

INSTRUCTIONS TO STUDENT: UCR UCEAP ACADEMIC PLANNING FORM – BUSINESS

All applicants are required to complete an Academic Planning form. Please schedule an appointment to meet with your Academic Advisor well in advance, as the Academic Planning Form is an integral part of the application and incomplete applications are not 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/> and <http://eap.ucop.edu/OurPrograms/Pages/CourseCatalog.htm> has links to UCEAP's MyEAP Course Catalog and to host university web sites.
 - The **Education Abroad Resource Library** has academic advising resources such as UCEAP Course Listings and host university catalogs.

NOTE: *UCR students who participate in UC's Education Abroad Program (UCEAP) will receive UCR credit for courses taken while on UCEAP. Courses and grades will be recorded on their UCR transcript. However, **please note** that application of these units to major (MA), minor (MI) and general education (GE) requirements is determined by the appropriate major/minor departments upon your **return**.*
2. On this form list the 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.
3. Meet with your advisor/s 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 your 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 your advisor to review and sign your Academic Planning Form.
4. After meeting with your advisor/s, you will need your College Dean to review and sign the Academic Planning Form. Depending on the college, you may need to meet with the dean or you may need to leave the form in the office for review. Keep any comments/notes attached to the form that your advisor/s may have provided, as well as course descriptions.

Notes to graduating seniors:

- **Senior Residence Requirement:** A student who will complete the graduation requirements while on UCEAP must satisfy the senior residence requirements. The UCR residence requirement states that students must take 35 of the final 90 units at UCR. The last 12 units of work immediately preceding graduation must be taken at UCR. Exceptions to this requirement are allowed, with prior departmental approval, to UCEAP students. Ask your department advisor what the procedure is in your school and/or department.
- **Degree Confirmation:** Graduation for seniors could be **delayed** because of internal processing. **Seniors should anticipate having their official degree date delayed up to 6 months.** However, many graduate schools will admit students, even if final grades are delayed because of international study.

Instructions to the Academic Advisor:

Please advise the student on how the courses the student is planning to take on UCEAP are **likely** to count toward his/her 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 UCEAP ACADEMIC PLANNING FORM

BUSINESS

Name _____ Student ID# _____

Major/Intended Major _____

Second Major/Intended Major _____ Minor _____

UCEAP Country and Program _____

UCEAP Dates of Attendance _____

Instructions to students: Prior to meeting with your Academic Advisor, please list the courses you wish to take for major (MA), minor (MI), general education (GE), and elective (EL) while on EAP. List 8-10 courses for year-long programs. List 4-5 courses for short-term programs.

Course Title	I would like to count this course towards the following requirement:				Advisor Assessment/Notes (to be completed by Academic Advisor)	
	GE	MA	MI	EL	Likely to Be Applied	Conditions/Notes
Example: BUSA 100 Entrepreneurship		4.5				

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 my department has final authority over which courses taken abroad fulfill my major requirements. The official decision will be made upon completion of my EAP program and after submission of course syllabi for faculty review.

Student Signature _____ Date _____

Pre-Business/Business Prep Advisor Evaluation

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

Advisor Signature _____ Date _____

Business Administration Advisor Evaluation

I have reviewed the Academic Planning Form and find that it supports the student's current degree objective.

Business Admin. Advisor Signature _____ Date _____

Yes, Senior student has filed **Petition for Wavier of Senior Residency**, if not completing 12 quarter units at UCR after UCEAP.

Yes, student has filed **Petition for Waiver of Maximum units**, if completing more than 216 quarter units at UCR after UCEAP.