

Study Abroad Course Planning Form (CPF)

All SUNY Geneseo students must complete a Course Planning Form (CPF) for participation on any SUNY-sponsored study abroad program. Every course taken that will appear on your transcript from abroad MUST be submitted on a Course Planning Form (CPF). Your study abroad transcript supplement will NOT be processed without the Course Planning Form (CPF) and you will NOT receive the credit earned, which can affect your ability to graduate and financial aid eligibility.

The **Course Planning Form (CPF)** must be submitted via AdobeSign. The instructions provided below explain how to use the AdobeSign platform to ensure appropriate routing for approval.

All students are expected to consult with their academic advisor/department chair on the courses they plan to take. Prior to completing the Course Planning Form (CPF) via AdobeSign, some students will map out their course selection on a [PDF version of the Course Planning Form](#) with their academic advisor/department chair. Note: The PDF version is not official and cannot be used in place of the Course Planning Form (CPF) via AdobeSign.

CPF via AdobeSign due May 1 for study abroad during Summer or Fall

CPF via AdobeSign due December 1 for study abroad during Winter Intersession or Spring

How to complete the Course Planning Form (CPF) via AdobeSign

Fill out the top portion of the document.

Courses listed on the **Course Planning Form (CPF)** must exist in the [Study Abroad Course Articulation Database](#) or have been recently articulated on a Course Articulation Form (CAF) before they can be listed on the CPF.

There are three sections to list courses:

1. *Major, Minor, Concentration*
2. *General Education*
3. *Free Elective*

List all courses you plan to take abroad under the appropriate section accompanied by the SUNY Geneseo course code, course title, and credits as displayed in the [Study Abroad Course Articulation Database](#).

Section: Major, Minor, Concentration

When a course taken abroad is determined to be equivalent to a course in the [SUNY Geneseo course bulletin](#), this is known as a 'direct articulation' as denoted by an exact SUNY Geneseo course code (e.g. ACCT 301, BIOL 210, PSYC 268, etc.). Courses with a direct articulation generally do not require departmental signature as a waiver is not generally needed to ensure proper mapping of the course to a student's degree requirements.

Many courses are displayed in the database as a 'transfer articulation', as denoted by the course subject code (i.e. ACCT, BIOL, PSYC, etc.) followed by 1TR, 2TR, 3TR, or 4TR which corresponds to 100-, 200-, 300, 400-level. Courses with a transfer articulation require departmental signature as they require a waiver to be applied to specific degree requirements. If you need a waiver for a major, minor, or concentration course, please list the Department Chair for your major, minor or concentration under Participant 3-7. Participant 3 is linked to the first course of the *Major, Minor, Concentration* section of the CPF. Participant 4 is linked to the second course in this section, and so on.

Section: General Education

List courses you plan to take to satisfy unmet general education requirements.

If the [Study Abroad Course Articulation Database](#) shows that the course is tagged with the general education attribute that you need (e.g. CGC, CAI, DPP, SST, WCV, L101, L102, REAS, NLAB, NLEC, ARTS, SOSC, or HUMA) list the course on the CPF and indicate the general education attribute that you need. Do not use Participant 8 -- you do not need to seek a signature from the GLOBE Chair.

If the [Study Abroad Course Articulation Database](#) shows that the course is NOT tagged with the general education attribute that you need (e.g. CGC, CAI, DPP, SST, WCV, L101, L102, REAS, NLAB, NLEC, ARTS, SOSC, or HUMA), stop completing the Course Planning Form (CPF) and, instead submit a Course Articulation Form (CAF) and request that the course undergo "GLOBE Review." A copy of the completed CAF will be emailed to you when complete.

If you submit the course for GLOBE Review on the Course Articulation Form (CAF) and the course is not awarded the general education attribute that you need, you can seek a waiver. If you need a waiver for a general education course, list the course on the CPF and indicate GLOBEChair@geneseo.edu for Participant 8. Separately, email a copy of the course syllabus or description for general education review to GLOBEChair@geneseo.edu.

Section: Free Elective

List courses under Free Elective section if you are enrolling courses that do not fall into either of the two previously indicated sections. No additional SUNY Geneseo signature is required for Free Elective course approval.

International Relations Majors

List the email address of the [International Relations Coordinator](#) for Participant 9.

All Students

All Course Planning Forms (CPF) are reviewed by the Office of Advising. Please list arouse@geneseo.edu for Participant 10. Alexandra Rouse, Director of the Office of Advising.

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.

When SUNY Geneseo Study Abroad 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 SUNY Geneseo Study Abroad, 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 SUNY Geneseo Study Abroad by email at studyabroad@geneseo.edu or by phone at +1-585-245-5546.

