Request Form for Business Majors
Coles Approval to Participate in a KSU Study Abroad Offered by a Non-Coles Department

Please print everything clearly!

Date Submitted ___________________ KSU ID ___________________

Name in KSU record ____________________________________________

Major _______________________________________________________

Are you already admitted to the Coles Undergraduate Professional Program? Yes No

KSU email __________________________________________________

(The decision on your request will be emailed to your KSU address.)

Preferred phone number (in case of questions) _______________________

Use this form ONLY for KSU programs offered by a department that is not in Coles.

Please provide the following information about the Program for which you are requesting approval.

What KSU Department is offering the Program? _______________________

What is the name of the Program? __________________________________

What is the location of the Program? _________________________________

What are the dates of the Program? _________________________________

What is the name of the KSU faculty member in charge of the Program? __________________

What courses do you want to take in the Program? (Include course prefix, course number, and course title for each.)

________________________________________________________________

________________________________________________________________

________________________________________________________________

Where in your BBA degree are you requesting to use the credits from this Program?

________________________________________________________________

Is there any other information you think we need in order to process your request efficiently?

________________________________________________________________

IMPORTANT: This form must be submitted in an advising session with a Coles Professional Advisor (BB 431) – it cannot be just dropped off at the Advising Center front desk.

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Office Use Only –

Advisor receiving the form: _______________________________ Date/time: ___________ Revised 11/6/15