



Study Abroad Manual for College and Department Advisors

UC DAVIS
STUDY ABROAD

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Welcome

The purpose of this manual is to share best practices and information about study abroad with staff and faculty advisors campus-wide. This online document compliments information and brochures that UC Davis Study Abroad sends to advisors throughout the academic year via inter-campus mail and/or electronic communications.

In alignment with the vision and strategic mission of the campus to greatly increase study abroad participation and international experiences for all UC Davis students, UC Davis Study Abroad strives to support the work of department advisors and deans' office personnel so that UC Davis students can achieve their academic goals.

This online manual is a work-in-progress and we look forward to hearing your feedback! Let us know if we have omitted any important information or incorrectly stated any policies. Much of the information in this manual is found in various parts of UC Davis Study Abroad's web site; however, we have consolidated information that we think you, as an advisor, need to know in order to help your students succeed through their study abroad journey.

UC Davis Study Abroad

UC Davis Study Abroad (previously the Education Abroad Center, or EAC) is a campus resource and office dedicated to providing students the opportunity to experience their studies in an international context. It offers many different types of Study Abroad opportunities, from two-week faculty-led programs to yearlong immersions to facilitating leave for non-UC programs.

Types of Study Abroad Programs

There are many study abroad options available to UC Davis students. Below are the main types of study abroad programs. There are also variations within each type of program; however, the following broad stroke conveys the main features:

1. [UC Davis Quarter Abroad](#) programs are built by UC Davis Study Abroad and UC Davis faculty for UC Davis students. They give students the opportunity to study abroad in a program that fits right into the quarter system while taking UC classes. In addition all of our programs include field trips, excursions, and events that better introduce participants to the country they are visiting. Quarter Abroad programs take place in fall or spring quarters.

Advisers "Need to Know" features:

- Students take UC Davis classes earning 12-27 units in one quarter and some have internships
 - Language programs in Argentina, Italy, Japan and Spain allow students to fulfill their language requirement in one quarter.
 - Quarter Abroad Australia and United Kingdom—London programs allow students a six-unit internship in any subject area of their choice
 - Latino/a Health Internship program in Oaxaca, Mexico
 - New programs in 2015: Morocco and United Kingdom—Nottingham
 - Programs are open to all levels of UC students
 - Programs include housing, excursions and on-site support
2. [UC Davis Summer Abroad](#) programs offer students short, but intense, academic courses that are complemented with a wealth of cultural activities. Courses are structured in such a way that students gain knowledge not only in the classroom, but also from experiential learning that takes advantage of the program's location. All Summer Abroad programs are built around UC Davis courses and are led by UC Davis faculty. Many provide opportunities for students to visit non-English speaking countries while doing their coursework in English.

Advisors “Need to Know” features:

- Summer Abroad has over 40 programs taught in English by UC Davis faculty
 - Students earn 8 units of UC Davis credit in 4 weeks
 - Students can now also complete internships in select fields for 6 units
 - Programs include experiential activities for on-site learning
3. [UC Davis Seminars Abroad](#) allow students to experience a “taste” of international study. They are faculty-led, UC Davis courses. Seminars take various forms; some travel abroad for two weeks before fall quarter starts, travel over the winter break. Some seminars meet on the UC Davis campus for the fall quarter (before the traveling portion) while others only consist of the international experience.

Advisors “Need to Know” features:

- Currently we offer three Seminars Abroad courses, all for two weeks over winter break or before fall.
 - Students can earn either two or four units of credit depending on the program
 - Some seminars are only open to incoming freshmen honors students
 - There is no extra tuition for these programs, it is included in fall quarter tuition and fees
4. [UC Education Abroad Program “UCEAP”](#) is the UC system-wide study abroad program for the University of California. UCEAP programs are generally considered "immersive" because students often live and study alongside local residents and other American UC students in a foreign university or academic institution partnering with UCEAP. Students will often speak the local language in or outside the classroom depending on the program.

