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ACADEMIC INFORMATION

Campus Policies & Procedures

Before and after UCEAP, most academic questions are specific to your campus

Absence from UC Before or After the Program

On most UC campuses, if you are not enrolled during the academic term immediately preceding departure abroad (summer sessions excepted) you are not automatically considered a continuing student and must apply for readmission to UC before departure. If you are "sitting out" a term before departure contact the appropriate office on your campus to determine your campus policy.

If you will not be returning directly to your UC campus after completing your program, find out about your UC campus leave of absence policy. Some UC campuses do not have a leave of absence status for undergraduates. If you are contemplating "sitting out" a term or two, communicate with your campus UCEAP advisor concerning your plans and intended reenrollment.

If you are a **graduate student,** it is especially crucial that you follow leave of absence procedures; otherwise, you could lose graduate student status and candidacy.

Academic Probation

If you are placed on academic probation after selection, you must file a written petition to be considered for UCEAP participation. The petition is evaluated by the Campus EAP Office. Continued participation in the Program is then contingent upon the approval of the Campus Faculty Director.

UC registration for term following UCEAP

Policies and deadlines for enrollment vary by campus. Contact the Campus EAP Office to discuss return registration procedures. Once abroad, the Campus EAP Office may send you information or may post enrollment information on their website.

The *Schedule of Classes* for all UC campuses can be accessed online. Contact your campus with questions regarding UC registration following UCEAP participation.

Senior Residency Rules

UC students are required to be in residence at their UC campus during all or part of their senior year; however, there are exceptions available to UCEAP students. Seniors on UCEAP must consult with the appropriate office on campus about senior residency rules.

Graduation

If you are nearing graduation, inquire at your UC campus about graduation procedures for UCEAP students. Do not file for degree candidacy for your final UCEAP term. Terms at host institutions frequently end after UC campus terms, and grades will not arrive on time to accommodate most degree verification deadlines.

After you return from your program, contact your Campus EAP Office and/or Registrar's Office to inquire about the completion of graduation checks and the recording of grades.

See the *Grades* section in this chapter.

Graduate School Planning

If you plan to apply to graduate school while abroad, collect information on graduate school requirements before leaving the U.S. Once abroad, allow extra time for communication with the U.S. and for UCEAP grades to be reported, which may affect your graduate school application or enrollment. If you are planning to attend a professional school following the completion of your program, consult with the appropriate advisors prior to departure regarding exams and entrance requirements.

To take the Graduate Record Exam (GRE) while abroad, refer to information on the **GRE website**.

Academic Planning Form

The Academic Planning form is a campus-specific form that requires you to describe the major and general education requirements you must complete abroad along with the coursework you intend to take to fulfill those requirements. If it is required by your campus, complete it with your academic advisor *before departure. See Course Information in this* chapter for resources to help you complete this form. This form is not part of the UCEAP Systemwide application and is kept at the campus.

Graduate Students

There are separate academic regulations concerning graduate students. Graduate students follow their departmental or campus instructions as officially stipulated on the Graduate and Professional Student Agreement and Academic Planning (**GSAG**) form. All graduate students participating in UCEAP must submit a completed GSAG to the UCEAP Systemwide Office prior to departure.

Minimum Load

Graduate students must be enrolled in one or more courses for UC credit. A graduate student who enrolls in independent study or research while on UCEAP must be supervised by some faculty member(s) of the host institution or their UC home campus.

The minimum load to qualify for UC full-time status as a graduate student depends on your home campus requirements and may range from 4 to 12 UC quarter units per quarter (12 to 36 UC quarter units per year). Your specific unit requirements must be indicated on your GSAG. Graduate students are expected to be familiar with the requirements of their department and the Graduate Division of their home campus prior to departure, as well as any additional requirements imposed by fellowships and other financial assistance.

Graduate students must carry a minimum number of units during the academic year to qualify for Financial Aid (to be eligible to receive Federal funds). See your campus Financial Aid office and your graduate division for the minimum number of units required by your campus.

Satisfactory/Unsatisfactory Grading Option (S/U)

Unless prohibited by individual program policy, graduate students may take courses on a satisfactory/unsatisfactory (S/U) basis as recorded on the GSAG. Graduate students who are permitted to use this grading option may do so by selecting the P/NP option in MyEAP and the corresponding S or U will be reported. Some UC campuses consider a grade of B or above to be equivalent to an S, while others consider a grade of B- or above to be equivalent to an S.

