



Cal State East Bay  
REQUEST FOR STUDY ABROAD/NSE COURSE APPROVAL FOR MAJOR/MINOR  
Instructions

Congratulations on your decision to pursue this academic achievement! Once you have selected your CSUEB-approved international institution and program, your next step is to find out which courses interest you *and* may count toward your CSUEB major or minor. You are encouraged to do your own fact finding by exploring the website of your chosen study abroad institution/program.

Follow the steps below to determine which of your selected study abroad (Exchange) or study away (NSE) courses may be applied toward your degree program. Please note that a separate request process and form will need to be completed for study abroad courses (Exchange) or study away courses (NSE) to be applied toward GE.

**1 Determine which major and/or minor requirements you need to complete.**

Resources for this include:

- [University Catalog](#)
- [MyCSUEB](#) Degree Audit Report (DAR)
- Faculty or Staff Major Advisor (in your major department or college)

**2**

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

Go to the study abroad (Exchange)/study away (NSE) 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 major or minor 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 requirement for the major/minor. Here's an example from the [American University of Beirut](#), which lists all their biology courses with descriptions and links to course syllabi.

**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 "*Study Abroad\_Your last name, First name\_Date*" (e.g., *Study Abroad\_Nguyen, Pamela\_9.11.18*). List each course that you want reviewed for major or minor credit.

**5**

**Schedule an appointment with your Major/Minor Department advisor.**

Go over all course descriptions/syllabi with advisor. After approval - email Request Form as attachment to Kelly Moran ([kelly.moran@csueastbay.edu](mailto:kelly.moran@csueastbay.edu)) or Leshawn Cheatham ([leshawn.cheatham@csueastbay.edu](mailto:leshawn.cheatham@csueastbay.edu)) in the Center for International Education.

## REQUEST FOR STUDY ABROAD COURSE APPROVAL FOR MAJOR/MINOR



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

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

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

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

Country: \_\_\_\_\_

CSUEB Major or Minor: \_\_\_\_\_

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 schedule an appointment with my Major/Minor advisor to go over this form, course descriptions and syllabi.

### REQUEST FOR MAJOR OR MINOR CREDIT

Students: Fill in the information for each course to be reviewed for major or minor credit only.

Host University Course Number	Host University Course Title	Dept./Advisor Use Only
<i>Example: AE 4020</i>	<i>Example: Aerospace Engineering</i>	<i>Students: Leave column blank</i>

Academic Advisor (print name) \_\_\_\_\_ Dept. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_