

Instructions

*With careful planning, it may be possible to use coursework taken on UCEAP to satisfy major, minor and/or GE requirements. Although all UCEAP courses, grades and units will automatically be added to your UC transcript, it is **your** responsibility to understand how your Major(s), College and the UCSC Office of Admissions count courses from UCEAP. This form will assist with course planning to help ensure study abroad on UCEAP will fit into your overall academic plan at UCSC and keep you on track for graduation.*

The **UCEAP Academic Planning Form (APF)** is a *planning* form where you will list your *proposed* coursework abroad; it is **NOT** an enrollment form. Please follow these instructions:

STEP 1: Research course offerings for your UCEAP program at eap.ucop.edu. Under the “Courses & Credit” tab on the Program Overview page for your UCEAP program, you will find the following:

- General course and credit information for your program or host institution. Some UCEAP programs may have pre-determined or limited course lists while other programs may provide wider course options.
- Link to the UCEAP Course Catalog to see a list of courses previously taken by UC students. This catalog is for reference only as it does not necessarily reflect the courses that will be offered while you are abroad.
- Links to online catalogs or course listings at your host institution.
- Link to the “Academic Information” section of the UCEAP Program Guide.

STEP 2: Complete the student portion of the APF with your *proposed* UCEAP & UCSC coursework. Attach proposed course descriptions & syllabi, if available, for your academic advisors to review.

STEP 3: Schedule an appointment with your **MAJOR ADVISOR(S)** to discuss your proposed course selection and how it will integrate into your plan for completing the major.

- Your major has final approval over which, if any, UCEAP courses may be used to satisfy **major requirements**.
- If you have a **MINOR**, meet with your minor advisor **AFTER** you meet with your major advisor.

STEP 4: Schedule an appointment with your **COLLEGE ADVISOR** to discuss your proposed course selection and how it will integrate into your plan for completing your degree.

- The UCSC Office of Admissions has final approval over which, if any, UCEAP courses may be used to satisfy General Education Requirements (GEs). For more information and instructions on how to request pre-approval for GEs prior to departure, visit: ieo.ucsc.edu/programs-abroad/academic-planning

STEP 5: Submit the complete & signed APF with your UCEAP application. Make a copy for your records and take it with you abroad.

IMPORTANT CONSIDERATIONS

- ❖ **Undeclared** – If you have not yet declared a major, complete the APF as indicated above and request a signature from the undergraduate advisor of your intended major. **You MUST declare a major prior to departure on UCEAP.**
- ❖ **Double Major** – You must meet with, and get signatures from, **BOTH** major advisors.
- ❖ **Minor** – You must meet with, and get a signature from, your minor advisor.
- ❖ **Double Major & a Minor** – Attach an additional Page 3 for your Minor Advisor to sign.
- ❖ **If you do not intend to take courses in your major(s)/minor abroad** – You must still meet with, and get signatures from, ALL of your major/minor advisors.



UC SANTA CRUZ UCEAP ACADEMIC PLANNING FORM

NAME: _____ STUDENT ID#: _____ COLLEGE: _____

UCEAP COUNTRY: _____ UCEAP PROGRAM: _____ YEAR ABROAD: _____

TERM ABROAD: Summer Fall Spring Winter Winter & Spring Calendar Year Academic Year

I PLAN TO TAKE UCEAP COURSES FOR (check all that apply): Major(s) Minor(s) GEs Elective courses

Proposed Course Plan BEFORE UCEAP:

Term: _____ Year: _____ Term: _____ Year: _____ Term: _____ Year: _____

Course Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?	Course Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?	Course Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?

Proposed Course Plan DURING UCEAP:

Term: _____ Year: _____ Term: _____ Year: _____ Term: _____ Year: _____

Course Number & Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?	Course Number & Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?	Course Number & Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?

Proposed Course Plan AFTER UCEAP:

I plan to graduate immediately after UCEAP and will not return to UCSC to take additional courses.

Term: _____ Year: _____ Term: _____ Year: _____ Term: _____ Year: _____

Course Number & Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?	Course Number & Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?	Course Number & Title (ex. BIOL 118 Ethnobotany)	For Major, Minor, GE or Elective (pending approval)?

Student Acknowledgement

I have completed the academic plan above to the best of my ability with the information available at this time. I am aware that this form is NOT an enrollment form (I will register for classes at a later date) and that courses offered on UCEAP vary from year to year so I may not be able to finalize my schedule until I am abroad. I understand that my major/minor advisor have final approval over which, if any, UCEAP courses may be used to satisfy major/minor requirements, and that the UCSC Office of Admissions has final approval over which, if any, UCEAP courses may be used to satisfy General Education Requirements. I also understand that UCEAP courses cannot satisfy the UCSC Disciplinary Communication (DC) requirement and that approved DC course(s) must be taken at UCSC.

I will bring a copy of this form with me when I go abroad.

STUDENT SIGNATURE: _____ DATE: _____



UC SANTA CRUZ UCEAP ACADEMIC PLANNING FORM

NAME: _____

STUDENT ID#: _____

STEP 1:

Major/Minor Advisor Approval for UCEAP:

1) What is the maximum number of UCEAP courses that may be used to fulfill major/minor requirements?

Major 1: _____ Major 2: _____ Minor: _____

2) Indicate any course(s) the student must complete prior to UCEAP if applicable:

Major 1: _____ Major 2: _____ Minor: _____

3) Indicate course(s) required to satisfy the **DC requirement** at UCSC & when student plans to complete these courses:

Major 1: _____ Major 2: _____ Minor: _____

COMMENTS: Major 1

I approve this student for UCEAP and I have advised the student on how the courses indicated on their Academic Planning Form are likely to count or not count toward their major. This course of study is supported provisionally, based on course descriptions, actual enrollment, and successful completion abroad.

Advisor Name: _____ Major: _____

Signature: _____ Date: _____

COMMENTS: Major 2 / Minor

I approve this student for UCEAP and I have advised the student on how the courses indicated on their Academic Planning Form are likely to count or not count toward their major/minor. This course of study is supported provisionally, based on course descriptions, actual enrollment, and successful completion abroad.

Advisor Name: _____ Major/Minor: _____

Signature: _____ Date: _____

STEP 2:

College Advisor Approval for UCEAP:

1) Please check all that apply: Student transferred to UCSC

College requirements are complete

In good academic standing

C2 requirement is complete

COMMENTS: College

2) List remaining GEs: _____

3) Student's expected graduation term/year: _____

4) Is student declared? YES / NO If no, has student indicated courses needed to declare prior to departure? YES / NO

If student is unable to declare prior to departure, will you continue to support their participation? YES/NO/CONDITIONALLY

Please explain conditions: _____

I approve this student for UCEAP and I have advised the student on how the courses indicated on Academic Planning Form are likely to count or not count toward the completion of their degree. This course of study is supported provisionally, based on course descriptions, actual enrollment, and successful completion abroad.

Advisor Name: _____ College: _____

Signature: _____ Date: _____