

**UCSD DEPARTMENT OF POLITICAL SCIENCE
RETURNING EAP AND OAP STUDENTS:
REQUESTING ACADEMIC CREDIT EARNED ABROAD
TOWARD THE UCSD POLITICAL SCIENCE MAJOR OR MINOR**

Please read and follow these guidelines carefully; they are being provided in order to expedite the process to receive credit in the Political Science major or minor. Any incomplete or inaccurate information will delay the evaluation process.

To apply coursework completed abroad toward a major or minor in Political Science, you must submit a Petition for Study Abroad Credit for **each** course. In addition, you must sign and submit this departmental form stating that you have read the *TRANSFER CREDIT TO YOUR POLITICAL SCIENCE MAJOR OR MINOR* document which can be found at: <https://polisci.ucsd.edu/undergrad/transfer-students-and-transfer-credits/index.html> and understand that full credit toward the major or minor may not be approved.

The Petition for Study Abroad Credit 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 available at the time the petitioning paperwork is submitted to the department).
- D. 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.

Any material, which is requested via the petition or the checklist and is unavailable, must be explained in detail. The department Undergraduate Faculty Advisor will evaluate each course individually.

Student Checklist: For **each** course I am requesting credit toward the major or minor, I have included:

- Petition for Study Abroad Credit
- Syllabus
- Exam(s)
- Paper(s)
- Any additional documentation which supports my request for credit toward the UCSD Political Science major or minor.

I HAVE READ THE DEPARTMENT OF POLITICAL SCIENCE HANDOUT, ACADEMIC PLANNING TIPS FOR POLITICAL SCIENCE MAJORS STUDYING ABROAD ON EAP OR OAP, AND I UNDERSTAND THAT I MAY NOT RECEIVE FULL DEPARTMENTAL CREDIT FOR ALL OF THE COURSES I TAKE ABROAD.

SIGNATURE

NAME (PRINT)

DATE