

## ACADEMIC PLANNING FORM (APF) PAGE 1

### SIGNED FORM DUE WITH YOUR EAP APPLICATION

(OR NO LATER THAN: **MARCH 1** FOR SUMMER, FALL AND YEAR PROGRAMS & **MAY 31** FOR SPRING PROGRAMS)

Name: \_\_\_\_\_ Perm #: \_\_\_\_\_ Country/Program: \_\_\_\_\_

Department	
Major 1 (M1)	
Major 2 (M2)	
Minor	

College	
<input type="checkbox"/>	Letters and Science
<input type="checkbox"/>	Creative Studies
<input type="checkbox"/>	Engineering

**Step 1. Determine your remaining requirements.**  
 Go to [GOLD](#), Progress, Major & GE Progress Checks.  
**Double and pre-majors** should see their major advisors.  
 Fill out this table with your remaining requirements.

General Education Requirements Remaining (attach additional page if needed)	Will complete before departure (Y/N)
# of GE units remaining at time of departure:	

Major 1: _____	
M1 Requirements Remaining (attach additional page if needed)	Will complete before departure (Y/N)
# of M1 units remaining at time of departure:	

Major 2/Minor: _____	
M2/Minor Requirements Remaining (attach additional page if needed)	Will complete before departure (Y/N)
# of M2/Minor units remaining at time of departure:	

**Step 2. Research & select UCEAP classes.** Pick what courses you would like to take while abroad using these resources:

- Your Program Courses & Credits tab on the [UCEAP website](http://uc.eap.ucop.edu/) (uc.eap.ucop.edu/).
- UCEAP host university website (best source for current course info, accessed through your Program Courses & Credits tab).
- [Gaucho Credit Abroad](#) and the [MyEAP Course Catalog](#). These courses may not be offered when you are abroad and do not reflect UCSB department acceptance.
- Your department's advising page found on the UCSB EAP website (eap.ucsb.edu) under [Academics](#). Some UCSB departments ([Biology](#), [Physics](#), [Economics](#), [Communication](#), [Math](#), [Psychology](#)) have links to pre-approved UCEAP courses.

Advice and tutorials on how to complete this form on the UCSB EAP website under [Academics](#).

**Step 3. Make advisor appointments.** Meet with your undergraduate major(s) advisor (and college advisor when appropriate) to discuss and sign this form.

**Double major?** → Meet with and get signatures from BOTH major advisors.  
**Undeclared?** → Complete this form with the undergraduate advisor of your intended major.  
**Minor?** → Planning to complete minor requirements abroad? Get a signature from your minor advisor.  
**Fulfilling GEs?** → Meet with your College advisor.  
**Graduating Abroad?** → Have this form signed by your **major** advisor **AND** your **College** advisor.  
**Engineer? CCS?** → Have this form signed by your **major** advisor **AND** your **College** advisor.

## ACADEMIC PLANNING FORM (APF) PAGE 2

### Step 4. Fill out this table.

BEFORE meeting with your advisors, select courses you wish to take according to the number of units required on your program. This will typically be 4-6 courses per semester. *Use two pages if necessary.*

Classes You Plan to Take Abroad. List extras as you may not know yet what will be available.						
Students fill in this side (attach additional page if needed)	Units	Advisor Assessment				Advisor Comments:
		Likely to be applied?				
		M1	M2	Minor	GE	

### Step 5. Print syllabi/descriptions.

Bring syllabi/descriptions of any courses you wish to count for major or GE credit to your advisor meeting.

### Step 6. Sign below with your advisor.

Copy for your records.

### Step 7. Submit this form.

Submit with your application or by the due date on page 1.

I plan to graduate while abroad.     Yes  No                      Expected graduation (mo/yr): \_\_\_\_\_

If "yes," my College advisor has signed below. If going on UCEAP in a 5th year, you are expected to graduate abroad. If you receive financial aid, please check with the UCSB EAP financial aid officer that you will have sufficient funds.

I realize this is a planning form, not an enrollment form. I will register for classes at a later date and understand the courses above are not guaranteed to be offered. I also recognize that I must petition my department and/or college after I return (save syllabi!) and have received my grades should I desire any UCEAP courses to fulfill major, minor or GE requirements.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Read this!

**L&S: Major advisor signature required. College advisor signature optional unless you will be graduating while abroad. Engineering & CCS: Both College advisor and major department advisor signatures required below.**

I have advised the student on how the proposed academic plan is likely to impact his/her progress to their degree.

Advisor Name \_\_\_\_\_

Major 1 \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Date

I have advised the student on how the proposed academic plan is likely to impact his/her progress to their degree.

Advisor Name \_\_\_\_\_

Major 2/Minor \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Date

I have advised the student on how the proposed academic plan is likely to impact his/her progress to their degree.

\_\_\_\_\_  
College Advisor's Name

\_\_\_\_\_  
College Advisor's Signature

\_\_\_\_\_  
Date