



## INTERSTATE PASSPORT® CHECKLIST FOR ACADEMIC ADVISORS

### The Basics

- Understand the Interstate Passport program, how to earn a Passport, its benefits to students, and how it is implemented on your campus.
- Understand your institution's Passport Block. This list of courses may or may not include all of the general education courses that are currently available at your institution. The courses that have been selected by your faculty allow a student to transfer and develop proficiency in the 63 Passport Learning Outcomes.
- Communicate with all students about the Interstate Passport program and the benefits of earning a Passport.

### Freshman-entry Students

- Describe benefits of earning a Passport.
- Based on student's educational goals, identify courses that are eligible toward earning a Passport and include in the student's academic plan.
- Periodically check-in with student to monitor progress toward completing a Passport.
- If student is planning to transfer with a Passport, inform student about the Interstate Passport Network Member institutions and the benefits of transferring within the Network.

### Incoming Transfer Students

- Verify on the student's transcript if student has earned a Passport.
  - If the Passport does not appear on the transcript, but the student believes one has been earned, your registrar's office has access to PassportVerify – a service provided by the National Student Clearinghouse.
- If Yes, student has a Passport.
  - Inform the student that he/she has met your institution's lower-division general education requirements. Be clear that specific courses may need further review to be accepted for major program prerequisites, and that any unique, legislatively mandated courses required for graduation (in one state, e.g., your state's history) must be completed.
  - Advise according to student's educational goals.
- If No, student does not have a Passport.
  - First identify transfer courses that are eligible toward earning a Passport at your institution – i.e., usually courses that are accepted in transfer at your institution as equivalent to courses that are included in your Passport Block.
  - Explain how additional courses could be used toward earning a Passport at your institution.

- Then identify courses appropriate to the student's educational goals and earning a Passport from your institution and include those courses in the student's academic plan.
- Periodically check-in with student to monitor progress toward earning a Passport.

### **Important Considerations**

- To earn a Passport, a student must have a minimum grade of "C" or its equivalent in all courses that are counted toward earning a Passport.
- A Passport transfers as a block. It cannot be unpacked by a receiving institution to accept or reject individual courses for lower-division general education requirements.
- Interstate Passport does not address prerequisites for entry into certain majors or legislatively mandated state-specific course requirements for graduation. Receiving institutions may require incoming students with a Passport to complete these additional courses.

If you have additional questions or concerns, contact your Interstate Passport Institutional Liaison or visit <http://interstatepassport.wiche.edu/>