

# CSUSB Education Abroad

## *Credit Transfer Agreement Form*

This form is for CSUSB study abroad students who will complete coursework at an approved CSUIP, Exchange, or Direct Enroll partner institution. Use this form to:

- Document the class(es) that you intend to take while abroad
- File a course substitution plan to receive credit at CSUSB

**First, complete Steps 1-2** to the best of your ability.

**Then, in Step 3, review this form with the applicable person(s) indicated in the chart below.** Note that in some cases a single course will require that you meet with multiple reviewers. Some reviewers may request to see copies of course descriptions or syllabi from your host institution. If a reviewer asks you to modify your Academic Plan before they will give their approval, do so before submitting this form to the Education Abroad Office.

Reviewer	Situation in Which to Meet/Correspond for Review of Academic Plan
<b>Director of Undergraduate Advising</b>	Meet with the <b>CSUSB Director of Undergraduate Advising &amp; Academic Services</b> (Eduardo Mendoza) to approve general GE category substitutions.
<b>Chair of the Department where a course is listed</b>	Meet with the <b>Chair of the CSUSB department</b> in which the course you want credit for is listed any time you are seeking credit for a <u>specific</u> CSUSB course.
<b>Chair of Your Department</b>	Meet with the <b>Chair of your home department at CSUSB</b> any time you are seeking credit for a major or minor requirement.
<b>Program Coordinator</b>	Meet with your <b>Program Coordinator</b> any time you are seeking credit for a graduate program, certificate, or concentration requirement.
<b>School Certifying Officer</b>	Meet with the <b>School Certifying Officer</b> at the Veterans Success Center if you plan to use veterans benefits to finance your study abroad participation.

**Finally, submit this form as part of your study abroad program application at [goabroad.csusb.edu](http://goabroad.csusb.edu).** The Education Abroad Office will then collect signatures from designated reviewers. **THIS FORM IS NOT VALID UNTIL IT HAS BEEN SIGNED AND FILED BY THE EDUCATION ABROAD OFFICE** with the Office of the Registrar, which also processes course substitutions upon your return once in receipt of an official transcript from the host institution. Please note that transcript processing can take up to six months; for students who study abroad in their final semester, this can delay degree issuance. **Questions? Contact [goabroad@csusb.edu](mailto:goabroad@csusb.edu).**

### STEP 1: PERSONAL INFORMATION

Enter your personal information and details regarding your study abroad program.

**Student Name** \_\_\_\_\_

**Coyote ID** \_\_\_\_\_

**Major(s)** \_\_\_\_\_

**Minor, Concentration, Certificate** (if applicable) \_\_\_\_\_

**Study Abroad Term(s) & Year(s)** \_\_\_\_\_

**Study Abroad Country** \_\_\_\_\_

**Study Abroad Host University / Program** \_\_\_\_\_

## STEP 2A: ACADEMIC PLAN (Term 1)

Enter essential information about the course(s) that you may take during your time abroad. You are encouraged to list more classes than you intend to take, so that you have back-up classes pre-approved in case your preferred course(s) are not available. If you will study abroad for a second term or session, list only first term/session courses here. List the second term courses separately in Step 2B.

Follow these instructions:

- **Host Institution Course** | List the course number & title (for example, “AN101 Introduction to Anthropology”) for each host institution course you plan to take during TERM 1 of your program. To find options, visit the “academics” tab of your program brochure at [goabroad.csusb.edu](http://goabroad.csusb.edu) (or [csuip.calstate.edu](http://csuip.calstate.edu) for CSUIP programs)
- **Units** | List the number of units you will earn for the course at the host institution (units are calculated differently in each country; conversion to US units will be completed by CSUSB)
- **Backup** | Mark “X” if you intend to take the course only if your first choice(s) are unavailable.
- **Credit Transfer Category** | Check the relevant box(es) to indicate your intention to use each course to fulfill a [General Education requirement](#) (note, you may not use study abroad to fulfill G, DI, or WI), a [major \(or program\) requirement](#), or a [minor or certificate requirement](#). If none, select “Elective.”
- **CSUSB Substitution** | **If you are seeking credit for a specific CSUSB course**, list that course here. This course should be similar in content/scope to that of the host institution. **If you are seeking credit for GE**, list the [GE category](#) only (not a specific class). **If you are seeking credit for a major, minor, certificate, concentration, or program requirement**, but not for a *specific* class, list the requirement category that you are seeking credit for (eg, “methods requirement” or “literature elective”). **If seeking elective credit only**, leave blank.

#	Host Institution Course	Units @ Host Institution	Mark 'X' if course is a Backup	Credit Transfer Category				CSUSB Substitution
				Gen Ed	Major	Minor/ Cert.	Elective	
A1								
A2								
A3								
A4								
A5								
A6								
A7								
A8								
A9								
A10								
A11								
A12								

### Examples

E1	SOC4956 Sociology of Japan	8			X			ANTH 3703R Anthropology of Asia
E2	CHEM10000 Introduction to Chem	6		X				5A Physical Science
E3	ART1200 Manga and Anime	5	X				X	--

## STEP 2B: ACADEMIC PLAN (Term 2)

Enter essential information about the course(s) that you may take during your second term or session abroad, if you will study abroad for more than one term or session. You are encouraged to list more classes than you intend to take, so that you have back-up classes pre-approved in case your preferred course(s) are not available. If your program is one term or session only, leave Step 2B blank.

