

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 or 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 email the Office of Admissions admissions@ucsb.edu. Please put "study abroad" in the subject line of the email.

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:** If the school of record is in the U.S., the college or university you attend must be accredited by a regional accreditation agency. 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 the Office of the Registrar's website (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 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.

Courses are likely not transferable if the school does not have proper accreditation and recognition from the Ministry of Education where the course was offered; course is related to work or volunteer experience (internships), vocational or technical training, or is a personal enrichment course; the course is focused on a remedial academic topic or pre-Bachelor's degree courses, especially in English and mathematics; the course is a duplication of passing AP/IB exams or of other coursework you have taken; or, the course is from a discipline or area that is not offered at any UC campus. 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 the 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.

Programs in China

Students requesting transfer credit for coursework from a higher education institution in China must submit a CSSD (Center for Student Services and Development) verification in addition to the official transcript issued by the university. The official transcript and CSSD verification should be sent directly to

the Office of Admissions in order for UCSB to consider awarding credit for these courses. UCSB will not accept letters/verifications from the program or university in lieu of a CSSD verification.

Students considering enrolling in these programs should also be aware that many English language based summer and winter intersession programs in China are administered by a third-party collaboration with universities in China and are not part of that university's undergraduate degree program. If the course is not part of the university's degree program, it may not be recognized by the Ministry of Education and verified by CSSD. This means that you likely will not receive transfer credit for the course(s).

Please note, CSSD verification does not guarantee that transfer credit will be awarded, only that transfer credit will be considered. Transcripts received without CSSD verification will not be reviewed for transfer credit. All courses with the appropriate documentation (official transcript and CSSD verification) will be reviewed for transfer credit using UCSB's transfer credit guidelines.

It is the student's responsibility to obtain both the official transcript and CSSD verification, as UCSB cannot reach out to either entity on the student's behalf. It is also the student's responsibility to thoroughly research the program/university they wish to attend to ensure it meets CSSD's criteria for verification. UCSB is not responsible for decisions made by CSSD.

The Office of Admissions cannot pre-approve any courses or programs. Transferability will be determined after we receive your official transcript and CSSD verification. In other words, you cannot have complete assurance that your coursework will transfer to UCSB.

China courses offered through U.S. Institutions

UCSB will consider awarding credit for summer programs in China offered in collaboration with a regionally accredited U.S. university if the following criteria are met:

- › The U.S. school of record must be regionally accredited.
- › Courses must be posted to the U.S. institution's transcript as the U.S. university's own course, including department, course number and units.
- › All courses posted on the transcript must also be published in the university's catalog for the academic year in which the student completed the course.
- › Courses must be similar in level and scope to courses offered in the UC system.
- › Courses must not duplicate courses you have already completed at UCSB or any other institution.
- › All other transfer credit guidelines must be met.
- › Transfer credit for these programs will be determined after you complete the program and submit your official transcript.

We strongly urge students who would like to earn credit during the summer to consider enrolling in a summer session at a UC campus, UCEAP, or the California Community College system.

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 UCEAP Catalog are guaranteed to transfer through a Non-UC Study Abroad Program.

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