

Transfer Credit Guidelines for Current UCSB Students

The following information is presented as a guide for current UCSB students considering enrolling in courses outside of UCSB. This information is meant to assist you through the process of transferring credit to UCSB. If you have general questions regarding transfer credit that are not covered in this document, please email admissions@sa.ucsb.edu and put 'Credit Memo' in the subject line.

Initial Considerations

UCSB **does not pre-approve** coursework. The Office of Admissions determines transferability **after** you submit an official transcript with the course(s) and grade(s) posted. While you can contact your College Advising Office or Department Advisor prior to enrolling in a course, the final decision rests with the Office of Admissions **after** your official transcript is received. **In other words, you cannot have complete assurance that your outside coursework will transfer.**

The college or university you attend must be accredited by a U.S. regional accreditation agency, i.e. WASC.

The Office of Admissions only determines if a course is transferable to UCSB, but does not determine if a course meets major requirements or GE requirements. Please refer to your college advising office or Undergraduate Advisor in your academic department for assistance in petitioning for subject credit to meet a requirement.

Selecting Courses

- › The course(s) you complete must not duplicate any coursework you have already completed at UCSB or any other collegiate institution.
- › Credit will not be allowed for any math, chemistry or foreign language course that is less advanced than a course you have already completed.
- › The course(s) you take must be academic in nature and cover the same depth and breadth as courses offered in the University of California system. For example, UCSB will not award credit for a lower-division marketing course, since the University of California does not offer marketing courses at the lower-division level.
- › Upper-division credit for transfer courses will only be awarded if the official transcript posted the coursework as such.
- › Lower-division unit limitation: A maximum of 105 lower division quarter units (70 semester units) from non-UC colleges or universities will transfer to UC. Subject credit will be awarded for all transferable courses beyond the unit maximum.
- › Each course posted on the transcript must be listed in a specific term with units and a grade. All courses must be described in the college's catalog for the academic year in which the course was taken, reflecting that the course is also applicable to that institution's degree program requirements. Course numbers used on the transcript must also match the college catalog.
- › Credit for 'variable topics,' 'special topics,' 'independent study,' and graduate-level courses is awarded after a faculty member in the appropriate department reviews your syllabus and provides written approval to the Office of Admissions, stating the course is appropriate for undergraduate degree credit.
- › Courses in traditional academic disciplines (science, literature, humanities and social sciences) are generally transferable. The following types of courses are not transferable:
 - › Courses that are vocational, technical or professional in nature (e.g., advertising, real estate,

business communications)

- › Remedial Courses (e.g., intermediate algebra)
- › Personal enrichment (e.g., how to use your personal computer)

Timing & Petitions

Concurrent Enrollment

Effective spring 2020, students enrolling in a course simultaneous to UCSB enrollment do not need a concurrent enrollment petition as long as they are in good academic standing (as determined by the student's College).

Students who are not in good standing must obtain an approved Concurrent Enrollment Petition from their College prior to simultaneous enrollment in both UCSB and non-UCSB courses during the same term. Students who are not in good academic standing and do not have an approved petition on file at the time of credit review will be denied credit for their non-UCSB coursework.

UC Extension

Effective spring 2020, students taking courses through a University of California Extension program are no longer required to obtain an Extension Petition through their College. However, students are **STRONGLY ENCOURAGED** to consult with their academic advisor prior to enrolling in UC Extension courses, as extension courses taken outside of UCSB Extension do not apply towards residency calculations for graduation, nor are they factored into a student's UC GPA.

UCSB students may enroll in UCSB Extension Concurrent Enrollment (XSB courses) provided they are not enrolled at UCSB during the term they are concurrently enrolled at UCSB Extension.

Please note that only courses numbered 1-199 at UC Extension will transfer to UCSB for degree credit. Only Concurrent Enrollment courses completed through UCSB Extension (XSB) will be calculated in your UC GPA and appear on your UCSB transcript. For more information on UC Cross Campus Enrollment, please visit the [Additional Enrollment Opportunities page](#).