First Name:
Major(s):

Last Name:

Student ID (G#):
Minor(s):

Home Address:

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:

Anticipated Graduation Date (Month and Year):

Have already submitted a Course Planning Form (CPF)?

Do you plan to enroll in 20 or more US credits while abroad?

Instructions for Students: Please see the detailed instructions provided on page one. Complete the gray boxes on the left. To list a course on this form, the course must first exist in the [Study Abroad Course Articulation Database](#). Students only need to request a signature from Participant 3-7, if a waiver is required.

Major, Minor, Concentration: Academic departments approve courses to satisfy major, minor, concentration requirements and electives.

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 Study Abroad Course Articulation Database						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 Requirement If the course listed will satisfy a Major/Minor/Concentration Requirement, please specify the Course Code (Prefix and Course Number) of the Required Course and sign. If the course listed will NOT satisfy a Major/Minor/Concentration Requirement, please note and sign.	Major/Minor/Concentration Elective If the course listed will satisfy a Major/Minor/Concentration Elective, please write in the information from DegreeWorks including the Course Code (Prefix and Course Number) and sign. If the course listed will NOT satisfy an unmet Major/Minor/Concentration Elective, please note and sign.	Signature Please type your full name.
					☐ Major Requirement ☐ Major Elective ☐ Minor Requirement ☐ Minor Elective ☐ Concentration Requirement ☐ Concentration Elective			Participant 3
					☐ Major Requirement ☐ Major Elective ☐ Minor Requirement ☐ Minor Elective ☐ Concentration Requirement ☐ Concentration Elective			Participant 4
					☐ Major Requirement ☐ Major Elective ☐ Minor Requirement ☐ Minor Elective ☐ Concentration Requirement ☐ Concentration Elective			Participant 5
					☐ Major Requirement ☐ Major Elective ☐ Minor Requirement ☐ Minor Elective ☐ Concentration Requirement ☐ Concentration Elective			Participant 6
					☐ Major Requirement ☐ Major Elective ☐ Minor Requirement ☐ Minor Elective ☐ Concentration Requirement ☐ Concentration Elective			Participant 7

General Education: The Chair of the GLOBE Committee or designee approves courses to satisfy General Education requirements.

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 Study Abroad Course Articulation Database					Please refer to the student's DegreeWorks 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. Select at least one box from both sides of the line. Descriptions of the abbreviations shown above.	Signature Please type your full name.
					☐ CGC ☐ L101 ☐ ARTS ☐ CAI ☐ L102 ☐ SOSC ☐ DPP ☐ REAS ☐ HUMA ☐ SST ☐ NLAB ☐ WCV ☐ NLEC	Participant 8
					☐ CGC ☐ L101 ☐ ARTS ☐ CAI ☐ L102 ☐ SOSC ☐ DPP ☐ REAS ☐ HUMA ☐ SST ☐ NLAB ☐ WCV ☐ NLEC	Participant 8
					☐ CGC ☐ L101 ☐ ARTS ☐ CAI ☐ L102 ☐ SOSC ☐ DPP ☐ REAS ☐ HUMA ☐ SST ☐ NLAB ☐ WCV ☐ NLEC	Participant 8
					☐ CGC ☐ L101 ☐ ARTS ☐ CAI ☐ L102 ☐ SOSC ☐ DPP ☐ REAS ☐ HUMA ☐ SST ☐ NLAB ☐ WCV ☐ NLEC	Participant 8
					☐ CGC ☐ L101 ☐ ARTS ☐ CAI ☐ L102 ☐ SOSC ☐ DPP ☐ REAS ☐ HUMA ☐ SST ☐ NLAB ☐ WCV ☐ NLEC	Participant 8

Free Electives

To be completed by the Student

Enter the information from the [Study Abroad Course Articulation Database](#)

Transfer Course Code	Transfer Course Title	Geneseo Course Code (i.e. 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).

To be completed by SUNY Geneseo Study Abroad: I acknowledge that the content of the Course Planning Form accurately reflects the Study Abroad Course Articulation Database and all signatories have been reviewed: _____ (initial).

***International Relations Majors Study Abroad Requirement (Participant 9):** This program satisfies this student’s Study Abroad requirement for their International Relations Major. Individual course approval for the IR track to be written into the *Major, Minor, Concentration* section above.

International Relations Coordinator Signature _____ (Participant 9) Date _____

This section to be completed by the Office of Advising (Participant 10): 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.

Office of Advising Notes:

Office of Advising Signature _____ (Participant 10) Date _____