

# Academic Advising Form

Student Name	ASU Student ID #
Study Abroad Program	Term and Year of Program

## **INSTRUCTIONS FOR STUDENTS**

In order to complete this study abroad program application requirement, you must schedule an appointment with your regular academic advisor within your major discipline, or the advisor specified on Page 2. **Be sure to follow the normal procedures for scheduling appointments with advisors in your unit. PLEASE NOTE:** Students in special programs (e.g. Barrett), or with more than one major or minor should secure additional signatures.

## **STUDENT CHECKLIST** *(carefully review and initial each line before signing below)*

- \_\_\_\_\_ I understand that I am expected to review the list of courses for my program on the Study Abroad Office (SAO) website prior to meeting with my Academic Advisor. To view a complete list of courses available on my program, I can follow the links in the *Academic Program & Courses* section of my program's web brochure. To view a list of pre-established ASU course equivalencies for my program, I can follow the *View Pre-Approved Courses* link next to *Earn ASU Credit* near the top of the web brochure.
- \_\_\_\_\_ I am aware that I must work with SAO to establish ASU course equivalencies for all courses I complete abroad that are not currently published as *In Process* or *Active* on the SAO website. I must initiate the established Course Equivalency Request process no later than three weeks after my program begins.
- \_\_\_\_\_ If my Course Equivalency Requests have not been submitted or approved by the time I need to register for the term following my study abroad program, I understand that my Academic Advisor(s) may not be able to correctly advise me on what to register for the semester I return to ASU.
- \_\_\_\_\_ I understand that I am expected to review and abide by SAO academic policies, including course pass/fail and audit restrictions, in the Partnership and Exchange Program Handbook and in the Online Pre-Departure Orientation presentations, available to me within my online study abroad application.
- \_\_\_\_\_ I understand that I am required to complete all study abroad program courses for a grade, and that **all of my grades will be converted to ASU letter grades which will ultimately be reflected on my ASU transcript and will be factored into my cumulative GPA, regardless of my performance in a particular course or applicability to ASU degree requirements of my classes.**
- \_\_\_\_\_ Even though I am registered in SAO 196/596 for the duration of my program, I acknowledge that this lower division/graduate designation may not reflect the actual level of every class I complete abroad.
- \_\_\_\_\_ I understand that if I take an ASU iCourse or ASU Online course while on my program, the credit earned for this course does not count towards the full-time load requirement for my program.
- \_\_\_\_\_ I acknowledge that I am expected to complete the *My Study Abroad Classes* questionnaire in my online study abroad program application no later than three weeks after my program begins. I should also notify my Academic Advisor(s) of my final course list.
- \_\_\_\_\_ If I spend my final term overseas, I acknowledge that the posting of my degree may be delayed, depending on when I initiate the Course Equivalency Request process and when SAO receives my official study abroad program transcript.

## **STUDENT SIGNATURE**

**By signing this document, I hereby certify that I have met with my Academic Advisor(s) and I agree to and fully understand the conditions and obligations specified above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If Student is younger than 18, Parent or Legal Guardian must sign*

# Academic Advising Form

## INSTRUCTIONS FOR ADVISORS

Students on ASU study abroad programs earn ASU resident credit for all courses completed overseas - the ASU course, credit and grade equivalencies of the foreign courses will appear on the student's ASU transcript. Advisors are encouraged to help students formulate a proposed program of study and to discuss the academic component of this program. **PLEASE NOTE:** As an academic advisor, you are providing useful information about how program courses *may* fulfill students' degree requirements. **You are not responsible for establishing course equivalencies or suggesting what ASU course equivalency may be established for a particular study abroad course.**

## ADVISOR CHECKLIST (*discuss the following points before signing below*)

- ✓ Review the DARS/Major Map and anticipated graduation date with the student so that he/she is aware of any remaining degree requirements that may be completed abroad.
- ✓ Discuss any other issues related to studying abroad that may impact degree progress.
- ✓ Discuss with the student if and how an internship can be taken for academic credit while abroad. Students completing an internship abroad must meet with a departmental internship coordinator and submit a separate SAO Internship Coordinator Review Form as part of the application process.
- ✓ Refer to SILC Advising (<https://silc.asu.edu/student-life/academic-advising>) if the student indicates any plan to fulfill a second language requirement for graduation while studying abroad.

The student has \_\_\_\_\_ **elective** credit hours left to meet the minimum 120 required to graduate, of which \_\_\_\_\_ must be **upper division**.

The student may want to complete the following degree requirements while abroad:

(e.g. upper division electives, general studies, major, minor or certificate courses)

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The student **cannot** receive credit for the following ASU courses, even if he/she takes a similar course abroad:

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## REQUIRED SIGNATURES

- **W. P. Carey School of Business:** Michelle Laws (last names A-K), Andrew Parady (last names L-Z), <http://wpcarey.asu.edu/sos>
- **Exploratory Majors:** CISA Academic Advising, (480) 965-4464, [exploratory@asu.edu](mailto:exploratory@asu.edu), <https://cisa.asu.edu/exploratory>
- **Global Studies Majors:** Major advisor **and** Dr. Henry Sivak, (480) 965-1336, [henry.sivak@asu.edu](mailto:henry.sivak@asu.edu)
- **All Other Majors:** Student's major department advisor

## ADVISOR SIGNATURES

I verify that I met with the student noted on Page 1 and have reviewed the above points with the student.

Advisor Name (please print): \_\_\_\_\_

College/Department: \_\_\_\_\_

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

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

Additional Advisor Name\*\* : \_\_\_\_\_

College/Department\*\* : \_\_\_\_\_

Additional Signature\*\* : \_\_\_\_\_

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

RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS

\*\*For special programs (e.g. Barrett), double majors, or minors (as applicable)

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