



State University of New York
 1 College Circle
 Geneseo, NY 14454

Course Approval Form

FOR OFFICE USE ONLY

OTHER STUDY ABROAD

Please Note: To ensure appropriate transfer of credit, students going overseas must have this form approved BEFORE taking course(s). 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 filing the form and sending transcripts of completed work.

Name: _____ **Date:** _____
 (Last), (First) (MI)

Home Address: _____ **Student ID #:** _____

_____ **Union Mailbox #:** _____

Home Phone: _____ **Local Phone:** _____

Major(s): _____ **Certification:** _____

Transfer College: _____
 (Name and Location of College where courses will be taken)

Sponsoring Campus: _____

Courses will be completed during: Fall 20__ Intersession 20__ Spring 20__ Summer 20__

Anticipated Graduation Date: _____

Other College Course # and Title	Geneseo Course #	Credit Hours	Major Req.	Major Elec.	Minor Req.	Minor Elec.	Gen. Ed	Elec	Dept. Approval
1.									
2.									
3.									
4.									
5.									

**** International Relations Majors must obtain approval:**

This program satisfies this student's Study Abroad requirement for his/her International Relations Major.
 (Individual course approval for track courses should be done in space above).

 International Relations Coordinator Signature

 Date

Are you requesting a waiver of the requirement that the last 12 hours of credit must be taken in residence at SUNY Geneseo? ____ No ____ Yes If so, attach an explanation of reason for the request.

This section to be completed by the Office of the Dean of the college

Cum. GPA _____ Total Hours _____ (Geneseo _____ Transfer _____)

_____ Permission is granted to waive requirement that last 12 credits be taken at Geneseo

_____ Conditional Permission is granted to transfer courses pending student reaching 2.0 cumulative GPA by the end of Fall semester _____; Spring semester _____

_____ Permission is granted to transfer the above courses to Geneseo

Date: _____

Instructions:**Transfer Credits:**

A maximum of 90 semester hours may be transferred to Geneseo, including a maximum of 60 hours from a two-year college. In order to guarantee transferability of courses, you must earn a minimum grade of C-. While course credits transfer to Geneseo, grades and quality points do not.

Department Approval:

Courses in your major field, or those required for your major, must be approved by the department chair. If you have a second major or minor, courses you wish to use toward them will also need the appropriate department chair or coordinator's approval. Take course descriptions with you so that the Chair will be able to judge the equivalency of courses.

Core or General Elective Approval:

For approval of core courses or general electives, you must have the approval of the Dean of the College (Erwin 106).

Completed Forms:

Finally, you must bring the completed form to the Study Abroad Office (Erwin 106).

Transcripts:

If you are in a SUNY Study Abroad Program, a transcript will automatically be sent to the Study Abroad Office.

Students who are on non-SUNY programs must request in writing that the other college send an official transcript (after final grades are posted) to the Study Abroad Office, SUNY Geneseo, 1 College Circle, Geneseo, NY 14454.

Non-SUNY Programs:

If you are participating in a non-SUNY program, you will not be registering at Geneseo. You must, therefore, request a leave of absence through the Office of Enrollment Services, Erwin 221B.

(Note: SUNY Study Abroad program students register for a STAB course through the Study Abroad Office and pay tuition at Geneseo.)

Change of Courses once you are Abroad:

You may, of course, change courses once you are abroad (subject to regulations of the host institution). If you do, you must send us notification immediately. Download a copy of this form from <http://studyabroad.geneseo.edu> and preferably attach it to an email addressed to studyabroad@geneseo.edu together with course description.

If you have questions about Study Abroad credit, contact our Study Abroad Office, Erwin 106.