

Will my study abroad classes count for credit? Yes. How? Course substitutions.

STEPS TO TAKE WHILE AT CI

STEP 1: FINDING OVERSEAS COURSES

- A. **1-Year Program (CSU IP):** Refer to the IP bulletin for the academic calendar and course catalog to see which classes your overseas host university will offer. *This will require you to research and can take some time, make sure to have at least 30 minutes to commit to this.*
- a. The IP Bulletin for each program can be found on the IP website:
https://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=00EEEF9B-5056-BA1F-72B6E1A3D7AEB95A&Link_ID=08DEC51B-5056-BA1F-72B1A1AE09F9F989
- B. **1-Semester Program:** Please refer your program under the 1-semester Exchange webpage.

STEP 2: CI MAJOR REQUIREMENTS

Remember that all of the classes that you take while studying abroad will count for CSU credit, BUT not all of the courses will automatically substitute for your required CI major courses. Please refer to your major's specific requirements: <http://www.csuci.edu/academics/advising/major-minor-forms-library.htm>

STEP 3: MAPPING OVERSEAS COURSE PLAN

Now that you have an idea of which courses are available overseas and what the requirements are to complete your degree, you can create a table comparing CI courses with overseas courses. Email international@csuci.edu for an course table example.

STEP 4: STUDY ABROAD ADVISOR APPOINTMENT

Once you have completed step 1-3, you may set up an appointment with the Study Abroad Advisor to discuss your overseas course plan and course substitution requirements.

STEP 5: FACULTY ADVISOR

AFTER you have an overseas course plan, make an appointment with the faculty advisor of your department (major). Bring above paperwork to discuss what classes may count. *This step is do be done AFTER you have been in contact with the Study Abroad Advisor in STEP 4.*

STEP 6: ACADEMIC ADVISEMENT FORM

AFTER YOU HAVE BEEN ADMITTED TO THE PROGRAM (for 1 Year participants ONLY)

You will need to fill out the Academic Advisement Form that will become available to you through your online portal through IP. Please ask the Study Abroad Advisor for information regarding this process.

STEPS TO TAKE WHILE YOU ARE OVERSEAS

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STEP 7: WHILE OVERSEAS

1. Keep in contact with your department head while you are overseas. If a class that you planned on taking overseas is not offered the semester that you are there, then make sure to contact the department chair asking if another available course could substitute. Make sure to keep the email correspondence as a reminder of your discussion for both you and the chair- this will come in handy in STEP 7.
2. Keep all of your course syllabi and bring them home with you!! Explanation in STEP 8..

STEPS TO TAKE UPON YOUR RETURN TO CI

STEP 8: PATIENCE

Please be patient, as the CI Study Abroad office is awaiting your grades from your host university. This can take several months.

For 1-year program participants: please refer to your IP Participant guide for more information:

https://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=00EEEF9B-5056-BA1F-72B6E1A3D7AEB95A&Link_ID=08DEC51B-5056-BA1F-72B1A1AE09F9F989

STEP 8: COURSE SUBSTITUTION PROCESS

For Course Substitutions within your Major

Once you have completed your study abroad program, you will need to make an appointment with your department head. This appointment will help narrow down overseas courses that will substitute for your major requirements at CI.

Things to bring to your appointment:

1. **Course Substitution of Major or Minor Requirements Form:** http://www.csuci.edu/records-registration/rec_libr_docs/course-substitution-major-minor.pdf
You must have the faculty member sign this form. **Once you have the completed form signed make a copy for your records and bring a copy to the Study Abroad Advisor, then turn it in to the Enrollment Center in Sage Hall. Contact the Enrollment Center for the status of the course substitution.**
2. Email Correspondences that you had with the department chair during your year abroad. This will help refresh both your memories about what was agreed upon as far as courses.
3. Bring a copy of your CSU IP Academic Advisement Form (1-year students only). This was a part of the pre-departure paperwork that you turned in to IP.
4. Bring course syllabi for all overseas courses; this will help your department chair with the course substitution process.

For General Education Course Substitutions

1. **Request for Course Substitution GE Requirement Form:** http://www.csuci.edu/records-registration/rec_libr_docs/course-substitution-ge-grad.pdf
2. For GE course substitutions set up an appointment with Geoffrey Buhl, Geoffrey.buhl@csuci.edu
3. **Once you have the completed form signed make a copy for your records and bring a copy to the Study Abroad Advisor, then turn it in to the Enrollment Center in Sage Hall. Contact the Enrollment Center for the status of the course substitution.**

How to Create an Overseas Course Plan

This guide was created to assist you in creating your overseas course plan*.

*Courses offered at your host (overseas) university/program are subject to change each semester. As is the case with the CI campus, not all of the courses listed on the home university academic catalogue are offered every semester. **Students should not enter the overseas academic experience with rigid and narrowly defined course requirements.** Studying abroad requires students to be very adaptable since there is a possibility that your schedule will not be defined until you arrive to your host university.

