

Due April 15 for Fall semesters
Due November 15 for Spring semesters

National Student Exchange Academic Planning and Approval Form

Name	ID	Expected graduation date
ISU college	Primary major	
Host institution	Secondary major(s) and/or minor(s)	
Academic Term of Exchange <i>(select all that apply)</i>		Classification during exchange
Fall semester	Spring semester	Summer
Fall quarter	Winter quarter	Spring quarter
		Freshman Sophomore
		Junior Senior
Do you plan to use federal financial aid during the semester(s) of exchange? <i>(e.g. Pell Grant, federal loans)</i> Yes No I am unsure or prefer not to respond		

Directions

1. On the following page, please list the department, number, title, and credit hours for each course you may take at the host institution as described in the host college catalog. **You should list more courses than you plan to take.**
2. With the help of your academic advisor(s), indicate how courses will transfer: as a general elective, major/minor elective, or major/minor requirement. If the course will be replacing a major course, indicate the Iowa State course that will be replaced. If your advisor is unable to determine transferability, you may request a transfer credit evaluation. The form is available through the NSE Office.
3. Course work and credit hours taken on exchange will be recorded on the Iowa State transcript, but grades will not be calculated into ISU GPA. Courses taken at a campus on a quarter calendar will receive two-thirds the stated hour value. You are responsible for requesting a transcript of course work at the conclusion of exchange and submitting it to the Iowa State NSE Office.
4. It is crucial that you document your academic work while you are on exchange. Keep course syllabi, homework, papers, etc. The Admissions Office and/or your advisors may need to review your academic work before granting transfer credit.

NSE at Iowa State University
1080 Hixson-Lied
NSE@iastate.edu

Host Department Course Number & Title	Required Major	Elective Major	General Elective	Host Credit Hours	ISU Credit Hours	Proposed ISU Credit
<i>Example: HIST 102—World History II</i>	X			3.0	3.0	<i>HIST 2020 – Intro to Western Civilization</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Complete with the assistance of your advisor:

Does our department or college have grade requirements for application of transfer courses to your degree program? Yes No

What is our plan of communication if you decide to take different courses?

Other comments

Post-exchange courses

To the best of your ability, list the courses you plan to take the term following your exchange.

Advisor Signature

I have met with this student and discussed National Student Exchange in relation to their academic plan. Application of exchange coursework to degree requirements may be contingent upon final approval of department or college after completion of student exchange.

Academic Adviser

(printed name)

(signature)

Program Signature

Required only when courses at host campus will be substituted for courses in the major at Iowa State. Advisor can assist in determining who the appropriate contact for approval may be, as this varies by department and college.

Department Chair, Program Coordinator, or Student Services Director

(signature)

Student Acknowledgement

*I understand that if I register for courses NOT approved herein, I assume the full risk for course transferability. **Please retain a copy of this form for your reference before returning to the NSE Office, 1080 Hixson-Lied.***

Student

(signature)

Date

NSE Coordinator

(signature)

Date

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Frequently Asked Questions

What questions should I ask my advisor as I prepare for NSE?

- Are there particular requirements for my program that you recommend I should / should not try to complete while on exchange?
- Do the courses I have found meet my remaining degree requirements?
- What should I do if I am on exchange and cannot take these classes or need to change my schedule? May I email you for guidance in making alternative choices?
- Do I have any academic holds or concerns that would prevent my participation in NSE?
- How should I follow up with you after I return from National Student Exchange? What should I bring back with me (e.g., course syllabi)?

How can I find any courses from the host institution that have already been evaluated by Iowa State?

- You can [review Transit](#).
- You can contact the NSE office for assistance with what previous participants have completed on exchange, either from a particular major or at a particular host institution.
- After confirming courses do not appear in Transit or the NSE office's records, you can [submit a Prelim Transfer Credit Evaluation](#) to Iowa State's Office of Admissions. Directions are listed on the form. Additionally, you may need to submit

catalog descriptions/syllabi to the department or college for evaluation.

What do I bring to my academic advising meeting(s)?

- A list of courses that appear [in Transit](#) from the host institution(s).
- This Advising Agreement form.
- Course descriptions or other information on the courses you may take during exchange.

How do I get a syllabus from the host institution for the ISU approval process, if I need it?

- The NSE staff can assist with the proper process for your host institution.

How does credit transfer work if I go to a school that is on the quarter system?

- Quarter credit hours earn one-third less value than semester credit hours. So if you take a 3-credit course, it will transfer back to ISU as 2/3 of the listed credit value.

Why do I need to complete the Advisor Approval form?

- Having a documented conversation with your academic advisor(s) prior to your exchange will help you make informed decisions about course choices and provide a record of these decisions. Your advisor(s) may be able to point out additional considerations for NSE that are specific to your major, minor, and/or college. Their signature on this form assesses how credits may be used but does not guarantee credit. Advisor(s) and department(s) may need to review course materials after exchange before making a final decision.