



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) or Leshawn Cheatham (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.

Course Prefix/Dept. and Number	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 _____