CSU SAN MARCOS CREDIT APPROVAL FOR STUDY ABROAD

Name: _____ **Student ID No.:** _____

Address: _____ **Major:** _____

Current Standing (circle one): Freshman Sophomore Junior Senior Grad

Day Phone: _____ **Email:** _____ **Date you expect to graduate?** **Month:** _____ **Year:** _____

A. Completed by Student		B. Completed by Appropriate Faculty Advisor	
Course Number and Title of Course to be Taken Abroad	**This Course Would Fulfill the Following Requirement**	**CSUSM Equivalent**	**Approval**
Units: _____	**Foreign Language Proficiency** **Major/Minor Requirement** **Lower-Division GE** **Upper-Division GE** **Other (Elective credit)** _____	**Course No.** _____ **No equivalent course, but meets requirement.**	**Signature:** _____ **Print Name:** _____ **Title:** _____
Units: _____	**Foreign Language Proficiency** **Major/Minor Requirement** **Lower-Division GE** **Upper-Division GE** **Other (Explain)** _____	**Course No.** _____ **No equivalency, but meets requirement.**	**Signature:** _____ **Print Name:** _____ **Title:** _____
Units: _____	**Foreign Language Proficiency** **Major/Minor Requirement** **Lower-Division GE** **Upper-Division GE** **Other (Explain)** _____	**Course No.** _____ **No equivalency, but meets requirement.**	**Signature:** _____ **Print Name:** _____ **Title:** _____
Units: _____	**Foreign Language Proficiency** **Major/Minor Requirement** **Lower-Division GE** **Upper-Division GE** **Other (Explain)** _____	**Course No.** _____ **No equivalency, but meets requirement.**	**Signature:** _____ **Print Name:** _____ **Title:** _____

Foreign Institution:	**Country**	**Term Abroad** ☐ **Fall** ☐ **Winter** ☐ **Spring** ☐ **Summer (Circle all that apply)** **Year(s)** _____ **(e.g., 2016, 2017-18)**	**# Weeks of Study:**
Type of Study Abroad:		**Student Signature/I have read all information on page 2:**	**Date:**
CSU International Program (IP) **CSUSM Exchange** **CSUSM Summer** **ISEP** **Outside Program (US-based)** **Direct Enrollment in Non-U. S. Institution**		**Study Abroad Advisor Signature:**	**Date:**
		International Admissions Specialist Signature:	**Date:**
Comments:			

Office of Global Education, California State University San Marcos
Craven Hall 3200 760-750-4090 goabroad@csusm.edu

BEFORE YOU APPLY FOR A STUDY ABROAD PROGRAM

- If you plan to enroll in a non-CSU study abroad program, be advised that all units will be recorded as "transfer" (not resident) credit. If you plan to use a class to fulfill a graduation requirement, make sure the requirement does not have to carry resident credit.
- If the study abroad program is sponsored by a community college, be aware that CSU San Marcos can apply a maximum of 70 community college units towards your undergraduate degree.
- Be sure the study abroad program is sponsored by a U.S. institution of higher education or a foreign university (not by a private company or language school). If you are not enrolled through a recognized university, CSU San Marcos will not be able to accept your credit.
- If you wish to receive credit for study abroad, complete this Credit Approval Form to be certain that the classes you plan to take will count toward the fulfillment of your graduation requirements. Do not register or pay for a study abroad program until you have the appropriate campus approval.
- Be aware that it may take 3 – 6 months for the final processing of your grades; this may delay the final awarding of your degree.
- If you plan to study abroad for one academic year in a non-CSU program, you must complete a "Leave of Absence Form" for the second semester you are abroad and submit it to the office of Registration and Records. If you do not submit the form, you will be disenrolled from CSUSM. The forms are available at Enrollment Services (Cougar Center, Craven Hall 3700).

OBTAINING APPROVAL

- Complete all information on the form. Be prepared to provide your faculty advisors with descriptions of the classes you plan to take abroad.
- If you plan to take a class to fulfill the CSU San Marcos Foreign Language Graduation Requirement, you must obtain the approval and signature of the Director of the Language Learning Center (Kellogg 1107, Tel 760/750-8058).
- If you plan to take a class to fulfill a major or minor requirement, you must obtain the approval and signature of the faculty advisor for the major/minor.
- If you plan to take a class to fulfill any other graduation or general education requirement, you must obtain the approval and signature of the International Admissions Specialist in Extended Learning. Turn in your form with course descriptions and Global Education can help attain signatures.
- To receive course credit for work abroad, you must obtain the approval and signature of the appropriate departmental advisor (i.e., History must approve history course equivalents; Psychology must approve psychology equivalents, etc.)
- If you plan to enroll directly at a foreign university, you must obtain the approval and signature of the International Admissions Specialist in Extended Learning. Also, you must submit a Direct Enrollment Memorandum of Understanding Form to the Office of Global Education (CRA 3200).
- After you have obtained all signatures required, return the form to the Study Abroad Advisor in the Office of Global Education.

BEFORE YOU RETURN FROM OVERSEAS

- If, for any reason, you take a class other than the ones listed on this form, notify the Study Abroad Advisor AND your Faculty Advisor(s) as soon as possible. Keep as much descriptive information about the course as is available to show your faculty advisor when you return.
- Make sure your transcripts are sent directly to the Study Abroad Advisor at the address below:
  Office of Global Education, Craven 3200
  333 S. Twin Oaks Valley Road
  San Marcos, CA 92096

  A second transcript may be sent directly to you for your use.

AFTER YOUR RETURN TO CSU SAN MARCOS

- Report to the Study Abroad Advisor to confirm that you participated in the program and note any changes in your pre-approved courses.
- After a few weeks, check your ARR to determine if grades have been entered and applied to your degree plan. Keep in mind that grade entry can take several months.

IMPORTANT NOTICE

Only the courses listed on the reverse side of this form that appear on your transcripts are pre-approved for credit. There is no guarantee that a course taken without prior approval will receive credit at CSU San Marcos. Email correspondence between student and faculty advisor will also count toward a completed signature on the credit approval form.

July 2016