

UCEAP Academic Planning Form

Section 1: Personal and Major/Minor Information

Name _____	Student ID # _____	EAP Country/Program _____
Major 1 _____	Are you declared? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, when will you declare this major? _____
Major 2 _____	Are you declared? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, when will you declare this major? _____
Minor _____	Are you declared? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, when will you declare this minor? _____

Section 2: College Requirements

It is your responsibility to be aware of, and satisfy, all pre-departure college requirements related to EAP. These requirements vary by College, but *may* include completion of the Reading and Composition requirement, Declaration of Major, and Senior Residency. Read the *Academic Planning Process* and *Registration Holds* document in your [Campus Pre-Departure Checklist](#), research the regulations of your college online, then schedule an appointment with a College advisor to discuss your EAP participation *if necessary*.

Section 3: Course Work Left to Complete in Major(s) at Time of Departure for EAP

Please list all course requirements that you have left to complete in your major(s) *at the time of departure for EAP*. During your advising session with your major adviser(s), discuss the possibility of satisfying any of these requirements during your EAP program. Include both upper and lower division requirements you have left to complete. See the [Sample Academic Planning Form](#) for guidance.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section 4: Units Accrued on EAP

Your EAP program requires that you enroll in a minimum number of units (determined by UCEAP) regardless of whether you are seeking major, minor or college breadth credit for the courses. You can find the minimum unit requirement on the UCEAP website. From [this link](#), find your country and program, click on the “Courses and Credit” tab.

The minimum units listed on the EAP website are *quarter units*. For the question below, calculate the minimum *semester units* you will accrue for this program. *The # of quarter units X .67 = # of Berkeley semester units*. Or see the [Quarter to Semester Conversion Chart](#).

What is the minimum unit requirement of your EAP program? _____ (semester units)

Section 5: Intensive Language Program (ILP)

See this [ILP Courses](#) document for a list of ILP courses by EAP program.

Does your program have an Intensive Language Program (ILP)? Yes No If no, skip to Section 6.

Please list the course titles for the ILP and indicate your intention (if any) to seek credit toward your major, minor, or college requirements. Note that all EAP courses are listed in quarter units, but you should list courses on this form in semester units (as they will appear on your Berkeley transcript). *The # of quarter units X .67 = # of Berkeley semester units*. Or see the [Quarter to Semester Conversion Chart](#).

Course Title	Listed by EAP as:		I would like to count this course toward the following requirement:				Major Advisor Assessment/Notes (to be completed by your Major Advisor)	
	Upper or Lower Division	# of Units	Major	Minor	Breadth Req*	N/A	Likely to be Applied	Conditions/Notes

* Students should consult their College/School advisor(s) regarding the likelihood of EAP courses being counted toward breadth requirements.

Section 6: Intended Course Work Abroad

INSTRUCTIONS TO STUDENT: Prior to meeting with your departmental advisor, please list titles of courses you wish to take while on EAP. List 8 – 10 courses for year-long programs, 5 – 6 courses for semester programs, and 3 – 4 courses for summer programs. If you are considering extension from a summer program to a semester program, or a semester program to a year program, please list the appropriate number of courses for each program. Note that all EAP courses are listed in quarter units, but you should list courses on this form in semester units (as they will appear on your Berkeley transcript). Refer to the instructions below on where to find course information.

The # of quarter units X .67 = # of Berkeley semester units. Or reference the [Quarter to Semester Conversion Chart](#).

Course Title (Example: ANTH 109: Scandinavian Culture & Society)	Listed by EAP as:		I would like to count this course toward the following requirement:				Major Advisor Assessment/Notes (to be completed by your Major Advisor)	
	Upper or Lower Division	# of Units	Major	Minor	Breadth Req*	N/A	Likely to be Applied	Conditions/Notes

*Students should consult their College/School advisor(s) regarding the likelihood of EAP courses being counted toward breadth requirements.

