

Name: _____ Student ID (G#): _____ Home Address: _____ Major(s): _____ Minor(s): _____

Study Abroad Institution: _____ SUNY Administering Campus: _____
(Name & location of institution abroad where courses will be taken) (Name of SUNY Campus sponsoring program, i.e. Geneseo, Stony Brook, Oswego)

Study abroad term: Fall 20 _____ Intersession 20 _____ Spring 20 _____ Summer 20 _____ Anticipated Graduation Month and Year (i.e. May 2024): _____

IMPORTANT – PLEASE READ

To ensure appropriate transfer of credit, students participating on a SUNY-sponsored study abroad program must have this form approved BEFORE taking course(s) abroad. Students who transfer credit from overseas colleges must have, at least, a 2.0 cumulative GPA at Geneseo. Please see the back of this form for directions for completing the Study Abroad Course Planning Form and sending transcripts of completed work.

To list a course on this form, the course must first exist in the [Study Abroad Course Articulation Database](#). If the study abroad course has not been previously articulated, students are instructed to first request an articulation via the Course Articulation Form (Step 1). Once articulated, a student can list the course on the form below. **Students do not need to get a signature if the articulation is agreeable to them, and they do not need a waiver.**

Major, Minor, Concentration: Academic departments approve courses to satisfy major, minor, concentration, and free elective requirements. Students complete the gray boxes on the left.

Instructions for Department Chairs/Minor Coordinators: This form is used to document how study abroad courses will map directly to a specific student’s degree requirements, which usually requires the use of a waiver. By signing below, *you are authorizing a waiver to be submitted for the student after the credit has transferred.* Note: This document is used by the Financial Aid Office to determine if study abroad courses are aid-eligible.

To be completed by the Student					To be completed by the appropriate Department Chair or Minor Coordinator (if a waiver is required)			
Enter the information from the Study Abroad Course Articulation Database					Please refer to the student’s DegreeWorks for this section			
Transfer Course Code	Transfer Course Title	Geneseo Course Code	Geneseo Course Title	Geneseo Credits	I am taking this course with the intent to satisfy the following degree requirement	Major/Minor/Concentration Required Course	DegreeWorks Category or Program Requirement	Signature
					<input type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Minor Requirement <input type="checkbox"/> Minor Elective <input type="checkbox"/> Concentration Requirement <input type="checkbox"/> Concentration Elective			
					<input type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Minor Requirement <input type="checkbox"/> Minor Elective <input type="checkbox"/> Concentration Requirement <input type="checkbox"/> Concentration Elective			
					<input type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Minor Requirement <input type="checkbox"/> Minor Elective <input type="checkbox"/> Concentration Requirement <input type="checkbox"/> Concentration Elective			
					<input type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Minor Requirement <input type="checkbox"/> Minor Elective <input type="checkbox"/> Concentration Requirement <input type="checkbox"/> Concentration Elective			
					<input type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Minor Requirement <input type="checkbox"/> Minor Elective <input type="checkbox"/> Concentration Requirement <input type="checkbox"/> Concentration Elective			

General Education Approval: The Chair of the GLOBE Committee approves courses to satisfy General Education requirements. Students complete the gray boxes on the left.

SUNY Geneseo *Participation in a Global Society* (PGS) Categories

CGC (Contemporary Global Challenges); **CAI** (Creativity and Innovation); **DPP** (Diversity, Pluralism, and Power); **SST** (Sustainability); **WCV** (World Culture and Values)

SUNY Geneseo *Communication and Scientific Literacy* Categories

L101 (Foreign Language 101); **L102** (Foreign Language 102); **REAS** (Quant/Symbolic Reasoning); **NLAB** (Natural Science Lab); **NLEC** (Natural Science Lecture)

SUNY *General Education* Categories

ARTS (Arts); **DEI** (Diversity, Equity, and Inclusion) [DPP at SUNY Geneseo]; **SOSC** (Social Sciences); **HUMA** (Humanities)

Instructions for the Chair of the GLOBE Committee: This form is used to document how study abroad courses will map directly to a specific student's degree requirements. *By signing below, you are authorizing a waiver to be submitted for the student after the credit has transferred.* Note: This document is used by the Financial Aid Office to determine if study abroad courses are aid-eligible.

