

**MEMORANDUM OF UNDERSTANDING  
ON CONDITIONAL GUARANTEED ADMISSION  
between  
SUNY ADIRONDACK  
and  
SUNY POTSDAM**

In order to benefit both SUNY Adirondack and SUNY Potsdam in the areas of student recruitment and retention, and to assist SUNY Adirondack students with their educational planning in pursuit of a baccalaureate degree, SUNY Adirondack and SUNY Potsdam wish to enter into an agreement of conditional guaranteed admission.

Under this agreement, SUNY Potsdam will admit qualified SUNY Adirondack graduates into the University. SUNY Potsdam agrees to define qualified SUNY Adirondack graduates as those who have:

- Completed an associate degree at the time of transfer.
- Achieved a minimum cumulative college GPA of 2.0.
- Submitted a completed transfer application by the applicable semester's deadline.

This agreement *does not* guarantee admission to a degree program within the University. Additional program or university requirements must be met in order to officially declare certain baccalaureate degree programs.

SUNY Adirondack and SUNY Potsdam agree that:

- SUNY Adirondack will inform prospective students of this partnership.
- SUNY Adirondack will inform accepted associate degree program students of this partnership.
- Both institutions will advertise this partnership on their websites.
- SUNY Adirondack will provide SUNY Potsdam with the contact information of students who indicate interest in this conditional guaranteed admission offer.
- SUNY Potsdam will mail a letter of conditional guaranteed admission to all students who select this program.

## Admission

- SUNY Adirondack students should apply to SUNY Potsdam the semester prior to their intended transfer date. Applying early in that semester is encouraged.
- The application is available online at [www.suny.edu/applysuny](http://www.suny.edu/applysuny) - the application fee is waived for students transferring with an associate degree from SUNY Adirondack.
- An official transcript is required from every college attended.
- An official high school transcript or copy of the GED/TASC is also required to be on file for federal financial aid purposes.
- Students transferring with the associate degree and a 2.0 or higher grade point average are guaranteed admission to SUNY Potsdam.
- Transfer scholarships are available to transfer students with a 3.0 or higher GPA and are renewable for one year if GPA is maintained – apply at [www.potsdam.edu/scholarships](http://www.potsdam.edu/scholarships).

## Transfer of Courses

- All college-level non-major courses with a D (1.0) or higher will transfer; all major requirement courses with a C (2.0) or higher will transfer and count toward the major.
- There is no maximum number of transfer credits, but a minimum of 30 credits, including 15 upper-division credits in the major, must be completed with SUNY Potsdam coursework. Students transferring credits in excess of those required by the associate degree at SUNY Adirondack may complete more than 120 total credits in pursuit of the baccalaureate degree.
- SUNY Adirondack students transferring upon completion of an A.A. or A.S. degree have satisfied SUNY General Education requirements.
- An evaluation of transfer credit is provided at the time of acceptance.

## Transfer/Student Support Services

- SUNY Adirondack students should work closely with SUNY Adirondack advisement and SUNY Potsdam's Transfer Admissions staff to select courses specifically needed for the baccalaureate major program of study.
- New transfer students are required to attend a transfer student orientation.
- New transfer students receive individual advising with specially trained transfer advisors.
- SUNY Potsdam's transfer course equivalency tables can be accessed at: [www.potsdam.edu/admissions/apply/transfer](http://www.potsdam.edu/admissions/apply/transfer).