

ACADEMIC PLANNING FORM (APF)

With careful planning, coursework taken on UCEAP can be used to fulfill major, minor and GE requirements. Students are responsible for understanding how their UCLA departments, school or college count courses from UCEAP. This form will assist with course planning.

1. Research course offerings at your host institution.
2. Complete one APF per department.
3. Attach proposed course descriptions and syllabi with a paperclip for reference.
4. Meet with your advisor:
 - Review proposed courses.
 - Ask about caps on units from UCEAP.
5. Retain this APF for your records.

Student Name: _____ UID: _____

UCEAP Program Name: _____ UCEAP Country: _____

Term abroad: Summer Fall Year Spring Semester Spring or Winter Quarter Year Abroad: _____

List only the courses you hope to apply to the department, one form per department.

Host Institution Course	Upper Division	Lower Division	Advisor's Notes & Conditions
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

For the Student:

- Host institution course offerings may fluctuate.
- Upon program completion, it may take up to 90 days for coursework and grades to transfer.
- Grades and units from all UCEAP programs transfer. To receive major, minor or GE credit, courses must be petitioned after transfer.
- Academic departments have final authority over the application of courses towards degree requirements.
- Please check with your School/College for any restrictions on major or senior residency, or credit limitations.

For more information visit:
www.ieo.ucla.edu/UCEAP/academics/academics.htm

For the Advisor:

Name of Counselor: _____

Department: _____

Email: _____

Phone: _____

I have advised the student on how the above courses are likely to count as well as the general rules for applying UCEAP credit towards major/minor/GE requirements.

Counselor Signature: _____