



ACADEMIC INFORMATION

Campus Policies & Procedures	<ul style="list-style-type: none">Absence from UC Before or After the ProgramAcademic ProbationAcademic Planning FormUC Registration for Term Following UCEAPSenior Residency RulesGraduationIntercampus Transfers
Attendance & Participation	<ul style="list-style-type: none">AbsencesTaking or retaking final exams in the U.S. is not permittedGood Academic Standing
Course Information	<ul style="list-style-type: none">UCEAP Program Search and MyEAP Course CatalogUCEAP course numbersUCEAP subject areasPhysical activity (PA) and physical education (PE) classesGeneral Education and Major RequirementsKeep Course MaterialsDuplicate courseworkRepeating a courseHost institution coursework
Language Study	<ul style="list-style-type: none">Intensive Language ProgramStudying languages while abroadCourses taught in English
Independent Studies, Internships, & Research Projects	<ul style="list-style-type: none">Types of ProjectsProcess for undergoing Special Study ProjectsHost institution independent study and internship coursesExtracurricular internships and community service
Unit Requirements	<ul style="list-style-type: none">Minimum unit load for undergraduate studentsUnit valuesUnits for UC semester students (Berkeley and Merced)Taking less than the minimum loadFinancial Aid Students
Registration Process	<ul style="list-style-type: none">MyEAP Study List and Course RegistrationFailure to Register or Submit your MyEAP Study ListAdding or Dropping CoursesAuditing

Continued →



ACADEMIC INFORMATION

Petitions	<p>Changing your MyEAP Study List</p> <p>UCEAP must approve all registration changes</p> <p>General Petitions</p> <p>Retroactive Petitions</p>
Grades	<p>Official UC Grades and Transcripts</p> <p>UCEAP Grades are Final</p> <p>When will UCEAP Grades be Posted?</p> <p>Outstanding Debts and Grades</p> <p>Incomplete (I), No Report (NR), Withdrawn (W), and Failed (F) Grades</p> <p>Pass/No Pass (P/NP) and Letter Grading option</p>
Graduate & Professional Students	<p>Minimum Load</p> <p>Leave of Absence</p> <p>Satisfactory/Unsatisfactory Grading Option (S/U)</p> <p>Special Study Projects</p>



Campus Policies & Procedures

Absence from UC Before or After the Program

On most UC campuses, if you are not enrolled for the academic term immediately preceding your UCEAP program (except summer sessions) 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 your campus study abroad office 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.

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 your campus study abroad office. Participation in the program is then contingent upon the approval of the Campus Faculty Director.

Academic Planning Form

The Academic Planning form is a campus-specific form that requires you to outline 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.

UC Registration for Term Following UCEAP

Policies and deadlines for enrollment vary by campus. Contact your [UCEAP advisor on campus](#) with questions regarding UC registration following UCEAP participation. The *Schedule of Classes* for all UC campuses is online.

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 for UCEAP students. Seniors on UCEAP must consult with the appropriate office on campus about senior residency rules.

Graduation

Do **not** file for graduation for your final UCEAP term. Terms at host institutions frequently end after UC campus terms, and grades will not arrive on time for most degree verification deadlines.

If you are nearing graduation, ask your UC campus about graduation or other procedures for UCEAP students.

After you return from your program, contact your campus study abroad 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 are planning to attend a graduate or professional school after your program, consult with the appropriate advisors before departure regarding exams and entrance requirements.

To take the Graduate Record Exam (GRE) while abroad, see the [GRE website](#).

Intercampus Transfers

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



Attendance & Participation

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.

Exam dates cannot be changed to accommodate travel plans. Do not make travel plans until you know the date of your last exam. Arrangements for early exams are not allowed.

Unless there is an emergency situation, 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.

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.



Course Information

UCEAP Program Search and MyEAP Course Catalog

The [UCEAP Program Search](#) lists subject areas in which coursework is available for each program.

The [MyEAP Course Catalog](#) provides course information and can be searched by subject area or other criteria.

Depending on your program, you will enroll in regular host institution courses, courses 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.

You may find additional course information on the UCEAP [Program pages](#) on the Courses & Credit tab.

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

UCEAP 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.

