

PACE Form Instructions

To Authorized Department Advisors and College Counselors
(STUDENTS PLEASE READ ALSO!)

- Determine LSU course equivalents for the courses the student has listed, based on the course descriptions provided by the student (if available). If there is no exact LSU equivalent, please give credit “by title” in the appropriate department and at the level the department chooses. For example:

Intermediate French	FREN 2***
Psychopathology	PSYC 3***
- Levels for study abroad courses are determined at the discretion of the department, since foreign course-numbering systems do not indicate upper- and lower- level courses as the U.S. course-numbering system does
- “By Title” courses used as substitutions in a student’s degree audit should be arranged in writing between the department and the college; please do not use this form to indicate substitutions, since Admissions has no responsibility for degree audits
- LSU credit hours are to be determined BY ADMISSIONS; please do not complete the column reserved for probable LSU credit hours! Should a discrepancy occur in the amount or fraction of credit hours, students have the option to appeal the Undergraduate Admissions decision to a designated committee consisting of appropriate faculty members, Undergraduate Admissions staff and APA staff.
- Advisor’s signature must be provided by the student’s advisor in his/her particular major’s department
- College dean signature must be provided by a counselor in the student’s senior college or *intended* senior college; UCFY and UCAC should not sign this form or counsel students regarding their degree plan unless the student’s major is housed in UCAC
- S/U grading form must be completed by the senior college at the time this form is signed; please decide if the student will be awarded S/U grades or letter grades (see back of form for detailed instructions)
- Keep copies of both forms in the student’s file in the senior college
- Degree audit must be discussed between student and senior college at the time this form is signed; please ensure that student has a clear understanding of how the courses completed abroad will affect his/her degree plan
- If student registers for courses that are not listed on this form (which is likely due to the unpredictability of course offerings at universities abroad), he/she is expected to contact the appropriate department and college counselor (please provide your contact information to student for this purpose). Student must provide course descriptions to obtain unofficial evaluations of the LSU equivalents for those courses and how they will fit into his/her degree audit. Upon return, student must complete new PACE for those courses and obtain official approval.
- Questions? Please contact Admissions at 225-578-1175 or by email at admissions@lsu.edu. You may direct general study abroad questions to Academic Programs Abroad at 225-578-6801 or by email at studyabroad@lsu.edu.

THANK YOU