



## ADVISING AGREEMENT Overseas Academic Program

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 also kept in the student's advising folder(s) with the academic adviser(s).***

### Information for the Academic Adviser

Whether a course at the host campus will satisfy a SUNY Potsdam degree requirement *within the major/minor* is for the academic adviser and/or 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 Academic Transfer Services 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, notating 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 is still applicable.

Students will be registered in a placeholder course (OVS/APLE 200) during the time they are away from campus to maintain their active student status and for billing and financial aid purposes. The placeholder is replaced with transfer credits once an Academic Transfer Services staff member has evaluated the student's official transcript from the host campus. **NOTE: In BearDen, the student's Total Completed Hours and Credits Outside the Department will be artificially inflated as a result of the OVS/APLE 200 placeholder. BearDen will not be completely accurate until a proper transfer credit evaluation has been completed and the transfer credits have replaced the OVS/APLE 200 placeholder. Students and academic advisers should keep this in mind when determining 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 deemed appropriate by institutional policy (consult Academic Transfer Services staff). A full-year exchange is strongly encouraged when moving between the two academic calendars.

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### 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, indicate how each course will be accepted (e.g., major/minor requirement, major/minor elective, general education, liberal arts, etc.). 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.

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Student's Name \_\_\_\_\_ Student I.D. P. \_\_\_\_\_

Major(s)/Minor(s) \_\_\_\_\_

Time Period of Exchange \_\_\_\_\_ Status During Exchange \_\_\_ sophomore \_\_\_ junior \_\_\_ senior

Host Institution and Location (City, Country) \_\_\_\_\_

Academic Calendar at Host Institution \_\_\_ semester\* \_\_\_ quarter\*

### Required Signatures

#### Major #1 Academic Advisor / Department Chair

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

title and department \_\_\_\_\_

telephone \_\_\_\_\_ e-mail \_\_\_\_\_@potsdam.edu

#### Major #2 Academic Advisor / Department Chair

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

title and department \_\_\_\_\_

telephone \_\_\_\_\_ e-mail \_\_\_\_\_@potsdam.edu

#### Minor #1 Academic Advisor / Department Chair

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

title and department \_\_\_\_\_

telephone \_\_\_\_\_ e-mail \_\_\_\_\_@potsdam.edu

#### Minor #2 Academic Advisor / Department Chair

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

title and department \_\_\_\_\_

telephone \_\_\_\_\_ e-mail \_\_\_\_\_@potsdam.edu

#### Academic Transfer Services Staff

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

telephone \_\_\_\_\_ e-mail \_\_\_\_\_@potsdam.edu

Student \_\_\_\_\_

signature

date

Student's Name \_\_\_\_\_ Student ID# P \_\_\_\_\_

COURSES FROM HOST CAMPUS CATALOG		APPLICATION TO SUNY POTSDAM ACADEMIC RECORD							
Course Number	Course Title	Major/Minor Requirement	Major/Minor Elective	Gen Ed	Liberal Arts	Hours Outside of Dept	Upper Division	Host Credit Hours	Home Credit Hours
<i>Example</i> ASTR 1003	<i>EXPLORING THE COSMOS 1X</i>			SP	✓			20.0	5.0

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

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