UCEAP subject areas

UCEAP courses are assigned subject areas accepted by all UC Registrars. Not all UC subject areas are used for UCEAP courses. For example, UCEAP does not use the subject areas of nutrition or public health, but would assign courses in these areas to the health or biological sciences subject areas depending on their content.

The designation of your UCEAP course under a specific subject area does not prevent you from petitioning for the course to count for a major or general education requirement under a different subject area on your home campus. You petition at your UC campus for the course to fulfill the requirement.

Physical activity (PA) and physical education (PE) classes

Physical activity (PA) classes (basketball, swimming, judo, certain dance classes, etc.) are lower-division, are worth 0.5 UC quarter unit, and are graded pass/no pass only. 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.



General Education and Major Requirements

- ▶ Courses are guaranteed to count for UC credit but are not guaranteed to apply to specific degree or major requirements.

You earn direct UC (not transfer) credit for UCEAP coursework. Your major department determines how much credit will be awarded toward fulfillment of major requirements and which courses will satisfy specific requirements. Your college, school, or in some cases admissions office approves credit for general education requirements.

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.

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

Keep materials for all courses you take as proof of the work you completed at the host institution. In most cases, final decisions about whether UCEAP courses fulfill major or general education requirements are made 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. You may also use the [UCEAP cover letter](#) to assist with this process.

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 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 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 as the original course on the MyEAP Study List. Courses in which a grade of D or F has been earned may not be repeated on a Passed or Not Passed basis.

The approval of the petition to repeat the course relates only to UCEAP enrollment. Regulations and procedures regarding repeats vary by campus and depend on your academic record; therefore, 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 approval of an agreement between UC and the institution at which the coursework is being done. You may enroll for credit only at a UCEAP-recognized host institution. Occasionally exceptions are allowed when a UCEAP-recognized host institution permits enrollment at another institution. 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 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.



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.

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

You may reduce the units of ILP courses to a minimum of three UC quarter units using the variable unit option at the time of registration. Although you may reduce the units for a course, there is no reduction in the 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 may study foreign languages that are not official languages of the host country.

Courses taught in English

Some programs may restrict your enrollment in 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.

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.



Independent Studies, Internships, & Research Projects

Independent study, research projects, or internships for academic credit may be possible. These are called UCEAP special study projects and require the permission of the Study Center and the UCEAP Systemwide Office.

Special study may replace no more than one regular course per term in most programs.

Program Guides have additional information, if applicable.

Types of Projects

UCEAP has three types of special study projects for undergraduates.

- 192 Special Study Project (6 UC quarter units maximum, graded P/NP or letter grade)
This is an independent study with projects arranged between the student and faculty member. In some cases this is a combination of a project and an internship or community service activity where the student works with a faculty member on the academic components and interns or does community service in a location that provides relevant experience. For example, a student may work with a faculty member to do a project on primary health care systems in the host country while interning at a health care facility.
- 196 Research (12 UC quarter units maximum, graded P/NP or letter grade)
This is independent research with projects arranged between the student and faculty member and requires a substantial research project.
- 197 Internship (usually 4 to 6 UC quarter units with 12 maximum, graded P/NP only)
These are academic activities that combine 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).
An internship for academic credit also requires regularly scheduled consultation for at least one hour per week 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 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 an evaluation of your performance.
An internship for academic credit requires a 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.

Process for undergoing Special Study Projects

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, email, 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.

Host institution independent study and internship courses

Some UCEAP host institutions offer independent study or internship courses as part of their curriculum. These courses are organized by the host institution and are assigned a grade by the host institution. Host institution internships typically include internship placement in addition to classroom work. These courses are not UCEAP Special Study Projects 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 arrangements in the host country. The Study Center may be able to offer guidance and provide lists of organizations or known contacts.



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 on UCEAP. 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 and make normal progress toward UC graduation, you must carry a minimum number of units. In programs without an intensive language program (ILP) the required minimum ranges from 21 to 25 UC quarter units per semester or 14 to 16 UC quarter units per quarter. In programs with an ILP the minimum 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 specific required unit or course loads are indicated in your Program Guide.

Unit values

Unit values for UCEAP courses are based on a specific unit evaluation method for that program. The language of instruction or the class level (lower, upper, graduate) do 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.

UC converts all units to UC quarter units regardless of the term length at the host institution or your UC campus.

