

SUNY Plattsburgh Course Approval Form for Study Away Programs

Student Name: _____ Student ID: _____ Email: _____

Major(s): _____ Minor(s): _____ Semester of Study Away Program: _____

Name of Program: _____ Name of SUNY campus administering program: _____ Location: _____

Study Away Course Code	Study Away Course Title	Number of SUNY credits	Plattsburgh Major/Minor Equivalent (If elective, indicate elective instead of course number.)	Plattsburgh GE Category

Please check of the following statements and sign below to confirm your understanding of each:

- _____ Plattsburgh reserves the right to deny the transfer of credits/courses that have not been pre-approved. Students will not receive duplicate credit if the courses listed above are repeats of courses completed at Plattsburgh or transferred from another institution. Minimum grade of D is required for transfer unless a grade higher than a D is required in that course.
- _____ Grades will not count toward the Plattsburgh GPA for National Student Exchange (NSE) students. Study abroad students may request their grades be counted as part of their GPA by contacting the Registrar’s Office at registrar@plattsburgh.edu. This must be completed before the end of the semester after the study away program and must include all grades earned.
- _____ Students who will study away during their last semester must contact the Registrar’s Office at registrar@plattsburgh.edu about graduation requirements before departing.
- _____ Students studying away must complete a minimum of 36 credits on the Plattsburgh campus. Questions about residency requirements should be addressed to registrar@plattsburgh.edu.
- _____ Students on a non-SUNY, SUNY community college, NSE, Canadian university program must request their transcript be sent to the Global Education Office upon completion of their program.
- _____ It is the responsibility of the student to seek approval for courses taken on a study away program. This form must be updated if course selections change before departure or while away.
- _____ I certify my understanding that I may only receive federal and state aid for courses that are required for my degree. I also understand that if I enroll in courses that are not required for my degree, I may lose all or a portion of my financial aid. I have already discussed or plan to discuss the impact of this study-abroad program on my eligibility for financial aid.

1) Signature of Student: _____ Date: _____

2) Signature of Academic Advisor: _____ Date: _____

3) Signature of Department Chairperson for Major: _____ Date: _____

4) Signature of Department Chairperson for Minor: _____ Date: _____

5) Signature of Associate Vice President of Academic Affairs (for General Education requirements): _____ Date: _____

6) Signature of Financial Aid Office (if financial aid will be applied to program): _____ Date: _____

7) Is this a SUNY program? Yes No Signature of Global Education Office: _____ Date: _____

Instructions for Completion of SUNY Plattsburgh Study Away Course Approval Form

- This form is required for all study away students. It must be sent to the Registrar's Office when all applicable signatures are on the form.
- **Course descriptions for study away courses must be attached to this form.**
- This form must be completed before the end of the semester prior to the study away program. For example, students studying abroad in the fall must have the form on file before the end of the spring semester before they depart campus.
- Students should have additional courses approved as secondary choices in the case of a scheduling conflict or cancellation. For example, student required to take 3-4 courses abroad should have at least 6-8 courses approved.
- **Please note that students should complete all sections of the form *except for the following*:**
 - 1) Signatures for Academic Advisor, Department Chairperson(s), the Associate Vice President of Academic Affairs, the Financial Aid Office, and the Global Education Office
 - 2) Plattsburgh major/minor equivalents: This section is for the Academic Advisor and Department Chairperson to list the corresponding course at Plattsburgh that the student will earn credit for.
 - 3) Plattsburgh GE category: This section is for the Associate Vice President of Academic Affairs to list the General Education category that will be fulfilled.
- **Form must be completed in the following order:**
 - 1) Student sections and signature
 - 2) Academic Advisor sections (Plattsburgh major/minor equivalents) and signature
 - 3) Department Chairperson(s) sections (approval of Plattsburgh major/minor equivalents) and signature
 - 4) Associate Vice President of Academic Affairs sections (Plattsburgh GE category) and signature: Kehoe, 8th floor
 - 5) Financial Aid Office signature: Kehoe, 4th floor
 - 6) Global Education Office signature: Kehoe, 2nd floor
 - 7) Registrar's Office (Submit form to this office when finalized. No signature necessary.): Kehoe, 3rd floor
- **Note to Academic Advisor/Department Chairperson(s):** Please do not sign the form without completing the Plattsburgh major/minor equivalents section.
- Please contact the Global Education Office with questions.

Global Education Office
Kehoe 210; geo@plattsburgh.edu
Phone: (518) 564-3287; Fax: (518) 564-3292