

Academic Regulations and Procedures

Except where noted, all information applies to both undergraduate and graduate students. Additional information concerning academic regulations applying only to graduate students is included in the Graduate Division section (<http://catalogue.uci.edu/graduatedivision/>). The student should be aware that courses/degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Declaration of Major

All students are required to declare a major by the time they reach junior status (90 units, excluding college work completed prior to high school graduation) or they will become subject to disqualification from further registration in the University.

Undergraduate Scholarship Requirements

Requirements for a bachelor's degree include the accumulation of credit for a minimum of 180 quarter units with an average of at least C (grade point average of at least 2.0).

Class Level

Undergraduate students are classified as freshman, sophomore, junior, or senior students, based on the total number of units completed, as follows:

Class	Units Completed
Freshman	0 - 44.9
Sophomore	45.0 - 89.9
Junior	90.0 - 134.9
Senior	135+

Course Load Limits

An undergraduate may enroll in as few as 12 units or as many as 20 units. To enroll for more than 20 units or fewer than 12 units, students must obtain the authorization of their dean or, for undecided/undeclared students, the Dean of the Division of Undergraduate Education. Information about the Reduced-Fee Part-Time Study Program is available in the Expenses, Tuition, and Fees section (<http://catalogue.uci.edu/informationforprospectivestudents/expensestuitionandfees/>) of the *Catalogue*.

Academic Standing

To remain in good academic standing a student must maintain a grade point average of at least 2.0 and make progress toward the degree at a satisfactory rate.

An undergraduate student normally is subject to academic notice if at the end of any quarter the grade point average for that quarter, or the cumulative grade point average, is less than 2.0.

A student whose grade point average falls below a 1.5 for any quarter, or who after two consecutive quarters on academic notice has not achieved a cumulative grade point average of 2.0 or a satisfactory rate of progress, is subject to disqualification.

Normal Progress Requirement

Regular undergraduate students will become subject to academic notice or to disqualification from further registration in the University if they fail to make normal progress toward the baccalaureate degree, if they fail to declare a major by the time they reach junior status (90 units, excluding college work completed prior to high school graduation), or after declaring a major, if they fail to follow the program of study required by the academic unit of their major. Students who have selected undeclared status within a School may be subject to academic notice or to disqualification if they fail to follow a program of study leading to completion of lower-division School requirements.

A. Normal progress for all regular undergraduate students is defined in the following table, in terms of quarter units completed at the end of quarters enrolled.

Quarter	Normal Progress	Subject to Academic Notice	Subject to Disqualification
1	12-15	8-11	7
2	26-30	18-25	17
3	41-45	27-40	26
4	56-60	41-55	40
5	71-75	56-70	55
6	86-90	72-85	71
7	101-105	88-100	87
8	116-120	105-115	104

9	132-135	124-131	123
10	148-150	141-147	140
11	164-165	159-163	158
12	180	-----	-----

B. Status Determination:

1. Undeclared students who have completed the number of units specified in the given quarter of their enrollment, as shown in the table above, and are following a course of study prescribed by their School are making "Normal Progress."
2. Students who have declared a major must follow the program of study required for their major, as well as complete the units specified in the given quarter of their enrollment, as shown in the table above, in order to make "Normal Progress." Students must declare a major by the time they reach junior status (90 units, excluding college work completed prior to high school graduation).
3. Students who fail to make "Normal Progress" as defined in (1) or (2) above are subject to being placed on academic notice by the faculty of their academic unit or its designated agent, or for first-year undecided/undeclared students, by the Faculty Board for Undecided/Undeclared Students or its designated agent.

C. Students who have completed two consecutive quarters on academic notice without having achieved at the end of that period at least the normal rate of progress specified under (A) and (B) above are subject to disqualification.

