

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 counseling, through your [principal advising unit \(AAP, CAC or Honors\)](#). **Students must read, sign, and submit this form along with their UCEAP application. Only if you fall into any of the categories listed below, you MUST also meet with a College counselor prior to your study abroad program.**

- You will have 160 cumulative units before you leave for your UCEAP destination.
- You might exceed your maximum number of units allowed (as stated on your DARS).
- You plan to graduate while abroad.
- You plan to complete GE courses while abroad. You have specific questions or concerns.

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. (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 will happen through 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 counselor 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 counselor 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 contact your College counselor from abroad, as they can give you a provisional decision regarding GE credit.

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

1. Obtain course description and/or syllabus (in English) for each course you wish to petition.
2. Pick up a blue petition (one for each course) from your primary counseling unit in the College (AAP, CAC, Honors, etc.) or download the blue petition at: <http://www.ugeducation.ucla.edu/counseling/blue.html>.
3. Fill out the petition request, identifying the UCEAP course and stating specifically for which GE you would like it to apply. **For example:** *Apply Spanish Art History, to be taken on UCEAP Madrid, Spring 2017, towards GE/Foundations of Arts and Humanities/Visual and Performance Arts requirement.*
4. Submit petition(s) to your College primary counseling unit, with course description(s) attached.
5. Allow at least 10 business days for review and processing of your petition(s). Check your MyUCLA page (“petition” link) for the decision and follow-up instructions. Please be aware that not all petitions are approved.
6. Approved petitions are “provisional,” which means that they are not applied to the GE requirements on your DPR until 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 primary counseling unit, in person or via email, 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 unit maximum limitations** still apply for UCEAP participants. Please be aware that you must be able to complete your UCEAP coursework and all UCLA degree requirements within your unit maximum (refer to your DPR). A maximum total of 56 units of UCEAP credit can be applied to your UCLA degree.

⇒ **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 preceding 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 counselor.