



CALIFORNIA STATE UNIVERSITY MONTEREY BAY
 Office of International Programs
 100 Campus Center • Gavilan Hall, Suite 207B • Seaside, CA 93955
 Phone (831) 582-4778

Academic Approval Form

BEFORE COMPLETING FORM, YOU SHOULD MEET WITH THE EDUCATION ABROAD COORDINATOR (EA) TO CONFIRM AVAILABILITY OF PLACEMENT IN YOUR DESIRED LOCATION. After working with the EA Coordinator, meet with your academic advisor for approval of classes. Upload this form to your CSUMB Study Abroad Application in Horizons once all signatures are on the form. Bring original form to the Registrar's Office.

STUDENT ID:	LAST NAME:	FIRST NAME:
MAJOR(S):	MINOR(S):	PHONE:
STUDENT LEVEL: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	PROJECTED GRADUATION TERM: <input type="checkbox"/> Fall 20 ____ <input type="checkbox"/> Spring 20 ____ <input type="checkbox"/> Summer 20 ____	CURRENT CSUMB STUDENT: <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF PROGRAM: <input type="checkbox"/> CSUMB EXCHANGE <input type="checkbox"/> AFFILIATE <input type="checkbox"/> NSE HOME (B) PLAN <input type="checkbox"/> NSE HOST (A) PLAN <input type="checkbox"/> CSUIP <input type="checkbox"/> FACULTY LED <input type="checkbox"/> OTHER		
TERM(S) STUDYING ABROAD (Check all that apply): <input type="checkbox"/> Fall 20 ____ <input type="checkbox"/> Spring 20 ____ <input type="checkbox"/> Summer 20 ____ <input type="checkbox"/> Winter 20 ____	NAME OF HOST UNIVERSITY:	HOST COUNTRY:

STUDENT AGREEMENT

I understand that CSUMB cannot provide major, minor, or GE credit without a completed Academic Approval Form listing for each class taken while abroad. I also understand that no department is obligated to accept credit earned abroad toward a student's major or minor. If I intend to finish my degree requirements while abroad, I know the rules and procedures and have made all arrangements before going abroad. I also acknowledge the fact that the host institution may not provide transcripts prior to my intended graduation date, and I may not graduate in the term expected.

Signature

Date

Return original form to the Office of the Registrar

Participants in CSUMB-approved study abroad programs (all the programs listed on our website: csumb.edu/international) may receive “resident credit” for all approved coursework taken at partner universities. Course equivalencies for major, minor, or General Education requirements are determined and approved by the appropriate departments or committees. Participants in certified CSUMB programs should obtain course equivalency approval prior to departure. This process is completed through meeting with your study abroad advisor, academic advisor, or appropriate department or committee.

This form certifies that you, the appropriate department representatives, and the chair of your department have been informed of your study abroad plans. No department is obligated to accept credit earned toward a student’s major or minor.

Grades

All courses taken for a grade abroad will result in a letter grade that will be factored into each student’s GPA. The CSUMB International Programs Office does not perform grade conversions or grading curves for classes completed abroad. If available, grades of Credit / No Credit must be arranged with the host university prior to the start of the course. These courses will not affect GPA.

Registration

Procedures vary from program to program. Some allow participants to register early and confirm enrollment in courses before arrival. Others have students register upon arrival or during the beginning weeks of class. Participants should be as patient and flexible as possible when following the host institution’s procedures. Students should have alternate choices for courses in case some courses are not offered or cancelled. You must be enrolled as a FULL-TIME student while you are abroad. For the semester, this means at least 12 semester units. Summer programs often require 6 semester units per session, but flexibility during the summer is allowed. Enrollment can include CSUMB courses if needed to remain in full-time status. If your program requires more than 12 units to be considered FULL-TIME, you must take the specified number of hours during your term abroad.

Students participating in a semester or year-long program must enroll in the designated ASE 290 course while abroad. The International Programs Office will provide enrollment assistance once accepted into the program. Upon return, the coursework will be credited to the student’s transcript once an Official Transcript is received. If students are on a non-CSUMB approved program, they must submit a Leave of Absence with the Office of the Registrar.

