



## 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.

# 1

### Determine which major and/or GE requirements you need to complete.

Resources for this include:

- [University Catalog](#)
- [GE Website](#)
- [MyCSUEB Degree Audit Report \(DAR\)](#)
- GE Advisor (e.g., in AACE, EOP)

# 2

### 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.

# 3

### Compile course descriptions and course syllabi.

Download and save the course description and syllabus for each study abroad course you're considering taking, which will allow the evaluator to determine whether the course is equivalent to a CSUEB course and/or meets a GE requirement. Here's an example from the [American University of Beirut](#), which lists all their biology courses with descriptions and links to course syllabi. Their BIOL 106 is equivalent to CSUEB's BIOL 100, which fulfills GE Area B2 for Life Science.

# 4

### Complete the form on the next page.

Download the form in Adobe Acrobat Pro or Adobe Reader, 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\_5.11.21). List each course that you want reviewed for GE credit.

# 5

### 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 Office at [GEOffice@csueastbay.edu](mailto:GEOffice@csueastbay.edu). Course reviews are typically completed within 3 weeks from the request date. If you have any questions, email the GE Office or call (510) 885-2941.



## REQUEST FOR STUDY ABROAD COURSE APPROVAL FOR GE

Date: \_\_\_\_\_

Name (Last, First): \_\_\_\_\_

Net ID: \_\_\_\_\_

Study Abroad University: \_\_\_\_\_

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\_\_

- 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.
- I am ready to email this Request form and all the course descriptions and syllabi to the Office of General Education at [GEOffice@csueastbay.edu](mailto:GEOffice@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	GE Office Use Only
<i>Example: AE 4020</i>	<i>Example: Aerospace Engineering</i>	<i>Students: Leave column blank</i>

GE OFFICE USE ONLY: STUDENTS LEAVE THE SPACE BELOW BLANK.

*Reviewed and approved by Dr. Caron Inouye, Director of General Education:*

Signature \_\_\_\_\_ Date \_\_\_\_\_