**PROGRAM DIRECTOR’S (PD) CONSULTATION CHECKLIST**

**PROGRAM SPECIFIC AGREEMENTS (PSAs)**

(e.g. Exchange, Dual/Joint Degree Programs, Articulation Programs, etc.)

<table>
<thead>
<tr>
<th>Program Title:</th>
<th>College Dean:</th>
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<tbody>
<tr>
<td>Program Director (PD):</td>
<td>PD Signature:</td>
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**College International Specialist/ Academic Assistance:**
- Program Support
- Academic Advising
- Credit Hour Conversion/Equivalence
- Graduate Student Assistantships
- GSTEP (Georgia State Test of English Proficiency)
- Graduate Admissions (“Undergrad. Admissions” apply)

**Credit-related Issues:**
- Credit type (Institutional or Transfer)
- Scheduling (GSU course & number, if applicable)
- Course level placement
- Academic / Course Calendar issues

**Office of Institutional Effectiveness (approved by Jonathan Gayles):**
- International Joint Curricula Venture Programs (Dual/Joint Degree Programs, Shared courses, Certificate Programs)
- SACS Requirements/Notifications

**Academic Affairs (approved by Tim Renick):**
- Senate (CAP) Approvals
- BOR Requirements & Approvals
- Student Exchange Reciprocity
- Tuition/Fees Waivers

**Financial Aid (approved by Louis Scott):**
- Intent-to-Study-Off-Campus Form
- Applicable Financial Aid Forms
- Consortium Agreements (Transient Students only)
- Applicable Hope/Fed Aid Requirements

**Registrar (approved by Shari Piotrowski):**
- Out-of-State Tuition Waivers
- Graduation Audits etc. (for Joint Curricular Programs)
- BOR Requirements

**Student/Academic Advisement Offices (approved by Jennifer Lee for Undergraduates, College-specific for Graduates):**
- Course Articulation and advisement for international articulation transfer programs, including 2+2, 3+2, etc.

**Undergrad. Admissions (approved by Scott Burke):**
- Fee-rate Code in Banner
- Application Fee
- Credential Evaluation

**Student Accounts (approved by Charmaine Daniels):**
- Waiver Input into Banner (Outgoing Students)
- Third-Party Billing

**Housing (approved by Sharon German):**
- Incoming Students (Housing Application forms, deadlines and deposits)

**N.B. For Outgoing Students, the PD should negotiate with institution abroad.**

**Study Abroad Programs – Outgoing (approved by Ryan Rathmann):**
- Study Abroad Management Policies
- Study Abroad Mandatory Medical Insurance
- Accepting Students in Online Application System
- Approval of New Programs
- Program Approval/Renewal Form
- Transfer Credit Pre-Approval
- Promotional Brochures
- GSU and other Study Abroad Scholarships
- Met with Assigned Study Abroad Advisor
- GSU re-entry (admission)

**International Student and Scholar Services – Incoming (approved by Heather Housley):**
- Visa Selection/Status
- Immigration & admission processes/timelines
- Employment options
- International Medical Insurance
- New Student Orientation

Please refer to [International Partnerships Resources](#) for additional information.