

GUIDELINES FOR REQUESTING ACADEMIC CREDIT EARNED ABROAD AFTER RETURNING TO UCSD

The following guidelines are provided in order to expedite the process for students to receive credit in the Political Science major or minor for course(s) completed abroad (after returning to UCSD). Any incomplete or inaccurate information will delay the evaluation process.

To apply coursework completed abroad toward a major or minor in Political Science, students must submit an *Undergraduate Student Petition* and a *Political Science Study Abroad Checklist* for each course. In addition to these, a signed departmental form (stating that you have read the Academic Planning Tips for Political Science Majors Studying Abroad on EAP or OAP and understand that full credit toward the major may not be approved) must be submitted. **ALL FORMS ARE AVAILABLE FROM UNDERGRADUATE STUDENT SERVICES IN THE DEPARTMENT AND MUST BE OBTAINED FROM A DEPARTMENT ADVISOR.**

The *Undergraduate Student Petition* must include: a) name of the study center or university where coursework was completed; b) department course number and full course title in English, and c) number and level (upper or lower division) of credits granted at UCSD through Admissions or UOEAP. Students should attach evidence of credits granted and grades earned if it is available at the time the petitioning paperwork is submitted to the department. If you have taken a course abroad that you would like to count as a particular Political Science course or towards an area of concentration, you **MUST** indicate that on the *Undergraduate Student Petition* when petitioning your courses upon returning from abroad.

The *Political Science Study Abroad Checklist* must be filled out completely for each course for which credit toward the major or minor is being requested.

A copy of the syllabus and copies of exams and papers must be attached. All supporting documents will be returned to students upon completion of the evaluation process.