Adviser “Need to Know” features:

- UCEAP offers study abroad programs in **42 countries** and over **250 program options** worldwide. Many programs offer students an immersion experience.
 - Students can take courses at the **world’s top-ranked universities**. The *US News and World Report* ranking of the world’s best colleges partnered with UCEAP is attached to several of the *Study Abroad in the Major* guides.
 - Many programs offered by UCEAP are taught in English, even when it is not the native language of the country.
 - All coursework taken on UCEAP are recorded on the transcript as UC units.
5. [Independent Study Abroad](#) is for students who find a suitable program outside the UC portfolio of study abroad opportunities. Students enroll in a study abroad program offered by another American or foreign university or third-party provider that best fits their academic and/or personal goals. Through the "Independent Study Abroad Leave" a student can receive transfer credit for classes taken abroad and also receive financial aid for their program.

Advisors “Need to Know” features:

- All students planning to study abroad on a non-UC program in their fourth/senior year are told to see their college dean’s office to discuss **senior residence** to find out if they are in compliance or violation with residence depending on their own particular situation.

Internships Abroad

- **UC Davis Quarter Abroad:** Many programs offer an internship component for students wishing to gain hands on experiences abroad. Students receive UC Davis credit and are supervised by UC Davis faculty members in these unique programs that combine study and internships. 20 hour/week intensive internships currently are offered in London, Sydney, and Oaxaca.

- **UC Davis Summer Abroad:** Summer Abroad internships exist in the areas of global and human health, as well as business and other subject areas. 6 units, four weeks over the summer.
- **UCEAP:** Opportunities for independent research projects and internships are available at many UCEAP locations. Students either apply to a program that has an internship opportunity built-in, or indicate interest in an internship at the time of application. See UCEAP web site for current listings.
- **Non-UC providers:** Students often find work, volunteer or internships in the summer or tacked onto a study abroad experience. Some are organized through third-party providers so students work directly with the company or host. Any internship units are earned through their own arrangements with either the provider's system or by contacting a professor at UC Davis and a UC Davis department who will oversee their project and assist them with earning the units. Students are encouraged to get advising at the ICC.
- **Internship and Career Center:** students are encouraged to visit the "International" section of the ICC's web site.

Academic Issues for Study Abroad

Types of academic credit:

1. Students on Summer Abroad or Quarter Abroad programs will earn **UC Davis credits**. Their courses satisfy major or GE requirements in the same way as if taught on campus (as listed in the UC Davis Catalog).
2. UCEAP courses are offered as **UC credit** (not "transfer credit"). Courses taken in the past by all UC students are cataloged in UCEAP's "[Course Catalog](#)". A student will typically see their UC units from a UCEAP program posted to his/her transcript within 90 days upon the program's completion.
3. Students studying abroad on an independent program (also known as a non-UC program, such as a third-party provider or a foreign host university) earn "**transfer**" credit. See the Independent Study Abroad Leave section for more details on how a student works with UC Davis Study Abroad to earn transfer credits from non-UC providers.

UC Davis Study Abroad advises students to work with major and/or college advisors as follows, especially when participating on a UCEAP or independent program:

1. Students are encouraged to keep in contact with their advisor:
 - Before going abroad, to discuss their course choices to be taken abroad to satisfy specific requirements,
 - While abroad as needed, particularly if the student registers for courses not previously discussed with their advisor or they find the course content has differed greatly from what was expected,
 - Upon return to formalize the credits. Most departments cannot guarantee major/minor credit until coursework is reviewed.
2. Students participating in independent and UCEAP programs should provide (in English) syllabi and course information when petitioning for major credit (ideally before they go abroad if they need advising and pre-approval of their course choices).

GE credit and study abroad:

1. For **UCEAP** programs: students must petition for GE credit upon return from their program through the UC Davis Study Abroad office. They do so by following the procedure described [online](#).
2. For **Summer Abroad** or **Quarter Abroad**, students earn GE credit as listed in the UC Davis Catalog.
3. For **independent** programs (offered by non-UC providers or institutions), students will petition their College Dean's Office for GE credit.