Course Information

Course search engines

For each program, the **UCEAP Program Search** provides a list of subject areas in which coursework is available. UCEAP courses are organized under a list of subject areas accepted by all UC Registrars. Subject areas can be searched using the **MyEAP Course Catalog** to find specific course information.

Depending on your program, you will enroll in regular host institution courses, courses specifically designed for UCEAP or international students, independent study courses, or a combination of these types of courses.

For most host institutions the **MyEAP Course Catalog** lists only a fraction of the courses available. The MyEAP Course Catalog is useful as a representative selection of the courses in which you may enroll. It includes host university departments, titles, course numbers and descriptions, as well as the assigned UC titles, subject areas, course numbers, and UC quarter units.

Additional course information may be found through host institution websites. Links may be available on the UCEAP **Program pages** on the Courses & Credit tab.

It is not guaranteed that a course listed in the MyEAP Course Catalog or on host institution websites will be offered while you are abroad; courses offered by a host institution vary each year. If you select a course that has not been offered in the past and has not yet been taken by UC students, it will be submitted for UC cataloging when you enroll in the course.

General education and major requirements

> ➤ **Courses are guaranteed to count for UC units but are not guaranteed to apply to any specific degree or major requirements.**

You will earn regular UC credit (not transfer credit) for all UCEAP courses you complete. Your major department determines how much credit will be awarded toward fulfillment of major requirements and which courses will satisfy specific requirements. Your college approves credit for general education courses. Keep track of which general education and major requirements you must complete. If you have questions about how your UCEAP coursework will apply to UC campus requirements, contact your departmental and college advisors. Before departure, obtain your advisors' contact information so you can communicate with them while abroad.

Study Center and UCEAP Systemwide staff cannot provide advice about major or general education requirements or the applicability of host institution courses to your major program.

Keep Course Materials

In most cases, final decisions about whether UCEAP courses fulfill major or general education requirements will not be possible until after you return from your program. To assist campus academic advisors in evaluating UCEAP courses for fulfillment of requirements, gather course information such as syllabi, bibliographies, papers, and returned exams for use upon return to your UC campus. Keep materials for all courses you take as proof of the work you completed at the host institution.

Duplicate coursework

You cannot receive credit for a course taken on UCEAP that duplicates previous coursework taken at UC. Because a course taken abroad may have the same or a similar title, but different content than a course offered at UC, keep complete records of your UCEAP work so that the course content can be verified if credit for the course is questioned at your UC campus.

Repeating a course

If you fail or receive a D, F, or NP in a course, you may have the chance to repeat the course the following term at the host institution. If your host institution allows you to repeat the course, you must complete a General Petition for UCEAP approval to repeat the course. If the petition is approved, the course is listed for the same units and same grading option as the original course on the MyEAP Registration Study List.

The approval of the petition to repeat the course relates only to UCEAP enrollment and does not determine the final disposition of credit and grades on your UC record. Because regulations and procedures regarding the repetition of courses vary by campus and depend on your academic record, UCEAP cannot determine how the courses and grades will be recorded on your UC record. Check your UC website to learn the regulations and procedures for repeated courses at your campus.

The UCEAP Systemwide Office will inform the campus Registrar's Office of the repeated course when grades are transmitted.

When applying to law school and most medical schools, both the initial course and the repeated course grades are calculated into the overall GPA.

Host institution coursework

UC credit awarded through UCEAP is based on formal Regental approval of an agreement between UC and the institution at which the coursework is being done. You may not enroll for credit at an institution with which UCEAP does not have an approved agreement. Occasionally exceptions are allowed when an institution with which UCEAP currently has an agreement routinely permits enrollment at another institution as part of its own institutional processes. Any additional costs, including fees assessed for the cost of labs, field trips, etc., would be your responsibility. In most cases, students do not receive UC credit for courses that require them to pay tuition or enrollment fees in addition to the fees paid to the University of California.

Exceptions to permit enrollment at institutions other than the UCEAP-recognized host institution are generally noted in your Program Guide; however, verify the approval of any such enrollment with the Study Center and the Systemwide Office prior to registration.

