

Academic Planning Tool (APT) Description of Responsibilities

Below is a description of who is responsible for the various steps related to the Academic Planning Tool (APT). Remember that the APT provides guidance for students, and is not a guarantee. Final determination is always done after the official transcripts are received and processed by UCI 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. Note that UU academic counselors will work with School counselors behind the scenes and make notations on APT per the results of those conversations.

- 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 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). Note that UU academic counselors will work with School counselors behind the scenes and make notations on APT per the results of those conversations.

- 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 APT. The APT simply provides guidance and is not a guarantee. Note that UU academic counselors will work with School counselors behind the scenes and make notations on APT per the results of those conversations.