To be completed by the Student					To be completed by the Chair of the GLOBE Committee (if a waiver is required)		
Enter the information from the Study Abroad Course Articulation Database					Please refer to the student's DegreeWorks for this section		
Transfer Course Code	Transfer Course Title	Geneseo Course Code	Geneseo Course Title	Geneseo Credits	I am taking this course with the intent to satisfy the following general education requirement. Select all that apply. Check at least one box from both sides of the line. Descriptions of the abbreviations shown above.	General Education Categories If the course listed will satisfy a <i>Required Course</i> , please specify the Course Code (Prefix and Course Number) of the Required Course	Signature Please type your full name.
					<input type="checkbox"/> CGC <input type="checkbox"/> L101 <input type="checkbox"/> ARTS <input type="checkbox"/> CAI <input type="checkbox"/> L102 <input type="checkbox"/> SOSC <input type="checkbox"/> DPP <input type="checkbox"/> REAS <input type="checkbox"/> HUMA <input type="checkbox"/> SST <input type="checkbox"/> NLAB <input type="checkbox"/> WCV <input type="checkbox"/> NLEC		
					<input type="checkbox"/> CGC <input type="checkbox"/> L101 <input type="checkbox"/> ARTS <input type="checkbox"/> CAI <input type="checkbox"/> L102 <input type="checkbox"/> SOSC <input type="checkbox"/> DPP <input type="checkbox"/> REAS <input type="checkbox"/> HUMA <input type="checkbox"/> SST <input type="checkbox"/> NLAB <input type="checkbox"/> WCV <input type="checkbox"/> NLEC		
					<input type="checkbox"/> CGC <input type="checkbox"/> L101 <input type="checkbox"/> ARTS <input type="checkbox"/> CAI <input type="checkbox"/> L102 <input type="checkbox"/> SOSC <input type="checkbox"/> DPP <input type="checkbox"/> REAS <input type="checkbox"/> HUMA <input type="checkbox"/> SST <input type="checkbox"/> NLAB <input type="checkbox"/> WCV <input type="checkbox"/> NLEC		
					<input type="checkbox"/> CGC <input type="checkbox"/> L101 <input type="checkbox"/> ARTS <input type="checkbox"/> CAI <input type="checkbox"/> L102 <input type="checkbox"/> SOSC <input type="checkbox"/> DPP <input type="checkbox"/> REAS <input type="checkbox"/> HUMA <input type="checkbox"/> SST <input type="checkbox"/> NLAB <input type="checkbox"/> WCV <input type="checkbox"/> NLEC		

Free Electives

To be completed by the Student				
Enter the information from the Study Abroad Course Articulation Database				
Transfer Course Code	Transfer Course Title	Geneseo Course Code	Geneseo Course Title	Geneseo Credits

***International Relations Majors Study Abroad Requirement:** This program satisfies this student's Study Abroad requirement for their International Relations Major. Individual course approval for track to be done above.
 International Relations Coordinator Signature _____ Date _____

This section to be completed by the Office of Advising: Cumulative GPA _____ Total hours _____ (Geneseo _____ Transfer _____)
 Major _____ 2nd Major/Minor/Concentration _____
 _____ Conditional permission is granted to transfer courses pending student reaching 2.0 cumulative GPA by the end of the Fall semester _____; Spring semester _____.
 _____ Permission is granted to transfer the above courses to SUNY Geneseo. Date: _____

Study Abroad Course Planning Form (CPF) Additional Information

SUNY Geneseo students must complete a Course Planning Form for participation on any SUNY-sponsored study abroad program.

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.

Geneseo will not accept transfer credit for courses taken on a Pass/Fail or Satisfactory/Unsatisfactory basis.

*International Relations Study Abroad Requirement

Must obtain approval from the International Relations Coordinator.

Completed Forms

Bring or send your completed Course Planning Form to the Study Abroad Office, Erwin Hall 218.

Change of Courses While you are Abroad

You may need to change your course(s) after you arrive abroad. If you do, you must email the Study Abroad Office immediately. Download a copy of the Course Planning Form from https://www.geneseo.edu/study_abroad/forms-and-downloads. Complete the Course Planning Form and collect any necessary signatures. Please note you may need to submit a new Course Articulation Form for any courses not found in the [Study Abroad Course Articulation Database](#). Email the completed form to studyabroad@geneseo.edu.

Every course taken abroad that will appear on your transcript from abroad MUST be submitted on a Course Planning Form. Your transcript WILL NOT be processed without the Course Planning Form and you WILL NOT receive any of the credits. This can ultimately affect ability to graduate as well as financial aid eligibility.

When the Study Abroad Office has received your completed Course Planning Form and has received your transcript from abroad or the transcript supplement from another SUNY (which can take 2 weeks to 5 months after the completion of a study abroad program), then your transcript, and credits, can be processed. After your transcript has been processed by the Study Abroad Office, it will be sent to the Registrar's Office to be input into Banner and appear on DegreeWorks. A copy of the transcript supplement will also be emailed to you.

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.