Occasionally, students wish to take courses at other institutions for their own personal growth and educational benefit. UC credit will not be granted for this work. In such a case, you would be responsible for all fees associated with these opportunities and for providing any documentation of the work that you may wish to furnish to your UC campus department (e.g., a transcript). You must meet UCEAP academic requirements for a full-time course and unit load regardless of any additional coursework you take outside the program.

UCEAP Summer Programs

Summer programs have different policies and requirements than other programs

Summer programs have certain policies that differ from those of UCEAP's ILP, quarter, semester, and year programs.

You may take courses on a pass/no pass grading option following the standard limit of no more than one-third of the total units for the term.

The variable unit option is not available for summer programs, so you will take the maximum number of units for the courses. You may not reduce the number of units for any course.

In a case where you extend your participation from a summer program to a fall or year program and the summer program is also considered an intensive language program (ILP), you may submit a General Petition to reduce your units at the time your extension is approved.

Language Study

Intensive Language Program

Some programs require you participate in an intensive language program (ILP) before you start host institution coursework. The ILP can help you acquire language proficiency to meet the demands of the academic program and adapt to the culture of the country. Unless you have fluency in university-level academic reading, writing, and comprehension, and have been granted an exemption well before departure, you are required to complete the ILP.

Most ILP courses are graded with letter grades only. The pass/no pass grading option is generally not permitted.

You receive units for courses taken during the ILP, but ILP units do not count toward the required minimum unit load for subsequent terms.

You may take ILP courses for less than the maximum units, but not for less than a total of three UC quarter units using the variable unit option. You must request this reduction of units at the time of registration. Although you may choose to receive fewer than the maximum units for a course, there is no reduction in the quantity or quality of work expected, or in the number of courses required. Reducing units using the variable unit option may affect your financial aid award. Ask your campus financial aid advisor about financial aid requirements.

Studying languages while abroad

In most programs where English is not the primary language of the host country, a major academic goal is to immerse you in the local language and culture; therefore, many of these programs have language course requirements that are indicated in your Program Guide.

You are also permitted to study foreign languages that are not official languages of the host country.

Studying in English in a foreign-language country

Non-English language programs may restrict the number of courses taught in English. In immersion programs, where you attend classes with host institution students, you are generally expected to do all coursework in the language of the host country. If there are sound academic reasons for enrolling in a course taught in English, the Study Center may grant an exception, but you may be limited to one course taught in English per term. English literature majors should review their academic planning form with their advisor before departure and consider the available courses that are taught in the language of the host country.

Information about course options in countries where the host language is not English and where students take courses other than host institution courses may be found in your Program Guide.

Unit Requirements

Minimum unit load for undergraduate students

Both UCEAP and your UC campus require that you study full-time as a UCEAP student; you are expected to make normal progress toward UC graduation while abroad. UC campus policies vary with respect to full-time status and normal progress; you must follow UCEAP requirements.

To achieve full-time status on UCEAP, you must carry a minimum number of units. In programs without an ILP the required minimum unit loads range from 21 to 24 UC quarter units per semester or 14 to 16 UC quarter units per quarter. In programs with an ILP the minimum load is 18 UC quarter units per semester or 12 UC quarter units per quarter. ILP units do not count toward the minimum load of any subsequent term. Certain programs are exceptions to these rules and have specific required unit or course loads.

The unit requirements for your program are in your Program Guide.

You will satisfy campus and UCEAP requirements governing coursework, units, and normal progress as long as you follow UCEAP requirements related to your program.

> **UC converts all units to UC quarter units regardless of the term length at the host institution. See the section "Units for UC semester students" for additional information on the quarter to semester unit conversion.**

Taking less than the minimum load

If, due to circumstances beyond your control, it becomes necessary to carry fewer units than the program requires for any term, you must complete a General Petition clearly explaining your reason for not meeting the program requirements and submit it for approval by the Study Center and the UCEAP Systemwide Office.

There may be serious repercussions for financial aid students who fail to carry a minimum load. If you have bona fide health problems (including mental health issues) or learning or other disabilities, you may obtain a letter of approval for a specified deficit load from the disability or health office at your UC campus. You must forward this letter to the Systemwide Office **prior to departure.**

Reduction of Units to Avoid Campus Unit Ceilings

The unit accumulation limitations require careful planning in order to meet campus regulations and to avoid difficulties with graduation.

Most UC campuses impose limits on the number of units you may accumulate before graduation. If you will enter senior standing while abroad, make sure you are aware of your campus unit ceilings. Consult your campus college advisor for the particular limits that apply to you. You may need to petition your college dean or provost for a waiver of regulations related to unit accumulation.

