

Information for the Academic Adviser

- This form is to be used as a tool for the student to determine appropriate coursework to be taken at the host campus abroad. This form should be completed prior to exchange and although not required, its use is strongly recommended.
- ***A final copy of this signed agreement should be given to the student and kept in the student's advising folder(s) with the academic adviser(s).***
- Whether a course at the host campus will satisfy a SUNY Potsdam degree requirement *within the major/minor* is for the Director of Academic Advising, academic adviser and department chair to determine. All other degree requirements (general education requirements, the liberal arts requirement, hours outside any one department, upper-division requirement) must be evaluated by staff in the Registrar's Office in conjunction with the Director of General Education to determine if the coursework will transfer appropriately and satisfy SUNY Potsdam degree requirements.
- *Academic work completed while on exchange will be recorded on the SUNY Potsdam transcript as transfer credit, noting the course name, course number, and credits earned. Grades are not transferred; the SUNY Potsdam cumulative GPA will not be affected by grades earned while studying abroad. However, grade requirements such as a minimum equivalent grade of 2.0 in major courses are still applicable.*
- Students will be registered in a placeholder course (APLE 200/201 or NSE 200/201) during the time they are away from campus to keep their active student status and for billing and financial aid purposes. The placeholder is replaced with transfer credits once the Assistant Registrar has evaluated the student's official transcript from the host campus. **NOTE: In BearDen, the students' Total Completed Hours and Credits Outside the Department will be artificially inflated because of the APLE/NSE 200 placeholder. BearDen will not be completely correct until a proper transfer credit evaluation has been completed, and the transfer credits have replaced the APLE 200/201 or NSE 200/201 placeholder. Students and academic advisers should keep this in mind when deciding what degree requirements still need to be completed during subsequent semester(s).**
- *Courses transferring from a **quarter calendar to a semester** calendar generally earn one-third less value than semester credit hours. Courses transferring from a **semester calendar to a quarter** calendar will generally earn one third more value than quarter credit hours. Fractions of hours may be rounded up or rounded down as considered appropriate by institutional policy (consult Assistant Registrar). A full-year exchange is strongly encouraged when moving between the two academic calendars.

Directions for the Student

- Using the table provided, list the department, number, title, and credit hours for each course you might take at the host institution as described in the host college catalog. You should select at least twice as many courses as you plan to take on exchange and list courses for the entire period of your exchange not just for your first term. **For each course selected, attach a copy of the course description.** With the help of your academic advisor, show how each course will be accepted (e.g., major/minor requirement, major/minor elective). Secure the signatures of your adviser(s) and other individuals as directed by study abroad staff. Sign the form, keep a copy for yourself and have the original placed in your advising folder(s) with your academic adviser(s).
- **NOTE:** Access to courses at your host campus is based on offerings and availability and cannot be guaranteed. You must meet all pre-requisites or co-requisites as required by the host campus.
- **Syllabi are required for each course you are registered at your host campus. Syllabi must be submitted to the International Education office (international@potsdam.edu) within one week of attendance at your host campus.**
- **If you are registered for courses other than what is listed on this advising form, a new form must be completed with updated course information and signatures.**
- ****If you are seeking General Education credit, please complete this [General Education form](https://www.potsdam.edu/academics/programs-study/potsdam-general-education/information-students), which can be found on the General Education Requirements page, <https://www.potsdam.edu/academics/programs-study/potsdam-general-education/information-students>**
- **If you are registered for courses other than what is listed on this advising form, a new form must be completed with updated course information and signatures.**

Student's Name _____ Student ID# P _____

COURSES FROM HOST CAMPUS CATALOG		Major Requirement	Minor Requirements	For Major/Minor Department: Corresponding Name and signature
Course Number	Course Title	Major/Minor Evaluation: Academic departments evaluate courses for major/minor requests. Students complete white boxes only.		
Example: LAPYAT300	Art Therapy	ARTS 140		
Example: LSSOCP310	Global Economy of Honduras		Elective	

Required Signatures:
Director of Loughheed Center for Applied Learning _____ Date _____

Comments: _____
