

STUDY ABROAD & FOUR YEAR COURSE APPROVAL GUIDELINES

UCLA Department of Economics

Students majoring in the Department of Economics have the opportunity to take classes abroad or at another four-year university in the United States.

Courses taken abroad or at another four-year university will be reviewed for official approval only upon **presentation of the syllabus from the actual term the course is taken**, not based on a previous term's syllabus. Thus, the best time to submit the syllabus is when the student is physically attending the university in question.

Please complete the **DEPARTMENT OF ECONOMICS PETITION FORM** and submit it online with every four-year university you attend. Please be sure to put the following as the title for the message submitted: "**Petition for Non-UCLA Courses.**"

When submitting a course for review - please provide the subject area, course number, course title, and course description for the course, as listed in the university's catalog. The course prerequisite(s) should also be provided. The instructor information should be included as well.

Please also submit the syllabus for each course you are taking. The course syllabus must clearly state the course prerequisite(s), textbooks used, course topics, and course requirements (such as exams, research papers, homework assignments, etc.) If this information is not stated on the syllabus, it must be stated in writing elsewhere. If this option is unavailable, a student can also provide supplemental materials such as course notes, exams, and copies of pages from the textbooks used. Please also indicate the number of hours that the course meets each week, and the number of weeks the course meets. Finally, please indicate if the university is on the quarter or on the semester system.

It is a student's responsibility to ensure that the course(s) that he/she is enrolling in will transfer back to UCLA as a minimum of four upper division units. The Department of Economics reviews courses for content only. Even if the Department indicates that the course content appears to make the course acceptable for his/her major, the course will not apply to a student's major if it transfers back as lower division units.

A student who participated in a Non-UC Education Abroad Program program must submit a transcript directly to the Department of Economics, as well as to UCLA Undergraduate Admission, before a course can be applied to the student's major on the UCLA Degree Audit. A course cannot be applied to a student's major until it has officially transferred back to UCLA and shows up on his/her Degree Audit.