

**CSUEB Study Abroad Programs/NSE
Academic Advising Agreement**

Name: _____ Net ID: _____

Host University: _____ Country: _____

Major at CSUEB: _____

Quarters Away- (indicate all that apply): Fall 20___ Winter 20___ Spring 20___ Summer 20___

Quarter Planning to Return to CSUEB: Fall 20___ Winter 20___ Spring 20___ Summer 20___

The purpose of this advising agreement is to help you obtain appropriate advising and credit for CSUEB-approved study abroad programs. As a student participating in CSUEB study abroad programs, you will receive *resident credit* for courses taken abroad. These courses will appear on your transcript **and** be calculated into your CSUEB grade point average. Remember that it is *your responsibility* to consult with your major and/ or GE advisors to determine how the courses you take abroad will be applied toward your degree program at CSUEB.

INSTRUCTIONS FOR STUDENTS

To Request GE Credit: In order to see which GE courses you still need to complete, you can either (a) meet with your academic advisor (i.e., AACE, EOP, EXCEL, Renaissance, etc.), or (b) go online to my.csueastbay.edu > Student Center > My Academics > View My Degree Audit Report. You will then use this information to complete the Advising Agreement Course Exchange, Table 1 (p. 2 of this form). Fill in column 1 (Overseas Course Title/No.) with ALL the potential courses that you may take abroad. It is recommended that you indicate more courses than you will actually take while on exchange, so that you will have more "pre-approved" courses from which to choose and greater likelihood that CSUEB GE and graduation requirements will be met. Email Vicki Cosgrove at vicki.cosgrove@csueastbay.edu in the General Education Office to schedule a meeting with Dr. Caron Inouye, Director of General Education, to have your course list reviewed, approved, and signed. Include in the subject line of your email: GE Courses/Study Abroad (or NSE) Appointment.

To Request Major/Minor Credit: Complete Table 2 and/or 3 of the Advising Agreement Course Exchange (p. 2 of this form). Schedule an appointment with your major/minor advisor to have your course list reviewed, approved, and signed.

**Return completed/signed form to:
Kelly Moran, Director or
Lé Shawn Cheatham, Study Abroad Advisor
Center for International Education, SF 102**

To Request a Change to an Approved List of Courses: It is your responsibility to complete a New Academic Advising Form, obtain the appropriate signatures, and send the updated form to the Center for International Education (CIE). You should also keep all copies of syllabi and coursework taken abroad to submit to your academic advisor. If authorization for courses is done via email, you may send a copy of the email exchange to Kelly Moran (kelly.moran@csueastbay.edu) in lieu of securing signatures.

After you complete the exchange courses, the host university will send a transcript to the CIE. This transcript will be forwarded to CSUEB's Records Office, and the courses will be applied towards your CSUEB record (viewable on MYCSUEB). Please note, this process takes anywhere from 2-5 months to complete. If you are applying for graduation while abroad, be sure to request your transcript be sent as soon as possible from the host institution's coordinator.

INSTRUCTIONS FOR FACULTY ADVISORS

All major/minor courses that have been approved for CSUEB graduation requirements must be listed on this form with an equivalent CSUEB department and course number (if meeting a specific course requirement), or the purpose of the course must be provided if there is not an equivalent CSUEB course. Faculty advisors may be flexible in their interpretation of course equivalencies and approve any course that meets their department's major or minor requirements.

If the student takes a course on exchange that does not meet any major/minor/GE requirement, it does not need to be included on this form, *but it will be included (with grade) in the student's academic record at CSUEB.*

ADVISING AGREEMENT COURSE EXCHANGE

Complete the following tables as needed by filling in all the courses you may take on exchange. You are strongly encouraged to meet with an academic advisor prior to filling out the tables below to discuss how the courses you take abroad will transfer back to your individual academic plan at CSUEB. It is your responsibility to keep your advisors updated on any changes you make while you are abroad, so that you will receive the appropriate advice.

IMPORTANT NOTE: You are required to carry a full course load equivalent to 12 quarter units for undergraduates and 8 quarter units for graduate students.

Table 1. Exchange Courses for GE

Exchange Course Title/No.	GE AREA Credit	CIE Use Only

Dr. Caron Inouye
 Director of General Education and Chair of General Studies

Signature _____ Date _____

Table 2. Exchange Courses for the Major

Exchange Course Title/No.	CSUEB Equivalent Course/Major Requirement	CIE Use Only

Major Faculty Advisor Name _____ Dept. _____

Major Faculty Advisor Signature _____ Date _____

Table 3. Exchange Courses for the Minor

Exchange Course Title/No.	CSUEB Equivalent Course/Minor Requirement	CIE Use Only

Minor Faculty Advisor Name _____ Dept. _____

Minor Faculty Advisor Signature _____ Date _____