

Study Abroad: Request for Course Evaluation

This form should only be completed by College of Business & Economics (CBE) undergraduate students. It must be completed prior to going abroad, so that a student will understand how course(s) taken abroad will be equated to their major requirements in the College of Business & Economics (CBE). It is recommended that students obtain approval for more courses than they are planning to take, as schedule conflicts or other obstacles may prevent enrollment in the courses originally planned.

Completed form and supporting documentation should be submitted to the CBE Office of Undergraduate Advising. Submit by email to cbeadvising@csueastbay.edu, in-person to Valley Business & Technology Center (VBT), Room 129, or by fax to (510) 885-2054.

CBE review can take anywhere between 6 - 8 weeks. Failure to submit supporting documentation will result in automatic denial.

Last Name First Name Net ID Phone Intended Graduation Term (ex. Fall 2020)

@horizon.csueastbay.edu

CSUEB Horizon Email Address Study Abroad Program University

Location Dates Term(s) Abroad Units Planned

Students will be informed of decisions via their **CSUEB Horizon email**. Failure to get courses taken abroad approved will result in the student receiving no major credit. A syllabus and/or course outline must be provided for every course listed below, additional documents may be requested at any time. Failure to provide this supporting documentation will result in an automatic denial.

PROPOSED STUDY ABROAD COURSE(S)

CBE REVIEW: *For CBE Use Only*

Study Abroad Course Info <small>(Course Prefix, Number, Title and Syllabus)</small>	Units	CSUEB CBE Course	Advisor Review <small>(Sign and Date)</small>	Department Chair Review <small>(Circle Decision, Sign and Date)</small>
Syllabus (Circle One) - Attached or Emailed on:				Approved or Denied (List denial reason below)
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For Department Chair Use Only:

Denied Course(s): Reason(s):