Follow these instructions:

- **Host Institution Course** | List the course number & title (for example, “AN101 Introduction to Anthropology”) for each host institution course you plan to take during TERM 1 of your program. To find options, visit the “academics” tab of your program brochure at [goabroad.csusb.edu](http://goabroad.csusb.edu) (or [csuip.calstate.edu](http://csuip.calstate.edu) for CSUIP programs)
- **Units** | List the number of units you will earn for the course at the host institution (units are calculated differently in each country; conversion to US units will be completed by CSUSB)
- **Backup** | Mark “X” if you intend to take the course only if your first choice(s) are unavailable.
- **Credit Transfer Category** | Check the relevant box(es) to indicate your intention to use each course to fulfill a General Education requirement (note, you may not use study abroad to fulfill G, DI, or WI), a major (or program) requirement, or a minor or certificate requirement. If none, select “Elective.”
- **CSUSB Substitution** | If you are seeking credit for a specific CSUSB course, list that course here. This course should be similar in content/scope to that of the host institution. If you are seeking credit for GE, list the GE category only (not a specific class). If you are seeking credit for a major, minor, certificate, concentration, or program requirement, but not for a specific class, list the requirement category that you are seeking credit for (eg, “methods requirement” or “literature elective”). If seeking elective credit only, leave blank.

#	Host Institution Course	Units @ Host Institution	Mark 'X' if course is a Backup	Credit Transfer Category				CSUSB Substitution
				Gen Ed	Major	Minor/ Cert.	Elective	
B1								
B2								
B3								
B4								
B5								
B6								
B7								
B8								
B9								
B10								
B11								
B12								

### Examples

E4	ART 300 Beginning Welding	4			X			Beginning-level art course
E5	ARGIC 500 Intro to Soil Science	6	X	X		X		5A Physical Science
E6	PHYSED 200 Meditation	5					X	--

## STEP 3: ACADEMIC PLAN REVIEW

Meet or correspond with the appropriate individual(s) listed below to review your Academic Plan:

- **Director of Undergraduate Advising** if you are seeking credit for a GE requirement.
- **Chair of the Department where course is listed**, if you are seeking credit for a specific course.
- **Chair of Your Department** if you are seeking credit for a major or minor requirement.
- **Program Coordinator** if you are seeking credit for a certificate, concentration, or graduate program.
- **Program Director** for Honors College and EOP for students who require academic plan approval.
- **School Certifying Officer** if you are planning to use veteran's benefits to finance your program.

**If you have access to course descriptions, syllabi, or sample assignments** for any of the classes listed in Step 2, provide them to the relevant person(s) listed above when you contact them / meet with them. You will also be asked to submit these documents to the Education Abroad Office along with this form.

**List the individuals with whom you reviewed the Academic Plan outlined in Step 2.** Note that the Education Abroad Office will contact all relevant reviewers to confirm their approval of your Academic Plan before it is sent to the Office of the Registrar for final review, approval, and filing.

Name	Department	Email Address

**If you are seeking elective credit only, and you will not use veterans benefits, skip this step.**

**Check this box if you have not been able to meet with the appropriate reviewer(s) before submitting this form.** In this case, meet with the appropriate reviewer(s) as soon as possible. Then, submit your revised Credit Transfer Agreement Form to [goabroad@csusb.edu](mailto:goabroad@csusb.edu).

## Frequently Asked Questions

**How do I find courses offered at the host institution?** | Navigate to the “academics” tab of the [electronic brochure for your program](#) at [goabroad.csusb.edu](http://goabroad.csusb.edu) (for CSUIP programs, use instead the [csuip.calstate.edu](http://csuip.calstate.edu) website). Use the catalog of classes, list of classes, or course schedule provided. Be aware that some courses may be closed to visiting students or taught in a language other than English, there may be *required* courses for all visiting students, and you may have to search multiple departments separately. If no information is available for upcoming terms, search for courses taught in the same term the previous academic year.

**Are courses that I take abroad eligible for grade forgiveness?** | No.

**I have more courses to list in Step 2 than there are available lines. What should I do?** | Replicate the table on a separate sheet of paper and attach it to this form.

**Should I list electives *within* my major as “elective” classes?** | No. List them as courses for your major.

**Will my disability accommodation be honored overseas?** | Non-US institutions may not be mandated to provide disability accommodation. For more information, visit [Services for students with Disabilities](#).

**What if I end up taking different classes than those listed?** | If you end up registering for any course not listed on this form, email the appropriate reviewer(s) to discuss adjustments to your Academic Plan and ask any questions you have about substitution options. Once your transfer credit appears in PAWS, ask the appropriate reviewer(s) to request a course substitution through the standard “[EFA](#)” (exceptions from the audit) process.

**Where is the signature page?** | Education Abroad attaches it after this form is completed by the student. **THIS FORM IS NOT VALID UNTIL IT IS SIGNED** by approvers and filed with the Office of the Registrar by the Education Abroad Office.