

UCR EAP ACADEMIC PLANNING FORM – Graduate Division

All applicants are required to complete an Academic Planning form. Please schedule an appointment to meet with the Graduate Advisor in your department well in advance, as the Academic Planning Form is an integral part of the application and incomplete applications will not be accepted.

Please follow these steps to complete the Academic Planning Form:

1. Research courses and print/photocopy course descriptions of the classes you would like to take while abroad using the following resources:
 - The UCEAP Web site, <http://www.eap.ucop.edu> has links to the EAP “Course Catalog” and to host university web sites.
 - On this form list the graduate-level courses you wish to enroll in while abroad. Keep in mind that these are **tentative** course selections and that you will fill out your official study list once you have arrived at your host institution.
2. Meet with the Graduate Advisor to discuss the course work you intend to take abroad. **You must take copies of course descriptions and the completed Academic Planning Form with you to this meeting.** Please keep in mind that the Graduate Advisor will not be able to guarantee that the courses you have selected will satisfy the requirements. This can only occur upon your return from study abroad. Ask the Graduate Advisor to review and sign your Academic Planning Form.

When meeting with the Graduate Advisor, here are some useful questions to ask:

- **Will the department recommend to the Graduate Division that I be able to use these courses to fulfill degree requirements?**
- **Will it be possible to use graduate level courses taken credit/no credit to fulfill graduate level degree requirements?**
- **Will any language courses I take abroad be considered in the fulfillment of my language requirement?**

3. After meeting with the Graduate Advisor, you will need the Graduate Academic Affairs Office (Graduate Division) to review and sign the Academic Planning Form. Please plan ahead as you may need to leave the form in the office for review. Keep any comments/notes attached to the form that your advisor may have provided, as well as course descriptions.

Notes

UCR students who participate in UC’s Education Abroad Program (EAP) will receive UCR credit for courses taken while on EAP. Courses and grades will be recorded on the UCR transcript. However, **please be aware** that application of these units to graduate degree requirements is determined by your academic department and the Graduate Division upon your **return**.

Graduate Division Residency Requirement: The minimum required period of residence in the University for a master’s degree is one academic year (3 quarters) and for a PhD is two years (6 quarters). A candidate for a higher degree is regarded as a student in residence in a regular term only if enrolled in at least four units of upper division and/or graduate work; or, in a ten-week summer session at least four units.

Degree Confirmation: Graduation could be **delayed** because of internal processing of study abroad courses. Degrees cannot be conferred until grades for all coursework has posted. Graduate students should be aware of delays and plan any study abroad experience accordingly.

Instructions to the Graduate Advisor:

Please advise the student on how the courses the student is planning to take on EAP are **likely** to count toward degree requirements and how to make course selections once abroad. **Do not hesitate to instruct the student to provide more detailed course descriptions as needed for you to adequately advise them.**

UCR EAP ACADEMIC PLANNING FORM

Graduate Division

Name _____ Student ID# _____

Major: _____ Degree Objective (MA/S, MBA, PhD, etc.) _____

EAP Country and Institution/Program _____

EAP Dates of Attendance _____ Term Abroad _____

Instructions to student: Prior to meeting with the Graduate Advisor, please list the courses you wish to take while on EAP. List 8-10 courses for year-long programs. List 4-5 courses for short-term programs.

Course Title	Graduate -Level Course? (Y or N)	UCR equivalent	Advisor Assessment/Notes (to be completed by Graduate Advisor)
<i>Example: CB BIOL 201: Grad Level Biology</i>	Y	BIOL 210A	Will count toward core requirement

I am aware the course offerings in the host institutions fluctuate and that it may be necessary to adjust my program accordingly. The courses for which I will be accountable will appear on the Official Study List filed with the Study Center Director. I also recognize that the Graduate Division has final authority over which courses taken abroad will fulfill my degree requirements. The official decision will be made upon completion of my EAP program and after submission of official transcript and course syllabi for faculty review.

Student Signature _____ Date _____

Graduate Advisor Evaluation

I have advised the student on how the above-listed courses are likely to count toward degree requirements as noted in the above table.

Graduate Advisor Signature _____ Date _____

Graduate Division Academic Affairs Evaluation

The Academic Planning Form has been reviewed. The plan supports the student's current degree objective.

Graduate Dean Signature _____ Date _____