D. For purposes of calculating "Normal Progress," "Subject to Academic Notice," and "Subject to Disqualification," students admitted to the University with advanced standing will be classified with respect to quarter of enrollment at entrance in accordance with the following table:

Quarter at Entrance	Advanced Standing Quarter Units at Entrance
1	0-14
2	15-29
3	30-44
4	45-59
5	60-74
6	75-89
7	90-104
8	105-119
9	120-134
10	135-149

E. Units earned under the following two circumstances are not to be counted toward determination of the quarter at entrance under (D) above: (1) Advanced Placement Examination; (2) concurrent enrollment in college courses while in high school.

F. UCI students will have the units and grade points of courses taken through Concurrent Enrollment transferred to their record when they have been admitted or readmitted to regular student status. Units taken through Concurrent Enrollment will not be counted toward determination of Advanced Standing Quarter Units at Entrance if they are taken under the circumstances cited in sub-section E.

G. The quarter of enrollment at entrance of students (including baccalaureate degree candidates who already hold a baccalaureate degree) seeking admission to the University with 150 or more advanced standing units will be determined by the faculty offering the curriculum in which such students seek to enroll. This determination will be made consistent with the program required for such students to obtain the desired degree and with University residence requirements.

H. For purposes of this regulation students will be understood to have declared a major when they have been formally accepted by the faculty of a degree-granting program or its designated agent to pursue a defined course of study leading to a baccalaureate degree.

I. All undergraduate students are expected to graduate when they have completed the baccalaureate requirements of their declared major or majors.

The Normal Progress requirement described above is not to be confused with the Normal Academic Progress requirement for Financial Aid. The former has to do with academic standing, the latter with receipt of financial aid.

Academic notice is not a necessary step before disqualification. If a student becomes subject to disqualification, the complete record of grades and other accomplishments will be carefully reviewed by the responsible faculty authorities of the student's School or, for undecided/undeclared students, by a faculty authority designated by the Faculty Board for Undecided/Undeclared Students. If the record indicates little probability that the student will be able to meet the academic standards of the University of California, the student will be disqualified from further enrollment. Faculties of undergraduate degree-granting units and the Faculty Board for Undecided/Undeclared Students are obliged by Academic Senate regulations to maintain a procedure under which a student may contest disqualification actions.

In order to transfer from one campus to another in the University of California or from one UCI School to another, a student who has been disqualified or who is on academic notice must obtain the approval of the appropriate faculty, or its designated agent, into whose jurisdiction the student seeks to transfer.

Credit Hour Unit Limit (Undergraduate)

A maximum of 216 units is permitted for all students in non-Engineering majors after their 12th quarter of study at UCI. For students in Engineering majors, the maximum number may not exceed 236 units after their 12th quarter of study at UCI. Students with Advanced Placement (AP) (<http://catalogue.uci.edu/informationforprospectivestudents/undergraduateadmissions/#advancedplacementandinternationalbaccalaureatecredittext>) or International Baccalaureate (IB) credit (<http://catalogue.uci.edu/informationforprospectivestudents/undergraduateadmissions/#advancedplacementandinternationalbaccalaureatecredittext>) may exceed the unit maximum by the amount of that credit.

After completing the maximum number of units, students may not normally continue their enrollment. Students wishing to exceed their unit or quarter maximums, including students pursuing multiple majors, may petition the associate deans of the impacted units (or their delegates) to continue work required to complete their degree.

Full-time transfer students admitted at the junior level are allowed no more than the equivalent of nine quarters (10 quarters for Engineering majors), regardless of units.

Individual Schools may impose additional requirements.

The maximum number of units or quarters does not include units completed at another institution prior to matriculation. After matriculation, work completed over the summer at any institution counts toward the specified unit limit but not the specified quarter count.

This regulation is effective for students who matriculate fall 2011.

Graduate Scholarship Requirements

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship and are accepted toward the graduate degree. Students are expected to maintain satisfactory academic progress at all times. Information concerning graduate student course load requirements and satisfactory academic progress is given in the Graduate Division section (<http://catalogue.uci.edu/graduatedivision/>).

