

## Academic Advisement Form

You are required to complete the Academic Advisement Form to help you plan what courses you should take at your host university.

- Carefully read the Academic Advisement Form Instructions before completing the form.
- Review the “Academic Policies” section of the *IP Bulletin* and the “Academic Arrangements” section of your *Participant Guide*.
- Make an appointment to meet with your major department academic advisor.

Return the original form and a copy to OIP **by May 15**.

Keep a copy for your records.

Give a copy of the form to:

- Your academic advisor
- IP coordinator

# Academic Advisement Form Instructions

## GENERAL INFORMATION FOR STUDENTS AND ADVISORS

CSU International Programs (IP) participants remain enrolled at their home CSU campus while attending courses abroad and will earn CSU resident credit for courses successfully completed, which can be used towards elective units towards the minimum required for the degree. With careful planning, students can also continue to make progress towards fulfilling major, minor and/or general education (GE) requirements while studying abroad. The attached three-part Academic Advisement form is the pre-departure academic planning process which assists students with completing degree requirements as an IP participant. After completion, the form becomes a written record of the arrangement between the student and his/her CSU campus regarding how courses taken abroad will be applied to the student's major, minor or GE requirements.

It is the student's responsibility to collect and provide course information to his/her advisor. The advisor determines how courses will be credited to the degree and as well as suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value. If no equivalent courses are available at the host university, the advisor can suggest that the student take non-equivalent but related courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

At the conclusion of the student's study abroad experience, OIP reports all courses attempted to the student's home campus. Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU academic record, courses must adequately represent the courses taken abroad. For this reason, it is important that both student and advisor are clear about the difference between a course equivalent and a course substitution since the latter will often involve the completion of additional campus-based forms in accordance with home campus policies and procedures.

### TO THE STUDENT:

1. Before completing the form, review the "Academic Policies" section of the *IP Bulletin* and the "Academic Arrangements" section of your *IP Participant Guide*.
2. Using your academic records, a campus catalog and other materials showing degree requirements, complete Part I and Part II of the form. For Part II, list all courses you need to complete in order to receive your degree—regardless of your IP participation. The course numbers and titles should be taken directly from your CSU catalog, not from the *IP Bulletin*.
3. Make an appointment with your advisor to review and sign Part II and complete Part III with your advisor\*. Take the following materials with you: *IP Participant Guide*, *IP Bulletin* and/or other course information (if available), campus catalog, your academic records, and this form. (Also bring an extra copy of Part III.) It may be necessary to meet with an advisor in your minor or for GE requirements as well.
4. When you meet with your advisor(s), bring up any questions you may have about how your work in IP will be applied toward your degree requirements. Be certain that all the details of your discussion are entered on the form (Part III) or on an extra sheet, and that the form is signed by your advisor(s).
5. After meeting with your advisor(s) and obtaining signatures, provide a copy of this form to your academic advisor, a copy to your IP coordinator, and retain a copy for your own records. **Send the original form and an extra copy to OIP.**
6. Since there may be course changes that you may wish to discuss with your advisor AFTER you arrive at your study center, we suggest that you take your advisor's telephone number, fax number, and e-mail address with you in addition to your copies of the Academic Advisement form.

**\*Regarding Part III of the Academic Advisement form:** You do not need advisory approval for courses, which are NOT being used to fulfill specific major, minor or general education requirements. OIP will report elective courses to your campus automatically. If **none** of the courses you plan to take abroad will be used to fulfill specific major, minor or general education course requirements, it is not necessary for you to submit Part III but you are still required to meet with your advisor(s) to obtain his/her signature(s) for Part II of the Academic Advisement form AND return Parts I and II to OIP.