COURSE APPROVAL CHECKLIST

- Advising appointment with Education Abroad Coordinator.
 - Research course offerings of the host institution and prepare a list of desired courses. It is best to select more courses than what you plan to take so that you have alternatives.
 - Attach course descriptions with syllabus of each course you plan to take abroad along with a copy of your CSUMB transcript. Attach these to the Academic Approval Form prior to meeting with your academic advisor. The descriptions will be needed by departments to determine course equivalencies. The transcript will help determine whether courses can be used towards degree requirements still needed to graduate.
 - Meet with your academic advisor to discuss your planned coursework.
 - Take the Academic Approval Form, along with descriptions of all courses and a copy of your transcript to the appropriate departments (Major, Minor, or GE) for approval.
 - After submitting a signed electronic copy of your Academic Approval Form to your CSUMB Study Abroad application, turn the completed Academic Approval Form in to the Office of the Registrar. Be sure to make a copy of the form for your records and take it with you while you study abroad.
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- **Students are responsible for consulting with the host institution to confirm they have completed all necessary steps needed to receive official transcripts. All transcripts should be sent to the Office of the Registrar, addressed to: CSUMB Office of the Registrar, 100 Campus Center, Seaside, CA 93955. Copies of transcripts from students are not accepted as official transcripts. To be official, a transcript must be delivered in an unopened, sealed envelope. If electronic transcript delivery is provided by the host university, it must be sent directly from the host university to graduation@csumb.edu.**
 - If you change courses after the Academic Approval Form is submitted, you must submit a new Academic Approval Form with appropriate signatures.
 - Transcripts are often received from the program abroad more than a month after the program ends. Sometimes transcripts may not arrive until the end of the following semester. This may affect your financial aid or intended date of graduation. Let the Education Abroad Coordinator know in advance if delayed grades are a concern.
 - Coursework is posted to the student record after an official transcript is received. It can take up to 4-6 weeks from the time grades are received for them to post to your CSUMB transcript.

TO THE ACADEMIC ADVISOR:

The student submitting this form is taking credit abroad on a CSUMB-Approved program.

According to University Policy, this student will receive resident, CSUMB credit for all CSUMB approved study abroad programs. All coursework taken in CSUIP and faculty-led programs will be recorded as CSUMB coursework on the student’s CSUMB transcript. CSUMB approved study abroad programs will be included in the transfer credit record of the student. For each course, the student will receive an ABCDF grade that will count toward the student’s GPA and the final graduation unit count. As the student’s academic advisor, we ask that you aid the student in selecting courses to take abroad and approving them as the equivalent credit on campus. The student should provide you with descriptions of each course and syllabi they plan to take, and these descriptions should be attached to the Academic Approval Form. The department that houses each course on campus must sign the Academic Approval Form.

* If there is no direct CSUMB equivalency for a course, faculty and chairs have the option of allowing the student to take the course for elective credit.

We have provided examples below to help you complete the form with the students. If you have any questions about this form or any other process related to study abroad, please feel free to contact our office at (831) 582-4778 or educationabroad@csumb.edu.

When the student has received signatures from all required departments, the form is returned to the Office of the Registrar so that the transcript can be processed when it arrives on campus.

A. Host Institution’s Course Title and Number (if available)in language of host country and in English: Example: “Ethics in Global Context” or ECO 123 Microeconomics	Requirement Being Fulfilled	Appropriate Advisor or Chair’s Signature Print Name/Signature
B. CSUMB Course Equivalent Degree Requirement or Course #: Example: BUS 358 or Requirement Number		
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	Signature: _____
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	Signature: _____
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	Signature: _____
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	Signature: _____

ALTERNATE COURSES

A. Host Institution's Course Title and Number (if available) in language of host country and in English: Example: "Ethics in Global Context" or ECO 123 Microeconomics	Requirement Being Fulfilled	Appropriate Advisor or Chair's Signature Print Name/Signature
B. CSUMB Course Equivalent Degree Requirement or Course #: Example: BUS 358 or Requirement Number		
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core elective) <input type="checkbox"/> GE	Print Name: _____ Signature: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____ Signature: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____ Signature: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____ Signature: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	
A.	<input type="checkbox"/> Major (core/elective) <input type="checkbox"/> Minor (core/elective) <input type="checkbox"/> GE	Print Name: _____ Signature: _____
B.	<input type="checkbox"/> General Elective (not counted towards major/minor)	

Academic Approval

Education Abroad Coordinator's Signature _____ Print Name _____ Date _____
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