If you need to reduce your units below the program requirements to avoid the graduation unit ceiling, obtain a letter from your college advisor prior to departure requesting a specified unit load. The UCEAP Systemwide Office must approve the request. Requests below full-time status will not be considered. Take a copy of the approved request abroad. If you do not file such a request and receive approval prior to departure, you will be required to meet the program requirements.

Variable Unit Option

Students who do not receive predeparture approval to take a reduced course or unit load must meet the program requirements, but may use the variable unit option to reduce the number of units. The total unit load may be reduced to a minimum of 18 UC quarter units per semester or 12 UC quarter units per quarter. For example, in a program that requires 24 UC quarter units per term, you may reduce the units in one or more courses so that the total is 18 UC quarter units without reducing the number of courses or the amount of work in any course. Unit reductions are made when you complete your MyEAP Study List. If your program minimum unit requirement is 18 UC quarter units for a semester program or 12 UC quarter units for a quarter program, you may not use the variable unit option to reduce units below those amounts.

All courses catalogued for UC credit are listed for the maximum number of quarter units a student may receive. The maximum units for a course are shown in the **MyEAP Course Catalog**. All courses (except courses taken in summer programs) carry variable quarter units in that you may elect to take fewer than the maximum units for a course (1 qtr unit minimum or 1.5 qtr for Berkeley and Merced students).

The reduced units recorded on the MyEAP Study List do not represent any reduction in the work required for the course.

If you plan on using a course to fulfill a major, college, or general education requirement, check with your college or department advisor for unit restrictions, limitations, or policies before using the variable unit option.

Unit values for new courses are based on a specific unit evaluation method for that program. The fact that a course is taught in a foreign language does not affect the assignment of unit value. The unit value is determined through the course cataloguing process that begins with the submission of course information to MyEAP. If an existing course changes, the Study Center will submit new information to request an adjustment in the unit value.

Units for UC semester students (Berkeley and Merced)

If you are a Berkeley or Merced student, you will enter UC quarter units on your MyEAP Study List. The UC quarter units are converted to UC semester units when grades are entered on your record by the UC Registrar's Office.

UC quarter units multiplied by 2/3 equal UC semester units at Berkeley and Merced. For example, 19.5 UC quarter units equal 13.0 UC semester units. See the UCEAP quarter to semester **Unit Conversion Chart**.

Financial Aid Students

If you are on UC financial aid and fail to carry a minimum load, there may be serious repercussions; discuss the situation with the Study Center prior to completing a petition for a deficit load. Some campuses have additional criteria with regard to deficit loads. If you are facing a possible deficit load, check with your campus regarding the policy for minimum academic progress toward the degree. You are responsible for repayment of any funds you receive that you are not entitled to receive due to a change in enrollment or a reduction of your financial aid after it has been awarded and disbursed.

Registration Process

MyEAP Study List and course registration

Your MyEAP Study List is the official record of coursework completed on UCEAP for academic credit. All courses taken through UCEAP must be catalogued for UC credit in order to be on your academic record. Credit for UCEAP coursework is recorded in UC quarter units.

Registration processes vary among UCEAP programs and differ from what you are used to at UC. Make sure you follow all UCEAP and host institution procedures for completing course registration.

For programs where there is a UCEAP Study Center, you may meet with the Study Center to discuss the academic program and MyEAP course registration procedures before the start of the academic term. For programs where there is not a UCEAP Study Center, instructions for MyEAP course registrations procedures will come from the UCEAP Systemwide Office. You are responsible for following all instructions and adhering to deadlines set by the Study Center and/or the UCEAP Systemwide Office.

If you take a course that has not previously been taken for UC credit, it will not be in the MyEAP course catalog and you will need to provide course information through your MyEAP Study List. If you do not complete this process, you will not receive credit or grades for your coursework.

Keep copies of your work, MyEAP Study List, petitions, and course information. In addition to host institution registration, you will register your courses on your MyEAP Study List. Any change made to the host institution registration, such as adding or dropping a course, must also be made on your MyEAP Study List. You may either make changes in MyEAP or by petition, depending on the timing. You must follow host institution and UCEAP deadlines and procedures for changes, when applicable.