### TO THE ADVISOR:

1. Please review Parts I and II of the student's Academic Advisement form and the course information for the study center in the *IP Bulletin* section of the *IP Participant Guide*. Also provide your signature at the bottom of Parts II and III.
2. For Part III, enter the courses you suggest for the student and their home campus equivalents, if any. (Note: Courses are equivalent if they are equal in terms of course **content, level and unit value**. If no equivalent course can be found, suggest course alternatives and inform the student of how non-equivalent but related courses can be substituted for required courses via petitions or course substitution requests (using campus-based procedures and forms) as applicable.
3. Indicate any departmental or campus restrictions or limitations on the crediting of courses in IP (e.g., maximum number of units applicable to the major from IP).
4. If you have any questions, please contact Academic Services in the Office of International Programs at (562) 951-4790.

Thank you for your assistance.

**Return by May 15**  
 Office of International Programs  
 401 Golden Shore, Sixth Floor  
 Long Beach, CA 90802-4210

# Academic Advisement - Part I

***To the student: Complete Sections I and II, read Section III and provide your signature at the bottom of this page.***

## Section I: Student's Academic Information

Student's Legal Name:

(as it appears in your passport) \_\_\_\_\_  
Last Name First Name Middle Name

CSU Campus: \_\_\_\_\_ Overseas Center: \_\_\_\_\_

Class level while studying abroad: Junior:  Senior:  Postbaccalaureate:

If postbaccalaureate, indicate your status: Second Bachelor's Degree:  Credential Graduate:   
 Conditionally Classified Graduate:  Classified Graduate:

Indicate the degree or credential program you will be pursuing while study abroad:

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Degree: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_  
Month / Year

Credential: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_  
Month / Year

List any degrees or credentials which you have or will have completed by the time of departure:

## Section II: Language Study of the Host Country (Not applicable for students studying in the UK)

Number of years studied in elementary, middle school or high school:

College/University	Dept. and Course # (e.g. SPAN 100)	Course Title	Units	Grade

## Section III: Understanding of Academic Policies of International Programs

In accordance with academic policies of the International Programs, I understand that:

1. It is my responsibility to collect and save course information (descriptions, syllabi, outlines, exams, papers, etc) and provide these to my department /academic advisor(s).
2. The completion of this Academic Advisement form does not replace petitions (or course substitution requests) that might be required by my home campus in order to have courses taken abroad meet specific course requirements for my degree.
3. Regardless of the number of units still required for my degree, I am required to enroll in a minimum of the equivalent of 15 CSU semester units at my host university unless I obtain special permission from the Office of International Programs.
4. Language acquisition courses in countries where the national language is not English must be taken for a regular (letter) grade.
5. All requirements for courses taken abroad MUST be completed by the end of the academic year of the host university or study center. Uncompleted courses (e.g. not meeting attendance requirements or not taking the final exam) and unauthorized withdrawals of any course while studying abroad will be assigned a grade of "WU".
6. My final Academic Report, which lists all courses attempted, and units and grades earned can take a minimum of four months to process after my program is complete.

Furthermore, I have read the Academic Arrangements section of the Participant Guide, which further explains the academic policies of the International Programs.

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

# Academic Advisement – Part II

\_\_\_\_\_ Last Name First Name Middle Initial

*To be completed by the student and verified/signed by the advisor(s).*

Using the course numbers and titles from your **CSU home campus catalog**, list all courses which you must still complete in order to receive your degree. (Do not include course work in progress.) Designate required courses with (R) and elective courses with (E).

1. Major Field : \_\_\_\_\_

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

2. Second Major or Minor : \_\_\_\_\_

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

3. General Education

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

Total units still to be completed (sum of 1, 2 and 3 above): \_\_\_\_\_

Total units already completed (including units in progress): \_\_\_\_\_

Total units required for degree/credential: \_\_\_\_\_

**To be completed by the student's academic advisor(s):**

As the advisor for the above-named student, I have been informed of the student's acceptance in the International Programs. I have also verified the above coursework and informed the student of her/his requirements for the degree.

Advisor for:	Advisor's Signature and Date	Advisor's Printed Name	Advisor's Email Address & Phone Number
Major:			
Second Major:			
Minor:			

