

Study Center Academic Manual



Revised October 2009

STUDY CENTER ACADEMIC MANUAL 2009

Table of Contents

<u>I. INTRODUCTION</u>	<u>1</u>	<u>V. SPECIAL STUDY COURSES</u>	<u>19</u>
Preparation	1	Special (independent) study courses	19
Academic forms	1	Course numbers and units	19
Abbreviations	2	Guidelines	20
Processing chart	3	Internships	21
		<i>Special Study Project form</i>	22
<u>II. MASTER COURSE CATALOG</u>	<u>4</u>	<u>VI. PETITIONS</u>	<u>23</u>
Definition	4	General petitions	23
Searching and reading	5	Deficit loads	24
		To repeat a course	24
<u>III. CATALOGING COURSES</u>	<u>6</u>	Retroactive petitions	25
When to catalog a course	6	Petition to Withdraw	26
Preparing a new course	6	Effective Date of Withdrawal	27
Unit Evaluation Methods	10	<u>VII. GRADES & CREDIT</u>	<u>28</u>
By Country	11	Final Grade reports	28
<i>Quarter to semester units conversion</i>		P/NP definition	28
<i>table, chart</i>	12	NR (no report) note	28
<i>Subject Area chart</i>	13	I (Incomplete) grade	28
<i>Subject Areas for Non-EAP fields</i>	14	W (withdrawal) note	28
		IP (in progress) note	28
<u>IV. REGISTRATION STUDY LISTS</u>	<u>15</u>	Contract for "I"	29
Advising students	15	Individual Grade Report	29
Quarter units	15	NR, I, IP changed to final grade	29
Student Course Information		Advance grade report	29
Forms (SCIFs)	15	Grade changes (error)	30
Summer programs	16	Request to Review Student EAP	
ILP courses	16	Record	30
Physical activity courses	16	Assigning UC grades	30
Letter grade only courses	16	Converting partner univ. grades	30
Undergraduate taking graduate		Partner university transcripts	31
course	16	<u>VIII. COURSE WORK IN CRISIS SITUATIONS</u>	
Failure to submit Study List	16	<u>& SUSPENDED PROGRAMS</u>	<u>32</u>
Completing the Study List	17	<u>IX. ADMINISTRATIVE DISMISSAL</u>	<u>34</u>
Audited courses	17		
Cross-listed courses	17		
Year-long courses	17		
Units and unit load	17		
Variable (reduced) units	18		
Deficit load	18		
P/NP grade option	18		

STUDY CENTER ACADEMIC MANUAL

I. INTRODUCTION

The purpose of EAP academic policies and procedures is to ensure that students receive timely, accurate, and appropriate credit and grades for the courses they take while on EAP and that current and adequate information about courses UC students take abroad is provided to our various constituents (students, campus advisors, registrars, etc.).

Together the Study Center and UOEAP are responsible for creating UC records of courses taken by EAP students at our partner institutions; therefore we have to organize and describe courses so that they can be recorded according to UC policies and regulations.

This *Study Center Academic Manual* provides the Study Center Director or Liaison Officer and all staff at the Study Center with instructions that enable them to advise students and process academic materials accurately and efficiently. It is not intended to provide instructions on the use of MyEAP.

The four components of our processing: courses, registration study lists, petitions, and grades, are interdependent so that an error or omission on any one will seriously affect the student's registration and grade report.

PREPARATION

Prior to the start of the academic year, Academic Specialists provide deadlines to Study Centers by which time MyEAP Registration Study Lists, Petitions, Course Approval Requests, and grades are to be released to UO. The deadlines are based on the academic calendar of the partner university. If there are calendar anomalies or unforeseen problems at the partner university, the SC Director should inform the Academic Specialist for discussion of possible revision of the deadlines.

ACADEMIC FORMS

Academic forms referenced in this manual are available on the EAP Website <http://eap.ucop.edu/staff/forms-documents/administrative.htm>

[Contract for "I" \(Incomplete\) Grade](#)

[Individual Grade Report \(IGR\)](#)

[Petition, General](#)

[Petition, Retroactive](#)

[Petition to Withdraw from EAP](#)

[Special Study Project Form](#)

[Request to Review Student EAP Record](#)

Forms are subject to change so it is best to print forms from the EAP website as needed.

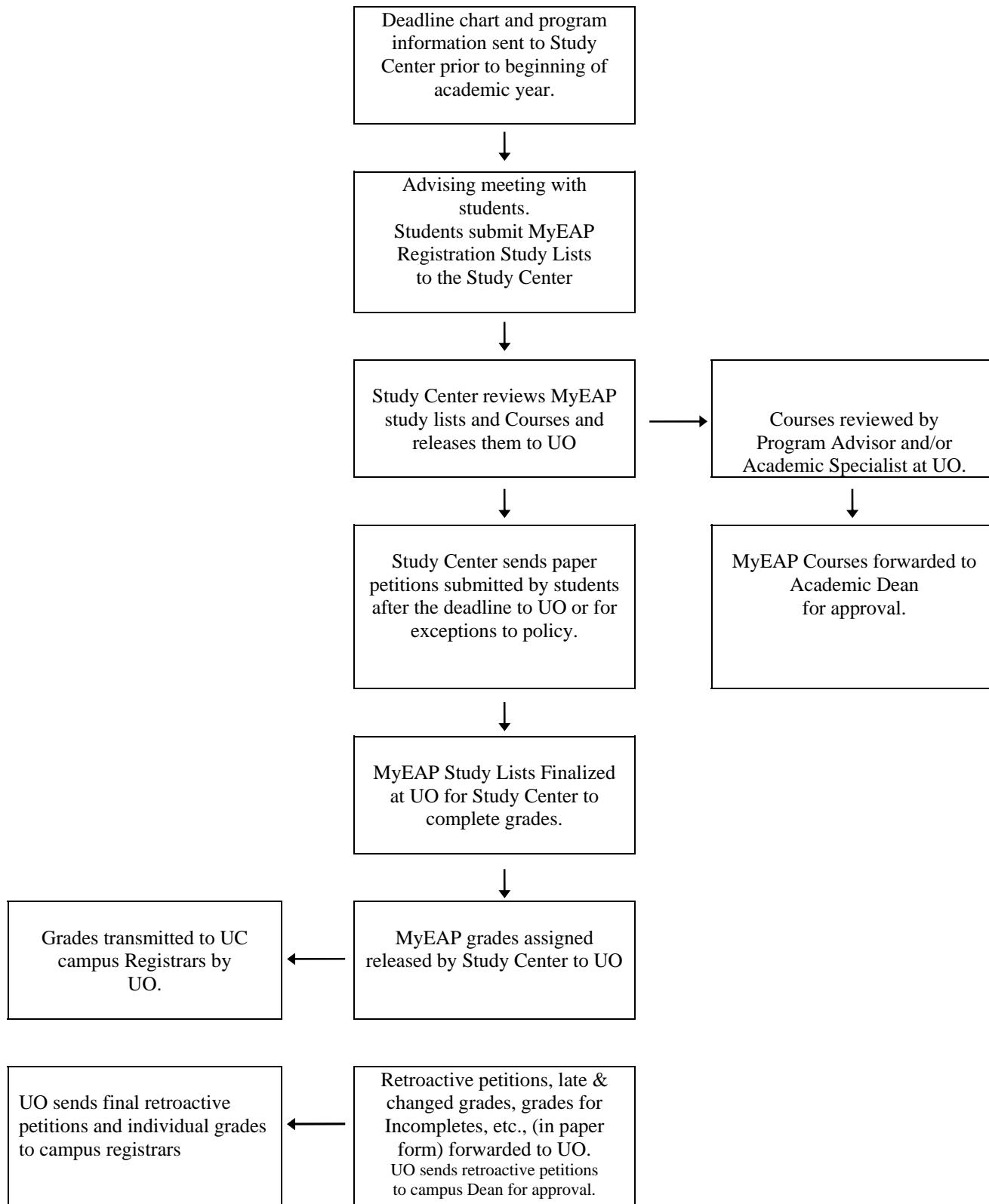
EDUCATION ABROAD PROGRAM

ABBREVIATIONS

AD	Academic Dean
SCA Manual	<i>Study Center Academic Manual</i>
CAR	Course Approval Request
DM	<i>Director's Manual</i>
EAP	Education Abroad Program
IGR	Individual Grade Report
ILP	Intensive Language Program
IP	Notation for grade for year-long course in progress at time of submission of first term grades
MyEAP	The Web-based information system used by EAP
NR	Notation for grade not reported by instructor or for which there is an error on the grade report
P/NP	Pass/Not Pass (non-letter grade option for undergraduate students)
SC Director	Study Center Director or Liaison Officer References to Study Center Director include Liaison Officer except as otherwise noted, e.g., with regard to the assignment of grades.
SCIF	Student Course Information Form
SL	Registration Study List
S/U	Satisfactory/Unsatisfactory (non-letter grade option for graduate students)
UCIE	University Committee on International Education, a Committee of the Academic Senate; formerly UCEAP
UO	Universitywide Office of EAP (in Goleta)

Other sections of UO use additional abbreviations as well as these.

