

TO: ALL EDUCATION ABROAD PROGRAM APPLICANTS

FR: HONORS PROGRAMS

RE: **UCLA COLLEGE (LETTERS & SCIENCE) GUIDELINES FOR EAP STUDENTS**

### **YOUR COUNSELING UNIT**

Please note that once since you have been accepted to EAP, your College records, if not already here, will be transferred to Honors Programs and from that point forward, you will receive all of your College related academic services, including counseling, through the Honors Office (A-311 Murphy Hall). Call 825-1553 to schedule a same-day appointment. Our counseling hours [subject to change] are 9-11:30 and 1:30-3:30, except on Tuesday when counseling is only during the morning hours.

### **SENIOR RESIDENCE REQUIREMENT**

The Senior Residence Requirement states that 35 of the final 45 units completed for the degree must be earned in residence in the UCLA College (Letters & Science). A student who is enrolled in the Education Abroad program may satisfy the Senior Residence Requirement by earning 35 of the final 90 units (usually your 3<sup>rd</sup> & 4<sup>th</sup> yr) in residence in the UCLA College (Letters & Science). A student who completes final requirements for graduation while in the Education Abroad Program may satisfy the Senior Residence Requirement in the final 45 units preceding the student's entrance into the Education Abroad Program.

**Coursework taken on EAP does not count toward Senior Residence.**

### **RESIDENCE IN THE MAJOR**

All students must complete at least 24 upper division units in their major (excluding allied fields) in residence at UCLA.

**Coursework taken on EAP does not count toward Residence in your major.**

### **APPLICATION OF EAP COURSES TO UCLA DEGREE REQUIREMENTS**

EAP course numbers do not correspond to those at UCLA. If you intend to use courses taken abroad to satisfy specific graduation requirements please consult the appropriate department for information on acceptable substitutions -- for your major, you will need to consult your major department; and for General Education, consult an Honors Programs counselor.

### **COMPLETION OF DEGREE REQUIREMENTS WHILE ABROAD**

If you will not be returning to UCLA and will be completing final work for your degree while abroad, please be aware that the posting of your degree could be delayed.

### **UNIT MAXIMUM LIMITATIONS for the degree**

Please be aware that you must be able to complete your EAP coursework and all degree requirements within your unit maximum (refer to your DPR).

### **CREDIT LIMITATIONS for the degree**

-a maximum of 8 units of credit will be allowed for Intensive Language Program courses

- a maximum of 48 units of EAP credit will be allowed toward the UCLA degree
- For a grand total of 56 units maximum, which can be applied toward your degree.

### **HONORS WITH THE BACHELOR'S DEGREE**

Grades earned in courses taken on EAP will be applied toward eligibility for Latin Honors ("Honors with the Bachelor's Degree), i.e. cum laude, magna cum laude, summa cum laude.

### **GENERAL EDUCATION CREDIT FOR COURSES TAKEN ABROAD**

It is possible to satisfy GE requirements with courses taken while studying abroad. A petition is required in order to do this. It is strongly recommended that you petition prior to your departure so that you know, before you take a course, whether or not it will apply towards your GE requirement.

#### **Petitioning for GE Credit Prior to Departure**

Please follow these steps to complete the petition process:

1. Obtain course description and/or syllabus (in English) for each course you wish to petition (consult with the EAP Office for details on locating course descriptions).
2. Pick up blue petition (one for each course) from Honors Programs office in A311 Murphy Hall.
3. Fill out petition request, identifying the EAP course and stating specifically where you would like it to apply on GE.

*For example: Apply Spanish Art History, to be taken on EAP Madrid, Spring 2005, towards GE/Foundations of Arts and Humanities/Visual and Performance Arts requirement.*

4. Submit petition(s), with course description(s) attached, to Honors Programs in A311 Murphy Hall.
5. Allow at least 10 business days for review and processing of your petition(s). Then check your MyUCLA page ("petition" link) for the decision and follow-up instructions. Please be aware that not all petitions are approved.
6. Approved petitions are "provisional," which means that they are not applied to the GE requirements on your DPR until you successfully complete the course(s) and follow Step 7 below.
7. Once you have returned and your EAP courses and grades appear on your UCLA record, please contact Honors Programs, in person or via email, in order to have provisionally approved course(s) posted to the GE requirements on your DPR.

#### **Petitioning While Abroad**

If you are not sure what courses you will be taking or cannot get access to course descriptions prior to departure, you can email Honors Programs ([honors@college.ucla.edu](mailto:honors@college.ucla.edu)) from abroad once you have the necessary course information and we can give you a provisional decision at that time.

### **COLLEGE HONORS CREDIT FOR COURSEWORK TAKEN ABROAD**

If you are a College Honors student, you may petition for a limited amount of honors credit for work taken at your host institution. As is the case with UCLA honors courses, in order to apply an EAP course toward satisfaction of College Honors requirements, you must earn a grade of "B" or better. In order to request

review of a course (s) for honors credit, you must upon return from EAP provide us with ALL the following:

1. a blue petition indicating which course(s) you would like reviewed
2. a course description (sometimes available at the EAP office), a syllabus (if not in English please include translation), and/or any other materials which provide information about the course
3. a letter (on letterhead) from the course instructor or the study center which describes the format of the course (i.e. seminar vs. lecture), the size of the class, and the nature of the reading and/or writing assignments. If you decide to complete what we would consider an honors contract (additional work for a course), we would need a statement (on letterhead) from the professor describing the nature of the extra work and recommending that you receive honors credit for it.

The above materials are essential to our review. We urge you to obtain all necessary documentation before you leave your host institution. It can be very difficult to obtain this information once you return to Los Angeles.

If you entered UCLA as a freshman, you are eligible to apply up to 12 units from EAP toward your CH progress. If you entered as a transfer student, you are eligible to apply up to 12 units if no units were applied from your transfer institution. If 8 units from your transfer institution were applied to CH, you will be eligible to apply up to 4 units from EAP.

### **EMAIL PROTOCOL**

When you send an email to the Honors Program, please include your full name and student ID number. You also need to use the email address registered on your MyUCLA account.

### **ACKNOWLEDGEMENT OF UNDERSTANDING**

**I have read the UCLA College (Letters & Science) Guidelines for EAP students and fully understand its terms and conditions. I understand that it is my responsibility to meet with an Honors Counselor PRIOR TO DEPARTURE if I fall into any of the categories below.**

- I will have 160 cumulative units before I leave for my EAP destination
- I might exceed my maximum number of units allowed (as stated on my DPR)
- I plan to graduate while abroad
- I plan to complete GE courses while abroad
- I have additional questions or concerns

### **TERMS ACCEPTED BY:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EAP Program

\_\_\_\_\_  
Country