Repeating University of California Coursework

Please note that courses taken at the University of California can only be repeated at the University of California. UCSB Extension courses may be allowed as repeats, but you must have the appropriate repeat petition on file in order to receive credit. Only courses graded "C-" or lower may be repeated. Courses repeated outside of the UC will not clear the UCSB letter grade or receive credit.

After you Complete the Course(s)

You must submit an official transcript from the institution you attended to the Office of Admissions. Official transcripts can be submitted electronically using Credentials, Digitary, Docufide, eTranscript CA, Kiteworks, National Student Clearinghouse, Parchment, SCOIR, Scribbles, Speede, or by physical mail. After we receive your transcript, **please allow 6-8 weeks for processing and for any appropriate credit to be reflected in GOLD**. Retain all notes, exams, essays and syllabi, as sometimes it is necessary to review these for course credit. Send all transcripts and test scores (including UCSB Extension (PACE) transcripts to:

Office of Admissions
UC Santa Barbara
1210 Cheadle Hall
Santa Barbara, CA 93106-2014

Summer or Winter Intersession Programs in China

Beginning with the 2019-2020 academic year, current students requesting transfer credit for summer session or winter intersession coursework from a higher education institution in China must submit a CHESICC (China Higher Education Student Information and Career Center) verification in addition to the official transcript issued by the university. The official transcript and CHESICC's verification should be sent directly to the Office of Admissions in order for UCSB to consider awarding credit for these courses. UCSB will not accept letters/verifications from the program or university in lieu of a CHESICC verification.

Students considering enrolling in these programs should also be aware that many English language based summer programs in China are administered by a third-party collaboration with universities in China and are not part of that university's undergraduate degree program. If the summer program is not part of the university's degree program, it may not be recognized by the Ministry of Education and verified by CHESICC. This means that you likely will not receive transfer credit for courses taken through these programs.

Please note, CHESICC verification does not guarantee that transfer credit will be awarded, only that transfer credit will be considered. Transcripts received without CHESICC verification will not be reviewed for transfer credit. All courses with the appropriate documentation (official transcript and CHESICC verification) will be reviewed for transfer credit using UCSB's transfer credit guidelines.

It is the student's responsibility to obtain both the official transcript and CHESICC verification, as UCSB cannot reach out to either entity on the student's behalf. It is also the student's responsibility to thoroughly research the program/university they wish to attend to ensure it meets CHESICC's criteria for verification. UCSB is not responsible for decisions made by CHESICC.

The Office of Admissions cannot pre-approve any courses or programs. Transferability will be determined after we receive your official transcript and CHESICC verification. In other words, you cannot have complete assurance that your coursework will transfer to UCSB.

China Summer Sessions through U.S. Institutions

UCSB will consider awarding credit for summer in China offered in collaboration with a regionally accredited U.S. university if the following criteria are met:

- › The U.S. school of record must be regionally accredited
- › Courses must be posted to the U.S. institution's transcript as the U.S. university's own course, including department, course number and units
- › All courses posted on the transcript must also be published in the university's catalog for the academic year in which the student completed the course
- › Courses must be similar in level and scope to courses offered in the UC system
- › All other transfer credit guidelines must be met
- › Courses must not duplicate courses you have already completed at UCSB or any other institution
- › Transfer credit for these programs will be determined after you complete the program and submit your official transcript

We strongly urge students who would like to earn credit during the summer to consider enrolling in a summer session at a UC campus, UCEAP, or the California Community College system.

Resources

- › [Assist.org](https://www.assist.org) is an online tool that can help you if you plan to take courses at a California Community College. You can use this tool to find what courses will transfer to the University of

California, which courses satisfy general education requirements and which courses fulfill major preparation requirements.

› [**UCSB Office of Admissions Guide to Course Transferability**](#) is intended for prospective students, but it may assist you in selecting transferable courses from other institutions.

› [**UCSB General Catalog**](#)

› [**UCSB College of Letters and Science Guide to Transferring Credit**](#)