Grading System

Grade	Description
A ¹	Excellent (4.0 grade points per unit)
B ¹	Good (3.0 grade points per unit)
C ¹	Fair (2.0 grade points per unit)
D ¹	Lowest passing grade (1.0 grade point per unit)
H	Honors (PHMD courses only. Equivalent to A or better.)
F	Not passing (no grade points. For PHMD courses, equivalent to D or lower.)
I	Incomplete
P	Pass (equal to grade C- or better)
NP	Not Pass (equal to grade D+ or below)
S	Satisfactory (equal to grade B or better; graduate students only in courses designated by the Graduate Council)
U	Unsatisfactory (graduate students only in courses so designated by the Graduate Council)
IP	In Progress (restricted to certain sequential courses, so designated by the Subcommittee on Courses or Graduate Council, for which the final quarter grade of a multi-quarter course is assigned to the previous quarter(s) of the sequence)
NR	No Report (given when an instructor does not submit final grades for a class or individual grades for students whose names appear on the official class roster; NR becomes an "F" (Fail), "NP" (Not Pass), or "U" (Unsatisfactory), whichever is appropriate, after one quarter of subsequent enrollment or at the end of the quarter immediately preceding award of the degree, whichever comes first. The instructor may replace an NR with a grade within one quarter of subsequent enrollment or may authorize the student to drop the class, which would result in the NR becoming a W)

UR	Unauthorized Repeat. A UR notation is recorded for the grade when a student already has a passing grade for a nonrepeatable course and has taken it again.
W	Withdrawal. A W grade is recorded on a student's permanent record for each course a student drops after the end of the sixth week of instruction in a quarter. Courses in which a W has been entered on a student's record carry no grade points, are not calculated in the UC GPA, and will not be considered as courses attempted in assessing the student's satisfaction of the normal progress requirement.

¹ Plus and minus suffixes may be attached to the grades A, B, C, and D.

The academic record may not be altered except in those cases where a documented procedural or clerical error has occurred.

Grade Points and Grade Point Average

Grade points are assigned on a four point basis:

Grade	Grade Points
A	4 points per unit
B	3 points per unit
C	2 points per unit
D	1 point per unit
F and I	0 points per unit

Plus or minus suffixes modify the above by plus or minus 0.3 grade point per unit, with the exception of the A+ grade which is assigned 4 points per unit.

Requirements for a bachelor's degree include the accumulation of baccalaureate credit for a minimum of 180 quarter units with an average of at least C (grade point average of at least 2.0). A course at UCI normally offers four quarter units of credit, and, in the following text, the term "course" may be understood to carry four units. The grade point average is the sum of all accumulated grade points (grade points earned in a course taken for a letter grade times the unit value of the course) divided by the sum of all units attempted. P, NP, S, U, NR, IP, and I grades, as well as workload credit, are excluded in computing grade point average.

Baccalaureate credit counts toward degree requirements and is used to compute the grade point average. Workload credit is used to determine full-time status for financial aid, housing, student loans, and other purposes. For most courses at UCI, baccalaureate credit and workload credit are identical. Courses differing in this credit or "workload credit only" courses are identified in the course description.

It should be noted that final grades as reported by instructors are normally permanent and final. An instructor may not change a final grade except to correct a clerical or procedural error. Clerical or procedural errors should be corrected within one regular academic quarter after the grade is assigned. No grade may be revised by reexamination or, with the exception of I and IP grades, by completing additional work. If a student is dissatisfied with a grade, the student should review their work with the instructor and receive an explanation of the grade assigned. A grade may be appealed on any reasonable grounds to the instructor, the chair of the department, and the dean of the School. If the matter is not resolved, the student may go for counsel to the Office of the University Ombudsman.

Under circumstances explained in *The Manual of the Irvine Division of the Academic Senate* (Appendix II: Student Academic Grievance Procedures Relating to Nondiscrimination), a grade may be changed if the Academic Grievance Panel has determined that the grade was assigned on the basis of discrimination.