Adding or Dropping Courses

To add or drop a course, you must follow the host institution's procedures and file a General Petition with the Study Center. Any course that is not completed or is not approved to be officially dropped by the Systemwide Office will be assigned an F grade.

Course Numbers

UCEAP course numbers do not correlate with any specific UC course numbers; UCEAP enrolls students from all 10 UC campuses—all of which have their own course numbers and systems.

UCEAP uses the UC numbering scheme in the MyEAP course catalog: 1-99 are lower-division, 100-199 are upper-division, and 200s are graduate-level.

Physical Activity (PA) Classes

Physical activity (PA) classes (basketball, swimming, judo, certain dance classes, etc.) are lower-division and are worth 0.5 UC quarter unit. These classes do not count toward the minimum required load for the program; the units must be in addition to the minimum load. Physical education (PE) courses (kinetics, physiology, teaching methods, sports management, etc.) are regular courses taught in lectures, discussions, labs, etc., and are assigned division and units like other courses.

Failure to Register

If you fail to register within the host institution's registration period and/or fail to submit a complete MyEAP Study List and course information by the deadline, you will be subject to a lapse of student status and dismissal from UCEAP, which carries serious financial and academic consequences.

Good Academic Standing

You are expected to maintain good academic standing as determined by UC (minimum GPA of 2.0 or as required by the host institution; and minimum progress toward degree) for each term of your participation. Failure to maintain good academic standing may result in probation or dismissal from the program.

Auditing

Auditing is discouraged. Auditing requires approval by the Study Center and the course instructor. Audited courses do not appear on MyEAP Study Lists or UC transcripts and credit is not awarded. An audited course may not be counted toward meeting the required minimum load and may not be considered a reason for you to be permitted to take a deficit load. Retroactive requests to add audited courses are not permitted. You may not audit ILP courses; ILP courses must be taken for credit.

Petitions

Changing your MyEAP Study List

UCEAP and UC campus petition procedures are very different. Make sure you follow all UCEAP and host institution procedures.

General Petitions

Once the MyEAP Study List is closed, the only way to change it is by submitting a UCEAP General Petition to the Study Center.

A **General Petition** is used for both standard actions and policy exceptions requested before the petition deadline date. A General Petition may also be used until the last day of instruction, until the examination period has begun, or until final grades are known (whichever is earlier).

Standard actions submitted by the deadline that may be approved by the Study Center include:

- Adding or dropping a class
- Changing the number of units using the variable unit option
- Changing the grading option
- Changing the subject area if a course is cross-listed

Standard actions submitted after the deadline as well as policy exceptions require the additional approval of the UCEAP Systemwide Office. Policy exceptions include:

- Deficit load (only approved when there are extenuating circumstances beyond student's control)
- Excess load (varies by campus)
- Excess pass/no pass (only approved when there are extenuating circumstances beyond student's control)
- Exemption from program requirement
- Repeating a course
- Undergraduate taking graduate-level course (must be advanced student with 18 units of upper-division units basic to the subject matter of the course)

A General Petition would be initiated, signed, and dated by you, and submitted to the Study Center. You are cautioned that approval for an exception to policy relates only to UCEAP; it does not mean that your UC campus department will approve an exception to its requirements (e.g., a letter grade required for major credit).

Retroactive Petitions

Changes requested after classes have ended, final exams have begun, or final grades are known (whichever is earlier) are submitted on a **Retroactive Petition**. This type of petition is approved only in unusual circumstances related to health problems or special academic situations. Retroactive Petitions require final approval by your UC campus (dean, provost, or in some cases a campus committee). Instructions for Retroactive Petitions are on the form.

Under no circumstances will petitions be accepted after 12 months following the end of the UCEAP program.

In the event any petition (general or retroactive) is denied, the decision is final; re-petitioning the same action is not permitted.

UCEAP Must Approve all Registration Changes

To avoid serious problems involving grades and credits submit a General Petition to update your MyEAP Study List if you change your registration at the host institution (e.g., drop a course) or stop attending class. Any course that is not completed or is not approved to be officially dropped by the UCEAP Systemwide Office will be assigned an **F grade**.

Attendance

Absences

You are expected to remain at the host institution location and attend classes regularly during all academic sessions. Regardless of the practices of local students or the flexibility of the host country's educational system, unauthorized absences during the academic term constitute grounds for disciplinary action. Excessive absences may damage the relationship between UC and the host institution and may lead to administrative dismissal from the program. Restrict personal travel to weekends and university holidays.

