

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

The following information serves as a helpful guide for students considering studying abroad through 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

Select a program: UCSB does not endorse specific programs or study abroad agencies. If you are uncertain where to begin, start your search with: studyabroad.com or 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 admissions@ucsb.edu. Please include "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 based in the United States, the institution you choose to attend must hold accreditation from a regional accreditation agency. For international institutions serving as the school of record, they must be officially 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 (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, a formal leave request is not required.

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 letter can 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. Typically, courses within traditional academic disciplines such as science, literature, humanities and social sciences are generally transferable. However, 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 studies, in which the study abroad program might place the student into a course level equivalent to or lower to those already completed.

Courses may not be eligible to transfer under certain conditions: if the institution lacks the proper accreditation and recognition from the Ministry of Education where the course was conducted; the 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. Additionally, certificates of attendance do not yield transfer credit.

The course(s) must be completed with a passing grade based on an A-F grading scale. This will be determined by the Office of Admissions as grading systems vary from country to country. Typically, a passing grade is equal to a "C" or better. Grades of P/NP are not available in international institutions.

The credit value assigned to a course is based on the duration of the term and total of contact hours. This assessment is made 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*.

To apply transfer credits towards your major/minor or fulfill general education requirements, you must obtain approval from your department and college through a petition process. Some advisors may be willing to meet with you before your departure to assess whether or not a chosen course aligns with your requirements. **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.** A course approved as a substitution for a major requirement does not guarantee transferability.

> 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, the courses will be reviewed to determine UCSB transferability. **No credit will be awarded for coursework which appears on a transcript issued by a study abroad organization or 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 completed at a higher education institution in China are required to submit a CSSD (Center for Student Services & Development) verification, along with the official transcript issued by the university. These documents should be sent directly to the Office of Admissions. Upon receipt of both documents, the courses will be evaluated for transferability. UCSB will not accept letters or verifications from the program or university as substitutes for a CSSD verification.

Students considering enrolling in these programs should note that many English-language summer and winter intersession programs in China are administered by third-party entities in collaboration with universities in China. It is important to note that these programs are most likely not affiliated with the university's undergraduate degree program. Given their non-affiliation, courses offered through these programs may not be recognized by the Ministry of Education and verified by CSSD. Consequently, it is unlikely that you'll 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.

The student is responsible for acquiring both the official transcript and CSSD verification, as UCSB cannot contact either entity on the student's behalf. Additionally, it is the student's responsibility to thoroughly research the program or university they wish to attend to ensure it meets the CSSD's verification criteria. UCSB is not responsible for decisions made by CSSD.

The Office of Admissions is unable to 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 conducted in partnership with a regionally accredited U.S. institutions, contingent upon meeting the following criteria:

- The partnering U.S. institution must hold regional accreditation.
- Courses must be officially recorded on the U.S. institution's transcript under the university's own course listings, 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 course was completed.
- Courses must be similar in level, depth and breadth to courses offered in the UC system.
- Courses must not duplicate courses previously 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 encourage students interested in earning credit during the summer to consider enrolling in a summer session at a UC campus, UCEAP, or the California Community College system.