ACADEMIC PROCESSING CHART



II. MyEAP MASTER COURSE CATALOG

DEFINITION

The MyEAP Master Course Catalog is a record of courses taken by UC students at each of our partner institutions or within the UC self-construct programs. The catalog, therefore, is a record of courses that UC students have applied toward UC credit. The catalog includes courses that have been approved for a one-year or five-year period and courses for which approval has expired in the last three years.

The MyEAP Master Course Catalog is for use by students and the Study Center in completing Registration Study Lists and preparing Course Approval Requests.

The MyEAP Master Course Catalog may be accessed through the Study Center portal and requires a login and password. The [MyEAP Public Course Catalog](#) may be viewed online.

ADDITIONS

New courses are added each term through the registration process. MyEAP ensures that the same course number is not used twice, but when reviewing the study lists and courses, Study Centers must still carefully search the Master Course Catalog to avoid submitting new courses for ones that are already on the catalog.

RENEWAL OF EXPIRED COURSES

Expired courses are highlighted in pink on the MyEAP Master Course Catalog. If a student registers for an expired course, a change COURSE must be completed with details updated as needed.

RETIRING COURSES

If there is a course that should be discontinued (retired), inform the Academic Specialist explaining why the course should no longer be on the catalog. Some reasons for retiring a course:

- ◇ Course is no longer offered at the partner institution.
- ◇ Course is unsuitable for UC students.
- ◇ Course was established on an exceptional one-time basis

We need to retire such courses so that course numbers will become available for new courses and so that students and advisors will not be misled.

If a course is retired, it can not be viewed on the Master Course Catalog by the Study Center or students.

SEARCHING AND READING THE MASTER COURSE CATALOG

The MyEAP Master Course catalog may be searched by country, partner institution, program, UC subject area, UC course number and suffix, keywords, partner institution course number, or course status. Once the selected search parameters are entered a course listing with the following fields is returned:

ID	Unique ID Number assigned by MyEAP
Parent ID	Original ID number of a course
Partner	Partner Institution
Subject Area	EAP assigned subject area
Num	Course number and suffix, if applicable
Transcript Title	Abbreviated EAP course title (up to 19 characters and spaces) as it will appear on students' transcripts. Clicking on the title will take you to the COURSE DESCRIPTION
Units	Maximum UC quarter units approved for the course
P Department	Name of department at the partner university that offers the course
P Title	Title of the course at the partner university (may be in foreign language)
P Number	Course number at the partner university
Type	SCC Study Center Course; IMR immersion; Special Studies SS; CFS Courses for Foreign Students
Status	Examples: IPSC In-Progress at Study Center; RSC Released by Study Center AAD Approved by Academic Dean.
Grading	Open indicates that either a letter grade or Pass/no pass option is available; Pass/No Pass means the course is offered on the P/NP option ONLY and a letter grade is not available.

III. CATALOGUING COURSES

(DM 315.00)

COURSE IS REQUIRED WHEN:

- A student wishes to take a course that is not listed on the catalog: add a new courses
- A student wishes to take a course that is on the catalog but the course has changed or expired since it was approved: complete a change course.

COURSE CATALOG PROCESS

- SC Director completes courses and submits to UO to obtain approval, for direct UC credit, of all new, renewed, and changed courses taken by EAP participants.
- Courses are reviewed by an Academic Specialist for adherence to policy.
- Courses are approved by the EAP Academic Dean.

Complete and accurate course information is required in order for EAP students to earn UC credit for courses taken.

PREPARING COURSES

To complete a new course use the information provided by the student in MyEAP and other available resources such as, catalogs, syllabi, course lists, departmental files, the instructor, and partner university websites.

The following information must be provided on the course via MyEAP:

Country	Select from drop-down menu
Partner Institution	Select from drop-down menu
Program	If the partner institution has more than one program check the appropriate program
Study Center	This will fill in automatically based on the Study Center login
Director	Name of current Study Center Director or Liaison Officer
UC Subject	Use the drop-down menus to select appropriate subject areas. Courses may have more than one subject area. See the list of authorized subject areas in this manual.
UC Transcript Title	Abbreviated title that appears on UC transcripts. Write an abbreviated title (maximum of 19 characters and spaces) that represents the essential meaning of the full UC title and the course content as clearly and accurately as possible. Use standard or recognizable abbreviations. Match the word order of the full title. The title may be changed at UO to more clearly correspond to the practices of UC.
Division	Indicate lower, upper, or graduate division using drop-down menu UC usually considers lower division: <ul style="list-style-type: none">▪ General, introductory, and survey courses that have few or no prerequisites or assumed background knowledge (e.g., Principles of Psychology, General Biology, Western Art Renaissance to Present; American Politics);▪ elementary and intermediate language courses (with exceptions);

	<ul style="list-style-type: none"> ▪ introductory performance courses; ▪ first- and second-year courses at the partner university, but a second-year course is sometimes comparable to a UC upper-division course. UC upper division courses are more advanced study on more specific or specialized topics (e.g., segmented by time periods, geographical focus, or selected themes; extensive reading, research, or other assignments). For guidance compare courses to similar courses in UC catalogs.
Type	<p>Select from drop-down menu</p> <p>Study Center Course – Courses organized by the Study Center</p> <p>Immersion – Regular partner institution courses</p> <p>Special Study (see section on Special Studies in this manual)</p> <p>Course for foreign students such as language courses organized by the partner institution for international students.</p>
UC Number and Suffix	<p>Using the find a number function, assign a course number. The number does <i>not</i> relate to any particular UC campus number. Principles for course numbers:</p> <p>Lower-division courses are numbered 1 to 99; upper-division courses are 100 to 199; Master’s-level courses are numbered 200 to 299; and Ph.D.-level courses are 500 to 599.</p> <p>Introductory language courses are usually numbered 10–49; intermediate language courses, 50–99; and upper-division language courses, 100–189 (Special Study courses are numbered in the 190s). Do not use numbers 1–6 except in specific programs in which the language courses are designed to match the campus courses (e.g., Siena) or are long established (Sweden).</p> <p>Numbers from 190–199, 290–299, and 590–599 are used only for special (independent) study courses</p> <p>Suffixes are added to certain courses:</p> <p>Y year-long course (i.e., a single, two-semester or three-quarter course for which the grade is given at the end of the year)</p> <p>A,B,C courses that are taken in sequence but for which a separate grade is available at the end of each term. After creating the A course, save the course then use the duplicate function to create the B, C, etc. courses changing fields as needed</p> <p>L Lab for AB course, use AL, BL.</p> <p>Q An optional addition to a course that (1) intensifies the requirements and carries additional unit(s), including a seminar, konversatorium, or colloquium that parallels the main course, in which case a separate records the extra work and the additional units; or (2) incorporates greater requirements or a longer duration and justifies increased units, in which case two versions of the course are recorded, one number without the Q and the same number with the Q suffix and the data or explanation for the increased units.</p> <p>S Summer course</p> <p>T Tutorial</p>

	<p>V A virtual course offered electronically (via the Internet)</p> <p>X A one-time variation of a course, used for unusual or problematic situations for one term or year. End date should reflect this.</p> <p>Z Two-quarter course</p>
Partner Course Number	Partner course number, if available
Partner Department	Exact name of partner department, be consistent Use “Study Center” for core courses, special study courses, and ILP or other courses organized by the Study Center.
Partner Course Title	May be in language of partner institution
Course Instructors	Full name of the instructor or instructors. Put the name in direct order according to Western convention: first name(s) first followed by the surname (last name) in all CAPS.
Location	This will vary depending on program. May be the partner institution or a specific school within the partner institution.
Partner Units	Record the number of units if the partner university uses a numerical unit or credit scheme.
Partner Units Type	Example: ECTS
Course Language of Instruction	Use drop-down menu to select language course is taught in. May have more than one language of instruction
Course URL	Website of course information, if applicable
Description <small>(must be at least 50 words)</small>	<p>A comprehensive but concise description of the course content, approach, methods, and any special features.</p> <ul style="list-style-type: none"> ▪ Use either a narrative style <i>or</i> a list of topics—usually in more detail than UC catalog descriptions. ▪ Use American academic terminology. ▪ Spell out any abbreviations and acronyms. ▪ For language courses indicate the level comparable to UC language course sequences. ▪ For math, science, and engineering courses, make sure the description conveys adequate information for campus advisers to know how the course would fit into the sequence of UC courses on the subject. Include prerequisites if they are stated. ▪ Include texts and method of assessment when available. <p>The SC Director is responsible for the descriptions. The non-academic staff may prepare the courses, but the data and descriptions must be reviewed, edited as necessary, and approved by the SC Director.</p>
Official UC Title	<p>Full UC title of the course in English</p> <ul style="list-style-type: none"> ▪ Begin with words that give a straightforward statement of the subject matter of the course. ▪ Use American academic terminology ▪ Do not use abbreviations or acronyms ▪ Change the partner university title if necessary to best represent the course content in American academic terminology.
Course Duration	Number of weeks of actual class time not including exam periods
Contact Time	<p>Accurately record the instructional time.</p> <p>Select the type of contact time (lecture, seminar, tutorial, discussion, lab, or field trips) and indicate number of hours either per week or per term.</p>

