



ACADEMIC INFORMATION

Campus Policies & Procedures	<ul style="list-style-type: none">Absence from UC Before or After the ProgramAcademic ProbationAcademic Planning FormGeneral Education and Major RequirementsKeep Course MaterialsUC Registration for Term Following UCEAPSenior Residency RulesGraduationIntercampus TransfersUC Online Courses
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">Host institution courseworkPrerequisitesMyEAP Course CatalogUCEAP course numbersUCEAP subject areasPhysical activity (PA) and physical education (PE) classesDuplicate courseworkRepeating a course
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	MyEAP Study List and Course Registration Failure to Register or Submit your MyEAP Study List Auditing
Petitions	Changing your MyEAP Study List UCEAP must approve all registration changes General Petitions Retroactive Petitions
Grades	Official UC Grades and Transcripts UCEAP Grades are Final When will UCEAP Grades be posted? Outstanding Debts and Grades Pass/No Pass (P/NP) and Letter Grading Option
Graduate & Professional Students	Minimum Load Leave of Absence Satisfactory/Unsatisfactory Grading Option (S/U) Special Study Projects



Campus Policies & Procedures

Absence from UC Before or After the Program

If you are considering “sitting out” a term or more before or after your program, discuss your plans and intended reenrollment with your campus study abroad advisor.

On most UC campuses, if you are not enrolled for the academic term just before your UCEAP program (except summer sessions) you will not be considered a continuing student and must apply for readmission to UC before departure.

If you are not returning to your UC campus directly after your program, find out your UC campus leave of absence policy. Some UC campuses do not have a leave of absence status for undergraduates.

Academic Probation

If you are placed on academic probation after selection, file a written petition for UCEAP participation with your campus study abroad office. Participation in the program will be contingent upon the approval of the Campus Faculty Director.

Academic Planning Form

The Academic Planning form is used to outline how intended UCEAP coursework may fulfill your major and general education requirements. Complete the form per your campus requirements. This form is separate from the UCEAP Systemwide application and kept at the campus.

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 if credit will fulfill major requirements and which courses will satisfy specific requirements. Your college, school, or in some cases admissions office approves credit for general education requirements.

If you have questions about how your UCEAP coursework will apply to UC campus requirements, contact your departmental and college advisors. Obtain your advisors' contact information before departure.

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 syllabi, bibliographies, papers, and returned exams for all courses you take on UCEAP. Such proof of the work you completed will assist campus academic advisors in evaluating UCEAP courses for fulfillment of requirements. In most cases, final decisions about whether UCEAP courses fulfill major or general education requirements are made after you return to your UC campus. You may also use the [UCEAP cover letter](#) to assist with this process.

UC Registration for Term Following UCEAP

Policies and deadlines for enrollment vary by campus. Contact your campus study abroad office 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 some 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 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 UC campus to which you have transferred.

UC Online Courses

You may enroll in UC online courses (campus based or systemwide) while on UCEAP if you: are enrolled in your UCEAP program's minimum unit requirement; meet all of your UC campus-based requirements for enrollment; and you meet all of the requirements (prerequisites, class-standing, etc.) of the host-UC campus. If you fail to meet any of these requirements, you may be withdrawn from the UC online course.

UC online courses do not count towards your UCEAP program's minimum unit requirements.

You must meet all UCEAP requirements.

If you withdraw from UCEAP, you may also be withdrawn from your online course by the UC Office of the Registrar.

UCEAP cannot provide advice about UC online courses; see the [UC Online](#) website for information.



Attendance & Participation

Absences

Restrict personal travel to weekends and university holidays. During all academic sessions, you are expected to remain at the host institution location and attend classes regularly. 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.

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 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.

Check your [Program Guide](#) for information on resitting exams abroad, if applicable.

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

Host institution coursework

UC and host institution contracts allow us to award UC credit for coursework taken abroad. 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.

Prerequisites

The practice of checking or strictly enforcing prerequisites varies widely at our partner institutions. Some partner institutions are strict about prerequisites and will not allow you to enroll in a course until you have proven that you have the requisite knowledge. Other partner institutions do not check if exchange (UCEAP) students meet prerequisites.

In all cases, it is your responsibility to ensure you meet course prerequisites or possess the requisite knowledge to enroll in a course.

It is best to verify you meet all course prerequisites, including requisite knowledge, before enrollment. You will not be permitted to drop a course and take a deficit load if it is too difficult.

Check your Program Guide for additional information on prerequisites.

MyEAP Course Catalog

The [MyEAP Course Catalog](#) provides courses previously taken by UCEAP participants 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 available. 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 is on the UCEAP Program pages on the Courses & Credit tab.

