



Systemwide Office, UC Education Abroad Program  
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## January 2017

**TO: Faculty and Staff Advisors**

**RE: Evaluation of UCEAP Coursework**

UCEAP sends students to over 250 programs in over 40 countries around the world. These programs have a variety of formats including: immersion at a host university, UCEAP construct, and hybrid programs. UCEAP has been delegated the authority to offer courses and/or perform translations of partner institution offerings by the Academic Senate and is overseen by the University Committee on International Education (UCIE). Students are advised to consult with the appropriate major or college advisor to pre-determine which of UCEAP courses will satisfy GE, Minor or Major requirements.

Because of significant differences in educational systems around the world, UCEAP in consultation with resident UC faculty use various mechanisms for determining appropriate translation of courses, grades, and division assignments into UC norms. These methods are subject to regular review by UC faculty review committees which include members familiar with the host country educational system. Students earn UC quarter units while enrolled in UCEAP programming.

***UCEAP coursework is not transfer work and units and division assignment should not be altered. All stated units are UC quarter units, as determined by the Academic Senate.***

If you have questions about a particular course, or about these policies and practices, please contact your campus study abroad office (<http://eap.ucop.edu/ContactUs/Pages/CampusOffices.aspx>) or the UCEAP Systemwide office. UCEAP would be happy to speak with individual faculty evaluators or advisors regarding any concerns with how host university courses have been translated into UC courses.

*Queries should be directed to:*

UCEAP Associate Dean  
c/o Katie van Meeuwen, Academic Integration Analyst  
[kvmeeuwen@eap.ucop.edu](mailto:kvmeeuwen@eap.ucop.edu) (805) 893-5884

Students are advised to provide a copy of this cover sheet together with all the relevant information in their possession about each class they plan to petition for credit, including:

- The My EAP course catalog description. You can access the course catalog below:  
<http://eap.ucop.edu/OurPrograms/Pages/CourseCatalog.htm>
- The syllabus and/or reading list (NB: syllabi may not be in use in all countries)
- Any graded papers, projects and examinations