Unit Evaluation Method	Select the appropriate unit evaluation method as designated for the particular program. (See <i>DM 315.03–no.13</i> and <i>315.04</i> for additional guidance.)
Suggested UC Units	If the Unit Evaluation Method is contact time or partner university units MyEAP will calculate the units.
UC Quarter Units	Units for all EAP courses are quarter units . Maximum units for a course are determined according to the established unit evaluation method for the partner university. Units are rounded to the nearest half unit. In some subject areas when the unit evaluation method results in units that exceed UC practice, the units are reduced to more closely correspond to UC quarter units for comparable course work. <ul style="list-style-type: none"> ▪ PE activity course units (subject area PA) are reduced to .5 unit. ▪ Art studio and performance courses (e.g., music and dance), which are generally high in indirect contact time, are usually reduced to no more than 4.0 qtr. units per quarter or 6.0 qtr. units per semester. ▪ Lower-division language courses: Units may be adjusted to correspond with comparable UC units for a similar term. ▪ ILP language course units are derived by the formula of total hours of instruction divided by 10; if the units exceed the number of units for similar instruction at UC, they are adjusted to correspond with work in a comparable UC term.
Original Begin Date	Current term and year that coincides with study list term For change courses, this field does not change
Action	Term and year when course is either being changed or created Fall 2009, Winter 2010, Spring 2010
Expiration	Five years from action Summer 2014, Fall 2014, Winter 2015
Display in Course Catalog	
Grading Option	Open if either letter grade or Pass/no pass is available. If no letter grade is available indicate Pass/No pass
Letter Grade Available	This is the default. If a letter grade is not available uncheck this box.
Status	When complete change status to Released by Study Center. Once courses are approved by Academic Dean, they will be visible in the public course catalog

UNIT EVALUATION METHODS BY METHOD

Contact Time

Argentina
Brazil – Bahia
Chile
China
Costa Rica
France – AUP & Lyon L&C
India
Israel
Italy
Japan – ICU, Tokyo, Tsuru
Mexico
Russia
Spain
Taiwan
Vietnam

Partner University Units

Brazil – PUC
Denmark
Egypt
France – Paris Critical
Germany
Hong Kong – CUHK & HKUST
Japan – Doshisha, Keio, Meiji Gakuin, Osaka Sophia, Tohoku, Tsukuba
Korea
Netherlands – Leiden
Sweden
Turkey

Partner University Full-Time Load

Australia
Barbados
Canada
France – Lyon & Grenoble
Ghana
Hong Kong – HKU
Hungary
Ireland
Netherlands – Maastricht & Utrecht
New Zealand
Singapore
South Africa
Thailand
United Kingdom

QUARTER UNITS TO SEMESTER UNITS CONVERSION TABLE

QUARTER UNITS	SEMESTER UNITS	QUARTER UNITS	SEMESTER UNITS	QUARTER UNITS	SEMESTER UNITS
0.5	0.33	21.0	14.0	42.0	28.0
1.0	0.66	22.0	14.66	43.0	28.66
1.5	1.0	22.5	15.0	43.5	29.0
2.0	1.33	23.0	15.33	44.0	29.33
2.5	1.65	23.5	15.66	44.5	29.66
3.0	2.0	24.0	16.0	45.0	30.0
4.0	2.66	25.0	16.66	46.0	30.66
4.5	3.0	25.5	17.0	46.5	31.0
5.0	3.33	26.0	17.33	47.0	31.33
6.0	4.0	27.0	18.0	48.0	32.0
7.0	4.66	28.0	18.66	49.0	32.66
7.5	5.0	28.5	19.0	49.5	33.0
8.0	5.33	29.0	19.33	50.0	33.33
9.0	6.0	30.0	20.0	51.0	34.0
10.0	6.66	31.0	20.66	52.0	34.66
10.5	7.0	31.5	21.0	52.5	35.0
11.0	7.33	32.0	21.33	53.0	35.33
12.0	8.0	33.0	22.0	54.0	36.0
13.0	8.66	34.0	22.66	55.0	36.66
13.5	9.0	34.5	23.0	55.5	37.0
14.0	9.33	35.0	23.33	56.0	37.33
15.0	10.0	36.0	24.0	57.0	38.0
16.0	10.66	37.0	24.66	58.0	38.66
16.5	11.0	37.5	25.0	58.5	39.0
17.0	11.33	38.0	25.33	59.0	39.33
18.0	12.0	39.0	26.0	60.0	40.0
19.0	12.66	40.0	26.66	61.0	40.66
19.5	13.0	40.5	27.0	61.5	41.0
20.0	13.33	41.0	27.33	62.0	41.33

EAP APPROVED SUBJECT AREAS

AF ST	African Studies	GER	German
AG SC	Agricultural Sciences	GREEK	Greek
AM ST	American Studies	HEB	Hebrew
ANTH	Anthropology	HINDI	Hindi
ARAB	Arabic	HIST	History
ARCH	Architecture	HLTHS	Health Sciences
ARCOL	Archaeology	HUNG	Hungarian
ARTHS	Art History	ITAL	Italian
ARTST	Art Studio	INTL	International Studies
AS ST	Asian Studies	JAPAN	Japanese
AU ST	Australian Studies	KOR	Korean
BASQ	Basque	LATAS	Latin American Studies
BIO C	Biochemistry	LATIN	Latin
BIO E	Bioengineering	LEGST	Legal Studies
BIOL	Biology	LING	Linguistics
BUS A	Business Administration	MAT S	Materials Science
C LIT	Comparative Literature	MATH	Mathematics
CATAL	Catalan	ME	Mechanical Engineering
CE	Chemical Engineering	MUS	Music
CELT	Celtic Studies	NE ST	Near East Studies
CHEM	Chemistry	NZ ST	New Zealand Studies
CHIN	Chinese	PA	Physical Activities
CIV E	Civil Engineering	PE	Physical Education
CLASS	Classics	PHIL	Philosophy
COMM	Communication	PHYS	Physics
CP S	Computer Science	POL S	Political Science
DA	Dramatic Arts	PORT	Portuguese
DAN	Danish	PSY	Psychology
DANCE	Dance	RG ST	Religious Studies
DEV	Development Studies	RUSS	Russian
DUTCH	Dutch	SCAND	Scandinavian Studies
EARTH	Earth and Space Sciences	SLAVC	Slavic Studies
ECON	Economics	SOC	Sociology
ED	Education	SPAN	Spanish
EE	Electrical Engineering	SSEAS	South & Southeast Asian Studies
ENGL	English	STAT	Statistics
ENGR	Engineering	SWED	Swedish
ENV S	Environmental Studies	THAI	Thai
ETHST	Ethnic Studies	TURK	Turkish
EUR S	European Studies	URB S	Urban Studies
FILM	Film & Media Studies	VIET	Vietnamese
FR	French	WOMST	Women's and Gender Studies
GEOG	Geography	YIDD	Yiddish
GEOL	Geology		

The following Subject Areas have been Discontinued:

Subject Area	Code	Use instead
Botany	BOT	Biological Science (BIOL)
Ecology	ECOL	Biological Science (BIOL)/Environmental Studies (ENV S)
Geology	GEOL	Earth and Space Sciences (EARTH)
Indonesian	INDON	South & Southeast Asian Studies (SSEAS)
Industrial Engineering	INENG	Engineering (ENGR)
Law & Society	LAWSO	Legal Studies (LEGST)
Nuclear Engineering	NUCE	Engineering (ENGR)
Peace Studies	PC ST	Political Science (POL S) or International Studies (INTL)
Television & Video	TV	Film & Media Studies (FILM)
Zoology	ZOOL	Biological Science (BIOL)

Subject Areas to Use for Non-EAP Fields of Study

FIELD OF STUDY NOT USED BY EAP	USE: EAP SUBJECT AREA CODE (SA) Where more than one SA is listed, choose one, depending on the focus or emphasis of the course description. If no distinction can be discerned, cross list.
Animal Science	AG SC
Anatomy	BIOL, HLTHS
Astronomy	PHYS
Cognitive Science	PSY
Comparative Cultures	ANTH, ETHST, SOC
Cultural Studies	ANTH, HIST, ARTHS, ENGL, other literatures, COMM, SOC
Criminology	LEGST
Demography	SOC or URB S
Design	ARTST, ARCH, ENGR;
Environmental Design	ARCH or ENV S
Food Science	AG SC; possibly HLTHS, BIO C
Forestry	AG SC, ENV S
Irish Studies	CELT
Journalism	COMM, TV
Landscape Architecture	ARCH
Media	COMM, FILM
Medieval Studies	HIST, ENGL, other literatures, ARTHS, C LIT, PHIL, RG ST
Middle East Studies	NE ST
Multi-Cultural Studies	ETHST
Nutrition	AG SC, HLTHS; rarely BIOL
Pacific Studies	ANTH, AS ST, ETHST, GEOG, HIST, POL S, SSEAS
Pharmacology	BIOL; possibly CHEM
Physiology	BIOL, ZOOL
Political Economy	ECON, POL S
Popular Culture	Language or area studies; COMM, SOC, ARTHS
Public Administration	POL S, BUS A
Public Health	HLTHS
Public Policy	POL S; possibly ECON, SOC
Renaissance Studies	ARTHST, ENGL, other literatures, HIST
Social Ecology	SOC, ENV S, PSY
Social Welfare, Social Work	SOC, HLTHS
Speech	COMM, ENGL
Sports Science	PE, HLTHS; BIOL only if there is strong, clear biology content
Textile Studies	ARTST, ARTHS
Welsh	CELT

IV. REGISTRATION STUDY LISTS

(DM 335.00 ff. and 340.00 ff.)

