



Education Abroad Programs

Academic Approval



- After selecting an Education Abroad program (<https://csumb.edu/educationabroad/>) that fits your needs, meet with your academic advisor to obtain academic approval.
 - Each academic department has granted authority to different individuals to approve Education Abroad programs course transfers; work with your academic advisor to obtain the signature from the proper authority.
 - Be sure to attach course descriptions/syllabus for review with your request for approval.
 - After all listed courses are approved, send the completed form via adobe sign to the education abroad advisor for review and signature.
 - Upload the signed final copy to your Education Abroad Application.
 - Submit the final copy to graduation@csumb.edu.
- *If you enroll in courses not listed or approved in this form or if you make revisions to your academic approval form be sure to complete this process again.

Last Name:

First Name:

Middle Name:

CSUMB Student Identification Number:

Contact Phone Number:

Academic Level:

Graduation Term:

Education Abroad Program Type:

Host University:

Host Country:

Term(s) Abroad (check all that apply):

Fall:

Spring:

Summer:

Winter:

STUDENT AGREEMENT: I understand that CSUMB cannot award Education Abroad transfer credit for major, minor, or general electives without a completed Academic Approval Form listing each class taken while abroad. I also understand that no department is obligated to accept credit completed in an education abroad program toward degree completion. If I intend to finish degree requirements while abroad, I understand the procedures and have made all arrangements prior to going abroad. I acknowledge the host institution may not provide transcripts prior to my intended graduation date, and I may not graduate in the expected term. I agree to all terms and conditions as outlined in the CSUMB Education Abroad application, which I carefully read and agreed to online.

Student Signature:

Date:

The student submitting this form will complete courses on an approved CSUMB Education Abroad program. According to University Policy (csumb.edu/planning/get-credit-study-abroad-or-us-exchange-programs):

- The student will receive resident CSUMB credit for all CSUMB approved Education Abroad programs.
- All coursework taken through CSUIP and faculty-led programs will be recorded as CSUMB coursework on the student's CSUMB transcript.
- CSUMB Exchange approved Education Abroad programs will be included in the transfer credit record of the student after an official transcript is received by CSUMB.
- For each course, the student will receive a letter grade (ABCDF) that will count toward the student's GPA and the final graduation unit count.

As the student's academic advisor or designated approver, we ask that you aid the student in selecting courses to complete while on an Education Abroad program and identify the requirement to be completed by the course.

- The student should provide you with descriptions or syllabus of the course they plan to take.
- The department that houses each course on campus is responsible for academic approval of that course.

Once the student completes an Education Abroad program, the graduation office will post academic credit to the student's account as approved in this form.

*CSUMB Exchange participants must have 12 CSUMB equivalent units approved per semester, CSUIP participants must have 15 CSUMB equivalent units approved per semester. Summer/Winter programs have no unit minimum.

<u>Host University Course</u>	<u>Units</u>	<u>CSUMB Equivalent</u>	<u>Units</u>	<u>Requirement</u>	<u>Approver Name</u>	<u>Signature</u>
-------------------------------	--------------	-------------------------	--------------	--------------------	----------------------	------------------

Host University Course Units CSUMB Equivalent Units Requirement Approver Name Signature

Academic Advisor/Approver Notes:

Education Abroad Advisor Signature:

Date:

You can send an e-signature request via adobe-sign, if all items on the form are correct you will receive an electronic advisor signature.