Section 7: Student Acknowledgement and Signature of Major/Departmental Advisor(s)

NOTE: Double majors are required to get the signature of BOTH major advisors.

I am aware that course offerings on the program or at the host institutions fluctuate and that it may be necessary to adjust my courses accordingly. Also, I understand that my department has final authority over what courses taken abroad fulfill any major/minor requirements and that will ultimately be determined after I return from EAP by my academic advisor.

Student's Signature

Date

MAJOR/DEPARTMENTAL ADVISOR APPROVAL

Name of Major Advisor _____
 Department _____
 College/School _____
 Email Address _____
 Phone # _____ Fax # _____

I have advised the student on how the above-listed courses are likely to count towards his/her Berkeley major/minor requirements, as noted in the above table.

Major Advisor's Signature Date

MAJOR/DEPARTMENTAL ADVISOR #2 APPROVAL

(Double Majors only)
 Name of Major Advisor _____
 Department _____
 College/School _____
 Email Address _____
 Phone # _____ Fax # _____

I have advised the student on how the above-listed courses are likely to count towards his/her Berkeley major/minor requirements, as noted in the above table.

Major Advisor's Signature Date

Other Departmental Comments:

Academic Planning Form Instructions

The Academic Planning Form is a tentative list of courses that you would like to take while you are abroad. This list is evaluated and signed-off on by your major adviser(s) so that there is a tentative agreement between you and your advisers regarding your coursework prior to departure. This form is necessary for all participants whether or not you wish to use courses for major requirements. This form is in addition to the Preliminary Academic Planning form that was required in your initial application.

Steps to Completion of the Academic Planning Form

1. Research courses offered at your host institution using the EAP academic advising resources listed below. Print out descriptions of the courses you would like to take.
2. List courses of interest to you on the Academic Planning Form. These are **tentative** course selections. You will complete your study list upon arrival at your host institution abroad.
3. Meet with your major adviser/undergraduate assistant to review your form and course descriptions. Ask your adviser what you can do to assure that courses you take abroad will be accepted for credit in your major. If not yet declared in your major, you may use this explanatory [Letter to Undergraduate Advisers](#) to present to your intended major adviser when discussing your academic plans.
4. Obtain an approval signature from your major adviser/undergraduate assistant. Double majors are required to obtain signatures from both major advisers.
5. Make arrangements with your departmental adviser to exchange email regarding final course selection with you while you are abroad. You will have access to detailed course information upon arrival and will likely require additional guidance from your departmental adviser.

EAP Academic Advising Resources:

- **MyEAP Public Course Catalog**
 - Use the [MyEAP Public Course Catalog](#) to search for courses previously taken by UC students.
 - Additional courses may be available at host institutions or program locations and not all courses may be offered during your term of study.
 - For new EAP programs, courses that have not yet been taken for credit will not appear in the MyEAP Course Catalog.
- **Host University Catalogs**
 - If your host university has course information available online, you can access it from the EAP website.
 - From the [EAP website](#), select your EAP country and program option.
 - Refer to the "Courses & Credit" tab.
- **UCB Department Policies for EAP credit**
 - Consult the [Academics](#) section of the Berkeley Study Abroad website for preliminary information on using EAP courses to satisfy major requirements.

Tips for Effective Academic Planning

- Read the *Academic Planning Process* document in your [Campus Pre-Departure Checklist](#).
- Use this [Sample Academic Planning Form](#) for guidance.
- All EAP courses are referenced in quarter units; these will be converted to semester units on your transcript. To assist your major adviser in providing you with accurate information, calculate semester units on your Academic Planning Form. The # of quarter units X .667 = # of Berkeley semester units (round to one decimal). Use this [Quarter to Semester Conversion Chart](#) for guidance
- If your college requires you to declare a major prior to EAP participation, file a petition to declare your major as soon as you are eligible to do so. If you do not allow enough time to complete the process prior to departure you may become ineligible for EAP.