

Academic Advisement Form

Student Name	Program Name/Location		
<p>To the student: Students participating in a TAMIU approved study abroad program are required to meet with an academic advisor to discuss courses to be completed in their program. This form serves as a TENTATIVE approval for your plan of study. If information on specific courses is unavailable, general topics and levels of study should be listed. Students should include more courses than they plan to take, as some courses may be unavailable by the start of the program. Students should not take core curriculum courses at a university abroad. This document does NOT constitute as a pre-approval of course(s) and/or acceptance of credit(s). Coursework completed abroad must be evaluated by the academic units granting equivalent credit at TAMIU upon the student's return to campus.</p> <p>Students participating on a study abroad program must register at TAMIU for the term(s) they will be abroad. On the registration form the student must indicate how many credit hours they would like to be registered at TAMIU for that term. It is the student's responsibility to follow through with the program at the study abroad site. The student must enroll at the host institution for the equivalent amount of hours they have registered at TAMIU. If the student is not able to take the course(s) initially selected, the student should select course(s) that are similar and advise International Engagement (IE) and their academic advisor at TAMIU of the change(s). The student must notify the Office of the Registrar and IE for any changes in the amount of credit hours taken at the host institution. It is the student's responsibility to familiarize themselves with the credit hour and grading system at their host institution. Approval of study abroad coursework will be determined upon return. Students are required to submit syllabi, papers and notes to IE for evaluation by faculty within a month of program completion. Students will receive a letter grade for all coursework completed abroad. If a student does not complete the equivalent amount of credit hours enrolled at TAMIU while abroad, the student will receive an "F" for the missing courses and will not be able to retake the course(s). If a student fails to submit their coursework and syllabi within a month of program completion they will receive an "F" for every course taken abroad until coursework is submitted.</p> <p>To the academic advisor: The student named above is applying to participate in a TAMIU approved study abroad program. The student should provide you with a description of the course(s) they plan to take abroad, as well as information about the program. Please note that in some cases, students may have access to course descriptions and even course syllabi for their chosen program. However, in many university systems, course descriptions and catalogs are unavailable. In such cases, this advisement form may contain very general statements such as upper-level course work in (name of subject) not to duplicate any course previously taken at TAMIU.</p> <p>Indicate to the best of your ability, how credit should be awarded for the course(s). Your advisement is not binding, but is meant to guide the student in their course selection. Please note that credit equivalencies are ultimately determined in the department where similar courses are offered at TAMIU. This form is NOT meant as a pre-approval. Approval of course equivalencies and degree credit is determined upon a review of materials once the student has completed the study abroad program.</p>			
Foreign School Course	TAMIU Course/Equivalent	SCH	Notes
<p>I have read and understand the information in this form. I agree, to the extent possible, to follow through with my proposed plan of study. It has been explained to me that there is no guarantee that I will be able to register abroad in every course I wish to take, and all courses may not be accepted or transferred to TAMIU, or count towards my degree.</p>			
Student's Name (Print)		Student's Signature	
Date			
Approvals			
Faculty Leader (Print)		Faculty Leader's Signature	
Date			
Academic Advisor's Name (Print)		Academic Advisor's Signature	
Date			
Dean's Name (Print)		Dean's Signature	
Date			