

Transferring Coursework to UC Berkeley

Information for UC Berkeley students who want to take courses at other U.S. schools or abroad.

Lower-division requirements can be satisfied by courses offered at community colleges and four-year universities in the U.S. and abroad. Students are free to take lower-div courses elsewhere during the summer, just be sure to have the courses approved by your major advisor or an L&S advisor (depending on the requirement you wish to fulfill) in advance. To take courses elsewhere during the fall or spring semesters, students must officially withdraw from UC Berkeley for that semester. *Students may not take courses at another school and UC Berkeley at the same time unless they receive special permission from L&S.*

To find out which lower-division requirements can be fulfilled at California community colleges for your major, go to Assist.org: <http://www.assist.org>.

FYI: There are no IAS 45, AS 10, DS 10, LAS 10, MES 10 or PACS 10 equivalents at junior colleges. These courses must be taken at UC Berkeley.

Upper-division requirements. You can satisfy a maximum of 3 upper-division major requirements with courses taken at an accredited 4-year institution in the U.S. and abroad. Read on for how to get courses approved. Be sure not to duplicate courses you have already taken at UC Berkeley.

To fulfill an upper-division requirement, the courses must be:

- lecture courses (no internships, independent research, labs, or field work);
- upper division;
- taken at a 4-year university or college;
- taken for a letter grade;
- comparable in instruction hours (at least 4.5 quarter units or 3 semester units).

Important! 4-unit courses taken at quarter system schools can only be used as partial credit (using the university conversion rate of 2.66 units) for one of our 4-unit courses. This means that two quarter courses must be taken to fulfill one upper-division requirement; three quarter courses to fulfill two requirements; and so on. The maximum number of quarter courses transferable to fulfill upper-division requirements is five. This is the equivalent of three semester classes.

To get courses approved for the PEIS, AS, DS and PACS majors, submit the following materials to an advisor in the IASTP Office, 101 Stephans. **To get courses approved for the LAS and MES majors,** submit the following materials to Chair Estelle Tarica (for LAS) or Vice Chair Emily Gottreich (for MES) for their signature, and then to an advisor in 101 Stephans. Do not drop off the forms or they may get lost! Bring them directly to an advisor. Forms are available in 101 Stephans and www.ias.berkeley.edu/academics. You will usually be notified of the decision on the spot.

- 1. A Course Substitution Form (for U.S. institutions), or a Study Abroad Course Substitution Form.** This is the form that gets signed by an advisor or faculty chair and kept in your student file after courses are approved.
 - 1A. A Study Abroad Course Information form.** Fill out one of these forms for each study abroad course you wish applied to your major.
- 2. A syllabus.** The syllabus should include the following:
 - A description and summary of the course.
 - Required texts and readings.
 - Course outline, week by week.
 - 2A.** If a syllabus is not available, then submit:

- A description and summary of the course.
- A list of required texts and readings.
- A course outline, week by week.
- Your handwritten class notes.
- Graded papers and exams.

3. A transcript (unofficial is okay) showing the courses, course credits and grades.

Transferring courses “officially” versus “non-officially”: *Officially* transferring courses means requesting an official transcript from the institution sent directly to the Office of Admissions at UCB in to be evaluated. The Admissions Office will determine how many units you are to receive and they will add them to your UCB unit count. The actual courses and grades will not appear on your transcript, only the number of units, unless you study abroad through EAP. The Admissions Office will send a copy of your transcript to L&S who will determine if any College requirements (such as breadth) will be fulfilled by the courses you took. IAS will **not** receive a copy of official transcripts sent to Admissions or L&S. If you want courses to count for the major, you must bring a copy (unofficial is fine) of the transcript to us as well.

Unofficial transfers refer to taking courses elsewhere and having them approved for the major, but not going through the Admissions Office as described above. You may do this for lower division requirements and foreign language, but not upper division requirements. You might want to do this if you have already racked up a lot of units and don't particularly want more to appear on your transcript. Simply follow the steps above for getting major courses approved by the IAS department and, if approved, we will note them in your student file. Bring a transcript to the IAS office but do not have an official transcript sent to the Admissions Office or L&S. You will have fulfilled requirements in the major, but without having extra units officially transferred in and appearing on your UCB transcript.

Timing and risks: If you are on the degree list for the semester you are away, you might not graduate if your transcripts don't arrive in time. At some colleges, terms end much later than ours do. Transcripts must be received by L&S no later than one month after the term ends. To expedite the process, have the institution send official transcripts directly to L&S, not the Admissions Office. If transcripts are late and you miss your degree date, you must put yourself on the degree list for the following semester.

Transcripts: To get official credit for courses taken elsewhere, official transcripts must be provided. The one exception to this is the Education Abroad Program – all your courses taken on EAP will automatically appear on your Berkeley transcript.

If you are not graduating, transcripts go to:

Add Credit
Undergraduate Admissions and Relations With Schools
110 Sproul Hall
UC Berkeley
Berkeley, CA 94720-5404

If you are graduating, transcripts should be sent *immediately* to:

Evaluation Unit
Letters & Science
113 Campbell Hall
UC Berkeley, Berkeley, CA 94720-2924

! Before taking courses anywhere, you should...

- Check with Undergraduate Admissions in 110 Sproul to be sure the units will transfer (if you want them to transfer);
- Check with L&S in 113 Campbell if you want to count courses toward your breadth requirements or, if you are a senior, to be sure that you have satisfied the Senior Residency requirement;
- Check with an IAS advisor in 101 Stephens if you want to satisfy major requirements.