

# Academic Planning for UCEAP Participants

## Before Application

### Web Resources

On the [Academics overview](#) page of our website, we outline the details of course credit for study abroad, as well as five steps for successful academic planning. We encourage you to review the details of each step on the website.

1. Review your degree progress
2. Review your college and departmental policies for study abroad
3. Consider the best term(s) of participation
4. Find your program(s) of interest, and make a study abroad course list
5. Review your course list(s) with your college/departmental adviser

### The Major Advising – Study Abroad Advising Loop

As you see from the steps above, from our perspective the ideal advising sequence between a student, major/college adviser, and the study abroad office is:

Major/College advising → Study Abroad Advising → Major/College Advising  
*(and continue that cycle as needed)*

We are clear with students: the role of a college and/or major adviser is not to recommend programs for a student. You should not feel pressured to do this. We understand that an unrealistic expectation from a student for you to do so may result in a hasty referral to the study abroad office. The most effective study abroad counseling comes after a student has met with their major adviser to review their progress toward degree, as well as the departmental policies that govern study abroad participation. If a student is aware of their academic “bottom line” in order to participate in study abroad, our office can more effectively provide advising on compatible programs. We hope this will also later assist in a student presenting appropriate course selections for your review. We also greatly appreciate your participation in our [Major Advising](#) questionnaires that allow prospective students to research policies of the major prior to visiting your office.

### At the time of application

UCEAP applicants submit a [Preliminary Academic Planning Form](#) with their UCEAP application.

With the exception of students in the College of Engineering, UCEAP applicants *do not* need a signature from a major or college adviser on this form. BSA Advisers use the preliminary form to provide advising to applicants on whether their academic goals are realistic (for example, the student has marked a course as needed for their major but the faculty at the host university is extremely impacted). Courses indicated on the preliminary academic form do not limit the student in later course selection at the host university.

## After selection to program

### Instructions to students

UCEAP participants are provided with instructions and deadline from three primary sources:

1. Systemwide UCEAP Pre-Departure Checklist (custom to each country, program, and term)
  - a. Includes general academic information in the UCEAP Guide to Study Abroad
  - b. Includes program specific academic information in the UCEAP Program Guide
  - c. If applicable, includes instructions and deadlines for registering for courses at the host university
2. The Berkeley Campus Pre-Departure Checklist (custom to the term)
  - a. Includes an Academic Planning Guide written by BSA (included below)
  - b. Includes the Academic Planning Form due at the end of the semester prior to departure

Both of these checklists can be accessed through the "[I am a...Participant](#)" section of our website.

3. Academic and course registration information sent via email from the host institution, UCEAP Academics Specialist at the systemwide office, or UC Center abroad.

### Academic Planning Form

UCEAP participants must submit an Academic Planning Form signed by their major adviser(s) no later than the last day of instruction in the semester prior their departure. For your convenience, a sample of the Academic Planning Form is included in the Academic Integration toolkit.

Because participation in UCEAP impacts progress toward degree, students are required to obtain signatures from their major advisor(s), even if they do not intend to seek credit in the major from participation.

For undeclared students, your signature on the Academic Planning Form is no guarantee of entry to the major, or final credit for the courses listed on the form. If you are willing to advise undeclared students on your major's policies toward study abroad, and their intended course plans, it would be greatly appreciated. If you are unable to sign the form for undeclared students, they will need to seek a signature from their UCB college advisor.

We know that many students wait until the last minute to approach you for a signature, and we do allow extensions, preferably with advanced communication from the student.

### On-site and Upon Return

If final course selection has not been completed at the time the Academic Planning Form is signed (or a syllabus is not available), students will contact their major adviser(s) as soon as they have access to detailed course information. We appreciate your continued correspondence with students, often presented as urgent, to assist in making the best course selections possible to ensure progress toward degree.

