

Luskin School of Public Affairs UCEAP ACADEMIC PLANNING FORM (APF) INSTRUCTIONS

Instructions to the Public Affairs Applicant:

Any Public Affairs student who wishes to study abroad must complete an Academic Planning Form (APF) to receive clearance and pre-approval for the courses they will take while participating in UCEAP. Please prepare one form for EACH program you would like the Public Affairs Department to consider. Send the completed form(s) to a Public Affairs advisor, via [MyUCLA Message Center](#), well in advance of the UCEAP deadline in order to allow yourself enough time to receive feedback from the department.

Please follow these steps to complete the Academic Planning form:

1. Research courses you would like to take while abroad using the course information located on the [UCEAP website](#) (host university course catalogs and the MyEAP Course Catalog). You must attach copies of course descriptions to this form when you send it to the Public Affairs advisor.
2. List courses you are interested in taking on this form. Keep in mind that these are *tentative* course selections and you will not formally register for courses until you have arrived at your host institution. It's helpful to think of the APF as just a first step in the course planning process.
3. Sign your Academic Planning Form and send it to the Public Affairs advisor. **You must attach copies of course descriptions to this form.**
4. **PUBLIC AFFAIRS PRE-MAJORS AND MAJORS ONLY:** In addition to the requirements above, Public Affairs pre-majors and majors must submit a Degree Plan Contract.

If need be, schedule a meeting with a Public Affairs advisor to discuss your tentative course plan as well as the general rules for petitioning to receive major/minor/GE credit for UCEAP coursework. The goal of the APF, and the optional meeting, is to give you an idea of how the courses you are planning to take on UCEAP are likely to count toward your degree requirements as well as how to make course selections and revisions once abroad. Please note, final pre-approval and permission to use a class towards major/minor/GE credit is provided by a faculty committee. If you are not yet admitted to the Public Affairs major, but you plan to apply before participating in UCEAP, the APF form should be submitted to the Public Affairs department.

If you are planning to apply UCEAP coursework to a **minor** or **second major as well**, you must complete a second APF and meet with the appropriate counselor(s) for review.

IMPORTANT:

- It is your responsibility to inform yourself of both general college as well as departmental or major-specific requirements for graduation. You cannot be certified for graduation if you have not fulfilled general requirements or have not satisfied college residence requirements and residency in your major.
- UCEAP course offerings at host institutions fluctuate and it may therefore be necessary to adjust your course plan at a later date. A faculty and an advisor signature on this form indicates only that you have received **pre-approval** for the course plan that is outlined below. 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**.

Instructions to the Departmental Advisor:

Please advise the student on how these courses are likely to count toward the major or minor requirements, as well as the general rules for applying UCEAP coursework towards their major and what is required to complete the petitioning process. For Public Affairs pre-majors and majors, please also ensure the student can graduate on time.