ADVISING STUDENTS

The Study Center Director advises each student on courses appropriate to the student's academic program and on EAP policies with regard to unit load, pass/no pass grade options, requirements of the specific program, and other EAP policies. To advise students on registration for courses:

- Become familiar with the partner university's organization and course offerings.
- If a current catalog or class schedule is not available, explain to students how to find out the schedule of classes offered.
- Have the student consider how the courses will meet major requirements, general education or breadth requirements, and electives at his or her home campus.
- Explain to students that in order to receive credits and grades for courses not yet on the MyEAP Course Catalog they must provide details about their courses to the Study Center. When adequate information is provided and the Academic Dean approves a course, students are assured of receiving UC credit for it.
- Make sure students know the deadline for submitting their study lists to the Study Center.
- Remind students that all EAP units are *quarter units*, regardless of partner university term or units. Berkeley and Merced students' units will be converted to semester units by the registrar. Divide quarter units by 1.5 to calculate semester units. See the [conversion chart](#) in this section.
- Inform students how to find **Student Course Information Forms (SCIFs)** on the EAP website. Instruct students to retain the completed SCIFs together with syllabi, bibliographies, corrected exams, copies of papers, and any other pertinent course information for use by academic advisers in evaluating course work for credit toward major or other campus requirements.

Impress upon students that it is their responsibility to keep SCIFs for all courses along with any available additional information about completed course work.

- In advising **graduate students**, refer to page 2 of the student's Graduate Study Agreement (GSAG) or the GSA for Short-term or Language & Culture (GSAG-S)—part of the EAP application—for unit requirements, course restrictions, grading options, etc. Graduate students are bound by the requirements of their GSAGs, which may be different from EAP requirements for undergraduates.

NOTE: SPECIAL POLICIES

SUMMER PROGRAMS

Language courses must be taken for a letter grade by undergraduates. Non-language courses may be taken P/NP up to 1/3 of the total units. Graduate students may take all courses on an S/U or letter grade basis, according to their GSAGs.

The variable unit option is **not available** in summer programs; units cannot be reduced. All students are required to take the full number of units approved for each course. Exception: students who extend from a summer program to a fall or year program may submit a Retroactive Petition to reduce the units on the summer course(s), according to the rules for the ILP.

INTENSIVE LANGUAGE PROGRAM (ILP)

- ILP courses must be taken for a letter grade by undergraduates. P/NP is **not** an option (except for courses offered by a partner institution on the P/NP basis only). Graduate students may take ILP courses on the S/U basis if permitted by their GSAGs.
- ILP courses are not counted toward the minimum full-time load in a subsequent term.
- No Incomplete (I) grades may be assigned.
- The minimum number of units for the ILP is 3.0 quarter units overall for the program. No single course may be taken for less than 1.0 quarter unit (1.5 for Berkeley students). Students approaching graduation unit ceilings at their home campus may need to take minimal unit loads.

PHYSICAL ACTIVITY

Physical activity courses (PA) are lower division and may be taken for a maximum of .5 quarter unit. These courses do not count toward the minimum required load; the units must be in addition to the minimum load. Physical education courses (PE) are distinguished from PA courses. PE courses are regular subject matter courses taught in lectures, discussions, labs, etc., for example in such areas as kinetics, physiology, teaching methods, and sports management.

LETTER GRADE ONLY COURSES

ILP courses, language courses in summer programs, and language courses in short-term language programs must be taken for a letter grade by undergraduates. Certain programs require that Special Study Courses or other program courses be taken for a letter grade.

UNDERGRADUATE taking a GRADUATE COURSE

An undergraduate student who wishes to take a graduate course must file a General Petition, which is submitted to UOEAP. Enrollment must be approved by the SC Director and the instructor of the course. [See DM 340.12](#) for Academic Senate regulations concerning undergraduates taking graduate courses.

FAILURE TO SUBMIT STUDY LIST

A student who fails to submit a Registration Study List by the deadline set by the SC Director, is subject to lapse of student status and dismissal from the EAP. *See* Section, Administrative Dismissal in this manual for instructions.

THE OFFICIAL REGISTRATION STUDY LIST (*DM 340.00 ff.*)

When the study list is completed and submitted by both the student and the Study Center Director to UO, it is an official document that can be changed only by petition, *except* for corrections at UO:

- the units, level, and subject area of a new or changed course may be corrected during the approval process to accord with UC policy and established program parameters;
- a study list may not be finalized until all courses are approved.

Any exception to EAP policies and program requirements, such as a deficit load, excess P/NP, or exemption from a required course, must be requested by a General Petition. *See* Section V, Petitions.

COMPLETING THE REGISTRATION STUDY LIST

Complete a Registration Study List with each student each term, including the ILP (where applicable). Study lists are available for each student each term in MyEAP.

Review the study list for accuracy and for adherence to EAP policies, including requirements pertaining to particular programs. Submit courses and study lists **together** by the deadline to UO as they are processed **in tandem**.

Every course on a study list must match a course in the Master Course Catalog in order for study lists to be finalized and grades assigned.

Check the Master Course Catalog to see which courses are already approved.

Complete courses for new, renewed, and changed courses as needed.

Do not list AUDITED courses on the study list. (*DM 340.05*)

For CROSS-LISTED courses, student must select one subject area, i.e., the one that best meets their departmental or college requirements.

YEAR-LONG COURSES require a Y suffix. Check the courses on the study list to be sure that year-long ones have a Y suffix.

- List year-long courses on the study list for the *first* semester or quarter. Units for these courses are for the entire year's work. To determine whether minimum unit loads are met for the *term*, count the appropriate portion of the year's units (1/2 for a semester, 1/3 for a quarter).
- On the study list for the second semester or the second and third quarters, list only the courses begun in that term. Refer to the first-term study list to calculate the appropriate portion of the units for year-long courses that count toward the required unit load for the subsequent term(s). The combination of year-long and semester or quarter courses may make the first term appear over balanced and the second (or third) term appear under balanced until the adjustments are taken into account.

UNITS & LOAD

- Check that the **minimum unit load** for the term is met.

Deficit Loads (*DM 335.02*)

UCIE (formerly UCEAP) requires EAP participants to carry a normal full-time load and funds EAP on that basis. It is essential to maintain the academic integrity of the program and to meet the agreements with our host universities.

To achieve a normal full-time load, EAP students are required to carry at least a minimum number of units. In programs without an ILP and most short term language programs, the required minimum unit load is 21–24 quarter units per semester term or 14–16 units per quarter term, depending on the particular program; in programs with an ILP the minimum load is 18 quarter units per semester or 12 units per quarter. Certain programs are exceptions to these rules and have specific required loads.

Monitor the course loads of students on financial aid early in the term to avoid potentially serious problems. Students on financial aid must carry a minimum of 18.0 qtr. units per semester or 12.0 qtr. units per quarter.

- Submit a General Petition for a deficit load if a student's unit load falls below the **minimum unit load** for the term for the particular program.

Variable-Unit (“Artificial”) Deficit Loads

All courses carry *variable units (except Summer and Special Study courses)*. Units assigned to a course are the maximum allowable units approved for that course; however, the SC Director and the student may decide that the student should take fewer units for one or more courses. In that case, record the agreed upon number of units on the student's Registration Study List. All courses (except Special Study Project courses) have fixed requirements for the amount of effort, assignments, examinations, etc., regardless of the units recorded on the individual student's study list. (*DM 315.05 and 335.02*).

Make it clear on the notes section of the study list that the deficit is based on the variable unit option and that the student is, in fact, taking the required minimum course load.

- Submit a General Petition for an **excess load** if the units exceed the limits shown in the [Directors Manual, Section 335.03](#)

P/NP GRADE OPTION

Students select the P/NP grade option on the study list at the time of registration by selecting P/NP in the column headed “Grading Option”.

For graduate students the appropriate S/U will be reported on the grades though they would also indicate P/NP.

