UCLA Luskin Undergraduate Program

**The Undergraduate Program in Public Affairs**
Public Affairs Building, Suite 3343
luskin.ucla.edu/undergrad
*Developing Leaders Engaged in Social Change*

# PUBLIC AFFAIRS STUDY ABROAD ACADEMIC PLANNING FORM (APF)

## OVERVIEW

Public Affairs pre-majors and majors who wish to study abroad must submit to the Public Affairs Undergraduate Program an **Academic Planning Form (APF)** to receive program planning clearance for the courses they intend to complete while participating in their study abroad program. The purpose of the APF is to ensure that the student's plan to study abroad allows them to complete all degree requirements within their time-to-degree, does not interfere with the required Public Affairs experiential learning capstone requirement, and is compliant with the major residency and senior residency requirements.

It is recommended that students meet with a Luskin academic counselor to discuss their plan to study abroad, review their intended program plan, and review the policies and procedures for GE, major, and/or minor course substitution petitions. Course substitution petitions are reviewed by a faculty committee and approval is not guaranteed.

For questions about the Public Affairs Academic Planning Form please contact the Public Affairs Undergraduate Program via MyUCLA Message Center.

## ACCESS THE ACADEMIC PLANNING FORM

The Public Affairs Academic Planning Form petition packet includes the following petition forms:

- Public Affairs Study Abroad Academic Planning Form
- Degree Plan Contract

You can access and download both petition forms on the Public Affairs Undergraduate Program Petitions website > Study Abroad Petition.

## SUBMIT YOUR ACADEMIC PLANNING FORM

Public Affairs pre-majors and majors must submit their completed Academic Planning Form to the Public Affairs Undergraduate Program via MyUCLA Message Center. Please allow 10-15 business days for processing. Once reviewed, students will receive their petition outcome and a copy of their signed APF via MyUCLA Message Center. Students can also view their petition outcome via MyUCLA > Academics > Petitions.

Students who plan to apply their study abroad coursework toward another major or a minor, must submit the APF form to that major or minor's department counselor for review prior to submitting the APF to the Public Affairs Undergraduate Program.

Students who plan to participate in multiple study abroad programs must complete and submit one Academic Planning Form per program.

## PETITIONING STUDY ABROAD COURSES TO SATISFY DEGREE REQUIREMENTS

Students may petition to use their study abroad courses to satisfy GE, major, and/or minor requirements. This requires that the student submit a course substitution petition in addition to the Academic Planning Form. Students can submit course substitution petitions either prior to beginning their study abroad program (on an advisory basis only), or after they complete their study abroad program. Course substitution petitions are reviewed by a faculty committee and approval is not guaranteed.

Public Affairs majors may only take one elective course outside of Luskin and the course must be approved by petition. This applies to courses completed while studying abroad.

You can access and download course substitution petitions on the Public Affairs Undergraduate Program Petitions website > Course Substitutions Petitions.

## STEPS FOR COMPLETING THE ACADEMIC PLANNING FORM PETITION PROCESS

Follow these steps to complete the Academic Planning Form petition process:

1. Research courses you would like to take while studying abroad.
   - If you are studying abroad through UCEAP, use the course information located on the UCEAP website (review the host university course catalogs and the MyEAP Course Catalog).
2. On the Academic Planning Form "Proposed Courses" section, write the courses you are interested in taking through your study abroad program.
   - Keep in mind that these are ***tentative*** course selections and you will not formally register for courses until you arrive at your host institution. It is helpful to think of the APF as a first step in the course planning process.
3. Complete a Degree Plan Contract that reflects your intended study abroad plan. It is recommended that you meet with a Luskin academic counselor to outline an appropriate program plan.
4. Complete and sign your Academic Planning Form and Degree Plan Contract.
5. Submit your Academic Planning Form and Degree Plan Contract to the Public Affairs Undergraduate Program via MyUCLA Message Center. Please allow 10-15 business days for processing.
6. Submit your approved Academic Planning Form to the UCLA International Education Office along with your application to the study abroad program. It is your responsibility to submit the APF to the Public Affairs Undergraduate Program early enough to allow sufficient time for processing so that you can meet the applicable study abroad program deadlines.
7. ***(IF APPLICABLE)*** Submit course substitution petitions for the study abroad courses you wish to apply toward GE, major, and/or minor requirements. This step is not needed if you plan to only satisfy unit requirements with your study abroad coursework.

