UCEAP Guidelines for students planning to study abroad in Japan

I. Before Traveling to Japan

- Complete the Academic Planning Form and meet with Undergraduate Advisor to discuss the form – the signed form is due with EAP application.
- For East Asian Majors and Minors: Chinese, Japanese, Asian Studies, plan to meet with Alyson Alexander, EALCS Undergraduate Advisor, in HSSB 4038 Office Hours are Monday-Friday, 9:00am-12:00pm and 1:00-4:00 pm.
- This link to UCSB Gaucho Credit Abroad has information about the major/minor, country, partner institutions, and UCEAP course numbers and the UCSB requirements they meet.
- Doing research in advance is an important step in this process, since courses are not guaranteed to transfer.

Here is the Japanese faculty recommendation:
Consult with the undergraduate advisor to discuss courses to take while abroad that will meet degree requirements for: language, literature, culture, history, or others. Review the course descriptions provided in the UCSB general catalogue and compare them with the course descriptions of possible equivalent courses offered at the Japanese university. And review the EALCS department major/minor sheets.

II. Before returning from Japan: be sure to scan the course syllabi and samples pages of the course materials and your work (textbook, handouts, quizzes, exams, and assignments) to have available once you return to UCSB. Syllabi alone are not always precise enough for the evaluation by UCSB faculty, so course materials are helpful.
- If the course has an English title that contains the words “intermediate”, although the content of the course is more advanced, there is a possibility that is could be considered a lower-division course at UCSB once the petition for credit is submitted. Students need to ask the instructor/coordinator at the university in Japan to write a brief letter that states the course is an advanced/upper-division course to avoid confusion.

III. Once students have returned from Japan

- Students can send an email with the attached, scanned documents to the Undergraduate Advisor aalexander@hfa.ucsb.edu, and they will be forwarded to faculty for review. Once evaluated, the Undergraduate Advisor submits petitions for the approved coursework and notifies the student.

Additional information to consider:

- Do not duplicate coursework already completed at UCSB or any other collegiate institution. This includes language study, in which the study abroad agency might place a student into a course level equivalent to or lower that a course already completed.

- Students must receive a passing grade for the course which is assessed by the Office of Admissions (grading systems can vary from country to country). P/NP are not available in international institutions.
- Unit value for credit is based on the length of the term and the number of contact hours, and is determined by the Office of Admissions when evaluating the official transcript.

- Courses are granted lower division credit unless the course number on the transcript explicitly assigns upper division credit.

- Students will need approval for the major/minor department, and meeting with advisors for a general idea re: a course meeting a requirement in advance is helpful. However, **pre-approval by the department does not guarantee a course is transferable**. The Office of Admissions determines transferability after the official transcript is submitted.