Below is a description of who is responsible for the various steps related to the Academic Planning DocuSign. This form is required for students planning to participate in an Independent Program approved for financial aid. It provides guidance, not a guarantee, of the likely units that will be transferable to UCI. Official credit determination is done after the program ends and UCI Admissions reviews the official transcript.

1) **Task:** List the number of UC quarter units that are likely to be awarded for each specific course  
   **Responsible party:** UCI Study Abroad Advisor

2) **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 this form per the results of those conversations.

3) **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. 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 this form per the results of those conversations.

4) **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 this form. This form 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 this form per the results of those conversations.