



# Advising Agreement

**This form must be completed, signed, and returned to: SUNY Potsdam, International Education & Programs, Sisson Hall, Fax: 315-267-4890**

Student's Name \_\_\_\_\_ Student I.D. \_\_\_\_\_  
Major \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_  
Time Period of Exchange \_\_\_\_\_  
Status During Exchange \_\_\_ sophomore \_\_\_ junior \_\_\_ senior \_\_\_ other \_\_\_\_\_  
Host Institution \_\_\_\_\_  
Calendar at Host Institution \_\_\_ semester\* \_\_\_ quarter\*

## To Be Completed by the NSE Coordinator

Work taken on exchange will be recorded on the home transcript in the following manner:

\* 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 deemed appropriate.

## To the Student

On the reverse side of this page, 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, indicate how each course will be accepted (e.g., major requirement, major elective, elective, core requirement). If the course will replace a major course, indicate the course that will be replaced. Secure the signatures of your advisor and other individuals as directed by the NSE coordinator. Sign the form and return it to the campus NSE office prior to exchange.

**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.

## Required Signatures

### Academic Advisor

\_\_\_\_\_ *printed name* \_\_\_\_\_ *signature* \_\_\_\_\_ *date*

**Other** \_\_\_\_\_ *printed name* \_\_\_\_\_ *title*

\_\_\_\_\_ *signature* \_\_\_\_\_ *date*

**Student** \_\_\_\_\_ *date* \_\_\_\_\_

**NSE Coordinator** \_\_\_\_\_ *date* \_\_\_\_\_

A final copy of this signed agreement will be sent to the student and to the advisor. A copy will be kept in the campus NSE office and in the student's permanent file in the records office.

Student's Name \_\_\_\_\_

COURSES FROM HOST CAMPUS CATALOG		APPLICATION TO HOME CAMPUS ACADEMIC RECORD						
Host Dept. Course Number	Title	Major Require- ment	Major Elective	Elective	Core Require- ment	Other	Host Credit Hours	Home Credit Hours
<i>Example</i> HIS 241	<i>History of the American West: Part I</i>		X				3.0	3.0

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If additional space is required, make of a copy of this side prior to completion.