



Study Away USA



at the University of New Hampshire

National Student Exchange ♦ UC Santa Cruz Exchange ♦ NHCUC Student Exchange

603.862.3485 ♦ www.unh.edu/nse

Exchange Course Planning Form

The **UNH Exchange Course Planning Form** determines which exchange courses will be accepted for transfer credit and which requirements those courses will fulfill. Only a portion of the total credits acceptable to UNH may be applicable to a given major or curriculum, so talk to your Academic Advisor. **You must maintain full-time standing while on exchange (12 credits per semester).**

- Courses on this form are evaluated by the UNH Registrar's Office for total acceptable transfer credits, Discovery requirements, non-duplication of previously taken courses, and non-major elective credits.
- The Academic Advisor/Department Chair determines credit acceptability for the fulfillment of major requirements.
- Credit acceptability for minor requirements is determined by your minor department.
- The Registrar's Office will determine the acceptability of language courses taken on exchange.

INSTRUCTIONS FOR STUDENT

- In the first column (Transfer Request), list how you want each exchange course to count (use the key codes listed beneath the table).
- In the second column (Transfer Course), list the course titles (and numbers, if available) of the courses that you plan to take while on exchange. Always list more courses than you need; you will want to have some back-ups. If you need to list more courses, simply download a second course planning form.
- Do NOT fill out any grey-shaded columns!
- **Provide complete course descriptions with this form.** Incomplete or no descriptions may result in no transfer credit awarded!
- Sign the form (signature box) and bring it to the Exchange Coordinator in Hood House, room 106.
- Next: The Registrar's Office will evaluate any courses for Discovery requirements, non-duplication of previously taken courses, language requirements, and non-major elective credits. Arrange for a time that you will return to the Registrar's Office to retrieve the form.
- **Your Academic Advisor MUST sign the form, even if you don't plan to take any major courses.**
- Next: if you plan on taking courses toward a minor or a dual/double major, you must forward the form and course descriptions to that department for approval.
- Once you have all signatures needed, bring the form and all course descriptions to your Dean's Office. Once your Dean's Office has signed, they will send a hard copy to your GSS mailbox.

INSTRUCTIONS FOR ACADEMIC ADVISOR(S)

Courses taken on NSE, UCSC, and NHCUC Exchange will transfer to UNH as general electives. It is the Academic Advisor's decision to approve course(s) as fulfilling major(s) and minor(s).

- If there is no UNH equivalent to the exchange course, but the listed course fulfills a requirement or is applied as elective credit, please write 'None' in the 'UNH Equivalent' box, and initial the other appropriate grey box (MAJ/MI/ELECT).
- If the course description is insufficient, put 'TBD' in the UNH equivalent course space and initial the 'At Risk' box.
- Discovery requirements are determined by the Registrar's Office—please leave blank.
- Make sure to sign each form and return to the student.
- **Even if the student does not plan to take courses toward his/her major, your signature is still required on this form.**

Study Away USA | Course Planning Form

READ THE INSTRUCTIONS FIRST!

Name: _____ Student ID #: _____
 Phone: _____ Email: _____
 College: CEPS CHHS COLA COLSA Paul College UNHM
 Major: _____ 2nd Major/Minor: _____
 Year admitted to UNH: _____ Anticipated Graduation Date: _____
 Exchange Program Host Institution: _____
 City/State: _____ Semester of Exchange: _____

I REQUEST PERMISSION TO TRANSFER THE FOLLOWING COURSES AND CREDITS FROM THE INSTITUTION MENTIONED ABOVE AND I HAVE ATTACHED THE CORRESPONDING COURSE DESCRIPTIONS/SYLLABI:

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY APPROPRIATE UNH OFFICIALS ONLY						
Transfer Request (see key)	Transfer Course Number & Title	Credit Hours	UNH Equivalent (if applicable)	Major	Minor	Discovery	Elective	At Risk (to be determined)

KEY CODES:

Major: MAJ Elective: ELECT
 Minor: MI Language Requirement for BA: LANG
 Discovery: see below

Discovery Codes
QR: Quantitative Reasoning
BS: Biological Science
PS: Physical Science
ETS: Envir., Tech. & Society
WC: World Cultures
HP: Historical Perspectives
FPA: Fine & Performing Arts
SS: Social Sciences
HUMA: Humanities
DLAB: Discovery Lab course

Signatures Required (in this order):		Date
Student:		
UNH Exchange Coordinator:		
UNH Registrar's Office:		
Academic Advisor:		
2 nd Advisor (2 nd major, minor, language):		
Dean's Office:		

Please return to the Study Away USA Office, Hood House room 106.