

## IOP Academic Planning Tool (APT) Description of Responsibilities

Below is a description of who is responsible for the various steps related to the IOP Academic Planning Tool (IOP APT). Remember that the IOP APT provides guidance for students, and is not a guarantee. Final determination is always done after the official transcripts are received and processed by Admissions.

- 1) **Task:** Review to determine whether or not UCI is likely to accept transfer credit from the institution providing the transcript.  
**Responsible party:** UCI Study Abroad Advisor
  
- 2) **Task:** List the number of UC quarter units that are likely to be awarded for each specific course  
**Responsible party:** UCI Study Abroad Advisor
  
- 3) **Task:** Review for duplication of credit for each specific course  
**Responsible party:** Academic Counselor in School of Major  
**Details:** Check to see if the course is duplicative, prerequisite to, or more elementary than any course the student is taking or has already taken, anywhere, anytime. This most often comes up with language courses.
  
- 4) **Task:** Review whether or not a specific course may be awarded credit due to the equivalent course being offered or not being offered at any UC campus.  
**Responsible party:** Academic Counselor in School of Major\*  
**Details:** The courses taken must be academic in nature and substantially similar to ones offered in the University of California system. *Information is from Admissions document "UC Irvine Non-UC Study Abroad Information" 2015.* UCI Admissions will usually not award credit for IOP internships (though exceptions have been made if the student can show that there were enough assignments and feedback from a faculty member of the host institution for the internship).
  
- \*If the course is outside of the Academic Counselors area of expertise, they can ask the UCI Study Abroad Advisor to assist in reviewing it.
  
- 5) **Task:** Review whether each specific course is likely to fulfill a degree requirement  
**Responsible party:** Academic Counselor in School of Major  
**Note:** Students may choose to complete the official petition process of their School but that is separate from the IOP APT. The IOP APT simply provides guidance and is not a guarantee.