

# Transfer Credit Guidelines for Students Participating in Non-UC Study Abroad

The following information is presented as a guide for students considering studying abroad in a Non-UC education abroad program. The Office of Admissions at UCSB does not have a study abroad advisor for these programs, therefore, this information is only meant to assist you through the process. Plan in advance; this process takes time.

## Initial Steps

**Selecting a program:** UCSB does not endorse specific programs or study abroad agencies. If you are not sure where to start, the following websites are resources for starting your search: [www.studyabroad.com](http://www.studyabroad.com) or [www.goabroad.com](http://www.goabroad.com).

**UCSB does not pre-approve programs or courses taken through non-UC study abroad programs.** While you may contact your college advising office or department advisor prior to enrolling in a Non-UC Study Abroad program, the final decision for transferability rests with the Office of Admissions **after** your official transcript is received. **In other words, you cannot have complete assurance that your Non-UC Study Abroad coursework will transfer.** However, if you have general questions regarding a program or institution, you are considering, you may e-mail the Office of Admissions [admissions@sa.ucsb.edu](mailto:admissions@sa.ucsb.edu). Please put "study abroad" in the subject line of the e-mail.

UCSB **does not nominate** students to participate in Non-UC Study Abroad Programs, nor do students need permission from UCSB to participate in Non-UC Study Abroad Programs.

Please note, UCSB does not offer financial aid for Non-UC Study Abroad programs.

## Before You Go

- › **Education:** The college or university you attend must be accredited by a regional accreditation agency, if the school of record is a US school. If the school of record is an international institution, it must be recognized by the Ministry of Education as a degree granting institution in that country. This information may be found on the institution's website.
- › **Leaving and Returning:** UCSB students planning to study abroad through a non-UC program may retain their enrollment priority by submitting a formal leave request. Please refer to Office of the Registrar's website ([www.registrar.ucsb.edu](http://www.registrar.ucsb.edu)) and the link to "Leaving and Returning" for details. If you are planning on attending a Non-UC Study Abroad program during the summer term, you do not need to submit a formal leave request.
- › **Verification of good academic standing and record:** Most programs require verification that students are in good academic standing. This verification can be obtained through GOLD and the Office of the Registrar website. Also, a letter of recommendation indicating that you do not have any disciplinary action on your record may be requested. This may be obtained from the Office of Student Life, which is located in the Student Resource Building.

## Selecting Transferable Courses

The course(s) you take must be academic in nature and cover the same depth and breadth and as courses offered in the UC system. Courses that are in traditional academic disciplines (science,

literature, humanities and social sciences are generally transferable.) Personal enrichment courses, such as 'Wine Tasting in Spain' generally are not transferable to UCSB.

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

You must receive a passing grade in the course(s). This will be determined by the Office of Admissions as grading systems vary from country to country. Grades of P/NP are not available in international institutions. Certificates of attendance do not yield transfer credit.

Unit value for credit granted is based on the length of term and the number of contact hours, and will be determined by the Office of Admissions upon submission of the official transcript. Upper or lower division credit is assigned based on course numbering system of the school of record. Please be aware that courses will be granted lower division credit unless the course number on the transcript of record explicitly assigns upper division credit.

You will need approval from your major/minor department and college by petition if you want to apply transfer credit to your major/minor or for general education requirements. Some advisors will be willing to meet with you before you leave to give you a general idea if a class you are enrolling in might meet a requirement. **Pre-approval by the department does not guarantee a course is transferable; ultimately the Office of Admissions determines transferability AFTER you submit your official transcript.**

### **Returning to UCSB from a Non-UC Study Abroad Program**

You must submit an official transcript from the institution you attended to the Office of Admissions. Upon receipt of an official transcript, courses will be evaluated to determine UCSB transferability by the Office of Admissions. **No credit will be awarded for coursework which appears on a transcript issued by a study abroad organization/agency.**

Retain all notes, exams, essays, syllabi, and course descriptions. Sometimes it is necessary to review these materials to determine transferability.

### **Additional Resources**

**UCEAP course catalog:** This website can be used as a guide for possible examples of transferable courses. Please note, not all courses in the UC EAP Catalog are guaranteed to transfer through a Non-UC Study Abroad Program.

<https://myeap.eap.ucop.edu/Galileo/Service/CourseCatalog/CourseCatalog.aspx>