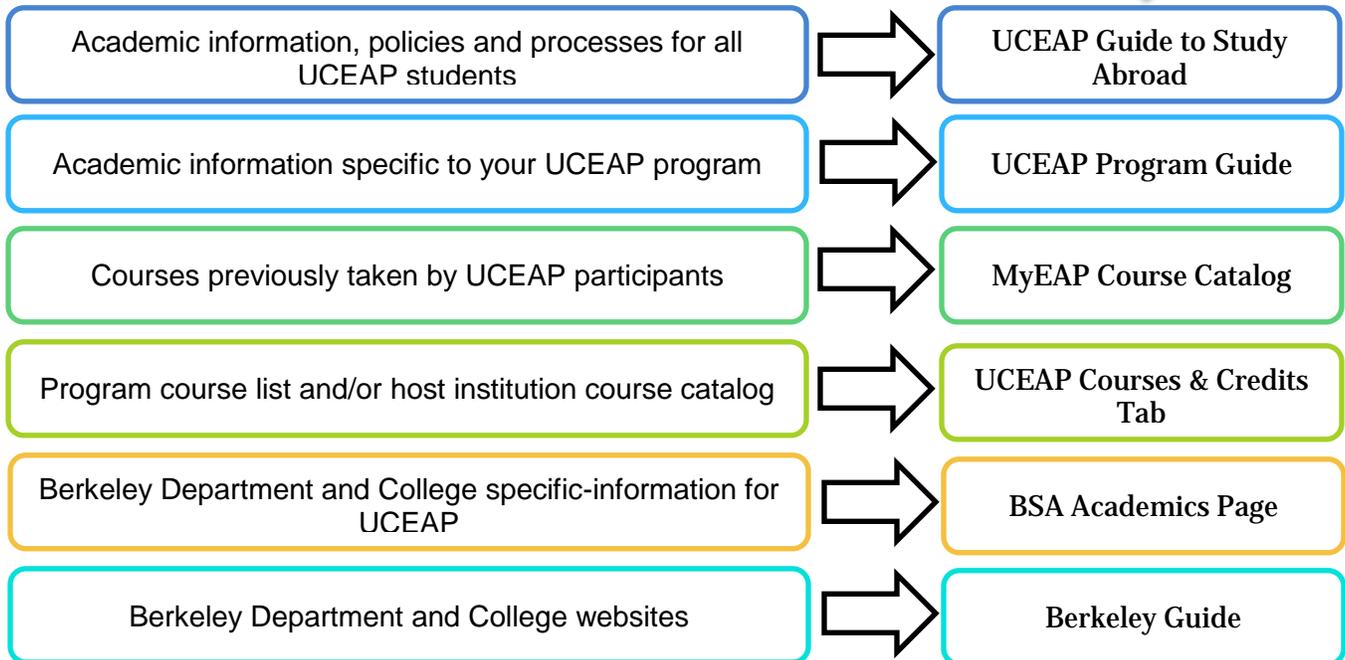
Students will follow the individual procedures set by the college or department for final review of course credit.

**For your reference you will find the Academic Planning Guide written by BSA on the following pages (subject to change, this document is updated each semester).**

# Academic Planning



## Academic Planning Resources: *Where to find information....*



## Academic Planning Resources: *Who to ask...*

UCEAP Program Specialist	UCEAP Academic Specialist	Major/Minor Adviser	College Adviser
<ul style="list-style-type: none"> <li>• UCEAP Pre-Departure Checklist Questions</li> <li>• Host university application questions</li> <li>• Academic accommodations for DSP documented conditions</li> </ul>	<ul style="list-style-type: none"> <li>• MyEAP Study List Questions</li> <li>• Host University Registration</li> <li>• Course-related questions</li> <li>• Courseload issues</li> </ul>	<ul style="list-style-type: none"> <li>• Major Declaration</li> <li>• Fulfilling Major or Minor Requirements on EAP</li> <li>• Staying on track for graduation</li> </ul>	<ul style="list-style-type: none"> <li>• Confirming Eligibility</li> <li>• Fulfilling College Breadth Requirements on EAP</li> <li>• Senior Residency</li> <li>• EAP as last term at UC/Anticipated Graduation Date</li> <li>• Degree Audit</li> </ul>

### Confirming your Eligibility with your Berkeley College

- In reviewing your UCEAP application, your BSA Campus Adviser confirmed that you meet minimum eligibility requirements *set by UCEAP*.
- It is your responsibility to ensure you meet all eligibility requirements to participate in UCEAP set by your *Berkeley college*. A simple starting place is to review your college's website.
- Berkeley colleges have varying rules for the minimum number of units a student must complete prior to participation in study abroad, timeframe for declaring a major, completing the R&C requirement, satisfying senior residency, and more. You must inform yourself of your college's policies.
- If you are planning for UCEAP to be your last term at UC, please be advised that you cannot participate in UCEAP, or be packaged for financial aid, if your "Expected Graduation Date" in CalCentral is for a term prior to your UCEAP participation. You must work with your Berkeley college for approval to change your expected graduation date.

### Courses

- You will register for your UCEAP classes through your host university and on MyEAP. UCEAP will send you instructions for your MyEAP Study List closer to departure, or in some cases after departure.
- Your MyEAP Study List is the official record of enrolled coursework on UCEAP for academic credit.
- All UCEAP units listed are in quarter units. You can divide the quarter units by 1.5 to calculate semester units.
- Every UCEAP program has a unique, minimum number of units required per term. Consult your UCEAP Program Guide for exact minimum unit load required of students on your program.
- You may take up to one-third of your total unit load per term on a P/NP basis, unless prohibited by your program.
- Due to UC Berkeley Academic Senate regulations, grading option changes requested after classes have ended, final exams have begun, or final grades are known (whichever is earlier) will not be approved.

