

College of Engineering **EAP College Requirements Form Instructions**

All Forms must be completed in their entirety.

Instructions: You must satisfy certain college requirements before departure on EAP. Failure to satisfy these requirements jeopardizes your participation on EAP.

Students in the **College of Engineering** are required to have pre-approval from the Associate Dean before applying for EAP. Students should contact their Engineering Student Services (ESS) Adviser at <http://engineering.berkeley.edu/ess>.

This worksheet is a self-help guide. It organizes your research from your college's web-based and printed materials about requirements you must fulfill before EAP participation. By completing the worksheet you can verify that you will meet your college's requirements to participate on EAP and at the same time finish UCB graduation requirements. Check your college's requirements before completing this worksheet. You may access your college website and study abroad information at <http://engineering.berkeley.edu/studyabroad>.

The Reading and Composition requirement must be fulfilled by the end of the sophomore year. If you are planning on going on Study Abroad before the end of your sophomore year you must consult with your ESS adviser regarding completion of the R&C requirement.

Students who entered UC Berkeley as freshman and sophomores: Consult your Academic Progress Report (APR, available Fall 2016) to determine the courses you have taken to complete Reading and Composition (R&C) Requirements.

Transfer Students: Your reading and composition requirement had to be completed prior to admission as part of your admission requirement. If you were given an exception to this admission requirement please consult with your ESS adviser regarding satisfaction of the R&C requirement. You may also consult www.assist.org to determine courses that fulfill R&C Requirements.

Transfer Students Coming from Out-of-State: The Academic Progress Report (APR, available Fall 2016) may not reflect courses you took in Reading and Composition in time to check for fulfillment of EAP requirements. You must take a copy of your transfer college transcript to your ESS adviser for verification that you have satisfied the requirement. It is important that you take this step early in the process because the courses you have taken out-of-state may not fulfill articulation agreements. Your college may therefore deny your participation on EAP if it is impossible for you to complete a required course by departure.

Note for graduating seniors: EAP grades may not arrive in time to accommodate degree verification deadlines for graduation the semester you complete your EAP program. EAP students may return to UC Berkeley to take part in graduation ceremonies even if final EAP grades are pending. Final grades may not reach the campus registrar until the semester after completion of EAP. Consult your college for rules on when to file for graduation if your last semester will be on EAP.

College of Engineering: EAP COLLEGE REQUIREMENTS STATUS FORM

Name: _____ SID: _____ Major: _____

By departure for EAP, I will have the following number of units on my UC Berkeley transcript: _____

I have taken _____ units at the college level after high school graduation.

I have _____ units during high school from enrichment courses or for tests taken.

Based on my unit total, by my EAP departure I will have:

sophomore standing (30-55 college units: AP n/a)

junior standing (56-89 units)

senior standing (90+ units)

I have discussed participation on EAP and course transferability with my ESS Adviser and obtained the Dean's approval to participate. _____ (initial)

For my situation as a sophomore, junior or senior by EAP departure, my college requires completion of Reading and Composition 1A & 1B by the end of my sophomore year.

I completed R&C 1A with the course _____ taken at _____ (school) or by a score on the _____ (AP, IB or A-Level) test.

I completed R&C 1B with the course _____ taken at _____ (school) or by a score on the _____ (AP, IB or A-Level) test.

Senior Residency: *ONLY for students who will be seniors by departure for EAP or who will attain senior status on EAP.*

I have read the rules for completing senior residency in my college. I am going on EAP as a senior and cannot count any units I take on EAP towards senior residency, but I will be able to accrue the appropriate number of units as a senior in courses taken at UCB in order to graduate from UC Berkeley.

I am not sure how to interpret the senior residency requirement, but I will meet with my college adviser to clarify this after submission of my EAP application.

Do you have any Incompletes, D's, F's or NRs? Yes No **If yes, please explain:**

For incompletes, when you intend to complete the course: _____

**You must finish an incomplete and have a grade posted before departure for EAP, or have it "frozen."*

For D's or F's, do you intend to repeat the course? Yes No When? _____

For NR's, explain why there is no grade reported: _____

Signature: _____

College of Engineering: EAP PRELIMINARY ACADEMIC PLANNING FORM

Name: _____ SID: _____ Major: _____

Second Major (if applicable): _____ Minor (if applicable): _____

Intended Field(s) of Study While Abroad _____

EAP Country and Program _____

When do you intend to go abroad? Fall ____ Spring ____ Summer ____ Other ____

Instructions to student: This Preliminary Academic Planning Form is required at the time of application for purposes of EAP selection. A final Academic Planning Form will be required after selection for EAP. Please list the titles of courses you wish to take while on EAP. If you are applying to a program requiring a Host Institution Preference Form, list courses for your first host preference only. List 8-10 courses for year-long programs. List 4-5 courses for short-term programs. If considering a possible extension, please list 8-10 courses for the purposes of your initial application so that this can serve as the required academic plan for the Departmental Pre-Approval to Extend Form.

| Course Title | Listed by EAP as: | | *I would like to count this course toward the following requirement: | | | |
|--|-------------------------|------------|--|-------|---------------------------|-----|
| | Upper or Lower Division | # of Units | Major | Minor | GE or breadth requirement | N/A |
| EXAMPLE: ANTH 109, Scandinavian Culture and | Upper | 4.0 | | | X | |
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**Courses must be evaluated by UCB faculty upon return from EAP or non-EAP program. Please be sure to bring syllabi for courses taken while abroad.*

ESS Adviser: _____

Email: _____

Phone # _____

This student has met with me regarding EAP participation and has been approved to apply.

College of Engineering Dean's Signature

Date