You are required to maintain contact with the Study Center, complete the MyEAP Travel Signout section, respond to communications, and attend meetings called by the Study Center.

Taking or retaking final exams in the U.S. is not permitted

You must complete all coursework and exams before leaving the host institution or Study Center. Unless there is an emergency situation beyond your control, such as an extreme health situation, a dire safety or security threat, or closure of the university, you may not take final exams in the U.S. or leave the program before completing final assessments. Although the practice in some countries permits students to retake final exams several weeks or months after the original exam period, you are not permitted to take or retake exams in the U.S. Some programs are designed to end before the official end of the host institution term, in which case you would be instructed by the Study Center on how to arrange the completion of your courses.

Independent Studies, Internships, and Research Projects

Process for undergoing Special Study Projects

Special study projects, such as an independent study course, research project, or internship for academic credit, are available for select programs, depending on the specific purpose of the program and the resources available. All special study projects require the permission of the Study Center.

The Study Center and a host institution faculty member or other qualified expert help you plan the project and supervise it on a regular basis. If a UC campus faculty member helps you develop the outline of a project, you may be referred to the Study Center after acceptance into the program; the Study Center may locate a host institution faculty member to supervise the project while you are abroad.

Occasionally, a UC campus faculty member may act as the direct supervisor of a project. In this case, you would make arrangements with the faculty member and UCEAP **before departure and submit a Special Study Project** form, along with a supporting plan of study or research proposal, to the Academic Specialist at the UCEAP Systemwide Office. The form requires the approval of the UC faculty member supervisor, his or her full name, departmental affiliation, address, e-mail, and phone number. The faculty member must agree to be available for regularly scheduled consultations during the term via the Internet or phone.

You will describe your project on the Special Study Project form and provide the required documents following these guidelines. The project results in a serious academic paper with unit credit assigned according to UC practice for independent study coursework. You may be able to use the special study project to meet honors program research requirements in your UC campus college. Discuss this possibility with your college academic advisor. The essential aspects of a special study project are:

- **Planning:** Formulate the special study project with a UC faculty member before you go abroad or with the Study Center upon arrival. Prepare a plan of study or research proposal that defines the project objectives, describes the methodology, outlines steps of implementation, lists sources, and notes the work to be assessed.

- **Supervision:** This is a critical aspect of independent study; an appropriate host institution faculty member, the Study Center Director, or a UC campus faculty member must be available for regularly scheduled consultation during the term of the project.

- **Credit:** To receive credit for the project, complete the Special Study Project form and supporting plan. The Study Center submits these documents to the Systemwide Office. The number of units of credit is based on the direct consultation time with the supervisor, the time you spend on independent work, and the type and amount of work submitted for a grade. The Special Study Project form stipulates who is responsible for assigning the final grade.

Special study may replace no more than one regular course per term in most programs. The P/NP grading option is permitted except in certain programs that require a letter grade. UCEAP uses the numbers 190 to 198 for the various types of undergraduate special study project courses.

Program Guides have additional information on independent study, if applicable.

Internships for academic credit

Internships offered for credit by UCEAP through the Study Center (Special Study Project 197) are academic activities that combine opportunities for acquiring practical experience with intellectual study. An academic internship involves work in a corporate, governmental, public, or private organization or institution usually for approximately 8 to 12 hours per week (approximately 150 hours per term). In addition, for at least one hour per week you would participate in scheduled consultations with the supervisor regarding the academic substance of the project. UCEAP Internships are usually 4.0 to 6.0 UC quarter units.

An internship for academic credit requires a substantial paper or series of reports, or other documentation. Participants describe the work done, provide thoughtful analysis of what was learned during the internship, and demonstrate that they have investigated and analyzed the experience beyond the performance of duties.

An internship for academic credit also requires regularly scheduled consultation with the direct supervisor. This time is for discussion of what you are learning from an academic point of view (e.g., developing knowledge about the general field, the broader context of the specific work, comparison of the host country activity and experience with that of the U.S., etc.).

The internship supervisor will keep a record of your attendance along with other information pertinent to the evaluation of your work and will provide the Study Center with a narrative evaluation of your performance. Special Study Internships (UCEAP 197 courses) are graded on the Pass/No Pass grading option only.

