

Academic Planning

Study Abroad / National Student Exchange



This form is for Illinois State University undergraduate students only.

WHY DO I NEED TO COMPLETE THIS FORM?

Having a documented conversation with your academic advisors prior to studying abroad / National Student Exchange will help you make a more informed decision about which courses to take while you are overseas or on exchange and provide you with a record of the decisions made. Your academic advisors may be able to point out additional considerations for you that are specific to your major, minor, or college of enrollment.

Being aware of how your study abroad / National Student Exchange coursework can potentially fulfill your requirements can help you complete degree requirements more efficiently and quickly, helping you graduate on time.

QUESTIONS TO ASK A STUDY ABROAD ADVISOR

- How can I find course descriptions/syllabi for my courses abroad? (check Host Institution's website)
- Where can I find if courses I'm interested in have been previously articulated? (check www.InternationalStudies.IllinoisState.edu)
- I would like to fulfill Gen Ed, IAI, or Global Studies requirements while abroad. How do I know if my courses meet these requirements?
- I plan to graduate soon (if applicable). How might this affect my academic planning?
- What should I do if I arrive at my host institution and can't take these classes? May I email you for guidance in making alternative choices?

YOUR ACADEMIC ADVISING MEETING

Bring your academic planning form, list of previously articulated courses that may be applicable to your plan of study, and copies of course descriptions or syllabi of the courses you are interested in taking while abroad

QUESTIONS TO ASK YOUR COLLEGE ADVISER

- What degree requirements do I have left to complete?
- Are there particular requirements you recommend I should/should not try to complete abroad?
- Do I meet the course prerequisites at ISU for any of the previously articulated courses (found on www.InternationalStudies.IllinoisState.edu)?
- I have copies of course descriptions (or syllabi for major/minor) for courses not on the International Studies website that I am considering taking while abroad. Do these courses meet any of my degree requirements (major, minor, gen ed., other)?
- What should I do if I arrive at my host institution and can't take these classes? May I email you for guidance in making alternative choices?
- What do I need to do to follow up with you when I return? What should I bring back with me, if anything (e.g. course syllabi)?

INSTRUCTIONS

- Step 1:** Research course offerings at your host institution (e.g, the Office of International Studies and Programs' website, host institution's website, and/or affiliate provider's website) find out what degree requirements you need to fulfill.
- Step 2:** List your desired courses and alternate choices on this form.
- Step 3:** Schedule appointments with your advisers to discuss course selection and degree plan. Do this early, since advisers' schedules sometimes fill several weeks in advance. Consult the front of this form for suggested topics to discuss during your advising meeting. All students must meet with an academic advisor. In addition, consult the advisors listed below if you have specific needs:

If you want to fulfill:	Meet with:
Major requirements	Major department advisor
Minor requirements	Minor department advisor
Gen Ed or IAI or Global Studies Requirement	Consult the course list or ask your Study Abroad advisor
Foreign Language requirement/proficiency	Language department advisor

- Step 4:** Bring your undergraduate catalog to each appointment for reference. Bring course descriptions (syllabi preferred). Advisors will write their comments next to each course you have listed on the form, then sign the form. Ask your advisor to remove any advising holds effective during your study abroad and the term immediately after your program.
- Step 5:** After you have met with your advisors, sign the form. This indicates that you understand how your Study Abroad / National Student Exchange courses can be applied to your degree.
- Step 6:** Turn in the Academic Planning Form to the Registrar Service Center in Moulton Hall (Rm. 107) **at least one month prior to departure**. Keep a photocopy for your records.
- Step 7:** (If applicable) When you return from your host institution and your coursework has been posted to your Illinois State University transcript, bring a copy of the Academic Planning Form and any related course materials back to your advisors to apply coursework to your degree requirements.



**If you or your advisors have questions about completing this form call:
The Office of International Studies and Programs at (309) 438-5276**

Academic Planning Form

This form helps determine the connection between degree requirements and study abroad coursework. Regardless of college of enrollment, Illinois State University students wanting to fulfill degree requirements for study abroad must submit this form to the Registrar Service Center in Moulton Hall (Rm. 107) at least one month prior to departure. Attach a separate sheet if needed.

Last name _____ First name _____ University ID# _____

Program & Country _____ Term(s) and year(s) _____

Major(s) _____ Minor(s) _____

I understand how my study abroad courses can be applied to my degree. Application of study abroad coursework to degree requirements may be contingent upon final approval of department or college adviser after completion of the study abroad program.

Student Signature _____ Date _____

Use the area below to indicate the courses you would like to take while abroad.

Host Institution Course #/Title	Credits Earned	Requirement Fulfilled e.g. major course, Gen Ed./IAI	Comments	Adviser's Initials	Evaluations Approval

ADVISORS' SIGNATURES & COMMENTS

I have met with this student and discussed Study Abroad / NSE plans in relation to his/her academic plans.

Primary Advisor (i.e. Major, University College, Honors Advisor)

Print Name _____ Signature _____ Date _____

Comments _____

Secondary Advisor - if applicable - (Minor; IBI Director Dr. Jim Jawahar - for all Business credit)

Print Name _____ Signature _____ Date _____

Comments _____

Students: Please keep a copy of page 3 for yourself, give a copy to your advisor, and submit original to Moulton Hall, Rm. 107