Units for UC semester students (Berkeley and Merced)

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

- UC quarter units multiplied by $2/3$ equal UC semester units. For example, 19.5 UC quarter units equal 13.0 UC semester units. See the UCEAP quarter to semester [Unit Conversion Chart](#).

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 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

- ▶ The variable unit option is currently under review and is subject to change starting with the 2014-15 academic year.

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 semester, 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 quarter unit minimum or 1.5 quarter 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.

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

In addition to registering at your host institution, you will submit your courses through MyEAP. 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.

Course registration processes vary among UCEAP programs and differ from UC. Make sure you follow all UCEAP and host institution procedures for completing course registration.

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.

Keep copies of your work, MyEAP Study List, petitions, and course information. 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 when you make these changes during the term. You must follow host institution and UCEAP deadlines and procedures for changes, when applicable.

Failure to Register or Submit your MyEAP Study List

Failure to register within the host institution's registration period and/or failure to submit a complete MyEAP Study List and course information by the deadline carries serious financial and academic consequences. Consequences may include:

- lapse of student status and dismissal from UCEAP
- delay in the reporting of your credit and grades to your UC Registrar (in some cases up to six months)
- loss of financial aid

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.

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.

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). 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 or NP or U, as applicable.

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, if available
- 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 (see section on repeating a course in this chapter)
- Undergraduate taking graduate-level course (must be advanced student with 16 units of upper-division units basic to the subject matter of the course)

You must complete, sign, and date your General Petition before submitting it to the Study Center. 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 and additional information for Retroactive Petitions are on the form.

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

Once a petition has been approved or denied, the decision is final; re-petitioning the same action is not permitted.



Grades

Official UC Grades and Transcripts

You will earn direct (not transfer) 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 calculated into your cumulative GPA.

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

Host Institution Transcripts and 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.

Transcript Letters

If you get a request for a host institution transcript (graduate school, scholarship, job application, etc.), contact the [Academic Specialist](#) at the UCEAP Systemwide Office via email for a letter that details your academic record and the UCEAP practice regarding host institution transcripts. Provide the following information:

- Your name during UCEAP participation
- Your UC Student ID Number
- Country(s) and Program(s) of participation – list all
- Year(s) and term(s) of participation
- Any special instructions from the requesting agency
- Mailing address for letter

Letters can take up to ten business days to process.

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.

When will UCEAP Grades be Posted?

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 email notification at the address you have provided in MyEAP.

Grades are not official until they have been posted to your UC record. This is usually done within ten (10) business days after transmittal. 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. 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 you need other documentation verifying that you completed your program, email the Academic Specialist at the UCEAP Systemwide Office.

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



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), No Report (NR), Withdrawn (W), and Failed (F) Grades

Incomplete (I) grades

Incomplete (I) grades are discouraged. UCEAP will allow an incomplete grade only when there is no other way to complete a course. If 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, complete the [Contract for an "I" \(Incomplete\) Grade](#) form 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, a completed Contract for an "I" (Incomplete) Grade form is required. 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, the I will convert to an F grade (or NP or U, as appropriate). Although your UC campus may have its own rules about incomplete 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.

Pass/No Pass (P/NP) and Letter Grading option

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 and department regulations, restrictions, or limitations regarding P/NP, and to plan coursework accordingly.

You are responsible for ensuring that your MyEAP Study List complies with UCEAP, UC campus, and UC department requirements regarding P/NP.

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.

You select the P/NP grading option on your MyEAP Study List or petition to change the grading option by General Petition.



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.

In most programs you may take up to one-third (33%) of your total unit load per term on a P/NP basis. Specific program requirements will be in your program guide.

Courses 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 where no letter grade is available, physical activity (PA) courses, and special study internships (UCEAP197).

Requests for excess P/NP units (more than 33%) 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.



Graduate & Professional Students

Unless stated otherwise, the term graduate student refers to both graduate and professional 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). Indicate your specific unit requirements 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.

Leave of Absence

Check your campus leave of absence procedures. You must follow leave of absence procedures; otherwise, you could lose graduate student status and candidacy.

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.

Special Study Projects

Graduate students may do independent study on UCEAP as outlined on their GSAG. UCEAP has five types of special study projects for graduate students:

- 292—Special Study Independent Study Projects
- 295—Special Study: Directed Reading
- 296—Master’s Level Thesis Research
- 297—Special Study: Internship
- 596—PhD Dissertation Research