Some UCEAP host institutions offer internship courses as part of their curriculum. These courses have a partner course number, are organized by the host institution, and typically include internship placement in addition to classroom work. These courses are not considered UCEAP Special Study Internships and may be graded P/NP or letter grade depending on the host institution.

Extracurricular internships and community service

Non-credit internships and volunteer service opportunities are available in some programs. If you are interested, research the opportunities, preferably before departure, and be prepared to make your own arrangements for an internship in the host country. The Study Center may be able to provide lists organizations or examples from earlier students or known contacts.

Grades

Official UC Grades and Transcripts

You will earn direct UC credit and grades for all UCEAP coursework. All UCEAP course information—subject areas, course numbers, course titles, and units as they appear on your MyEAP Study List—will be on your official UC transcript with final grades that will be calculated into your cumulative GPA.

A UC faculty member serves as the UC instructor of record for courses taken on UCEAP.

Host Institution Grades

Host institutions maintain their own academic records for UCEAP students and follow their own grading practices, which differ from those of the UC system. UCEAP maintains its own UC student records of courses, units, and grades.

The grades you receive from the host institution professors may or may not be your final UC grades. UCEAP converts coursework taken abroad into UC courses, units, and grades, so your UC transcript is the complete and *only official record of the work you complete on UCEAP.*

Host university transcripts are not provided to students by UCEAP because in the conversion to UC credit, the course titles, units, and grades may be represented differently from those of the host university. The presence of a host university transcript would represent a duplication of the coursework listed on your official UC transcript.

Grading scales used or published by host institutions are not necessarily applied in awarding UCEAP grades. To determine UC grades, UCEAP uses host institution grades and, where applicable, other aspects of your academic work, which may include attendance, distribution of class scores, and narrative evaluations given by host institution faculty. At some host institutions, where the curricula and grading practices are similar to UC's, the grades reported do not require any conversion or amendment.

UCEAP Grades are Final

All grades the UCEAP Systemwide Office reports to UC campus registrars are considered permanent and final. A grade may not be changed except to correct a documented clerical or procedural error. With the exception of grades of Incomplete (I) or In Progress (IP), no grade may be revised by reexamination, reassessment or completion of additional work.

Once grades have been recorded at your UC campus, check the UCEAP portion of your academic record carefully. If you suspect an error, you may request a review of your record using the **Request to Review** form.

Request to Review Student UCEAP Record

This form is used to request an investigation of a student's record of possible clerical or procedural errors, including incorrect grades, course drops or adds, grading option changes, and unit changes.

Errors include those either on the study lists or final grade reports; for example, failure to enter an action from an approved UCEAP General Petition or a data entry error by the Study Center, Systemwide Office, or UC Registrar's Office.

There must be evidence of a clerical or procedural error in order to make any correction to the academic record. All corrections must come through the UCEAP Systemwide Office before they are entered by the UC Registrar on your UC academic record.

Requests will not be processed if they are received more than **12 months** after the end of the program. The end of the program is determined according to the UCEAP calendar for the program in question.

Grade Appeals

If you believe that non-academic criteria have been used in determining the final UC grade for a course, write to the Academic Specialist at the UCEAP Systemwide Office within **two months** following the date that grades are transmitted to your home campus. Criteria not directly reflective of academic performance include discrimination on political grounds, race, religion, gender, sexual orientation, ethnic origin, or nationality.

The grade appeal process is a serious undertaking by which UC faculty consider the allegations submitted. The outcomes of this procedure, if found in favor of the student, would be similar to those of a retroactive petition; the grading option will be changed to P/NP (or S/U in the case of graduate students) or the course will be dropped. The original letter grade will not be retained or adjusted.

This process can take several months to complete; students facing time constraints may want to consider the retroactive petition process.

Requests received more than two months after grades were transmitted will not be considered.

Grades from UCEAP Take Time

Grades earned abroad will not be available as quickly as UC campus grades because grade reporting practices at universities abroad differ from those at UC and are generally more time consuming. Once the grades for a program are available at the Study Center, they are sent to the Systemwide Office where they are processed (as a group, not individually) and then electronically transmitted to the UC Registrars' Offices.

When your grades are transmitted you will receive an automatic e-mail notification and you will be able to view your grades through your MyEAP portal.

Grades are not official until they have been posted to your UC transcript. This is usually done within ten (10) business days. Some campuses post grades at the end of the program. For example, a student in a year-long program will not have the grades for the first semester posted until the second semester grades are transmitted. Other campuses may experience delays in posting grades.

