

MCB Study Abroad Course Approval Form

Instructions: Students planning to study abroad using courses NOT listed in the "MCB Study Abroad Pre Approved List" may request tentative approval for up to 5 EAP courses by completing the form below.

- Courses must be
 - Upper division: advanced courses meant for 3rd/4th year students.
 - Equivalent to 3-4 semester units (multiply quarter units by $\frac{2}{3}$ to calculate semester units).
 - Taken for a letter grade.
- A maximum of TWO courses from EAP can be used towards MCB major requirements.
- Students are responsible for checking for adequate prerequisites and course availability when enrolling.
- MCB Advisor approval does NOT guarantee entry into courses or study abroad program. For more information, please visit the Berkeley Study Abroad website at: <http://studyabroad.berkeley.edu/>

Name: _____ SID: _____ Date: _____

Email Address: _____ Emphasis: BMB CDB GGD IMM NEU

Study Abroad Institution: _____ Country: _____

Step 1- Pre-Approval (Before You Go Abroad):

Identify course of interest for your specific program and bring the information to MCB advisors and Undergraduate Affairs Office for review by staff advisor. Once the courses have been approved as a major-related course, the staff advisor will refer you to the faculty advisor for TENTATIVE approval. Return this form to 3060 VLSB

Proposed Courses:

Course Number: _____ Course Title: _____

Semester Units: _____ Intended Berkeley Equivalency: _____

Pre Approved: Yes No

Course Number: _____ Course Title: _____

Semester Units: _____ Intended Berkeley Equivalency: _____

Pre Approved: Yes No

Course Number: _____ Course Title: _____

Semester Units: _____ Intended Berkeley Equivalency: _____

Pre Approved: Yes No

Course Number: _____ Course Title: _____

Semester Units: _____ Intended Berkeley Equivalency: _____

Pre Approved: Yes No

Course Number: _____ Course Title: _____

Semester Units: _____ Intended Berkeley Equivalency: _____

Pre Approved: Yes No

Student Signature: _____ Date: _____

MCB Advisor Name: _____

MCB Advisor Signature: _____ Date: _____

Faculty Advisor Name: _____

Faculty Advisor Signature: _____ Date: _____

Comments: _____

Step 2- Final Approval (After You Return):

Students must bring a course syllabus and a copy of their unofficial transcript to the MCB advisors after returning from the program. Staff advisors will provide the necessary substitution paperwork and then refer you to the faculty advisor that gave the pre-approval. Please note that most courses that go through the pre-approval process are accepted toward major requirements as long as the content is similar to what was originally proposed and you earn a C or better in the course.

Checklist:

- Academic Summary from CalCentral (course must be listed w/ grade)
- Syllabi from Classes
- MCB Progress Report (provided by MCB Advisor)

Final Course Approval:

Course Number: _____ Course Title: _____
Semester Units: _____ Grade: _____ Intended Berkeley Equivalency: _____
Approved: Yes No

Course Number: _____ Course Title: _____
Semester Units: _____ Grade: _____ Intended Berkeley Equivalency: _____
Approved: Yes No

MCB Advisor Name: _____
MCB Advisor Signature: _____ Date: _____
Comments: _____

Faculty Advisor Name: _____
Faculty Advisor Signature: _____ Date: _____
Comments: _____