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 Michael Galchinsky)
  - International Joint Curricula Venture Programs
  - (Dual/Joint Degree Programs, Shared courses, Certificate Programs)
  - SACS Requirements/Notifications

**Enrollment Services**

- (approved by Tim Renick)
  - Senate (CAP) Approvals
  - BOR Requirements & Approvals
  - Student Exchange Reciprocity
  - Tuition/Fees Waivers
  - Graduation Audits etc. (for Joint Curricular Programs)

**Financial Aid**

- (approved by Aristea Williams)
  - Intent-to-Study-Off-Campus Form
  - Applicable Financial Aid Forms
  - Consortium Agreements (Transit Students only)
  - Applicable Hope/Fed Aid Requirements

**Undergrad. Admissions**

- (approved by Scott Burke)
  - Fee-rate Code in Banner
  - Application Fee
  - Credential Evaluation

**Registrar**

- (approved by Tarrah Mirus)
  - Course Enrollment & Credits
  - Graduation Requirements
  - Student Data relating to Exchange Programs
  - BOR/SACS Adherence for New Programs

**Student Accounts**

- (approved by Torri Williams)
  - Waiver Input into Banner (Outting Students)
  - Third-Party Billing

**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.

**Study Abroad Programs – Outgoing**

- (approved by Stephen Murray)
  - 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)

**Study Abroad Programs – Incoming**

- (approved by Heather Housley)
  - Visa Selection/Status
  - Immigration & admission processes/timelines
  - Employment options
  - International Medical Insurance
  - New Student Orientation

**International Student and Scholar Services**

- (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.