How to Create an Overseas Course Plan:

Overseas Course Plan	CI Course Plan
This column needs to be filled with about 30 units worth of overseas coursework. It is good to have more than 30 since you will probably need a back up plan in case some of the courses you want can be cancelled or not offered during your time overseas.	This column needs to be filled with CI courses that potentially could correspond with the overseas courses. Sometimes there will not be a CI class that corresponds with the overseas course, that is fine.
Your overseas courses can be found in the "Program Bulletin": https://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=00EEEF9B-5056-BA1F-72B6E1A3D7AEB95A&Link_ID=08DEC51B-5056-BA1F-72B1A1AE09F9F989 Pay special attention to any course pre-requisites and list those in this table as well.	Find CI courses that correspond with the courses you plan to take overseas. Courses within your major can be found here: http://www.csuci.edu/academics/advising/major-minor-forms-library.htm
EXAMPLE: Kingston University in U.K. SOC 4001: Thinking Sociologically Thinking Sociologically has two key objectives. The first is to provide the theoretical grounding necessary to becoming a sociologist. It introduces students to some of sociology's key thinkers and tracks the historical development of social theory from 'classical' to 'contemporary'. It presents a critical account of theory and by the end of the module students will be able to develop their own theory toolkits.	EXAMPLE: CI Course SOC 100- Introduction to Sociology An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics include: the analysis and explanation of social structure, social change, group dynamics, socialization and self, social stratification, and cultural diversity.

Academic Advisement Form Instructions

GENERAL INFORMATION FOR STUDENTS AND ADVISORS


The attached two-part Academic Advisement form is the pre-departure academic planning process, which assists students with completing degree requirements as an IP participant. After completion, the form becomes a written record of the arrangement between the student and his/her CSU campus regarding how courses taken abroad will be applied to the student's major, minor or GE requirements.

It is the student's responsibility to collect and provide course information to his/her advisor before and after participation in IP. The advisor suggests appropriate courses to be taken abroad and determines how courses will be credited to the degree. In order for courses to apply towards specific degree requirements, it might be necessary for students (with the help of his/her advisor) to submit petitions (or course substitution requests) either before or after studying abroad. This is a campus-based process, which allows students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the petitioning process with advisors and appropriate officials at the student's home campus prior to going abroad.

At the conclusion of the student's study abroad experience, the Office of International Programs (OIP) reports all courses attempted to the student's home campus by reporting the titles of courses taken abroad which will be posted to student's CSU academic record.

TO THE STUDENT:

1. Before completing the form, review the *IP Bulletin* (found at <http://csuip.calstate.edu/?qo=AcademicProgramInformation>).
2. Using your academic records, a campus catalog and other materials showing degree requirements, complete Part II. For Part II, list all courses you need to complete in order to receive your degree—regardless of your IP participation. The course numbers and titles should be taken directly from your CSU catalog, not from the *IP Bulletin*.
3. Make an appointment with your advisor to review and sign Part I and complete Part II. Take the following materials with you: *IP Bulletin* and/or other course information (if available), campus catalog, your academic records, and this form. Also bring an extra copy of Part II. It may be necessary to meet with an advisor for your minor or for GE requirements as well.
4. When you meet with your advisor(s), ask any questions you may have about how your work in IP will be applied towards your degree requirements. Be certain that all the details of your discussion are entered on the form (Part II) or on an extra sheet, and that the form is signed by your advisor(s).
5. After meeting with your advisor(s) and obtaining signatures, provide a copy of this form to your academic advisor and upload a copy to your online study abroad account. This form will be available to you while you are abroad and after you return to CSU. **This form is due no later than two months after you have been accepted to your IP program.**
6. Since there may be course changes AFTER you arrive at your study center, take your advisor's telephone number and e-mail address with you.

 **Regarding Part II of the Academic Advisement form:** You do not need advisory approval for courses, which are NOT being used to fulfill specific major, minor, or general education requirements. OIP will report all courses attempted to your campus automatically. If none of the courses you plan to take abroad will be used to fulfill specific major, minor, or general education course requirements, then it is not necessary for you to submit Part II, but you are still required to meet with your advisor(s) to obtain his/her signature(s) for Part I of the Academic Advisement form and upload the form to your online study abroad account.

TO THE ADVISOR:

1. Please review Parts I and II of the student's Academic Advisement Form and the course information for the study center in the *IP Bulletin*. Please provide your signature at the bottom of Parts I and II.
2. For Part II, enter the courses you suggest for the student and specify how courses will apply to his/her degree. Inform the student of how courses can be substituted for required courses via petitions or course substitution requests using campus-based procedures and forms, as applicable. Ensure that approved course substitutions are forwarded to the appropriate office at your campus, (e.g., Evaluation/Degree Progress office).
3. Indicate any departmental or campus restrictions or limitations on the crediting of courses in IP (e.g., maximum number of units applicable to the major from IP).
4. If you have any questions, please contact the OIP at (562) 951-4790 or email IPacademics@calstate.edu.

Thank you for your assistance.

Summary of Comments on Return by May 15

Page: 1

Number: 1 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:19:57 PM

Document is due on your online portal AND to the Study Abroad Office. Please email the completed form with signatures to international@csuci.edu. We can scan it for you if you do not have access to a scanner.

Number: 2 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:49:41 PM

This form should be accompanied by the "Course Table" you have created during the application process. Example attached.

Please bring this form with you when you meet with your Department Chair (Faculty Advisor). List of faculty advisors: <http://www.csuci.edu/academics/advising/faculty.pdf>

Make sure you complete this form BEFORE your appointment with the faculty advisor.

Number: 3 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:59:25 PM

It is best to get the course substitution forms completed before you go overseas, but not all advisors will sign before the overseas study. If that is the case, you will have to do this upon your return.

Number: 4 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:57:17 PM

The Study Abroad Office can scan this for you so that you have a PDF version of the document. You have to turn a completed AA form to the Study Abroad Office so you might as well have them scan it for you.

Number: 5 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:57:58 PM

Faculty Advisor, not study abroad advisor. List of Faculty Advisors:
<http://www.csuci.edu/academics/advising/faculty.pdf>

Number: 6 Author: alexis.nordquist360 Subject: Sticky Note Date: 4/1/15 3:58:09 PM

When filling course substitution forms after your study abroad year, it is good to know that previous IP students have been able to get overseas classes that they didn't think would count towards their degree to actually count.

Academic Advisement – Part I



Last Name

First Name

Middle Initial

To be completed by the student and verified/signed by advisor(s) at the student's home CSU campus.

Using the course numbers and titles from your **CSU home campus catalog**, list all courses which you must still complete in order to receive your degree. (Do not include course work in progress.) Designate required courses with (R) and elective courses with (E).

1. Major Field : _____

Dept. /Course #	Course Title	R/E Units	Dept. /Course #	Course Title	R/E Units

2. Second Major or Minor : _____

Dept. /Course #	Course Title	R/E Units	Dept. /Course #	Course Title	R/E Units

3. General Education

Dept. /Course #	Course Title	R/E Units	Dept. /Course #	Course Title	R/E Units

Total units still to be completed (sum of 1, 2 and 3 above): _____

Total units already completed (including units in progress): _____


Total units required for degree/credential: _____

To be completed by the student's academic advisor(s):


As the advisor for the above-named student, I have been informed of the student's acceptance in the International Programs. I have also verified the above coursework and informed the student of her/her requirements for the degree.

Advisor for:	Advisor's Signature and Date	Advisor's Printed Name	Advisor's Email Address & Phone Number
Major:			
Second Major:			
Minor:			

2b the student: Provide a copy to your academic advisor. You can access these documents from your online study abroad account.

 Number: 1 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:18:06 PM

Part I: Use your CARR to check to see how many more classes you have left in each of these areas.
<http://www.csuci.edu/records-registration/carr.htm>

 Number: 2 Author: alexis.nordquist360 Subject: Highlight Date: 3/25/15 5:19:01 PM

Provide a copy to the Study Abroad office to keep on file. Please scan and send to international@csuci.edu.

Last Name	First Name	Middle Initial
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[illegible]

After reviewing the IP Bulletin, I have recommended the courses listed above for the above-named student, which will be accepted towards degree requirements. The student has been advised of departmental policies towards the work that will be completed through the International Programs, which is in accordance with campus regulations for the degree and/or credential. Course substitution approvals will be forwarded to the appropriate office at my campus. The following agreements (if any) have been reached:

<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">7</div> <div style="margin-right: 5px;">✓</div> <div style="border: 1px solid black; padding: 2px;">6</div> </div>			
Signature of Student's Advisor		Signature of the Dean of Graduate Studies (required for Master Degree students)	
Date		Date	

SEP 2014

Number: 1 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:49:05 PM

The course table that you created earlier will make filling this page out pretty simple.

Number: 2 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 6:03:04 PM

Check all categories that apply. For example, if the overseas course you wish to substitute for a CI course is an upper-division GE + Major Requirement, then check the Upper D, Major, and GE columns

Number: 3 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:53:17 PM

-If it is a Major course then the faculty advisor for your major will need to sign.

-If it is a Minor course then the faculty advisor for you minor will need to sign.

-If it is a GE course, then the GE chair will have to sign (Geoffrey Buhl).

Number: 4 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:50:56 PM

Please be sure to reference to the CI course catalogue for the course numbers/descriptions.

Number: 5 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:50:14 PM

IP or Host University Course = Overseas Course

Number: 6 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:55:42 PM

Once you have finished this form visit the Study Abroad Advisor so they can scan it for you in order for you to turn it in with your application. **YOU MUST SCAN THIS FORM** and have it on file at the Study Abroad Office. This is your responsibility. If you do not do this, you run the risk of your classes not counting toward your major.

Number: 7 Author: alexis.nordquist360 Subject: Sticky Note Date: 3/25/15 5:54:08 PM

DO NOT GET A SIGNATURE HERE. CI does not have a single person who can approve of this entire form. The Study Abroad Advisor will provide you with an explanation for this if the IP program inquires this from you.