

## Cal State East Bay REQUEST FOR STUDY ABROAD COURSE APPROVAL FOR GE Instructions

Congratulations on your decision to add international perspectives and skills to your academic pathway! Once you have selected your CSUEB-approved international institution and program, your next step is to find out which courses interest you and may fulfill General Education (GE) requirements at CSUEB. You are encouraged to do your own fact finding by exploring the website of your chosen study abroad institution/program— *DO NOT ask advisors and faculty to tell you which courses to take*. Follow the steps below to determine which of your selected study abroad courses may be taken for GE credit. Please note that a separate request process and form will need to be completed for study abroad courses to be applied toward your major or minor.

**Determine which major and/or GE requirements you need to complete.** Resources for this include:

- <u>University Catalog</u>
- GE Website
- <u>MyCSUEB</u> Degree Audit Report (DAR)
- GE Advisor (e.g., in AACE, EOP)

# Identify the study abroad courses you'd like to take.

Go to the study abroad institution's website and find the courses that interest you. You may request more than one course in any given subject area for review—asking for a course to be reviewed for GE credit does not obligate you to take the course. You should also check the <u>CSUEB GE Study Abroad website</u> for pre-approved GE courses.

### Compile course descriptions and course syllabi.

Download and save the course description and syllabus for each study abroad course you're considering taking (unless the course is already pre-approved), which will allow the evaluator to determine whether the course is equivalent to a CSUEB course and/or meets a <u>GE requirement</u>.

### Complete the form on the next page.

Download the form, read the instructions carefully, type in the course information, and save the file as "GE Study Abroad\_Your last name, First name\_Date" (e.g., GE Study Abroad\_Nguyen, Pamela\_5.11.23). List each course that you want reviewed for GE credit.



### Email the Request form and all accompanying documentation.

Submit the Request form and all the course descriptions/syllabi listed in the Request form as attachments in an email to the GE Director at <u>GEStudyabroad@csueastbay.edu</u>. Course reviews are typically completed within 3 weeks from the request date. If you have any questions, email the GE Director (kevin.kaatz@csueastbay.edu) or call (510) 885-2941.

Date:				
Name (Last, First):		Net ID:	Net ID:	
Study Abroad University:		Country:	Country:	
CSUEB Major:		Class level:		
Semesters Away (indicate all that apply)	□ Fall 20	□ Spring 20	□ Summer 20	
Semester Planning to Return to CSUEB	□ Fall 20	□ Spring 20	□ Summer 20	

 $\Box$  I have read the instructions on the previous page.

□ I have compiled all the course descriptions and course syllabi for all the courses listed in the table below (you do not need to do this for pre-approved courses).

$\Box$ I am ready to email this Request for	m and all the course descriptions a	and syllabi to the Office of (	Seneral Education at
GEStudyabroad@csueastbay.edu.			

#### **REQUEST FOR GE CREDIT**

Students: Fill in the information for each course to be reviewed for GE credit only. DO NOT SIGN THE FORM.

Course Prefix/Dept. and Number	Course Title	Is the course pre-approved? (see website for list). If so, please list the approved GE area here.	GE Office Use Only Students: Leave column blank
Example: AE 4020	Example: Aerospace Engineering		

GE OFFICE USE ONLY: STUDENTS LEAVE THE SPACE BELOW BLANK. (Office of GE 7.12.2023)

Reviewed and approved by Dr. Kevin Kaatz, Director of General Education: