ Signature: _____ Date: _____

Comments: _____

5. Registrar's Office Advisor

Print: _____ Signature: _____ Date: _____

Comments: _____

6. Financial Aid Advisor

Print: _____ Signature: _____ Date: _____

Comments: _____