- * No more than 1/3 of the total units *per term* may be taken P/NP.
- * P/NP is not permitted for undergraduates in the ILP or for language courses in short-term language and culture or society programs.
- * P/NP is not permitted for special study courses **in certain programs**.
- * Courses taken on a P/NP basis may not be accepted for fulfilling requirements in student's major or minor. Remind students to check with campus advisors before selecting this option.
- * Students who take a course on the P/NP basis who earn NP will not receive credit for the course. NP is interpreted as an F by Law Schools.

V. SPECIAL STUDY COURSES (DM 315.06-.08)

Independent study courses are called special study courses for EAP. Special study courses are created using a generic format; includes the established maximum units for each type of special study course and refers to the fact that the specific information for each student's project is included on the individual Special Study Project form. Once a special study course has been approved in a subject area, it remains as a generic course for future use.

Undergraduate special study courses are as follows (EAP does not use 199):

<u>Course No.</u>	<u>Quarter Programs</u>	<u>Semester Programs</u>
192 regular special study	4.0 quarter units	6.0 quarter units
193 advanced special study	6.0 quarter units	9.0 quarter units
196 directed research	8.0 quarter units	12.0 quarter units
197 internship	8.0 quarter units	12.0 quarter units*

* The maximum units are 12.0 for the year.

Graduate special study courses are numbered:

292 regular special study (maximum 4 units/qtr or 6/sem)

293 advanced special study

295 directed readings not related to a thesis or dissertation

296 for M.A. thesis research

596 for preparation for Ph.D. qualifying exam and for Ph.D. dissertation research

293–596 are normally a maximum of 8 units per quarter or 12 units per semester. Consult Academic Specialist regarding possible exceptions.

Students may pursue independent study (Special Study Project) under the guidelines specified in the *Director's Manual*. Only one special study course is allowed per term. Exceptions must be petitioned to the Academic Dean. Reasons for independent study may include:

- lack of availability of specific courses;
- opportunity to work with a particular professor in his or her specialty;
- beneficial experience through an internship;
- opportunity to enhance the study of the subject of a regular course with additional study and research;
- programs specifically designed for research or fieldwork
- need to salvage academic work interrupted by such events as illness, host university closure due to strikes, civil disruption, natural disaster, or widespread health crisis (*see Section, Crisis Situations*).

SPECIAL STUDY PROJECT FORM

When a student wishes to do an independent study project the student must complete a Special Study Project form that is sent to UOEAP. It is a contract between the student and the professor or other qualified supervisor responsible for evaluating the student's performance. The SC Director's signature indicates approval of the project for UC credit. If the project supervisor is not a partner university faculty member, the SC Director is responsible for evaluating the student's work. The SC Director may also serve as the immediate supervisor of the project. In some cases a student may be able to arrange for a home UC campus faculty member to be the supervisor.

GUIDELINES FOR SPECIAL STUDY PROJECT COURSES

UNITS are based on direct contact time, indirect contact time, and assessment.

CONTACT TIME is the sum of indirect and direct contact time.

Direct time is the scheduled consultation time with the supervisor:

(hrs x wks) divided by 10 = units.

Indirect time is the time spent by the student in reading, research, lab, studio, and internship work: (hrs x wks) divided by 30 = units.

ASSESSMENT (work to be submitted for a letter grade)

Written work is required to earn academic credit and a grade.

Examples (the following are guidelines, not absolutes):

6.0 units requires a 20- 25-page paper in English (or 15–20 pages in another language).

4.0 units requires a 10- to 15-page paper in English (or 8–12 pages in another language).

2.0 units for a dance project requires the performance plus a 5-page report.

6.0 units of theater directing requires the performance plus complete director's notebook.

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

In disciplines other than sciences or performing arts, the research paper or series of reports must include bibliography and footnotes, as appropriate to the subject.

The P/NP option is permitted for undergraduate special study courses, except for certain programs that require a letter grade.

DESCRIPTION (by student)

Summary statement of the project **on the Special Study Project** form. If it is an internship, give full name of the organization and explain the type of work.

Attach a plan of study, research proposal, or full description of tasks that includes:

- Topic (subject) or research question and objectives
For internships, include information about host organization.
- Methodology (reading, interviews, statistical analyses, type of work engaged in)
- Expected result including type and expected length of paper, report, lab notebooks, art work, or performance
- Outline of steps to implement the project or internship
- Sources: bibliography, archives, experts, art exhibits, community festivals, etc., as appropriate to the topic.

SUPERVISION AND EVALUATION

Full name of supervisor and qualifications: highest degree if available, and faculty rank, position in a company or organization, and/or other qualifications.

Scheduled consultation time: number of hours per term of direct consultation with the supervisor; this is not the hours of work by the student.

The completion date must be stipulated and be within the term.

The student and the supervisor must both sign the contract.

INTERNSHIPS

Internships offered for credit by EAP through the Study Center are serious academic activities that combine opportunities for acquiring practical experience with intellectual study, which is demonstrated by written evidence.

An internship involves work in a corporate, governmental, public, or private organization or institution, usually for approximately 20 hours per week plus at least one hour per week scheduled individual consultation with the supervisor regarding the academic substance of the project.

REQUIREMENTS

An internship for academic credit requires that the student write a substantial paper or series of reports, or other documentation. Although this is not necessarily an academic research paper, it is a serious exercise that includes description of the work done, thoughtful analysis of what the student has learned on the job, and demonstration that the student has done some investigation and analysis (including suggestions for improvements) beyond the mere performance of duties.

For example, work stocking shelves at a market would not qualify as an internship for academic credit, but would if the student is involved in how the market maintains its inventory process and how the inventory affects marketing or profitability, and if the student pursues some research in order to put the particular experience into a broader context. In another example, to qualify for an internship, a student who works to collect medical samples for a large research project would have to include in his/her paper a description of the overall research, the nature of the system or disease as it related to the sample, and the pitfalls in sample collection that could affect the research outcome.

If the internship involves working with and reporting confidential data, the confidential information may be omitted from the final paper, but the student will still write a substantial paper based on readings and non-confidential data.

SUPERVISION AND GRADE

Regularly scheduled individual consultation time is required of the student and the direct supervisor. This consultation time is not for reviewing work assignments or training; rather, it is for discussion of what the student is learning from an academic point of view, e.g., developing knowledge about the general field of work, the broader context of the specific work, comparison of the host country activity and experience with that of the U.S., etc.

The internship supervisor will prepare a schedule of the individual consultations and will keep a record of the student's attendance along with other information pertinent to the evaluation of the student's work. Normally the internship supervisor will provide the SC Director with a narrative evaluation of the student's performance and a suggested grade. Students may choose the letter or P/NP grade option, unless the program in which the student is participating requires a letter grade. The final grade is assigned by the SC Director. Where there is a Liaison Officer, that person recommends the grade to the EAP Academic Dean, who assigns the final UC grade.

For additional information and contingencies, see [DM 315.08](#) and consult an Academic Specialist

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM

SPECIAL STUDY PROJECT

Name: _____ Date: _____

Study Center: _____ Year/Term: _____

Home Campus: _____ Units Requested: _____

Undergraduate _____ Graduate _____

Major: _____ Hours per week by student: _____

UC Course No.: _____ Number of weeks: _____

DESCRIPTION Attach full project description. See instructions on reverse (or page 2).

SUPERVISION: Faculty member responsible for evaluating work:

UC Host University Other _____

Name: _____ Scheduled consultation time: _____
(hours per week and number of weeks)

Instructor _____ Address: _____

Title: _____

Degree(s) _____

Where Conferred: _____

EVALUATION:

Work to be submitted for grade: _____
(e.g. term paper with required number of pages, lab notebook, field report, etc.)

Work is to be completed by this date: _____

Student's signature Date Supervisor's signature Date

Study Center Director's signature Date

Submit to UOEAP

VI. PETITIONS

(DM 360, 370)

PETITIONS TYPES ARE:

- General (to change a student's Registration Study List) or for exceptions to policy
- Retroactive (to change a student's Registration Study List)
- Extend Participation in EAP ([Director's Manual, Section 440](#))
- Withdraw from the University of California (EAP)

When a General or Retroactive petition is denied, the decision is final and “re-petitioning” the same action at a later time is not permitted.

A **Request to Review** Student EAP Record is not a petition but a form used to inquire about a suspected clerical or procedural error on a student's record. See section on grades for information about Request to Review (DM 340.14 and 375.14)

GENERAL PETITIONS:

To change the Official Registration Study List after it is submitted to the Study Center.

Students file **General** petitions within the deadline, approximately one-half way through each term. See deadlines for the Study Center program for specific dates.