Incomplete Grades

The grade Incomplete (I) is assigned when a student's work is of passing quality but is incomplete for good cause. The I grade may be replaced by a permanent grade, provided the student completes the course work in a way authorized by the instructor and within the time limits expressed. During the time allowed for replacing an I grade, the I grade will not be used in computation of a student's grade point average.

Beginning fall 2010, students assigned an I grade must complete the course work within the period set by the instructor, or within 12 months following the quarter in which the I grade was originally awarded, or prior to the end of the quarter immediately preceding award of the degree, whichever comes first. The instructor is not obligated to allow the maximum time period. The student must consult with the instructor to determine how the Incomplete may be made up. It is strongly recommended that the student and the instructor prepare a written agreement specifying how the Incomplete can be made up and the deadline for doing so. Once the work is completed within the time agreed upon by the instructor, the student should ask the instructor to submit an Academic Record Change Request to the advising office of the School in which the course was offered. The student should not re-enroll in the course to make up the Incomplete. If the incomplete course work is not completed in the manner authorized by the instructor and within the time limits stated above, the I grade shall automatically be replaced with the permanent grade of F (Fail), NP (Not Pass), or U (Unsatisfactory), as appropriate in accordance to the grading option selected when the student enrolled in the course, and will be used in computation of the student's grade point average.

Students who have been assigned an I grade prior to fall 2010 have a maximum of 12 months following the quarter in which the grade Incomplete was originally assigned to complete the course work. However, in exceptional individual cases involving the student's prolonged inability to pursue a course of study, extensions of up to two additional years may be granted by the instructor with the approval of the dean of the unit offering the course; students must petition for such an extension within 12 months following award of the I grade. The I grade assigned prior to fall 2010 will remain permanently on the student's record if the required course work is not completed in the manner authorized by the instructor and within the time limits stated above.

Pass/Not Pass

The Pass/Not Pass option is available to encourage students to enroll in courses outside their major field. Courses graded Pass/Not Pass are not included in computation of the grade point average which appears on a student's permanent record. However, if a student receives a Pass in a class, course and unit credit for the class is received, except as provided below. If a Not Pass is received, the student receives no credit for the class.

Some courses are designated by academic units as Pass/Not Pass Only. Students do not have the option of taking these courses for a letter grade.

The use of Pass/Not Pass is governed by all of the following provisions:

- a. A student in good standing may take up to an average of four units per quarter on a Pass/Not Pass basis.
- b. In addition, students may count a total of 12 units of courses designated Pass/Not Pass Only toward their graduation requirements.
- c. A student who earns a grade of C- or better will have a Pass/Not Pass grade recorded as Pass. If the student earns a grade of D+ or below, the grade will be recorded as a Not Pass, and no unit credit will be received for the course. In both cases, the student's grade will not be computed into the grade point average.
- d. Courses taken under the Pass/Not Pass option may count toward the unit requirement for the bachelor's degree and toward the general education requirement. With the exception of courses designated Pass/Not Pass Only, courses taken Pass/Not Pass may not be used to satisfy specific course requirements of the student's School and major, unless authorized by the appropriate dean. No more than two courses applied to a minor may be taken Pass/Not Pass.

Graduate students may take one course (up to four units) per quarter on a Pass/Not Pass basis. However, such courses are not considered part of the student's graduate program, may not be applied to the requirements for an advanced degree, and do not count toward the minimum number of units for which a graduate student must enroll.

- e. Changes to or from the Pass/Not Pass option can be made during the enrollment period. No changes can be made after the tenth week of classes without the approval of the dean of the student's School. No changes in the Pass/Not Pass option can be made after the last day of instruction of the quarter.
- f. A student on academic notice may not enroll in a course with the Pass/Not Pass option unless the course is offered on that basis only.