It is not guaranteed that courses 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 complete your MyEAP Study List after arrival.



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. UCEAP does not use all UC subject areas, for example, UCEAP does not use the subject areas of nutrition or public health, but would assign courses in those areas to the health or biological sciences subject areas depending on their content.

The designation of a 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.

The designation of a course under a specific subject area also does not guarantee that your UC department will accept that course to fulfill a certain requirement. [Keep course materials.](#)

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

Physical activity (PA) classes (basketball, swimming, judo, certain dance classes, etc.) are lower-division, are 0.5 UC quarter unit, and are graded pass/no pass only. These classes do not count toward the minimum required load for any 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.

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 coursework so the 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, complete a General Petition to inform UCEAP of the intent to repeat the course. 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 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.



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 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 be able to 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 host countries where English is not the primary language, a key academic goal is to immerse you in the local language and culture; therefore, programs may 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. Special studies count toward programs' minimum unit requirements.

[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 arranged between the student and faculty member and requires a substantial research project. The following units are guidelines, not absolutes.

6.0 units of research: 20- to 25-page paper in English (or 15-20 pages in another language)

4.0 units of research: 10- to 15-page paper in English (or 8-12 pages in another language)

6.0 units of a lab project: extensive lab notebook plus detailed report of the nature and results of the 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.

Hours of work vary per internship. An internship for 4 to 6 UC quarter units usually requires 8 to 12 hours per week (approximately 120 to 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 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 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 will 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 will be 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 (19.5 UC quarter units equal 13 UC semester units).

Taking less than the minimum load

If, due to extenuating circumstances beyond your control, you need to carry fewer units than the program requires for any term, 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. Among other things, extenuating circumstances do **not** include:

- Not needing or wanting a class
- Not needing the units to graduate
- Not doing well in a class
- Having too heavy a course load
- Wishing to improve your GPA
- Not understanding the teaching style or grading system of the host institution
- Participation in non-credit bearing internships or community service activities
- Enrollment in courses outside UCEAP (i.e., online courses, graduate or law school exam courses, etc.)

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

If you do not submit a letter **prior to departure**, you will be required to meet the program requirements.



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, 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, you may be able to use the variable unit option.

Variable Unit Option

The variable unit option is currently under review and is subject to change.

Students who do not receive predeparture approval to take a reduced course or unit load must meet the program requirements, but may be able to 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 in the MyEAP Course Catalog with the maximum number of quarter units a student may receive. All courses (except courses taken in summer programs) carry variable 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 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 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 register your courses through MyEAP after arrival. Your MyEAP Study List is the official record of enrolled coursework 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 is recorded in UC quarter units.

Course registration processes vary among UCEAP programs and differ from UC. You are responsible for following all instructions and adhering to deadlines and procedures set by the Study Center and/or the UCEAP Systemwide Office and your host institution.

If you take a course that has not 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. Follow all host institution and UCEAP deadlines and procedures for changes, when applicable.

Additional registration information is in your [Program Guide](#) or will be provided during your onsite orientation or by email.

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, 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 or NP or U, as applicable.

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 different. Make sure you follow all UCEAP and host institution procedures.

UCEAP must approve all registration changes

To avoid 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. General petitions will not be accepted once 1) classes have ended, 2) final exams have begun, or 3) you know the final grade for your course— whichever is earlier. A General Petition is used for standard actions and policy exceptions.

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

- Adding or dropping a class without causing an excess or deficit load
- Changing the number of units using the **variable unit option**, if available
- Changing the **grading option** without causing excess pass/no pass
- 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 (per your Program Guide)

Repeating a course

- Undergraduate taking graduate-level course (must be advanced student with 16 units of upper-division units basic to the subject matter of the course)

Complete, sign, and date your General Petition before submitting it to the Study Center; provide supporting information or documentation for exceptions to policy; and explain why the petition could not be submitted by the deadline for late petitions. This information will be considered when determining approval or denial of your petition. Approval 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 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 your host institution 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 for 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 UCEAP coursework on your official UC transcript.

Host institution grading scales 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 Incomplete (I) or In Progress (IP) grades, 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 options, and units.

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 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 documentation regarding the delay of grades, 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 only when there is no other way to complete a course. If an incomplete is unavoidable, 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. Instructions are on the form.

If it is necessary to complete any papers or other course assignments after the program end date, a 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 (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 (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 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 passing, while others consider a grade of C- or above to be passing.

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 and follow your campus leave of absence procedures or 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 satisfactory, while others consider a grade of B- or above to be satisfactory.

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