SUNY Geneseo Study Abroad Course Approval Process

01

Research Your Course Options

Utilizing the <u>Study Abroad Course Articulation Database</u> and the course offerings from the partner university, compare the offerings to your unmet degree requirements shown in DegreeWorks. Consult with your academic advisor and/or the Advising Office to learn when the best time is to study abroad and what courses to look for abroad. Contact SUNY Geneseo Study Abroad if you need help finding course offerings, descriptions, and/or syllabi.

02

Course Articulation Form (Step 1)

Complete the <u>Course Articulation Form (CAF)</u> to know how courses on a particular program will transfer back to SUNY Geneseo if the courses do not exist in the <u>Study Abroad Course Articulation Database</u>. Contact SUNY Geneseo Study Abroad if you need help finding course offerings, descriptions, and/or syllabi.

03

Course Planning Form (Step 2)

List the courses you plan to take abroad. All courses listed on the <u>Course Planning Form (CPF)</u> must be articulated (Step 1) before they can be listed on the form.
Due by **May 1st** for study abroad during Summer of Fall partner programs.
Due by **December 1st** for study abroad during Winter Intersession or Spring partner programs.
Consult with your academic advisor/department chair on the courses you plan to take.

04

Course Enrollment Verification

The Course Enrollment Abroad Self Disclosure Form is to be completed **within 4 weeks** of the start of your classes abroad. Every SUNY Geneseo student must submit proof of all the courses they are actually registered for. Students will receive an email while abroad prompting them to complete this step.

05

Study Abroad Transcript Supplement & Waiver

Within a few months of your program completing, you will be issued a study abroad transcript supplement.
If any courses appear in DegreeWorks as transfer elective courses (for example., COMN 1TR, ENGL 2TR, MGMT 3TR) but were approved on your Course Planning Form to fulfill a major or minor requirement or elective, you must:
1. Contact the department chair listed on your Course Planning Form (CPF).
2. Request that they submit a Waiver/Exception Request to ensure the course is properly applied to your degree requirements.