

# Buffalo State International Programs

## Academic Advising Agreement

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Host City/Country: \_\_\_\_\_

Academic Term of Program: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Winter 20\_\_\_\_ Other \_\_\_\_\_

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### 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.

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. You will work with your academic advisor to determine how the classes you take abroad will be applied toward your degree program by determining course equivalencies. When you meet with your advisor, please 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. These additional courses will serve as alternates if you are unable to enroll in one or more of your preferred courses.

It is your responsibility to keep your advisor updated on any changes that are made while you are on exchange, so they can 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.

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. Please be aware that 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 Faculty Advisor and Department Chair:

Advisors are encouraged to help students formulate a proposed program of study for the student's time abroad and to discuss with the student how this coursework will factor into their degree program at Buffalo State. 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/intellectual foundations, major/minor requirement, major/minor elective, all college elective).

If the student is seeking major/minor requirement or major/minor elective credit abroad, a signature is also required from the department chair.

#### Student, Faculty Advisor, and Department Chair – Financial Aid Considerations:

Please note that 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/intellectual foundations courses, major/minor requirement, major/minor elective courses, or all college elective courses that satisfy graduation requirements.

**Students on study abroad or exchange for a fall or spring term must remain full time by enrolling in a minimum of 12 credits per semester.**

Overseas Course Title/Number	Buffalo State Course Title/Number	All College Elective	Intellectual Foundations	Major/Minor Requirement	Major/Minor Elective	Credit Hours
Example: ME 2004 Europe in the Late Middle Ages	HIS 321 History of Medieval Europe				X	3

**Courses listed above will fulfill graduation requirements for student's degree program. \_\_\_\_ YES \_\_\_\_ NO**

**FINANCIAL AID DISCLAIMER AND CERTIFICATION**

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

**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 College. I am responsible to pay the outstanding bill in full.
- I am aware that an official transcript must be received by the Registrar's Office within 10 days from the end of the semester. If Buffalo State does not receive the official transcript, I understand that my financial aid for the upcoming semester will be placed on hold.

**REQUIRED SIGNATURES:**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Advisor (Please Print): \_\_\_\_\_

Department: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair (Please Print): \_\_\_\_\_

Department: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Aid Advisor (Please Print): \_\_\_\_\_

Department: \_\_\_\_\_

Financial Aid Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMISSION INSTRUCTIONS:**

Please submit this form along with your program budget sheet to the Office of Financial Aid. The Financial Aid Office will reach out to you if they need any further information. If your form is approved it will be forwarded to the Office of International Education. Please note that the Office of Financial Aid will not be able to determine aid eligibility until you have enrolled in your program's specific CRN in Banner. If you need your program's CRN please contact the International Education Office.