- General petitions, which are acted upon based on the SC Director's recommendation, include requests to:
 - add a course
 - drop a course
 - change the units
 - change the grade option
 - change the area for a cross-listed course
- General petitions are also required for exceptions to EAP policy and must be submitted to UOEAP:
 - to carry a deficit load
 - to take an excess load
 - for an undergraduate to take a graduate course
 - to exceed the limit on P/NP units
 - to take more than one special study project
 - to be exempted from a specific requirement of the particular program
 - to repeat a course
- Petitions for exceptions to EAP policy must be approved by the Academic Dean at UO, as delegated to the Academic Specialist, with the SC Director's recommendation.

Petitions submitted **after study lists are released** to UO but **before** final exams begin or grades are known by the student, whichever is earlier, require the Study Center Director's recommendation and supporting statement. They are approved or denied by the Academic Dean,

as delegated to the Academic Specialist. Send these General petitions to UO **immediately** upon completion by the student. **Do not hold petitions.**

COMPLETING GENERAL PETITIONS

- Check each petition to see that it is complete and absolutely clear as to *which course* is being acted upon and *what action* is requested.
- List the **EAP** course subject area, number, title, units, and instructor's name;
- Make sure that the student has written a cogent and valid reason for the requested change *on the petition form itself*. If more space is needed, summarize the reason on the petition form and refer to an attached page for additional explanation.

Do not send a petition that says *only* "see attached."

If the reason statement is not on the petition, the petition will be returned to the SC Director for completion.

- Review all petitions for the same policies that apply to the study list process
- Indicate SC Director's approval or disapproval of each petition and add supporting or explanatory comments. Comments are important for the record. They assist the Academic Specialist (acting on behalf of the Academic Dean) in deciding whether to approve exceptions to policy and late petitions.
- Send the original signed petition to UO; give the student a copy; and keep a copy at the Study Center.

True Deficit Loads

Petitions for true deficit loads (below 18 quarter units per semester or 12 quarter units per quarter) are generally approved only when circumstances beyond the student's control are responsible for the deficit or when a student has predeparture approval from his or her college and UO.

The argument that units do not count toward the major or that units are not needed for graduation are **not** acceptable reasons for a deficit load.

Petitions to repeat a course

Courses for which a student has already received credit may not be repeated on EAP.

In rare instances, when a student fails a course or the student's achievement, particularly in a language course, is so deficient that he or she cannot progress to the next course in the series and must repeat a course, the Study Center Director may approve a petition to repeat a course. The repeated course may be listed on the student's EAP registration study list for no more units than the originally attempted course and must be taken on the same grade option.

This petition refers to EAP enrollment only; it is not forwarded to the student's campus dean and it does not determine the final disposition of the courses and grades on the student's permanent academic record. Because regulations and procedures regarding the repetition of courses vary by campus, and because the disposition of a repeated course depends on the student's entire academic record, EAP cannot tell the student how the courses and grades will finally be recorded.

The student is entirely responsible for petitioning his or her home campus dean or provost to repeat or replace a course or grade.

RETROACTIVE PETITIONS

A retroactive petition covers the same actions as a General Petition and is used once final examinations have begun or the student knows the grades, whichever is earlier. EAP and general UC policy is that once that point has passed, only the most serious circumstances constitute a legitimate reason for a change. A retroactive petition may not be initiated later than 18 months after the end of the program in which the student participated.

A retroactive petition is a change to the student's permanent record on the home campus and is treated differently from General Petitions. The Academic Dean reviews the retroactive petition, makes a recommendation to approve or not, and forwards it to the student's dean or provost who has final authority. Therefore:

The student's legitimate academic reasons for the retroactive petition must be clearly stated *on the petition*.

The SC Director must support his or her recommendation to approve or not approve a retroactive petition with cogent arguments concerning the appropriateness of the request.

- Warn students that the chances of having a retroactive petition accepted are very slight. A retroactive petition for a change other than one based on procedural or clerical error will normally be *denied*.
- Check the petition for accuracy and completeness so that there is no question as to *which course* is being acted upon and *what action* is requested.
- List **EAP** subject area and course number, units as originally listed on the study list, instructor's name, and grade if it has been assigned.

Petitions on which the above information is incomplete or unclear cannot be acted upon.

- Verify that the student has written a coherent, pertinent reason for the requested change *on the petition* itself. If more space is needed, summarize the reason on the petition and refer to an attached page for additional explanation.
- Review all petitions for the same policies and procedures applicable to the study list.
- Mark SC Director's approval or disapproval of the petition.
- Add supporting or explanatory comments. Comments are needed to assist the Academic Dean in recommending approval or disapproval of the petition to the dean or provost of the student's college. A petition that lacks the SC Director's statement may be returned by the dean with a request for such comments.
- Send the original signed petition to UO; give the student a copy; and keep a copy at the Study Center.

PETITION TO WITHDRAW (*DM 370.00 ff.*)

Send the EAP Petition to Withdraw to UO for processing by the Academic Specialist.

Note:

- A student who wishes to withdraw (for reasons other than an emergency) should contact his/her Campus EAP Office before submitting a petition, for advice about the effect on future UC enrollment.
- Students may not simply switch between programs of different lengths, they must instead file a petition to extend or withdraw.
- A student in a year-long program who decides to shorten his/her stay and switch to a shorter program option is treated as a post-departure withdrawal from EAP. The student must complete a Petition to Withdraw, will be assessed the withdrawal fee, and will be accountable for any other applicable costs. The student must inquire of his or her home UC campus whether it is necessary to request readmission and if so, how.
- A student who is administratively dismissed for academic or conduct reasons does not complete a Petition to Withdraw. *See* Section IX, Administrative Dismissal and *DM 370.07 and 500.05*.
- If an EAP program is suspended, students complete a Disposition of Academic Work for Suspended University of California Education Abroad Program. *See* Section VIII, Crisis Situations.

COMPLETING THE PETITION TO WITHDRAW

This form has been revised frequently, make sure you have the newest version from the EAP website.

The front page of the Petition to Withdraw is divided into two parts. The student completes the left side ***and*** attaches a detailed statement of the reason for withdrawing.

Check the student half for completion:

- 1.) summary reason for withdrawal;
- 2.) mark the term or terms ***completed***, if any.
- 3.) and 4.), as applicable:
 - 3.) If the student is withdrawing at the end of the term in progress but ***after*** courses will be completed, check the term that will be completed and record the courses, using EAP course numbers, and units for those courses that ***will be completed***.
 - 4.) If the student is leaving without completing the term in progress, or without completing certain courses (e.g., year-long courses), check which term is in progress.

List courses that are in progress that will not be completed by withdrawal date.

- 5.) Requested term of readmission to UC campus.
Student signature, address, and telephone number.

Complete the right side of page 1.

- 6.) Record the effective date of withdrawal (*see* definition below).
- 7.) Indicate if no study list has been filed.
- 8.) If the student is leaving after a term has begun, recommend disposition of all course work that will be *in progress* at the withdrawal date. If the recommendation is to drop some courses but not all, write the courses that are *not* to be dropped; these are the courses that will be completed before the withdrawal date or will be contracted for an Incomplete.
- 9.) Write a statement explaining why you support the student's reason for withdrawing or not. Additional information and comments may be attached in a separate statement. Confidential statements to UO should be sent separately and marked as confidential.

Sign and date the petition.

Effective Date of Withdrawal (EDW)

The Effective Date of Withdrawal (EDW) and the Director's explanation of support or non-support must be included on the petition form. The EDW appears on the student's permanent record and represents the date that the student left EAP. It is used to determine adjustments to a student's financial obligations or financial aid. To avoid inconsistency, all course work must either (1) be submitted prior to the EDW, (2) have appropriate disposition listed on the petition, or (3) have arrangements made for Incomplete(s) (*see* below, arranged date).

The EDW is determined by one of the three following methods:

1. Last day of last term completed (date of last final exam) is used in the case of a planned, non-emergency leave (unless the student completed the work in advance of the end of the term and the earlier date is authorized by Regional Director).
2. Date that Study Center knows of student's decision to withdraw. If the student leaves without warning or without SC Director's knowledge, the EDW is the last known date that the student attended class or participated in some other academic activity (e.g., took an exam; turned in a paper; participated in a scheduled class discussion, tutorial; or attended a Study Center orientation or counseling meeting).
3. Arranged date: The Petition to Withdraw addresses the disposition and grading of courses not yet completed at the EDW (i.e., "grades of F, NP, or U" and "drop all courses except those" that will be completed before EDW). In some cases, however, arrangements can be made for completion of work in one or two ways:
 - 1) When the SC Director and student agree on a specific date that is after the student's departure from the program but before the end of the term, by which time certain requirements are to be met, that arranged date is the EDW.

The requirements and the date by which they are to be completed must be documented and the documentation submitted with the Petition to Withdraw. The Contract for "I" (Incomplete) may be used for convenience.
 - 2) Arrangements for completion of work after the EDW and after the end of the term are made through completion of "I" contract(s). Contracts(s) for "I" (Incomplete) must be properly completed and approved by the SC Director.

