

SCHOOL OF HUMANITIES STUDY ABROAD PETITION

INSTRUCTIONS

1. Wait for your study abroad courses to appear on your UCI transcript.
2. Fill out the top half of this form and attach a course description or syllabus for each course you are petitioning.
3. Obtain preliminary recommendation from the department from which you want to receive credit. The department is responsible for submitting petitions to the Humanities Office of Undergraduate Study after departmental review (Ashlee Walker, ashleemw@uci.edu).

STUDENT INFORMATION

Name:	UCI Email:
ID Number:	Major(s):

PROGRAM INFORMATION

Institution/Program Attended:
Term or Dates of Attendance:

COURSE INFORMATION

Course Department and Number (exactly as it appears on the transcript, e.g. Spanish 110)	Course Title (e.g. Latin American Literature)	Units	What type of credit are you petitioning for?					To satisfy which requirement at UCI? (e.g. Spanish 2C, English 102A, GE Category III, minor elective)
			Major	Minor	GE	Core Alt	Language	
Student Comments:								

PRELIMINARY RECOMMENDATION

(This section to be completed by the Department Undergraduate Director)

<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Denial Recommended <input type="checkbox"/> Partial Approval Recommended <small>(comments required for partial approval)</small>	Reviewer Comments:	
Reviewer Name:	Signature:	Date:

FINAL REVIEW

(This section to be completed by the Undergraduate Counseling Office)

<input type="checkbox"/> Petition Granted <input type="checkbox"/> Petition Denied <input type="checkbox"/> Petition Partially Granted	Reviewer Comments: <i>Please carefully review your DegreeWorks audit online (available in Student Access: www.reg.uci.edu/studentaccess/) to see how your courses abroad applied toward your degree requirements. Make sure to scroll to the bottom of the page and read the "Notes" section.</i>	
Reviewer Name:	Signature:	Date:

HOW TO GET CREDIT FOR STUDYING ABROAD

BEFORE DEPARTURE

1. Visit the Study Abroad Center (SAC) office or website: www.studyabroad.uci.edu
2. Watch the Study Abroad Center's webshop, "Fulfilling Degree Requirements while Abroad."
3. Know the requirements you need to fulfill.
 - Read about your degree requirements in the General Catalogue.
 - Check your DegreeWorks audit online in Student Access.
 - Meet with an Academic Counselor or PAA in the Humanities Counseling office (143 HIB).
4. Locate the course offerings of the program you are considering.
 - Print out course descriptions and determine if the courses offered seem roughly equivalent to the courses you need to fulfill requirements. Compare course titles, course descriptions, levels (i.e. upper- or lower-division), etc.
 - In order for courses to be approved for use in your major, the content must be approved by the department, and the courses must be at least four quarter units, upper-division, and taken for a letter grade. Do not forget to check your major's residency requirement.
 - If you cannot find the course offerings or you cannot figure out whether or not the courses are similar to the courses you need, make an appointment with a Staff Advisor in the SAC.
5. Go to the Study Abroad Center in 1100 Student Services II to obtain an EAP application or IOP forms and information.
6. Fill out any forms you need in addition to the application.
 - For EAP only: 1) Review the Humanities EAP Guidelines on the Humanities Undergraduate website; 2) Submit the information for the program to which you are applying; and 3) Print out a copy to turn in to the Study Abroad Center along with your EAP application.
 - For IOP only: Submit the IOP International Study Advance Contract. This process can take up to 8 weeks, so PLAN AHEAD.
7. *OPTIONAL*: Make an appointment to meet with an Academic Counselor in 143 HIB to review your proposed study plan. You should bring your completed EAP Academic Planning Form or IOP International Study Advance Contract, and copies of all course descriptions.
8. *OPTIONAL*: You may choose to meet with the undergraduate chair in the department of your major to discuss whether or not courses are likely to meet specific requirements, and whether petitions are likely to be approved upon your return.

WHILE ABROAD

1. Keep all work done in classes for which you expect to get credit towards specific requirements. Also keep course descriptions, syllabi and reading lists. (If you take a course that does not have a syllabus, keep track of all readings, topics covered in class, papers written and exams taken.)
2. Bring all of the above back to UCI with you to submit with your petitions.

UPON RETURN

1. After credit has been posted to your UCI transcript, file any necessary petitions with the appropriate departments (e.g. department of your major) to receive course credit towards requirements.
See instructions on reverse.
2. Remember that for courses to be approved for use in your major, the content must be approved by the department, and the courses must be at least four quarter units, upper-division, and taken for a letter grade.