

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

Study Abroad Institution:

(Name & location of institution abroad where courses will be taken)

SUNY Administering Campus:

(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 additional information.

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. Once articulated, a student can list the course on the form below. **Students only need to request a signature if they 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 could require 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 <a href="#">Study Abroad Course Articulation Database</a>						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. For any course designated as a "TR" (transfer course), you must get a waiver to apply to any requirements.	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			Participant 2
					<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			Participant 3
					<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			Participant 4
					<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			Participant 5
					<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			Participant 6

**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 <a href="#">Study Abroad Course Articulation Database</a>					Please refer to the student's <a href="#">DegreeWorks</a> for this section		
Transfer Course Code	Transfer Course Title	Geneseo Course Code (ie. INTD 3TR)	Geneseo Course Title (If a TR course, list the transfer 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	Signature
					<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		Participant 7
					<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		Participant 7
					<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		Participant 7
					<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		Participant 7

**Free Electives**

To be completed by the Student				
Enter the information from the <a href="#">Study Abroad Course Articulation Database</a>				
Transfer Course Code	Transfer Course Title	Geneseo Course Code (ie. INTD 3TR)	Geneseo Course Title (If a TR course, list the transfer course title)	Geneseo Credits

**To be completed by the Student:** I acknowledge that I have met with my academic advisor/department chair regarding the courses I plan to take and how taking these courses will impact progress towards my degree: \_\_\_\_\_ (initial).

**\*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 \_\_\_\_\_ (Participant 8) Date \_\_\_\_\_

**This section to be completed by the Office of Advising (Participant 9):** Cumulative GPA \_\_\_\_\_ Total hours \_\_\_\_\_ (Geneseo \_\_\_\_\_ Transfer \_\_\_\_\_)  
 \_\_\_\_\_ 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.

## 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](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](mailto: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](mailto:studyabroad@geneseo.edu) or by phone at +1-585-245-5546.