VII. GRADES & CREDIT (DM 375.00 ff.)

FINAL GRADE REPORTS

The SC Director is responsible for assigning and submitting grades to UO, who in turn reports them to campus registrars. If the SC Director is a UC faculty member, he or she is the *instructor of record*. Where there is a Liaison Officer, the Academic Dean of EAP is the official instructor of record. (DM 375.01)

Once the registration study lists are finalized the Study Center is informed and grades may be entered and submitted to UOEAP via MyEAP.

1. Enter the host university grade in the appropriate column.
2. Enter each UC grade using the UC grading scheme of A, B, C, D, F, including plus and minus grades as appropriate.
 - If the student has selected the P/NP grade option, enter the letter grade and the MyEAP system will convert the grade per individual UC campus policy.
 - For Graduate students, the corresponding S/U will be reported.
3. Do not leave any grades blank (see below, “NR, I, W, and IP Grades”).
4. Sign each student’s grades and save.
5. When all grades are entered and signed, release the grades to UOEAP and inform your Academic Specialist when you have done so.

Pass/No Pass

UC campuses define P/NP and S/U differently, so the letter grade must be entered in order to ensure the correct conversion. UC Campus Definitions of P/NP and S/U:

	P =	S =
UCB	C- and higher	B- and higher
UCD	C- and higher	B- and higher
UCI	C and higher	B and higher
UCLA	C and higher	B and higher
UCM	C and higher	N/A
UCR	C and higher	B and higher
UCSD	C- and higher	B- and higher
UCSB	C and higher	B and higher
UCSC	C- and higher	B- and higher

NR, I, W, and IP Grades (DM 375.06 –.09)

Do not leave any grades blank on the grade reports. Record:

- NR** (No Report) for any course for which a grade has not been received due to instructor delay or an erroneously listed course;
- I** (Incomplete) if the student has completed a Contract for “I” (Incomplete) Grade that has been approved by the SC Director
- W** (Withdrawal) if the student has been allowed to withdraw from a course or the program after the add/drop deadline and the appropriate *petition is on file*;
- IP** (In Progress) for a year-long course for which the grade for the entire course will be reported at the end of the year. For Study Centers that have a large number of year-long courses, the Academic Specialist will provide instructions on how to report grades for the courses in progress.

CONTRACT FOR “I” (INCOMPLETE)

If an I is entered on the final grades, complete a **Contract for "I" (Incomplete) Grade** and send it to UO for forwarding to the campus registrar. This contract establishes that the student is responsible for completing the work by the set deadline (not to exceed six months after the end of the term) and that the student has obtained permission to do so from the professor as well as from the SC Director.

Students are not allowed to make special arrangements directly with a partner university instructor to turn in late work. Students must consult the SC Director about the possibility of a Contract for “I.”

NOTE: Although some partner universities permit the retaking of final exams, EAP students are not permitted to retake exams other than at the partner university. A student may retake an exam only if a Contract for "I" has been completed and approved, signed, and submitted to UO with the I recorded on the grades. The exam must be taken at the partner university, *not* in the U.S.

Completion of the outstanding work for removal of the “I”

If it becomes necessary for the student to request an extension of the deadline, the student submits a written request to UO and the Academic Specialist forwards it to the SC Director.

- The SC Director reports whether the extension is feasible and confirms arrangements for grading the work. In unusual cases the Specialist may make arrangements directly with a UC faculty member for the evaluation of the student’s outstanding work.
- The Academic Specialist informs the student of the arrangements for completing the work by the new deadline and instructs the student to send the work to UO. When the work is received at UO, it will be forwarded to the SC Director or to the other designated evaluator.
- If arrangements have been made directly with a UC faculty member to grade the work, in place of the SC Director, the Academic Specialist will obtain the grade from that faculty member.
- If the outstanding work is not received by the revised deadline, the Academic Specialist notifies the Campus EAP Office that the grade will be converted to an “F,” “NP,” or “U” within one week. If the work is not received within one week, UO will send an Individual Grade Report (signed by the SC Director or by the Academic Dean) to the student’s campus registrar converting the “I” to an “F,” “NP,” or “U,” as applicable.

INDIVIDUAL GRADE REPORTS (IGR)

NR, I, and IP changed to final grade

Use the Individual Grade Report (IGR) form to submit the final letter grade to replace an NR, I, or IP. The form is available on the EAP web site.

If a final grade has not been obtained by the deadline for the Incomplete or within six months of the posting of grades for the NR, submit a grade of F (or NP or U, as applicable) on an IGR.

IGR in advance of set of grades

Use the Individual Grade Report (IGR) to submit grades for an individual student before the final grades for the program can be completed and sent to UO, according to the following policy:

If grades for a program are not received and processed at UO within 90 days after the end of the program, a student may request an Individual Grade Report provided he or she has an urgent need and provided that other documentation (e.g., letter of verification to the requesting agency) will not suffice until the set of final grades is received.

Clerical error grade correction (*DM 375.11*)

According to UC policy, a grade may not be changed except to correct a clerical, procedural, or computational error.

Request to Review Student EAP Record (*DM 340.14 and 375.14*)

A Request to Review Student EAP Record is not a petition but an inquiry by a student, after the end of a term and usually after return to the U.S., about a possible error in the student's UC academic record regarding a course number or title, units, grade option, or grade. Requests for a review of a grade may come directly from the student or via UO.

If no error is found in records at UO, the request will be forwarded to the SC Director. At the Study Center:

- If the student submits the request directly to the SC Director, investigate records at the Study Center and reply to the student with a copy to UO.
- Investigate the inquiry in Study Center records and, if needed, with the host university, including checking with the instructor
- Send the results of the investigation to UO for forwarding to the student.
- If there is no error, send the explanation in as much detail as possible to UO.
- If there is an error, submit the grade correction to UO on the IGR form signed by the SC Director, *not* by a staff person. IGRs submitted by a Liaison Officer will be countersigned by the Academic Dean.
- Email the Academic Specialist a brief statement how the clerical error occurred. **Do not write any explanation on the IGR.**
- Grade option changes are effected only by petition.
- *See* the "Policy on EAP Grade Changes and Appeals" in Section 375 of the *Director's Manual* if a student believes that evaluation of his or her work included nonacademic criteria, that is, criteria not directly reflective of course performance (such as discrimination on political grounds or reasons of race, religion, gender, sexual preference, ethnic origin, or nationality).

ASSIGNING UC GRADES

Objective

The aim is to award to each student the grade that comparable level of achievement would have earned on the home campus. Normally the SC Director relies on grades assigned by instructors in the partner institution; however, the guiding principle for all courses and centers is that grades assigned should be equivalent to the grade that would have been assigned for equivalent quality of work accomplished on a UC campus.

Converting partner university grades to UC grades

Where the grading standards or grading schemes at the partner university differs from UC so that grades must be interpreted into the UC grading scale, the SC Director may adjust

partner university grades. Where there is a Liaison Officer, that person recommends the appropriate UC grades to the Academic Dean. Not all partner universities' grades are adjusted; i.e., grades from some partner universities are not converted or adjusted but are reported exactly as received from the university.

Grades are received from partner institutions in a variety of formats, including percentages, various numerical scales (e.g., 1–20, with 1 being lowest; 1–6, with 1 being highest; 50–100), and letter grades. In many instances grades cannot be converted to the UC scale strictly according to a translation table but require evaluation of various aspects of academic work and interpretation of a variety of sources of information, for example, instructors' grades or university transcripts, attendance, the ranking of the student in the course, and narrative evaluations by university faculty.

The SC Director must understand the partner institution's standards and rationalize the variances to accord with UC policy and practice. The SC Director should be alert to trends in grading practices and recommend to UO any needed modification in the grade equivalency chart (if one exists). The SC Director is not bound by official host university grade reports or by any prior information given to the student by the instructor. UC grades should not be explained or reported to the staff of the partner university (*see DM 375.01*).

PARTNER UNIVERSITY TRANSCRIPTS

All course work taken while students are on EAP is converted to UC courses, credits, and grades, and is recorded on students' UC transcripts. This is direct UC credit, not transfer credit. EAP students do not receive partner university transcripts. Only the home campus UC transcript is a valid record of the student's work abroad. Partner university transcripts are not given to students because:

- Grades on the partner university transcripts do not represent UC grades; UC grades are assigned by a UC faculty member. The existence of partner university transcripts may cause considerable confusion, misunderstanding, and discontent among EAP students about their grades.
- Course titles and credits on the partner university transcripts do not represent the UC courses or units.
- The existence of a partner university transcript represents a duplicate record that might be mistakenly used to claim credit twice for the same work.

Although it is not always possible to prevent a partner university from sending transcripts to students, the practice should be discouraged to the extent possible.

Instruct students that partner university transcripts do not represent their credits and grades and should *not* be submitted to any institution or agency. Remind students who request a copy of the partner university transcript of the information in the above paragraphs. If a student insists on a transcript, direct him/her to the Academic Specialist at UOEAP to request a letter.

Additional information is available to the students in the EAP General Information Guide.

