

PROGRAM DIRECTOR'S (PD) CONSULTATION CHECKLIST

PROGRAM SPECIFIC AGREEMENTS (PSAs)

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

Program Title:	College Dean:
Program Director (PD):	PD Signature:
<p>College International Specialist/ Academic Assistance: _____</p> <p><input type="checkbox"/> Program Support</p> <p><input type="checkbox"/> Academic Advising</p> <p><input type="checkbox"/> Credit Hour Conversion/Equivalence</p> <p><input type="checkbox"/> Graduate Student Assistantships</p> <p><input type="checkbox"/> GSTEP (Georgia State Test of English Proficiency)</p> <p><input type="checkbox"/> Graduate Admissions ("Undergrad. Admissions" apply)</p> <p><i>Credit-related Issues:</i></p> <p><input type="checkbox"/> Credit type (Institutional or Transfer)</p> <p><input type="checkbox"/> Scheduling (GSU course & number, if applicable)</p> <p><input type="checkbox"/> Course level placement</p> <p><input type="checkbox"/> Academic / Course Calendar issues</p>	<p>Office of Institutional Effectiveness <i>(approved by Michael Galchinsky)</i></p> <p><input type="checkbox"/> International Joint Curricula Venture Programs (Dual/Joint Degree Programs, Shared courses, Certificate Programs)</p> <p><input type="checkbox"/> SACS Requirements/Notifications</p>
<p>Financial Aid <i>(approved by Aristeia Williams)</i></p> <p><input type="checkbox"/> Intent-to-Study-Off-Campus Form</p> <p><input type="checkbox"/> Applicable Financial Aid Forms</p> <p><input type="checkbox"/> Consortium Agreements (Transient Students only)</p> <p><input type="checkbox"/> Applicable Hope/Fed Aid Requirements</p>	<p>Enrollment Services <i>(approved by Tim Renick)</i></p> <p><input type="checkbox"/> Senate (CAP) Approvals</p> <p><input type="checkbox"/> BOR Requirements & Approvals</p> <p><input type="checkbox"/> Student Exchange Reciprocity</p> <p><input type="checkbox"/> Tuition/Fees Waivers</p> <p><input type="checkbox"/> Graduation Audits etc. (for Joint Curricular Programs)</p>
<p>Registrar <i>(approved by Tarrah Mirus)</i></p> <p><input type="checkbox"/> Course Enrollment & Credits</p> <p><input type="checkbox"/> Graduation Requirements</p> <p><input type="checkbox"/> Student Data relating to Exchange Programs</p> <p><input type="checkbox"/> BOR/SACS Adherence for New Programs</p>	<p>Undergrad. Admissions <i>(approved by Scott Burke)</i></p> <p><input type="checkbox"/> Fee-rate Code in Banner</p> <p><input type="checkbox"/> Application Fee</p> <p><input type="checkbox"/> Credential Evaluation</p>
<p>Student/Academic Advisement Offices <i>(approved by Jennifer Lee for Undergraduates, College-specific for Graduates)</i></p> <p><input type="checkbox"/> Course Articulation and advisement for international articulation transfer programs, including 2+2, 3+2, etc.</p>	<p>Student Accounts <i>(approved by Torri Williams)</i></p> <p><input type="checkbox"/> Waiver Input into Banner (Outgoing Students)</p> <p><input type="checkbox"/> Third-Party Billing</p>
<p>Study Abroad Programs – Outgoing <i>(approved by Stephen Murray)</i></p> <p><input type="checkbox"/> Study Abroad Management Policies</p> <p><input type="checkbox"/> Study Abroad Mandatory Medical Insurance</p> <p><input type="checkbox"/> Accepting Students in Online Application System</p> <p><input type="checkbox"/> Approval of New Programs</p> <p><input type="checkbox"/> Program Approval/Renewal Form</p> <p><input type="checkbox"/> Transfer Credit Pre-Approval</p> <p><input type="checkbox"/> Promotional Brochures</p> <p><input type="checkbox"/> GSU and other Study Abroad Scholarships</p> <p><input type="checkbox"/> Met with Assigned Study Abroad Advisor</p> <p><input type="checkbox"/> GSU re-entry (admission)</p>	<p>Housing <i>(approved by Sharon German)</i></p> <p><input type="checkbox"/> Incoming Students (Housing Application forms, deadlines and deposits)</p> <p><i>N.B. For Outgoing Students, the PD should negotiate with institution abroad.</i></p>
<p>International Student and Scholar Services – Incoming <i>(approved by Heather Housley)</i></p> <p><input type="checkbox"/> Visa Selection/Status</p> <p><input type="checkbox"/> Immigration & admission processes/timelines</p> <p><input type="checkbox"/> Employment options</p> <p><input type="checkbox"/> International Medical Insurance</p> <p><input type="checkbox"/> New Student Orientation</p>	<p>International Student and Scholar Services – Incoming <i>(approved by Heather Housley)</i></p> <p><input type="checkbox"/> Visa Selection/Status</p> <p><input type="checkbox"/> Immigration & admission processes/timelines</p> <p><input type="checkbox"/> Employment options</p> <p><input type="checkbox"/> International Medical Insurance</p> <p><input type="checkbox"/> New Student Orientation</p>