### Satisfying Major and/or College Requirements

- All UCEAP courses, units and grades will automatically transfer back to Berkeley.
- UCEAP courses do not automatically apply toward your major, minor, or college breadth requirements.
- Only your Berkeley department major/minor adviser can give you credit towards your major/minor requirements.
- Only a Berkeley college adviser can give you credit towards your college requirements.

- To prepare to receive credit towards your major/minor, you must become informed about major/minor requirements AND how your department allows them to be satisfied. Be sure to find out your department's restrictions before finalizing your course schedule.

### Meeting with your Major, Minor or College Advisers

- If you did not meet with your major, minor or college adviser(s) prior to applying for UCEAP, we recommend that consult with them as soon as possible.
- Prior to departure you will complete a UCEAP Academic Planning Form with major adviser signature(s). Your advisers will appreciate you taking action to complete this form earlier than the due date.
- Major, minor and college advisers will not have UCEAP course information on hand to advise you. It is your responsibility to research courses available on your UCEAP program and bring course information to your meeting(s).
- If you are not planning to satisfy major, minor or college requirements on UCEAP, it is still essential to meet with your college and/or department to ensure you will complete all remaining degree requirements before or after UCEAP participation.
- Be sure to utilize the Academic Planning Resources on page 1 of this document to be fully prepared for your academic planning discussions.
- Here are some *examples* of questions you should be asking your academic advisers:

Of the major requirements you have left to satisfy, which are most appropriate to try to satisfy on EAP?

How many courses or units from EAP would your department allow you to apply to your major/minor requirements?

How many semester units does a course need to be to satisfy a major/minor requirement? Remember that all courses listed in EAP materials are in quarter units.

What department specific paperwork and course documentation is required for a course to be considered? Note that final syllabi may not be available prior to departure.

Is it possible to take a course pass/not pass and still receive major/minor/college credit?

Will your adviser be able to continue advising you via email after you arrive in-country? What kind of turnaround time can you expect for advice via e-mail?

### Grades and Transcripts

- UCEAP will transmit your UCEAP courses, units and grades to Berkeley up to 90 days after your program officially ends.
- An automated email from MyEAP is your signal that grades have been transmitted to the Berkeley Office of the Registrar.

- The Berkeley Office of the Registrar will post your UCEAP courses to your Berkeley transcript approximately one to four weeks after receipt of your grades. Delays can occur. This process cannot be expedited.
- Log in to MyEAP for the fastest viewing of your grades, however, credit cannot be assigned to major, minor or college requirements until grades are posted on CalCentral.
- UCEAP will not report grades for any student who owes a balance on his or her MyEAP account. Make sure your MyEAP financial account has a zero balance

### Plans Immediately Following Graduation (UCEAP is last term at UC):

- This section is only relevant to students participating on UCEAP in their last term at UC and who plan to immediately participate in an opportunity that requires “proof” of gradation, for example, graduate school.
- You cannot be administratively graduated until your UCEAP grades are reported to Berkeley, are posted to your transcript, and a degree audit is conducted. As discussed above, there are potentially significant delays in this process for some UCEAP programs.
- As of this writing (December 2016) the Berkeley Office of the Registrar only administratively graduates students (a.k.a. degrees are “posted” to transcripts) three times per year: October for students with a summer anticipated graduation date, February for students with a Fall anticipated graduation date, and July for students with a Spring anticipated graduation date. If your EAP grades arrive after degrees are posted for your term of participation, your degree will be processed and posted to your transcript with the next term. Ask your Berkeley College Adviser if *back dating* of the degree to the prior term is possible.
- Consult with your BSA Campus Adviser and/or UCEAP Academics Specialist to find out the projected date when your EAP grades will be transmitted to the Berkeley Office of the Registrar. Factoring in a 1 to 4 week delay for grades to appear on your Berkeley transcript, determine when your degree is likely to be posted by the Berkeley Office of the Registrar (October, July or February).
- If you determine that your grades are likely to arrive later than the term you need to graduate from Berkeley to stay eligible for your graduate program or other post-graduation opportunity, contact the program/employer you are applying to as early as possible. Ask about their policy on delayed gradation due to study abroad participation. Find out how long they can wait for UCEAP grades to be recorded on your official Berkeley transcript and for your degree to be posted by the Berkeley Office of the Registrar.
- Find out if you can provide some academic information while waiting for your UCEAP grades or Berkeley diploma.
  - If courses and grades do not yet appear on your Berkeley transcript, ask the program/employer if it will accept an official "Verification of UCEAP Coursework." This is a letter from UCEAP verifying dates of UCEAP attendance and giving the estimated dates of arrival for course titles, units and grades. You can get this letter from your BSA Campus Adviser or from your UCEAP Academic Specialist for your program.
  - If your UCEAP grades already appear on your Berkeley transcript but you are waiting for your degree to be posted, you can also request a Certificate of Completion. Read more about [Transcripts and Diplomas](#) on the Office of the Registrar website.