

Full disclosure

International coursework and academic records

September 2024

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What we'll cover...

- Common terminology
- What to report and how to report it
- Why disclosure is important for students
- Why disclosure is important for UC
- Challenges to obtaining records from unstable countries



Common terminology

Academic record

- The document showing courses attempted and grades earned
- In the U.S., we call this a 'transcript'
- If possible, ask for the academic record by its correct name

Mixed record

- An academic record with both domestic and international coursework
- Does not mean the student is an international student
- Both the U.S. and the international coursework must be reported to UC

- Some examples of the correct names of academic records:
 - Statement of Marks (India)
 - Releve du notes (France)

What to report

Students must report:

- Every post-secondary institution attended
- All coursework attempted
- All grades earned
- Any degrees/diplomas awarded



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- The application requires all students to sign a Statement of Integrity certifying that all information on the application is correct and their own work.
- All students – not just those with mixed records – are obligated to report attendance at any colleges or universities, including colleges they may have attended as a high school student (for dual enrollment).
- Some students would prefer not to disclose their international record for various reasons:
 - They want to “start over”
 - They think their coursework will not transfer
 - They are afraid their prior coursework will hurt their chances of admission to UC
 - They already have a degree but don’t think it will be recognized in the U.S.
 - They are “advised” not to disclose that information

How to report an international institution

In the Academic History section, students will:

- Add the international institution
- Indicate dates of attendance
- Select the term type and grading system for each school
- Indicate language of instruction
- Report degrees/diplomas/ certificates earned with dates

✓ Academic history
Introduction
Transfer Admission Planner
Last high school attended
Colleges <input checked="" type="checkbox"/>
College courses
Minimum requirements
Additional information
Review


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- The UC application is designed for California students, since they are our primary constituents
- Students must do their best to report all international institutions attended
 - Sometimes that means manually entering the name of the institution, although in this example the university has a CEEB code
- It's very important for students to report the correct grading scale used by the international institution, and to explain that scale in the Additional Comments section of the application

Example: int'l institution



Academic history

College information

UNIVERSITY OF PADUA, 007633-9
ITALY,
School code: 007633-9

When did you attend this college? *

Start date: Month: October Year: 2022

End date: July 2024

Is this your current or most recent college? *

No Yes

What is this college's grading system? *

A B C D F 0-100 (U.S.) Other

If you chose Other, please specify *

During your attendance, did the college's term system (quarter or semester) change? *

No Yes

What is this college term system? *

Semester

Please select all the terms when you were enrolled at this college.

Fall 2022
 Spring 2023
 Summer 2023
 Fall 2023
 Spring 2024
 Summer 2024

What level of degree, diploma, or certification did you receive or will be receiving?

No degree

What is the language of instruction? *

Italian


Save & continue
Cancel

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Reporting international coursework

Students should:

- Work from international record
- Report exact course titles
- Report grades on native grade scale
- Use Additional Comments

UNIVERSITY OF PADUA
ITALY, ITALY

Grading system: 0-30
Term system: Semester

College code: 007633

Grade Codes

AR - Academic Renewal CR - Credit IN - Incomplete IP - In Progress
NC - No Credit NP - No Pass PL - Planned PS - Pass
WF - Withdraw Failure WI - Withdraw WU - Withdraw Unauthorized

Fall 2023

Dept	Course No.	Course Title	Units	Grade	
Phil	000	Political philosophy	6	27	<input type="button" value="Clear"/>

[Add another course](#)

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- All coursework from a non-CCC must be manually entered into the Academic History section of the application.
- Some international institutions do not include departments and course numbers on the academic record.
 - In those cases, the student should do their best to indicate an appropriate department, and they can use 000 as the course number – the application requires a department and course number for the student to continue.
 - Students can do a word-for-word translation of the course title. For instance, if the title said “Matematica,” they could list the title as “Math” or “Mathematics.” They should NOT, however, report it as “Calculus.”
- Students must report the credits earned that appear on the international record, which may not match “units” here.
 - For instance, Italy in this example uses ECTS credits, so that’s what the student should report and explain in Additional Comments.
- Students must also report the grade as it appears on the international record; they should not attempt to convert their grades to the A-D,F system. They can then explain the grading system in Additional Comments.

Disclosure for the student's benefit

Avoid repeating courses unnecessarily

Only UC-transferable courses are included in the GPA

Maintain academic integrity

Avoid potential application or admission cancellation for falsification

Might be able to go directly into higher-level degree program

May be able to transfer sooner!

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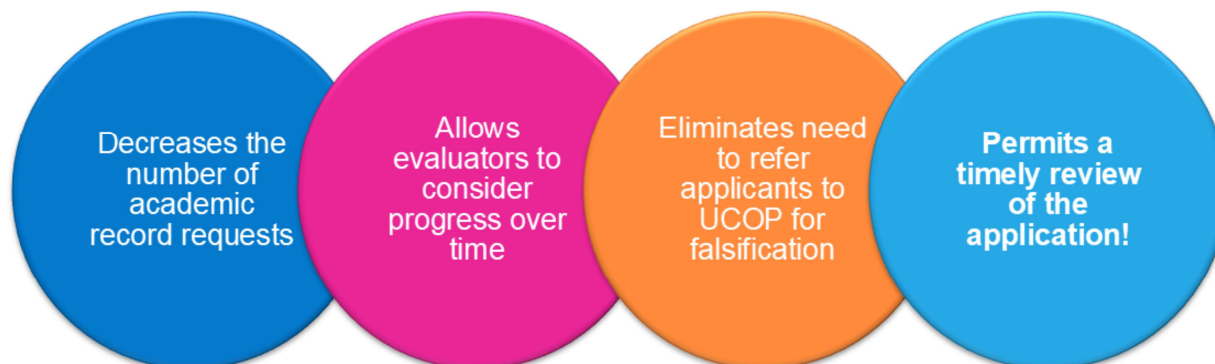
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So, why should a student disclose their attendance at an international institution? How does that help the student, especially if they did poorly?

