Transfer Credit Request Form

Matriculated SUNY Potsdam students must obtain campus approval PRIOR to taking courses hosted at another institution to evaluate transferability and applicability to degree requirements. SUNY Potsdam tuition may be applied to courses which are essential for on-time graduation and are taken at another SUNY institution. For more information on Cross Registration and Off-Campus Study, including important information regarding transfer credits, grades, and financial aid, please visit https://www.potsdam.edu/about/offices/registrar/cross-registration.

Instructions

- Please review cross registration eligibility and process before filling out this form. These are located on our website under the SUNY dropdown.
- Student fills all fields outlined in **blue**. Advisor or Department Chair fills the remaining fields.
- Transfer course equivalencies may be found at https://bearpaws.potsdam.edu/pls/prod/yhwwkwags.P_Web_Artic_Guide. Requests for courses not on the tables must be accompanied by a copy of the course description.
- Student and Advisor, or Department Chair, must sign this form. It is advised that students reach out to their advisor first. If they do not hear back from their advisor after two weeks, please contact the department chair
- After this form has been completed by the student AND advisor/department chair, please submit a cross registration request via the SUNY Portal and upload this form to the "Documents" section. If multiple classes are being requested, a separate request must be submitted for each class.

Student Name _____   Student ID (P#) _____   Major _____

Host Institution (not Potsdam) _____   Semester and Year for the Course Being Requested _____

Course & Title	Credits	Equivalent course at Potsdam or degree requirement this class is fulfilling	Which type of degree requirement does this class fulfill - major, minor, gen ed, elective, or none?	If you cannot take this class during the semester indicated, will it take additional time to complete your degree? Yes or No	Is there a class being offered at Potsdam that will fulfill your requirement that does not conflict with your class schedule? Yes or No	Advisor or Department Chair's initials.
Ex: BIO 101, Intro to Bio	3	BIOL 100	Major	No	No	JLC

Signatures

Student _____   Advisor or Department Chair _____

Please upload completed form to the documents section of your request(s) within the cross registration portal.