

Study Abroad Course Articulation Form (CAF) Instructions (Step 1)

This form is used to facilitate the process of articulating courses. Articulation is a process by which a course taken elsewhere is determined to be equivalent to a course found in the [SUNY Geneseo course bulletin](#) (known as a 'direct articulation') or assigned a transfer articulation, in which the subject area for the course and level (100-, 200-, 300-, 400-level) is determined but a SUNY Geneseo course equivalent does not exist. Transfer Articulation are shown as SUBJECT CODE (e.g. ANTH, BIOL, MGMT, etc.) 1TR, 2TR, 3TR, or 4TR, wherein 1, 2, 3, 4 correspond to 100-, 200-, 300-, 400-level.

This form can be used for three purposes:

1. New Articulation -- To add a new articulation to the [Study Abroad Course Articulation Database](#)
2. GLOBE Review -- To request GLOBE general education attribute review of a course that already appears in the [Study Abroad Course Articulation Database](#)
3. Review Articulation -- To request an updated review of an articulation that already appears in the [Study Abroad Course Articulation Database](#)

For each course listed on the CAF, you must indicate if you are seeking New Articulation, GLOBE Review, or Review Articulation.

Detailed instructions on the Study Abroad Course Approval and Credit Transfer process appear on the SUNY Geneseo Study Abroad Office website:

https://www.geneseo.edu/study_abroad/study-abroad-course-approval-and-credit-transfer

New Articulation, GLOBE Review, or Review Articulation

1. Does the course(s) exist in the [Study Abroad Course Articulation Database](#)?

No -- Follow the instructions below indicate *New Articulation* for that course

Yes -- If you believe the course should have additional GLOBE general education attributes, follow the instructions below and indicate *GLOBE Review* for that course.

Yes -- If you believe the articulation is not accurate, follow the instructions below and indicate *Review Articulation* for that course.

Yes -- If you are satisfied with the existing articulation, proceed to listing the course(s) on the *Study Abroad Course Planning Form* (CPF).

2. Complete the top portion of the Course Articulation Form (CAF) and the gray boxes. Indicate *New Articulation, GLOBE Review, or Review Articulation* for each course.
3. Bring the completed Study Abroad Course Articulation Form (CAF) along with the following for each course to Study Abroad, Erwin Hall 218.
 - *Course Description* -- At minimum a student must supply a course description which is usually a 3-5 sentence description of the course.
 - *Course Learning Outcomes* -- Course learning outcomes usually appear on the course syllabus but may also appear on the website of the institution abroad.
 - *Course Syllabus* -- The course syllabus provides the most complete explanation of the content of the course and usually displays the learning outcomes.

If you need help finding the course description, learning outcomes, or syllabus, ask the SUNY study abroad office offering the program, which should be able to get the documents you need or can direct you on how to access the documents yourself.

Study Abroad will distribute the completed Study Abroad Course Articulation Form (CAF) to the appropriate Dean or designee.

4. Either a direct articulation or transfer articulation will be assigned to each course. A copy of the CAF will be emailed to you after final approval. Save the CAF for future reference.

SUNY Geneseo Policies related to Study Abroad Credit Transfer

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.

Pass-Fail Option, Effective Fall 2021 [https://www.geneseo.edu/dean_office/pass-fail-option-effective-fall-2021]

Post-matriculation Geneseo students may use credits earned in pass-fail or satisfactory-unsatisfactory courses at international universities or in study abroad programs if the courses are only offered as pass-fail or satisfactory-unsatisfactory. In this situation, the credits may apply toward a major, general education, and/or total credits.

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.

STUDY ABROAD COURSE ARTICULATION FORM (CAF)

Step 1

PLEASE NOTE: Many study abroad courses already exist in the [Study Abroad Course Articulation Database](#). If a course offered at a SUNY-sponsored study abroad program host institution DOES NOT exist in the Articulation Database, USE THIS FORM to seek an articulation. If the course ALREADY EXISTS in the [Study Abroad Course Articulation Database](#), use the *Study Abroad Course Planning Form*. Please see the back of this form for directions for completing the Study Abroad Course Articulation Form (CAF).

Name: _____

Student ID (G#): _____

Date: _____

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____ Intercession 20____ Spring 20____ Summer 20____

Anticipated Graduation Month and Year (i.e. May 2024): _____

Departmental Articulation: The Department Chair articulates courses for their department. Students complete the gray boxes on the left.

Instructions for Department Chairs: This form is used to articulate courses. Articulation is the process by which a SUNY Geneseo course equivalent is determined. An articulation can be a “direct articulation” to a specific course in the SUNY Geneseo Bulletin (e.g. ANTH 100), wherein the course will carry the associated general education attributes with that SUNY Geneseo course. Alternatively, an articulation can be a “transfer articulation” wherein the department assigns the departmental 4-letter prefix (e.g. ANTH) and determines the appropriate level, 100-, 200-, 300-, or 400-level, as represented by 1TR, 2TR, 3TR, 4TR, respectively. For transfer articulations, courses are then reviewed by the GLOBE Committee Chair or designee to determine if any general education attributes are appropriate.

The articulation determined below, direct articulation or transfer articulation, will be entered into the [Study Abroad Course Articulation Database](#), and will serve as the prevailing articulation for all students who enroll in this course going forward. Therefore, do not consider the specific requirements the student requesting the articulation needs while determining the articulation, simply consider the content of the course to determine the articulation. The way in which a course maps to a student’s specific degree requirements can be individualized to that student on the *Study Abroad Course Planning Form*.

If you have any questions about the Study Abroad Course Articulation or Study Abroad Course Planning process, please call 585-245-5546 or email studyabroad@geneseo.edu.

To be completed by Student				To be completed by the relevant Dean or Department Chair				To be completed by the GLOBE Committee Chair or designee		
For each course listed on the CAF, you must indicate if you are seeking New Articulation, GLOBE Review, or Review Articulation – See the explanation of each on page one.				Articulations recorded below will be added to the Study Abroad Course Articulation Database and will be the prevailing course articulation going forward.				This section is only to be completed if the course is assigned a transfer articulation (1TR, 2TR, 3TR, 4TR)		
Study Abroad Course Code	Study Abroad Course Title	Number of Credits (if unknown, leave blank)	New Articulation GLOBE Review Review Articulation	Articulation determined. SUNY Geneseo Course Subject and Number	Number of Credits (if unknown, leave blank)	Dean or Department Chair Initials	Dean or Department Chair Printed Name	General education attributes assigned	GLOBE Committee Chair or Designee Initials	GLOBE Committee Chair or Designee Printed Name
1.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							
2.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							
3.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							
4.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							
5.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							
6.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							
7.			☐ New Art ☐ GLOBE Rev ☐ Rev Art							

This section to be completed by the Office of the Registrar

_____(Initial) Permission is granted to transfer the above courses to SUNY Geneseo. _____(Initial) Courses have been added to the Study Abroad Course Articulation Database Date: _____