

To: UCLA Students
From: College of Letters and Science
Subject: Guidelines for UCEAP Participation

You will continue to receive all of your UCLA College related academic services, including advising, through your [principal advising unit \(AAP, CAC or Honors\)](#). **Students must read, sign, and submit this form along with their UCEAP application. If you fall into any of the categories listed below, you MUST also meet with a College advisor prior to your study abroad program.**

- You will have 150 cumulative units before you leave for your UCEAP destination.
- You will not be able to [graduate on time](#) (Spring/Summer of your 4th year for first year admits and Fall of your 3rd year for transfer students)
- You plan to graduate while abroad.
- You plan to complete GE courses while abroad and/or you have specific questions or concerns.
- You are not in good academic standing (i.e. less than 2.0 cumulative or term GPA in last completed term) or were recently on Academic Notice or Subject to Dismissal.

The second page of these guidelines provides an overview of important College policies for UCLA students, which will be helpful during your study abroad academic planning process. Please read these thoroughly.

- (1) If you intend to use UCEAP courses taken abroad to satisfy specific UCLA major or minor graduation requirements, we strongly recommend completing an [Academic Planning Form](#) and consulting your academic department. Consult IEO's website as well to see if guidelines (i.e. [Major Academic Plan](#)) are available for your major.
- (2) Course numbers on the [UCEAP Course Catalog website](#) do not specifically correspond to UCLA course numbers.
- (3) The application of UCEAP courses to satisfy UCLA degree requirements is contingent upon successful completion of your UCEAP coursework, and may require a petition process upon your return to campus.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read the UCLA College (Letters & Science) Guidelines for UCEAP students. I understand and accept its terms and conditions. I understand that it is my responsibility to meet with a College advisor PRIOR TO DEPARTURE if any of the categories listed above applies to me.

Student Name (Print)

Student ID#

Signature

Date

COLLEGE (L&S) ACADEMIC POLICIES & PETITIONS

FOR UCEAP STUDY ABROAD

It is possible to satisfy **General Education (GE) requirements with courses taken while studying abroad**. If this is your goal, you must meet with a College advisor to discuss your academic plan. It is strongly recommended that you petition for GE credit prior to leaving for your program so that you know, before you take a course abroad, whether or not it will apply towards the GE requirement you need. Prior to departure some students are not sure what specific UCEAP courses they will be taking (or they cannot get access to course descriptions). Once you have the necessary course information you should submit a [provisional petition](#).

⇒ **To petition for GE credit prior to your departure, please follow these steps:**

1. Please check our [Transfer Course Credit Database](#) to see if this course has already been reviewed (approved or denied). If so, no petition is required. If not, continue with the steps below.
2. Obtain course description and/or syllabus (in English) for each course you wish to petition. Courses must be a minimum of 4 quarter units to satisfy any GE requirement.
3. Submit a [Transfer Course Credit petition](#) at www.caac.ucla.edu -> Petitions -> Transfer Course Credit Petitions. Please be thoughtful about the courses you wish to submit, as the College will only review up to 5 courses in a 30-day period.
4. Fill out the petition request, identifying the UCEAP course and selecting the specific GE area to which you wish to apply the course.
5. Allow at least 10-15 business days for review and processing of your petition(s). Check your MyUCLA page (Academic -> petition) for the decision and follow-up instructions once the petition has been processed. Please be aware that not all petitions are approved.
6. Approved petitions are “provisional,” which means they are not applied to the GE requirements on your DARS until/unless you successfully complete the course(s) abroad and follow Step 7 below.
7. Once you have returned and your UCEAP courses and grades appear on your UCLA record, please contact your College advising unit, in order to have provisionally approved course(s) posted to the GE requirements on your DARS.

⇒ **Residence in the Major Requirement:** To meet the Residence in the Major Requirement, all students must complete at least 24 upper division units in their major in residence at UCLA. Coursework taken on UCEAP does not count toward Residence in the Major.

⇒ **College Time to Degree policies:** Speak with a College academic advisor if you will not graduate within your [Time to Degree](#) due to studying abroad..

⇒ **Senior Residence Requirement:** To be in compliance with the *College academic residency requirements*, UCEAP students may satisfy the Senior Residence Requirement by earning at least 35 of their final 90 units here at UCLA (usually their third and fourth years). A student who completes final graduation requirements while abroad on UCEAP may satisfy the Senior Residence Requirement in the final 35 units before their participation on UCEAP.

⇒ If you are **completing degree requirements for graduation abroad** but will not be returning to UCLA please be aware that your degree conferral could be delayed. Grades can take up to 90 days to post on your UCLA records from the official end date of your program, so please discuss your plan with your College advisor.