Satisfactory/Unsatisfactory Grades (Graduate Students Only)

Satisfactory/Unsatisfactory grading, unlike Pass/Not Pass, is not a student option. With the consent of the academic units involved, and upon approval of the Graduate Council, individual study and research or other individual graduate work undertaken by a graduate student may be evaluated by means of the grades S or U. Also, with the approval of the Graduate Council, certain graduate courses are graded S/U Only. Additionally, the grade S or U may be assigned provisionally in each but the last quarter of a graduate course extending over more than one quarter. Upon completion of the last quarter, letter grades (A to F) replace such provisional grades. When a grade of S or U has been assigned on a provisional basis and the student does not complete all quarters of the course sequence, the instructor may assign a final letter grade or the grade of I to replace the S or U, or let the grade of S or U stand as a final grade. The grade S is defined as equivalent to a grade of B (3.0) or better. No credit will be allowed for work graded Unsatisfactory.

NOTE: When adding a course via WebReg, there is no option for S/U. In order to select S/U, students must first select the grade option and then, once the course has started, inform the instructor of their preference for the S/U option, not a letter grade. (The Pass/Not Pass option does not correlate to the S/U option and should not be selected.)

Grades In Progress

IP is a transcript notation, restricted to sequential courses which extend over two or more quarters, indicating that the final grade for the individual quarters will not be assigned until the last quarter of the sequence is completed. The grade for the final quarter is then assigned for all of the previous quarters of the sequence. No credit is given until the student has completed the entire sequence. IP notations may be given only for courses designated by the Academic Senate Subcommittee on Courses or Graduate Council for use of this notation. IP notations are not included in computations of the student's grade point average and do not contribute to the number of quarter units completed.

Grades Not Reported

A No Report (NR) is assigned when the student's name was on the official class roster but the instructor did not submit a final grade. A student who receives an NR must immediately contact the instructor and arrange for the removal or replacement of the NR. An NR becomes an "F" (Fail), "NP" (Not Pass), or "U" (Unsatisfactory), whichever is appropriate, after one quarter of subsequent enrollment or at the end of the quarter immediately preceding award of the degree, whichever comes first. NR transcript notations are not included in computations of the grade point average and do not contribute to the number of quarter units completed.

Repetition of Courses

Undergraduate. Repetition of courses by undergraduate students not authorized by the Subcommittee on Courses to be taken more than once for credit is subject to the following provisions. Undergraduates may repeat courses only when grades of C-, D+, D, D-, F, or NP were received. (A C- earned before fall quarter, 1984, is not repeatable.) Unit credit for courses so repeated will be given only once, but the grade assigned at each enrollment shall be permanently recorded. In computing the grade point average of an undergraduate with repeated courses in which a C-, D+, D, D-, F, or NP (if repeated for a letter grade) was received, only the most recently received grades and grade points shall be used for the first 16 units repeated. In case of further repetitions, the grade point average shall be based on all additional grades assigned. Repetition of a course more than once requires approval in all instances of the School (or equivalent) in which the student is enrolled.

In the case that an undergraduate student earns a C-, D+, D, D-, F, or NP in an honors course and/or majors-only course, the grade assigned may be replaced with the non-honors and/or non-major iteration of the course. Students should refer to their academic units to identify the corresponding courses. Unit credit and computation of grade point average for courses so repeated is as listed above.

All courses which were originally taken for a letter grade must be repeated for a letter grade. Courses originally taken on a Pass/Not Pass basis may be repeated for a Pass/Not Pass, or for a letter grade if the course is so offered.

Information regarding the repetition of language other than English courses is available in the School of Humanities section (<http://catalogue.uci.edu/schoolofhumanities/>).

Graduate. A graduate student may repeat a course only once in which a grade below B or a grade of U was received. Only the most recently earned grade shall be used in computing the student's grade point average for the first eight units of repeated work; thereafter, both the earlier and the later grades will be used.

