

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 petitions website [here](#).

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 per course 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 petitions website [here](#).

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. Download course descriptions for the courses you list on the Academic Planning Form.
4. 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.
5. Complete and sign your Academic Planning Form and attach the course descriptions and Degree Plan Contract.
6. Submit your Academic Planning Form, Degree Plan Contract, and course descriptions to the Public Affairs Undergraduate Program via [MyUCLA Message Center](#). Please allow 10-15 business days for processing.
7. 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.
8. (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 program 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.
- UCEAP course offerings at host institutions fluctuate, therefore, it may be necessary to adjust your course plan at a later date. A department signature on the Academic Planning Form indicates only that you have received **pre-approval** for the course plan that is outlined in your Degree Plan Contract. The department faculty committee has final authority over how coursework articulates to major/minor/GE requirements and final approval will be granted **upon return from UCEAP**. The same applies to transferable coursework completed through non-UCEAP programs.
- 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.

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.

