

Study Abroad – Coursework Approval

Student Name _____ SID _____

Email _____ Phone _____

Study Abroad Program name _____ Term(s) _____ EAP Yes ___ No ___

Preliminary Approval

When deciding which study abroad program to apply to, students should plot out how they will complete all degree requirements (e.g. finishing within the semester limit and fulfilling the senior residency requirement). CED academic advisors can help in this process. Though approvals are not necessary before application unless required by the host institution, students usually benefit most after consulting with CED advisers.

Once accepted into a foreign-study program and course selection becomes possible, however, students must submit materials listed below to their departmental advisor for approval.

EAP programs: 1) this form, 2) EAP academic planning form, 3) a study plan with courses listed through graduation.

Non-EAP programs: 1) this form, 2) a study plan with courses listed through graduation.

Your Departmental advisor will assess the program and determine if degree requirements can be met with the courses given abroad. Approval will be given on a preliminary basis. Students must submit materials after return for final assessment.

Indicate below each course you plan to take and which requirement you would like it to fulfill. When considering the proposed CED requirements, select among: university, college skills, breadth, major, upper division CED elective, or elective. A maximum of one upper division CED elective and one major requirement may be satisfied via study abroad.

Course Dept & #	Course Title	Proposed CED requirement	Approved/ Denied/Date	Note

Final approval

The CED makes final decisions regarding college and major requirements after the student's return. This includes reviewing transcripts and/or examining course materials and documents. It is the student's responsibility to keep these materials (i.e. course descriptions, syllabi, reading lists, final exams and essays) and present them to an advisor.

EAP Programs: The system-wide EAP office coordinates with academic departments to code transcripts with “generic” numbers for courses completed abroad. Other than the department, these courses numbers have NO correlation to those offered at UC Berkeley, therefore students should disregard course numbers under EAP on their transcripts. Once EAP courses show on the UCB transcript, however, students should meet with an advisor to seek final approval regarding college and major requirements. *“Final approval” supercedes all notations on a student’s transcript.*

Non-EAP programs: The Office of Admissions determines non-EAP, foreign university credit. Students are advised to request copies of transcripts, separately sealed, before leaving the foreign university. Transcripts are to be mailed to 232 Wurster Hall #1800, Berkeley, CA 94720-1800. Students should meet with an advisor to seek final approval toward college and major requirements, once credit is shown on the UCB transcript (after about two months).

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