Duplicate Credit Prohibited. Other than the exceptions related to the repeat of deficient grades as noted above, and the exceptions related to Advanced Placement and International Baccalaureate Credit (<http://catalogue.uci.edu/informationforprospectivestudents/undergraduateadmissions/#advancedplacementandinternationalbaccalaureatecredittext>), undergraduate and graduate students may not receive unit credit or earn grade points for college courses in which the content duplicates material of a previously completed course or examination for which the student has been granted college credit.

If a student repeats a course for which a passing grade has already been received and the course is not approved as repeatable for credit, the student will receive a UR and no credit will be given.

Student Copies of Quarterly Grades

After each quarter, a complimentary copy of the student's permanent record is available from the University Registrar's Office. On the copy, the student will find grades for all the quarters taken at UCI, a computation of grade point average at the University of California, and a list of the University requirements completed (UC Entry Level Writing, American History and Institutions).

Satisfaction of the Writing Requirement

Students enrolled at UCI may take only UCI courses in satisfaction of the lower-division and upper-division writing requirements. Continuing UCI students may not take summer courses at another institution to satisfy lower-division or upper-division writing requirements. The two courses taken to fulfill the lower-division writing requirement must be completed with a grade of C- or better (or a Pass or Credit grade equivalent to C-).

- a. Students who fail to attain a letter grade of C- or better in WRITING 45 must repeat the course or enroll in the equivalent. It is recommended that these students enroll in WRITING 40 - WRITING 50 - WRITING 60 to assure completion of this requirement. Students who fail to attain a grade of C- or better in WRITING 60 must repeat the course.
- b. Students who fail to attain a grade of C- or better in one or both courses of the WRITING 50 - WRITING 60 sequence must repeat the course or courses in question.
- c. Students who fail to attain a grade of C- or better in at least two quarters of the writing component of the Humanities Core Course after satisfying the UC Entry Level Writing requirement by attaining a grade of C- or better in HUMAN 1AES, should substitute WRITING 60 if they need one quarter of additional work to complete the requirement, or WRITING 50 - WRITING 60 if they need two quarters to complete the requirement. Students who fail to attain a grade of C- or better in HUMAN 1AES, enroll in HUMAN 1BES and attain a grade of C- or better, but fail to attain a grade of C- or better in the writing component of HUMAN 1C, should substitute WRITING 60 to complete the requirement.
- d. Students who fail to attain a grade of C- or better in either HUMAN 1AES or HUMAN 1BES, should substitute WRITING 40 - WRITING 50 - WRITING 60 to complete the requirement.

The course taken to fulfill the upper-division writing requirement must be completed with a grade of C- or better (or a Pass or Credit grade equivalent to C-). See the UCI Requirements section (<http://catalogue.uci.edu/informationforadmittedstudents/requirementsforabachelorsdegree/#ucirequirementstext>) for further information. Majors in the School of Biological Sciences, Physics majors, and Pharmaceutical Sciences majors who fail to attain a grade of C- or better in each of the courses taken to satisfy upper-division writing should see their academic counselor.

Students who have not completed the lower-division writing requirement before the beginning of their seventh quarter at UCI will be subject to probation. Students transferring to UCI normally should have satisfied the lower-division writing requirement before entering UCI; if, however, they have not, they

must complete it within their first three quarters of enrollment or they will be subject to probation. Academic English students must complete the lower-division writing requirement before the beginning of the seventh quarter following the completion of their AC ENG courses or they will be subject to probation.

Credit by Examination

An enrolled student may obtain credit for course material previously mastered by taking a special examination administered by a faculty member who normally teaches that course. Detailed procedures for obtaining credit by examination may be obtained from the advising office of the School which offers the course. Approval of any petition for credit by examination must be obtained from the dean or designee of that School *before* the examination can be administered. After the dean has signed the petition, the student must have it validated by paying a \$5 Credit by Examination service charge at the Cashier's Office.