- First, there is the issue of academic integrity. If a student has no problem hiding their international record, what else are they hiding? And is that the type of student you want at your CCC or that UC wants at our campuses?
- But there are actually benefits to disclosing that record:
 - Students may not understand how their grades will convert to our grading system, so their grades may not be as bad as they think,
 - That means their GPA may not be as low as they anticipate, and it also means they may not need to take courses that they've already completed elsewhere (a cost-savings to the student).
 - Additionally, not every course will be UC-transferable, so, again, their academic record may not be as detrimental to their GPA as they assumed.
 - Some students may not realize that the degree they've obtained is comparable to a degree here in the U.S., and they may be able to go directly into a graduate program or into the workforce without redoing their bachelor's degree.
 - Ultimately, disclosing the information could mean the student can transfer much sooner than they anticipated, which can save them time and money!

Disclosure for UC's benefit



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Of course, UC benefits from having students disclose up-front that they have an international academic record. How?

- Our campuses will only discover that they need additional information during the application review process, which is an extremely busy and hectic time.
 - If students have reported their information correctly, it means an evaluator may not need to contact the student to ask about gaps in education or to request an academic record to “correct” the application.
 - It is possible that some decisions may be delayed because of the need for more information that the student could have provided up-front.
 - It could also mean that the application is denied if a response is not received in a timely manner.
- Campuses don’t just look at the GPA in a vacuum. They look at the progress a student has made over time, and the Additional Comments explaining past performance can provide additional context. This is true for all students, not just students with mixed records. This is why we ask students to report ALL coursework attempted – not just transferable courses, but every course attempted.
- Finally, when evaluators discover that a student has deliberately omitted information, they must take time away from reviewing applications to report that application to the other campuses and to UCOP for falsification.
- In short, full disclosure in the application allows for a timely review and decision, and avoids the heartbreak of having an application cancelled or an admission decision revoked.

Additional points to consider

- Academic records are available from nearly every country
- Students usually do not need to request academic records in person
- Institutions will issue academic records for incomplete programs
- Some institutions will issue academic records in English at the student's request
- The student should be able to obtain syllabi or course descriptions for the courses they completed



- We've all heard lots of excuses about why a student can't get their international academic record, and most are just that – excuses!
- It's very rare for an academic record to be unavailable. Even if a school has closed, there is usually a government agency that has access to the records.
- It's also not true that an institution can't issue a record if the student hasn't earned the degree, and many countries will accept an academic record request online or made by a family or friend that is still in the country. Students can also enlist the help of the EducationUSA office for their country or region to obtain the record.
- And, while it may be difficult for you or me to find syllabi or course descriptions for the courses the student took – particularly in English – the student should be able to get those and do a word-for-word translation, if necessary.

Politically unstable countries

- UC recognizes it may be impossible to obtain an academic record in certain circumstances
 - From some war-torn countries
 - From some countries undergoing a political coup
 - From some countries with overall political unrest
 - From some countries that require military service to obtain an academic records
 - From students who are political asylees

- Notice I did say that academic records are available from “nearly” every country. But there are some exceptions, and it usually has to do with political upheaval.
- Not every country that meets the bullet points above will be unable to issue academic records.
 - For instance, Israel is at war, but students should still have no problem obtaining an academic record from an Israeli university

What about “disclosure”?

- Students **must** report attendance at the institution
- If unofficial record is available, student must report coursework and grades
- Student should explain circumstances in Additional Comments
- Campus verifies that academic records are not available
- Campus asks student to sign an official statement acknowledging that if they ever produce the record, no credit will be awarded

Countries where academic records may not be available:

- Afghanistan
- Iran
- Myanmar
- Palestine
- Russia
- Ukraine
- Venezuela

- The list of countries above is not an exhaustive list, nor is it a permanent list.
- These are some of the countries from which our evaluators have had trouble getting academic records this past year.
 - Iran has always been difficult to get academic records, and we know that they are a country that will not issue an academic record (from public institutions, at least) to male students until they have fulfilled their mandatory military duty.
 - Russia has typically not been a country from which records are unavailable, but it's possible that not every university in Russia is open and can provide documents.
- Even knowing that we've had trouble getting documents from these countries this year, we would still ask (and recommend you ask) the student for their record.
 - If students tell us that records are not available, we will do our best to verify that information.
 - That sometimes means looking at newspaper articles from that country, or sometimes contacting a credential evaluation agency to find out if they are getting documents from that country.
 - We may even contact an EducationUSA office for further clarification, as they are usually on the ground in that country or region.
- When a student has told us that they can't get a record and we verify that it's not possible, we do work with the student (we're not monsters!).
 - If the student has a copy of an unofficial record, a campus may choose to work with that document.
 - Otherwise, the campus will ask the student to sign a statement saying that the record is not available and that, if they are able to obtain and submit the document in the future, they understand that UC will award no credit for any of that coursework.

Thank you

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