

OVERSEAS COURSE PREFERENCE AND APPROVAL FORM

Name: _____ C-Number: _____

Overseas Program and SUNY Campus: _____ Session/Semester/Year of Study: _____

STEP #1: Completed by STUDENT with assistance from Study Abroad Advisor			STEP #2: Completed by Academic Advisor
Overseas Course, Title, Prefix and Number (e.g.: SP 299 - Spanish Literary History) → Search the course catalog at your host institution. See the program page on our website for a link to the course catalog for visiting students.	Cortland Equivalent (e.g.: SPA 318, HIS 2XX) → Search the Study Abroad Course Equivalency Database to find the Cortland equivalent. If none exists, submit a request for new course equivalency form.	US Credits (e.g.: 3) → The number of US credits assigned to each overseas course can be found in the Study Abroad Course Equivalency Database.	Degree Requirements & Course Substitution Planning → Meet with your Academic Advisor to determine which (if any) of your outstanding degree requirements are fulfilled by the "Cortland Equivalent" course OR if a course substitution is needed upon your return. (e.g.: GE 8, LASR, etc.)

Grades received from a SUNY Cortland or other SUNY Study Abroad program are entered into the student's academic record and calculated in the GPA.

Study Abroad Advisor Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

REQUIRED STUDENT ACKNOWLEDGEMENT: I understand that this study abroad experience, as approved, will affect my degree requirements and academic transcript. In the event that I change any of the above courses, **I understand that I must seek additional approval from the Associate Dean of my School by the end of the first full week of classes abroad.** Failure to do so may jeopardize the fulfillment of my degree requirements. I acknowledge that the courses listed above are required for my SUNY Cortland degree.

Student's Signature: _____ Date: _____

Form Approval & Routing:

Student & Study Abroad Advisor → Student & Academic Advisor → Associate Dean → International Programs Office
It is recommended that the student keep a copy for their records.

Associate Deans

School of Arts & Sciences: Vincent DeTuri • Old Main, Room 125 • 607-753-4314
 School of Education: Ronnie Casella • Education Building, Room 1239A • 607-753-5431
 School of Professional Studies: Eileen Gravani • Professional Studies Building • Room 1175 • 607-753-2702