The instructor giving the examination retains the prerogative: (1) to decide whether the course can be taken by examination, (2) to determine the form such an examination may take, and (3) to stipulate whether the grade will be reported as Pass/Not Pass or as a letter grade (e.g., A, B, C, etc.).

A student may take the examination for a particular course only one time. After receiving the grade, the student may accept it or reject it. If the student is not satisfied with the grade received on the examination, the student may choose not to receive credit or a grade. If the student does choose to accept the results of the examination, grades and grade points (if applicable) will be entered on the record in the same manner as those for regular courses of instruction.

Because of the nature of graduate degree requirements, the credit by examination option is not normally used by graduate students. Graduate level courses cannot be completed through the credit by examination option.

Final Examinations

Final assessments, examinations, or their equivalent, are obligatory in all undergraduate courses except laboratory and studio courses, as individually determined by the Subcommittee on Courses. Normally each such examination shall be conducted in writing and must be completed by all participants by the time scheduled by the University Registrar for the quarter in question. These examinations may not exceed three hours' duration. Special arrangements may be made for disabled students.

Examinations normally are not required in laboratory and studio courses. At its option, the department concerned may require a final examination subject to prior announcement in the *Schedule of Classes* for the term.

Final grades from professors are due in the University Registrar's Office within 72 hours after the final examination.

Independent Study: Undergraduates Only

A unique class option is available primarily to upper-division students at UCI. The independent-study option allows the student to plan with the instructor a course that has a clear relationship to the student's academic program. The plan for the course includes a reading list, a group of assignments, examinations, papers, or similar evidence of intellectual achievement on which academic credit is based. A description of the course and of its requirements must be approved by the instructor responsible for it and by the department chair or dean.

Students may take up to 30 units of independent study courses for a letter grade. Any additional independent study units may only be taken on a Pass/Not Pass basis.

Credits From Other Institutions or UCI Division of Continuing Education: Undergraduate Students

UCI undergraduate students who plan to enroll in courses at another institution or UCI Division of Continuing Education in either a summer or regular session, and to use such courses to satisfy any UCI requirements, should first consult with and secure prior approval from the academic dean or chair of their major who will determine if the credits are applicable to major and general education requirements.

UCI undergraduate students *must* submit an official transcript of all course work earned at another institution or college to the Office of Admissions and Relations with Schools (<http://www.admissions.uci.edu/>). If such courses are determined by the Office of Admissions and Relations with Schools to be transferable, do not duplicate other credit granted, and do not exceed limitations of credit, then the units earned may be applied toward the total required for graduation.

As of winter 2009, matriculated UCI undergraduate students can elect to have the full course record included on their academic transcript for all courses taken through UCI Division of Continuing Education. The full course record contains course title, academic department, course number, grade, and grade points earned. This option also pertains to Concurrent Enrollment courses taken by students who are applying for readmission. The full course record can be transferred to their academic record when they have been admitted or readmitted to regular student status.

Credits From Other Institutions or UCI Division of Continuing Education: Graduate Students

In accordance with UC Academic Senate policy, graduate students may be granted unit credit (not grade credit) toward a master's degree for a limited number of acceptable graduate-level courses completed at another institution or through UCI Division of Continuing Education before enrollment in graduate study at UCI. To receive such credit, the student must submit a formal petition, including an original transcript, after enrollment in graduate

study. Approval of the student's graduate advisor and the Dean of the Graduate Division is required. The petition is submitted via DocuSign and can be found on the Graduate Division website (<https://www.grad.uci.edu/academics/DocuSignForms.php>).

While enrolled at UCI, a graduate student may receive unit credit for graduate-level courses completed at another institution or through UCI Division of Continuing Education only with the prior approval of the student's graduate advisor and the Dean of the Graduate Division.

See the Graduate Division section (<http://catalogue.uci.edu/graduatedivision/>) for further information about graduate transfer credit and the University's Intercampus Exchange Program.