

ACADEMIC PLANNING FORM

(For academic planning between a Student and Academic Advisor)

Meeting with your academic advisor prior to studying abroad will help you make more informed decisions about what courses to take while you are studying at the host institution. An academic advisor may be able to point out additional considerations that are specific to your major, minor, or General Education requirements.

The Academic Planning Form is not a course approval form and should not be used to approve study abroad courses. **The Departmental Course Approval Form should be used for all course approvals.** This form is for planning purposes only and is recommended, but not mandatory. PIC does **not** need a copy of the Academic Planning Form.

Carefully document course approvals, substitutions, or agreements made during your meeting with your advisor. Always secure approvals or other agreements in writing and **keep a copy for your records**. All course approvals must be submitted to the Padnos International Center to be recorded in your file. Pay close attention to tentative approvals versus final approvals. Tentative approvals are subject to change.

ACADEMIC ADVISORS

- ⇒ Review the student's degree progress report with the student. In order to select a study abroad program that is academically appropriate, students should be aware of their degree progress here at GVSU.
- ⇒ Help students identify what major, minor, general education, and elective requirements must still be met.
- ⇒ Offer advice regarding courses that should not be taken abroad. Alternatively, recommend courses that would be best to take abroad.
- ⇒ Talk with the student about how the specific study abroad program will help him/her further degree progression.
- ⇒ Help the student plan for the semester prior to and after study abroad, taking into consideration courses which may have prerequisites.

STUDENTS

Questions to ask your academic advisor:

1. Will the courses I plan to take abroad meet specific degree requirements here at GVSU? If yes, which degree requirements will be fulfilled after completing specific courses at the host institution?
2. What requirements would you recommend NOT completing abroad?
3. What should I do if my course options for my major/minor change once I get to the host institution? There may be a short window of time to register for new courses, how can I be sure the courses selected will meet requirements back at GVSU?
4. Is there anything I should follow-up with once I return from my study abroad program? Is there anything I should be prepared to bring back with me (syllabus, course info, written work)?

BRING THE FOLLOWING TO YOUR MEETING WITH YOUR ADVISOR:

- ☐ Study Abroad Academic Planning Forms
- ☐ Course descriptions or syllabi for the courses you would like to take abroad. Course descriptions/syllabi must contain the following information:
 - ⇒ Contact hours (number of hours the class meets in the semester)
 - ⇒ Detailed course description
 - ⇒ How many courses or credits make up a full-time credit load at the host university?
- ☐ Materials related to your academic program (host institution, study abroad provider, if applicable, and semester dates.)

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Student Information

Name _____ Email _____

Major _____ Second Major (if applicable) _____ Minor _____

G Number _____ Host University issuing your study abroad transcript _____

Semester(s) abroad: Fall 20 _____ Winter 20 _____ Spring/Summer 20 _____

ACADEMIC PLAN

It is always best to have more courses pre-approved than what you actually need. If course availability changes when you get to your host university, you will have an alternate list of courses already selected.

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Academic Plan	Total number of credits you plan to earn abroad _____	
GVSU Degree Requirements—Unmet	Study Abroad Courses that might fulfill the degree requirement	Which academic department should approve the study abroad course?
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Advisor Notes:

Academic Advisor (print Name)

Signature

Date

This form is intended to help you determine your academic plan only. You do not need to submit this form to the Padnos International Center.