Senior Residence

Please contact UC Davis Study Abroad if any of the following information/advice is not in line with your unit's interpretation of the University of California policy on senior residence. The following information has been directly taken from the UC Davis General Catalog 2012-2013 & 2013-2014:

- 1) Residence Requirements (page 97): “The minimum residence requirement for a bachelor’s degree at the University of California is one academic year (three quarters). Thirty-five of the final 45 quarter units completed by each candidate must be earned while in residence on the UC Davis campus. There are additional residence requirements for students enrolled in the Colleges of Letters and Science and Engineering. If you are planning to study abroad during your senior year, you should consult your college dean’s office.”
- 2) College of Letters and Science Residence Requirement (page 107): “While registered in the College of Letters and Science, a minimum of 27 upper division units, including 18 upper division units in the major, must be completed on the UC Davis campus; *work completed while registered in the UC Education Abroad Program or the UC Davis Extension Open Campus Program does not satisfy campus or College Residence requirements.*”

Additional residence information for study abroad:

UCEAP (page 236): “All degree candidates must meet the University residence requirement. Recognizing the special value of study abroad, the faculty have approved two exceptions to the usual residence requirement for students participating in the Education Abroad Program: Students planning to graduate immediately upon completion of participation in the EAP may satisfy the University residence requirement by completing at least 35 of their final 45 units on the Davis campus preceding entry into the EAP, or Students who have not finished all of their degree requirements following completion of their participation in the EAP may satisfy the University residence requirement by completing at least 35 units, including at least 12 units after returning from the EAP, on the Davis campus within the final 90 units earned toward the degree. With this option, as many as 55 units taken abroad may be applied toward the unit requirement for graduation. Students should consult with their college Dean's office early during the EAP planning process for information on the university residence requirement.”

UC Davis **Quarter Abroad** and UC Davis **Summer Abroad**: Participation in these programs does not affect senior residence.

Independent Study Abroad: Senior residence for non-UC study abroad is described in the [Independent Study Abroad Student Handbook](#). All students must meet the Senior Residence requirement as interpreted by their College. In many cases, the Senior Residence requirement prohibits participation independent study abroad programs during the last two-three quarters at UC Davis; however students can meet with their College Dean’s office to determine if the policy can be waived in a particular case. Each student has different issues that could impact this requirement (for example, participation in the UC program in Washington D.C.). The college dean’s office can do a degree check with the student to make sure senior residence has been reviewed for that student’s particular case and their desire to study abroad on a program outside the UC system.

Transfer Students

- **UC Davis Summer Abroad**: Summer Abroad is open to all students who meet the eligibility requirements. Transfer students interested in participating in Summer Abroad during the summer prior to attending classes on the UC Davis campus should notify Summer Abroad and provide them with a letter of admission as soon as possible in order to receive the UC rate of tuition.
- **UC Davis Quarter Abroad and UC Davis Seminars Abroad**: In order to participate in Quarter Abroad programs, students must be registered as a UC Davis student from the date of application through the program end date. There may also be program-specific prerequisites that the student will need to complete before going abroad.
- **UCEAP**: transfer students must be particularly cognizant of campus UCEAP application deadlines, especially if they intend on spending their first term at UC Davis abroad.
- **Independent study abroad**: generally, not always, a transfer student will have difficulty studying abroad on a non-UC/third-party provider program. They will have already earned the *maximum number of transfer units* and therefore, are ineligible for the Independent Study Abroad leave. Also, due to *senior residence* compliance,

transfer students need to be aware of and meet with their college dean's office if they want to study abroad in their final 35 of 45 units.

Global and International Studies (GIS) Minor

The interdisciplinary [GISminor](#) will enable students to learn about global and international issues at UC Davis as well as abroad. The Minor is designed to award credit for upper division courses taken on a study abroad program (although study abroad is not required). Adding the GIS Minor can help students get the recognition for coursework taken abroad that is not related to their major.

Advising process for the GISMinor:

- Student makes an appointment with a GIS adviser at UC Davis Study Abroad.
- During the advising appointment, students will go through the Advising Sheet, Cluster Diagram and petition requirements.
- Student meets with Major Advisor and fill in the 'Declare a Minor Petition Form' appropriate for their college. Student must fill in a petition for each of their majors and meet with all major and minor advisors for signatures.

