

PLEASE NOTE: Many study abroad courses already exist in the [Study Abroad Course Articulation Database](#). If a course offered at a SUNY-sponsored study abroad program host institution DOES NOT exist in the Articulation Database, USE THIS FORM to seek an articulation. If the course ALREADY EXISTS in the [Study Abroad Course Articulation Database](#), use the *Study Abroad Course Planning Form*. Please see the back of this form for directions for completing the Study Abroad Course Articulation Form (CAF).

Name: _____
Home Address: _____
Study Abroad Institution: _____
(Name & location of institution abroad where courses will be taken)
Study abroad term: Fall 20____ Intersession 20____ Spring 20____ Summer 20____

Student ID (G#): _____ Date: _____
Major(s): _____
Minor(s): _____
SUNY Administering Campus: _____
(Name of SUNY Campus sponsoring program, i.e. Geneseo, Stony Brook, Oswego)
Anticipated Graduation Month and Year (i.e. May 2024): _____

Departmental Articulation: The Department Chair articulates courses for their department. Students complete the gray boxes on the left.

Instructions for Department Chairs: This form is used to articulate courses. Articulation is the process by which a SUNY Geneseo course equivalent is determined. An articulation can be a “direct articulation” to a specific course in the SUNY Geneseo Bulletin (e.g. ANTH 100), wherein the course will carry the associated general education attributes with that SUNY Geneseo course. Alternatively, an articulation can be a “transfer articulation” wherein the department assigns the departmental 4-letter prefix (e.g. ANTH) and determines the appropriate level, 100-, 200-, 300-, or 400-level, as represented by 1TR, 2TR, 3TR, 4TR, respectively. For transfer articulations, courses are then reviewed by the GLOBE Committee Chair to determine if any general education attributes are appropriate.

The articulation determined below, direct articulation or transfer articulation, will be entered into the [Study Abroad Course Articulation Database](#), and will serve as the prevailing articulation for all students who enroll in this course going forward. Therefore, do not consider the specific requirements the student requesting the articulation needs while determining the articulation, simply consider the content of the course to determine the articulation. The way in which a course maps to a student’s specific degree requirements can be individualized to that student on the *Study Abroad Course Planning Form*.

If you have any questions about the Study Abroad Course Articulation or Study Abroad Course Planning process, please call 585-245-5546 or email studyabroad@geneseo.edu.

To be completed by Student			To be completed by the relevant Department Chair				To be completed by the GLOBE Committee Chair		
			Articulations recorded below will be added to the Study Abroad Course Articulation Database and will be the prevailing course articulation going forward.				This section is only to be completed if the course is assigned a transfer articulation (1TR, 2TR, 3TR, 4TR)		
Study Abroad Course Code	Study Abroad Course Title	Number of Credits (if unknown, leave blank)	Articulation determined. SUNY Geneseo Course Subject and Number	Number of Credits (if unknown, leave blank)	Department Chair Signature	Department Chair Printed Name	General education attributes assigned	GLOBE Committee Chair Signature	GLOBE Committee Chair Printed Name
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

This section to be completed by the Office of the Registrar
_____(Initial) Permission is granted to transfer the above courses to SUNY Geneseo. _____(Initial) Courses have been added to the Study Abroad Course Articulation Database Date: _____

Study Abroad Course Articulation Form (CAF) Instructions

This form is to be used to facilitate the process of articulating courses.

Students should only list courses on this form that DO NOT already exist in the [Study Abroad Course Articulation Database](#).

To Request an Articulation

Detailed instructions on how to request an articulation appear on the **SUNY Geneseo Study Abroad Office website**:

A concise version is shown below:

1. Begin by reviewing the [Study Abroad Course Articulation Database](#). Does the course(s) exist in the database? If yes, no need to request an articulation, proceed to listing that course(s) on the *Study Abroad Course Planning Form*. If no, list the course(s) on the Study Abroad Course Articulation Form (CAF) in the gray boxes.
2. Complete the top portion of the Study Abroad Course Articulation Form (CAF) and complete the gray boxes for any courses that do not exist in the database.
3. Bring the completed form along with the following for each course to the appropriate Dean or designee.
 - *Course Description* – At minimum a student must supply the chair with a course description which is usually a 3-5 sentence description of the course.
 - *Course Learning Outcomes* – Course learning outcomes usually appear on the course syllabus but may also appear on the website of the institution abroad.
 - *Course Syllabus* – The course syllabus provides the most complete indication of the content of the course and usually displays the learning outcomes.Note, if you intend to take courses from multiple schools (e.g. a course from business and one from arts and sciences, you must request articulations from each school).

School of Arts and Sciences, please bring the form to the Dean of Arts and Sciences in Erwin 219. The School of Arts and Science will seek approval from the Department Chairs on your behalf.

School of Business, please bring the form to the Director of Student Services and Recruitment in South Hall.

School of Education, please bring the form to the Director of Academic Support and Certification in South Hall.

4. If you are looking to get a course(s) articulated for general education credit, please bring the form to the School of Arts and Science. The course(s) will be reviewed for approval by the GLOBE Committee Chair.
5. Return the completed CAF to the SUNY Geneseo Study Abroad Office, Erwin Hall 218.
6. The CAF will be sent for final approval. A scanned copy will be emailed to you after final approval. Save the CAF for future reference.

If you need help finding the course description, learning outcomes, or syllabus, ask the SUNY Study Abroad Office offering the program. The Study Abroad Office may be able to get the documents you need or can direct you on how to access the documents yourself.

SUNY Geneseo Policies related to Study Abroad Credit Transfer

Transfer Credits

A maximum of 90 semester hours may be transferred to SUNY Geneseo, including a maximum of 60 hours from a two-year college. In order to guarantee transferability of courses, a student must earn a minimum grade of C-. While course credits transfer to SUNY Geneseo, GRADES AND QUALITY POINTS DO NOT. A student's SUNY Geneseo cumulative grade point average will not be affected by the transfer of study abroad credit.

Pass-Fail Option, Effective Fall 2021 [https://www.geneseo.edu/dean_office/pass-fail-option-effective-fall-2021]

Post-matriculation Geneseo students may use credits earned in pass-fail or satisfactory-unsatisfactory courses at international universities or in study abroad programs if the courses are only offered as pass-fail or satisfactory-unsatisfactory. In this situation, the credits may apply toward a major, general education, and/or total credits.

If you have any questions, please contact the Study Abroad Office by email at studyabroad@geneseo.edu or by phone at +1-585-245-5546.