## IMPORTANT POLICIES

- It is your responsibility to inform yourself of all degree requirements and to ensure that you can complete all degree requirements within your time-to-degree. It is recommended that you meet regularly with a Luskin academic counselor to ensure your plan to study abroad does not impede your ability to complete all degree requirements within your time-to-degree.
- Your plan to study abroad must allow you to complete all degree requirements within your time-to-degree, cannot interfere with the required Public Affairs experiential learning capstone requirement, and must be compliant with the major residency and senior residency requirements.
- Transferability of coursework completed through study abroad programs is determined by the UCLA Registrar's Office. Coursework that is deemed non-transferable cannot be applied toward degree requirements.
- The department faculty committee has final authority over how study abroad coursework articulates to major/minor/GE requirements. If the department provisionally approves your course substitution petition, final approval will be granted **upon return from your study abroad program** after the department confirms that the course you completed is transferable and that it was provisionally approved as a course substitution for the specified major/minor/GE requirement.
- Study abroad course offerings at host institutions fluctuate and may result in your actual study abroad enrollment differing from the proposed courses you listed in your Academic Planning Form. If your actual study abroad enrollment differs from the proposed courses listed in your approved Academic Planning Form, you may be required to submit an updated Degree Plan Contract and/or course substitution petitions, which are not guaranteed approval. Please consult a Luskin academic counselor to determine whether you need to submit an updated Degree Plan Contract and/or course substitution petitions.
- A department signature on the Academic Planning Form indicates that you have received **pre-approval** for the course plan that is outlined in your Degree Plan Contract; it does not guarantee transferability of courses nor does it guarantee that your study abroad courses will apply toward major/minor/GE requirements.

## INSTRUCTIONS TO DEPARTMENTAL COUNSELORS

Please advise the student on how their intended study abroad courses are likely to apply toward the major or minor requirements, the general policies for applying study abroad coursework toward their major/minor, and what is required to complete your department's course substitution petition process. Questions about the student's ability to complete degree requirements within their time-to-degree should be directed to the Public Affairs Undergraduate Program.

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See attached instructions and policies. This form should be considered a first step in a student's course plan and not the formal course approval or registration for the study abroad program.

## STUDENT INFORMATION

| | | | |
|---|---|---|---|
| **Name** | | **UID** | |
| **Major(s)** | | **Minor(s)** | |
| **Admit Term** | | **Degree Term** | |

## SELECT YOUR STUY ABROAD PROGRAM

☐ UCEAP ☐ UCLA Travel Study ☐ Global Internship Program ☐ Non-UC Study Abroad Program

## PROGRAM INFORMATION

| | |
|---|---|
| **When do you plan to study abroad? Write the quarter & year (ex: Spring 2027).** | |
| **Intended field(s) of study while abroad** | |
| **Country and Program** | |

## PROPOSED COURSES

Prior to meeting with your departmental counselor, please list the titles of courses you wish to take while studying abroad.

| Course Title | Listed by program as: | | I would like to petition this course to satisfy the following requirement: | | | | **Counselor Assessment/Notes** (to be completed by your counselor) |
|---|---|---|---|---|---|---|---|
| | Upper or Lower Division | # of Units | Major | Minor | GE | Other | Conditional/Notes (If needed, use the back of this form for notes) |
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I have read the attached instructions and policies, and I am aware that course offerings at host institutions fluctuate, therefore, it may be necessary to adjust my course plan at a later date. I also understand that my department has final authority over how coursework articulates to my major/minor/GE requirements and that final approval will be granted upon my return from studying abroad.

Name of Advisor _____

Email Address _____

Phone Number _____

**Advisors:** Before signing, please ensure Public Affairs pre-majors and majors can graduate within time-to-degree.

_____ _____

Student Signature Date

Advisor Signature Date