Major Advising Pages and Major Advising Guides

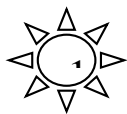
The [Major Advising Pages \(MAPs\)](#) are web pages dedicated to providing information and major-specific resources for study abroad in over 90 majors at UC Davis. There are also 12 "Study Abroad in the Major" Guides (PDFs grouped by similar majors) found on each of the MAPs pages. If you find any errors or omissions, please let us know! Help UC Davis Study Abroad improve these web pages if you know of any outstanding programs that students talk about upon their return.

Also, please add study abroad information to your department's web site! If you need our help writing the copy, please contact UC Davis Study Abroad's Communications & Marketing Manager (Blake N. Cooper: bncooper@ucdavis.edu) or any Program Coordinator & Advisor that you know. Students often look at your department's web site for advice about study abroad before they come to the UC Davis Study Abroad office, so please share some information specific to your department on your website, as that will facilitate their experience.

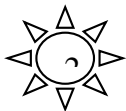
Financial Aid

Students can receive financial aid for all types of study abroad. The type and amounts of grants and loans vary for UCEAP, Summer Abroad, Quarter Abroad and independent study abroad programs (if they go through the process and are approved *for Independent Study Abroad Leave*). Students are advised about financial aid for their study abroad program by the [Financial Aid Office's web page](#) or in person at the Financial Aid office in Dutton Hall. UC Davis Study Abroad also has a part-time financial aid advisor that is available for drop-ins and appointments as necessary. Additionally, students can research financial aid on the UC Davis Study Abroad's web page dedicated to [Finances and Scholarships](#).

Advising by the Major/College Departments for Study Abroad



Students are encouraged to attend a **StudyAbroad 101** workshop at UC Davis Study Abroad for an overview of study abroad opportunities.

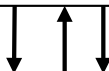


Student may come to the UC Davis Study Abroad and talk with a **Peer Advisor** anytime Monday – Friday 8:00 am – 5:00 pm.



For program-specific questions, students can make an appointment with a UC Davis Study Abroad staff **advisor for that program or country**.

- Student **researches** program/course information **online** and then seeks out advising with their department's major advisor (see next box). If student isn't aware of programs in their major, department Major Advisors are welcome to direct students to the "**MAPs**" (**Major Advising Pages**) on the Study Abroad web site (see Students/Academics).
- Student **applies/enrolls** for program online – some paper forms are usually also required. Student contacts the Study Abroad office for program-related questions during the application process.
- As needed: **Major Advisor signs** appropriate academic planning forms (for example, UCEAP's "APF")



In the Major/Minor Department Office:

- Student creates a four-year graduation plan.
- Student works with the Major Advisor to determine how/if the courses abroad will count for their major or minor. Course descriptions are usually available on the study abroad program's web site or host institution's catalog/schedule of courses. Sometimes this may be a past course and will be subject to re-review upon return.
- For UCEAP and independent programs:* student should understand the department's process if/when for petitioning for major or minor credit (before and/or after study abroad and what forms or processes are required by the individual department and/or college). Additionally, coursework abroad may satisfy GE requirements or general units. They are advised to meet with the College Dean's office for GE advising and/or graduation units.



- Student goes abroad and maintains contact with major advisor as needed.
- For UCEAP and independent programs:* students should be advised to keep all documents from courses taken abroad (syllabus, readings, writing assignments).



- Student returns to UC Davis and continues to maintain contact with the major advisor as needed.
- For UCEAP and independent programs:* student petitions for credit in Major and/or Minor per the department's



At UC Davis Study Abroad:

- For GEs: (1) **UCEAP returning** students petition for GE credit *at the UC Davis Study Abroad office*. The EAC maintains a database updated with course equivalency information for UCEAP courses, updated periodically and shared online on the UC Davis Study Abroad website under "Academics". (2) **Summer Abroad** and **Quarter Abroad** courses are already categorized as GEs in the General Catalog. (3) **Independent** students should see their *College Dean's office* to petition third-party (non-UC) transfer coursework to satisfy GEs.
- Global and International Studies (GIS) Minor** students receive advising and petition signature from the GIS advisor (a Study Abroad staff member). Please encourage your students to look into this minor if they need a minor!