UCEAP Academic Planning Form (APF) Instructions

Applicant Instructions

All applicants are required to complete this form. Incomplete UCEAP applications are not accepted.

1. Review College and Department (Major) Requirements for Graduation.

   Check your major requirements: [http://www.ucdavis.edu/academics/academic_depts.html](http://www.ucdavis.edu/academics/academic_depts.html)
   Check your college requirements: [http://registrar.ucdavis.edu/UCDWebCatalog/degree.html](http://registrar.ucdavis.edu/UCDWebCatalog/degree.html)

   **Seniors:** please discuss your residency requirement with your college advisor.

2. Explore Potential UC EAP Courses for Approval and Print Course Descriptions

   **A.** Use the following resources to find and print out descriptions of courses that you would like to take abroad. You will work with your major advisor to build your course list. Prepare at least 8 courses for semester programs and at least 12 for year-long programs. This will give you some flexibility on what you can take abroad. *Certain UC EAP programs have a set list of courses. Refer to the UC EAP website for these courses, and list them on your APF.*

   - **UC EAP Course Catalog:** This is a searchable database of all coursework taken by UC students on EAP in the last five years. Therefore, it is not a complete list of course offerings. Please use the UC EAP Course Catalog as well as the partner university website (see below). *UC course numbers do not correspond to the same course numbers at UC Davis.*
     [https://myeap.ucop.edu/Galileo/Service/CourseCatalog/CourseCatalog.aspx](https://myeap.ucop.edu/Galileo/Service/CourseCatalog/CourseCatalog.aspx)
   
   - **Partner University Website:** Here you can access partner university websites and search their course listings.
     [http://eap.ucop.edu/our_programs/countries/](http://eap.ucop.edu/our_programs/countries/)

     **NOTE:** United Kingdom/Ireland Year applicants: Use the most recent partner institution catalog or web pages of your first choice partner institution, and list those courses on the APF. Do not use the UC EAP Course Catalog course numbers or titles. Also, refer to your application checklist for information about completing additional specific partner university forms.

     **NOTE:** Australia/Chile/Ireland/Japan/New Zealand/United Kingdom: Only complete ONE APF and list courses for your FIRST choice host university.

   **B.** Make an appointment with your major advisor(s)

   - **Double Majors or Minors:** Obtain signatures from the advisor from each department where you wish to apply EAP credit. Take the course descriptions to your major advisor for discussion.
   - **Graduating Immediately After EAP?** You MUST meet with your your College Dean’s Office and conduct a degree check before you can participate in EAP.

3. Review your academic plan with your campus academic advisors & complete the APF

   Take your course descriptions and your APF to your advisor(s) and add approved courses to the APF. At the end of the appointment, you should have a clear idea of how the courses you are planning to take on EAP are likely to count toward your major requirements and how to make course selections while abroad (if necessary.)

   **Once completed, make sure both you and your advisor(s) sign the APF. Make a copy and take the copy with you abroad.**
**UC EAP Academic Planning Form (APF)**

*TAKE A COPY OF THIS COMPLETED DOCUMENT WITH YOU ABROAD.*

Name (Last, First) ____________________________  
Student ID ____________________________  
UCEAP Country/Program ____________________________  
UCEAP Program Term (circle one): Fall  Spring  Summer  Year  
Class Level Abroad (circle one): Soph.  Junior  Senior

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>#of Qtr Units</th>
<th>Requirement to Fulfill (Major, Minor, GE, Other)</th>
<th>Advisor Comments</th>
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<tbody>
<tr>
<td>Ex:   Politics of Central Asia POL S 104</td>
<td>6</td>
<td>Major</td>
<td>Will fulfill comparative politics U.D. requirement if X topic is covered</td>
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**ADVISOR INSTRUCTIONS & SIGNATURE**

Please advise the student on how the proposed courses are likely to count toward specific requirements. Keep in mind that once abroad, the proposed classes may not be available, so students should be advised as to how to make appropriate selections.  
*Do not hesitate to require more detailed course descriptions as needed for you to advise the student.*

Department Advisor’s Name:  
Department:  
Date:  
Department Advisor’s Signature:  

Department Advisor’s Name (for double major or minor):  
Department:  
Date:  
Department Advisor’s Signature (for double major or minor):  

**STUDENT ACKNOWLEDGEMENT OF EAP COURSEWORK & GRADES**

I am aware that course offerings at the partner institutions fluctuate and that it may be necessary to adjust my courses accordingly. I understand that my major/minor department has final authority over what courses taken abroad fulfill any degree requirements and that will ultimately be determined after I return from EAP by my academic advisor. I understand that grades will be posted to my UC Davis transcript approximately 3-4 months after the end of my program.  

Student Signature ____________________________  
Date ____________________________