



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

## STUDY ABROAD COURSE APPROVAL FORM

**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: \_\_\_\_\_ Student ID (G#): \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Major(s): \_\_\_\_\_

\_\_\_\_\_ Minor(s): \_\_\_\_\_

Transfer College: \_\_\_\_\_ Sponsoring Campus: \_\_\_\_\_

(Name & location of College where courses will be taken)

(Name of SUNY Campus sponsoring program)

Courses will be completed during: Fall 20\_\_\_\_ Intersession 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Anticipate Graduation: \_\_\_\_\_

To be filled out by Student	To be filled out by Advisor/Department								Approval From Major/Minor/Conc. Department (required if course is to fulfill major, minor or concentration requirement)
Study Abroad Courses: Course Title and Course Number	Geneseo course #	Credit hours	Major req.	Major elec.	Minor req.	Minor elec.	Gen. ed.	Free Elec.	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

**\*\*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 to be done 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 for the request)

**This section to be completed by Office of the Dean of the College:** Cum. GPA \_\_\_\_\_ Total hours \_\_\_\_\_ (Geneseo \_\_\_\_\_ Transfer \_\_\_\_\_)

\_\_\_\_\_ Permission is granted to waive requirement that the last 12 credits be taken at Geneseo. Major \_\_\_\_\_  
2<sup>nd</sup> 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 Geneseo. Date: \_\_\_\_\_

## **Instructions:**

### **For SUNY Geneseo students going on a SUNY program.**

#### **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. Geneseo grade point average will not be affected by transfer credit. Geneseo will not accept transfer credit for courses taken on a Pass/Fail or Satisfactory/Unsatisfactory basis.

#### **Department Approval:**

Courses in, or required by, your major field or concentration must be approved by the relevant 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 (Gen Ed) or General Elective Approval:**

For approval of core courses or general electives, you must bring your course approval form, along with course descriptions, to the Study Abroad Office. The Study Abroad Office will petition for approval from the Dean of the College.

**International Relations Majors:** Must obtain approval from the International Relations Coordinator.

#### **Waiver:**

If you are requesting a waiver for the last 12 hours of credit (taking your last semester abroad), check "yes" in this area and attach a short statement as to why you are requesting a waiver.

#### **Completed Forms:**

You must bring your completed form to the Study Abroad Office.

#### **Change of Courses While you are Abroad:**

You may need to change your course(s) once you are abroad. If you do, you must send notification to the Study Abroad Office immediately. Download a copy of this form from <http://studyabroad.geneseo.edu>. Email the filled out form and descriptions to [studyabroad@geneseo.edu](mailto:studyabroad@geneseo.edu).

**\*\*Every course taken abroad that will appear on your transcript MUST be on the course approval form. Your transcript WILL NOT be processed without the course approval form and you WILL NOT receive any of the credits. This can ultimately affect your graduation.**

\*\*Once the Study Abroad Office has received your completed course approval form, and has received your transcript from abroad, or another SUNY (which can take 2 weeks to 5 months), then your transcript, and credits, can be processed. Once this is done, it will go to the Registrar's Office to be input onto KnightWeb, a copy is sent to your Major Department and a copy is emailed to you.

If you have any questions, please contact the Study Abroad Office.