Grades are generally reported within 90 days of the end of a program. Your Program Guide may indicate when grades for your program are usually available. If your grades have not been posted after 90 days, you may request an Individual Grade Report (IGR), provided there is an urgent need for grades and other documentation (e.g., MyEAP Study List, correspondence to a requesting agency) will not suffice. Requests for IGRs will not be accepted prior to the end of the 90-day period, and grades may be delayed with the host institution. If you need other documentation, email the Academic Specialist at the UCEAP Systemwide Office.

The UC Registrar must receive the grades directly from UCEAP for degree verification. As previously stated, do not file for degree candidacy your final term of UCEAP; grades won't be available by most degree verification deadlines.

Intercampus Transfers

If you transfer UC campuses while you are abroad, coursework completed prior to the transfer remains with the original UC campus; subsequent work will be recorded at the campus to which you have transferred.

Outstanding Debts and Grades

If you owe a debt at the host institution or the Study Center, you must pay the outstanding balance. Failure to do so may jeopardize the release of your grades from the host institution.

If you have an outstanding balance owed to UCEAP, your grades will not be transmitted to your UC Registrar's Office until your balance is paid in full.

Incomplete (I) grades

Incomplete (I) grades are strongly discouraged. UCEAP will allow an incomplete grade only when there is no other way to complete a course. In a case where an incomplete grade is unavoidable, you must obtain consent from the instructor, the Study Center, and the UCEAP Systemwide Office to complete the work late. If you obtain consent you must complete the **Contract for an "I" (Incomplete) Grade** with the Study Center. You indicate how much work you have completed and what work is outstanding, and set a deadline date by which the coursework will be completed. That deadline must be within six months after the end of the term in which the course was taken. The contract must be completed and signed before the end of the term affected.

If it is necessary to complete any papers or other course assignments after the program end date, complete a Contract for an "I" (Incomplete) Grade with the Study Center. You may not make special arrangements directly with the host instructor to turn in late work without completing a Contract for an I Grade.

If you do not submit the work required for completion of the course by the date specified on the Contract for Incomplete, the I will convert to an F grade (or NP or U, as appropriate). Although your UC campus may have its own rules about removal of I grades, you are governed by UCEAP policy on incomplete grades.

No Report (NR) Grades

No Report (NR) at the time of final grades will be changed to an F grade (or NP or U, as appropriate) six months after the end of the academic term in which the course was taken. Although UCEAP urges instructors to submit grades on time, grades are sometimes submitted late. It is imperative that you and the Study Center follow up on any grades that have not been received and recorded.

Withdrawn (W) and Failed (F) Grades

A course that is approved to be dropped by the deadline will not be on your MyEAP Study List. A W will be assigned when a course is approved to be officially dropped after the deadline and the appropriate UCEAP petition is on file (either a General Petition or a Petition to Withdraw). An F grade will be assigned if you drop a course at the host institution, but do not receive approval for dropping the course from UCEAP by following the procedure for changing your MyEAP Study List.

P/NP and Letter Grading option

You must indicate the pass/no pass (P/NP) grading option on your MyEAP Study List or petition to change the grading option by the General Petition deadline.

You may take up to one-third (33%) of your total unit load per term on a P/NP basis unless prohibited by your program. Specific program requirements will be noted in your program guide.

Courses that are graded on the P/NP grading option only (no letter grade available) do not count towards the one-third (33%) limitation. This includes host institution courses, all physical activity (PA) courses, and special study internships (UCEAP197).

Requests for excess P/NP units are only approved for health reasons or circumstances beyond your control. Requests are made by general petition that require approval from the UCEAP Systemwide Office.

Most campus departments prohibit the P/NP grading option for any course in the major. It is your responsibility to be aware of your UC campus regulations, restrictions, or limitations regarding P/NP, and to plan coursework abroad accordingly. UCEAP is not responsible for ensuring that your MyEAP Study List complies with UC campus requirements regarding P/NP.

The P/NP grading option only applies to your UC record—not the host institution. Do not select the P/NP grading option (or equivalent) at your host institution when registering.

The P or NP grade will be assigned in accordance with the rules of your UC campus; some UC campuses consider a grade of C or above to be equivalent to a P, while others consider a grade of C- or above to be equivalent to a P.