ACADEMIC MISCONDUCT

For academic misconduct issues (cheating, plagiarism, forgery, giving false information, or alteration of documents, etc.), *see* EAP's "Academic Conduct Policy" in *DM 500* and "Academic Misconduct Procedures" in *DM 500.06*.

VIII. HOW TO HANDLE ACADEMIC COURSE WORK IN CRISIS SITUATIONS

EMERGENCY WITHDRAWALS AND SUSPENDED OR DISRUPTED PROGRAMS

These ideas and recommendations are information for both Study Centers and Academic Specialists on how to handle student's work in progress when it cannot be completed as expected due to crisis or emergency situations. They are based on previous experiences with suspended and disrupted programs and crises that caused students to withdraw from programs.

We ask that all Study Center Directors and staff read through this information before any crisis occurs and **before any promises are made to students** to determine the feasibility of any of these recommendations in the particular academic setting of each host university.

I. WIDESPREAD WITHDRAWALS DUE TO CRISIS

These are procedures to be employed after an event like September 11, during the SARS epidemic in Asia, or some other major event that causes students to withdraw out of concern for their safety and welfare, but EAP does not suspend the program. The SC Director should discourage individuals from withdrawing, to the extent reasonable, but we must rely on the SC Director's judgment in each individual case.

These withdrawals require a **Petition to Withdraw** from the student. The petition must stipulate which courses are to be dropped and which courses, if any, are to be completed through a **Contract for "I" (Incomplete)**.

1. Expedite withdrawal and readmission if the timing makes it feasible, e.g., courses have not begun or barely begun, or only the ILP has been completed, and students will be able to enroll in the term back at the home UC campus. All courses registered for the term in progress are to be dropped.
2. Student takes Incompletes for some or all of the courses and is to finish them at home.

If the course work has substantially begun, whether the student is permitted to complete course work depends on a variety of factors, including the Study Center Director's judgment of the merits of the reasons for withdrawal; on whether completion of the courses at a distance is feasible, in the judgment of the SC Director; and on the student's ability to arrange for completion of the courses, in coordination with the S C Director, if completion of the courses is judged, by the SC Director, to be appropriate.

The student is responsible for making arrangements for completion of courses, filling out a Contract for "I" for each course, and obtaining the approval of the instructor and the Study Center Director. If the student takes the initiative to arrange for Incompletes, the SC Director and UO should support that effort, but we do not initiate the process. It is the student's responsibility to be sure a final grade is reported to the Study Center. UO does not follow up on grade reporting.

II. PROGRAM IS DISRUPTED BUT PROGRAM CONTINUES AND STUDENTS REMAIN AT STUDY CENTER

In a crisis like the explosion in Toulouse, where students were out of class for 8 weeks, or a strike disrupts or cancels regular classes, the Study Center may arrange for courses to be converted to independent studies or may contract for the continuation of classes independent of the university or the striking unit.

III. OPTIONS FOR A PROGRAM SUSPENDED MID TERM

Recommendation: the decision on how to complete course work be applied program wide, that is, all courses be completed according to the same method and all students and courses be treated consistently, rather than some one way and some another way.

In all cases students must be informed that if they choose to stay in the country where the program is suspended or otherwise to not return home to the United States, they are entirely on their own; EAP has no responsibility for their safety and welfare or for their academic course work or grades.

1. Award reduced units per course

Some work in the courses must have been completed.

Grades must be available or instructors must be willing to grade the work to date.

Consider the possibility of awarding a Pass instead of a letter grade if it is not feasible to obtain letter grades.

2. Complete work for the courses back at home

We must emphasize the responsibility of the SC Director to negotiate with host university instructors, to inform UO of the method by which course work is to be completed, and to maintain communication with UO on the progress of completion and grading of the outstanding course work.

Student completes each course through correspondence and/or use of the web with the coordination of the SC Director, who facilitates arrangements with the host university faculty members or, in some cases, may supervise the completion directly or arrange for a UC faculty member to supervise completion of the course(s).

Arrangements for completion of course work are documented on a **Contract for "I"** (Incomplete) for each course.

3. Drop all courses and facilitate enrollment at home campus UC.

This is the responsibility of the campus EAP office but UO may be involved, depending on the details of the case. Use the Petition to Withdraw, completed by the student, to allow the dean or provost to determine the term of readmission.

4. Combination of dropping some courses and completing some courses.

This option requires a Petition to Withdraw to record which courses are dropped and which ones will be completed. Arrangements for completion of course work are documented on a Contract for "I" (Incomplete) for each course.

5. Student stays at the partner university

If a student chooses to remain at the partner university as an independent student, not affiliated with EAP, and continues the same courses that he/she had been taking on EAP, the student is responsible for making all arrangements with the host university to receive a transcript and is responsible for procedures for receiving transfer credit at the home UC campus. Neither UO nor the Study Center is responsible for arranging for the continuation of the courses or for transfer credit.

UO and the Study Center personnel must make every effort to document that the student was informed of his/her responsibility and that EAP is not responsible for the safety and welfare of the student or for the student's academic program at the host university.

IX. ADMINISTRATIVE DISMISSAL FROM EAP

(DM 340.09, 370.07, and 500.05–06)

I. POLICY

A student who fails to fulfill the responsibilities outlined in the Student Agreement, including failure to register within the prescribed host university registration time limit, failure to turn in to the SC Director a completed, signed, and approved Registration Study List by the deadline set by the SC Director, refusal to take the prescribed course of study, failure to attend classes, and leaving the SC before the end of the term without the SC Director's approval, is subject to lapse of student status and dismissal from the EAP (DM 340.09, DM 370.07). For dismissal for academic misconduct, see DM 500.06. Administrative dismissal is effected according to the procedures outlined here.

If the cause for dismissal occurs prior to the student's arrival at the SC, so that the SC Director is not involved (e.g., the student never arrives at the SC), follow steps in II.5 below, except that the written Notice of Dismissal may be sent by the Regional Director (RD).

II. AT THE STUDY CENTER

1. Inform all students of the deadline for study lists and COURSE information.
2. Follow up on late study lists and give any non-complying student a written notice of the specific extended deadline that is feasible given the particular SC, host university, and student circumstances, but no later than 4 weeks after the prescribed SC deadline listed on the deadline chart provided by UO, and including the warning that if the student does not comply, he or she will be subject to dismissal from EAP.
3. Inform Academic Specialist of the non-complying student, including relevant details or explanations and the extended final deadline set by the SC Director for the student's compliance.
4. If the student does not comply by the extended final deadline set by the SC Director, consult with the RD about dismissing the student from the Program.
5. Upon agreement with the RD and the Academic or Associate Dean, send a written Notice of Dismissal on official EAP Study Center letterhead to the student. See sample notices at end of these instructions. Cite:
 - student's infraction(s);
 - Student Agreement paragraphs 1, 3.d, and 6;
 - relevant sections of the [EAP] *General Information Guide* (e.g., "Registration Process");
 - relevant sections of the *Student's Guide to EAP in [country]* (e.g., the statement of minimum load or other program-specific requirements);
 - fact that any appeal must be written to the EAP Director within 72 hours (DM 500.05, Student Conduct and Discipline, Procedures; DM 500.06, Academic Misconduct Procedures).
6. Send the notice to the student by the most reliable methods, including email and local postal address (if available), and to the student's permanent address.

7. Send a copy of the Notice of Dismissal to the relevant ACADEMIC SPECIALIST at UO, who will forward a copy to the Campus EAP Office.

III. AT UO (ACADEMIC SPECIALIST):

- If an appeal to the EAP Director is not received within 72 hours of the student's receiving the SC Director's Notice of Dismissal, prepare a final action dismissal memo for the EAP Director's signature, addressed to the relevant dean or provost to inform all relevant parties of the dismissal. Determine the appropriate dean or provost to whom to address the memo.
- Send a copy of the final action dismissal memo with the SC Director's Notice of Dismissal attached to:
 - 1) Student's College or Division dean or provost (e.g., Graduate Dean). Send the memo and attachment directly (not via the Campus EAP Office).
 - 2) Student via the SC (fax and/or email), to the student's email address, and to the student's permanent address
 - 3) Relevant UC registrar with cover memo
 - 4) Other relevant campus units as appropriate, e.g., the department or a special program
 - 5) Campus EAP Office
 - 6) Study Center
 - 7) UO student file
 - 8) UO Student Finance section
- File copy in UO academic records.

NOTICE OF DISMISSAL

May 20, 2008

SAMPLE

Student Full Name
c/o [Name of] Study Center
University of California

[ON OFFICIAL STUDY CENTER LETTERHEAD]
[CUSTOMIZE AS APPROPRIATE]

Dear [name]:

This letter is to advise you that you are hereby dismissed from the University of California Education Abroad Program, pursuant to paragraphs 1, 3.d, and 6 of the Student Agreement you signed to participate in EAP. That agreement incorporates the EAP *General Information Guide* and the *Student's Guide* for the program in which you were a participant. (A blank copy of the Student Agreement is in Appendix I of the *General Information Guide* for your reference).

This dismissal action is taken because you have not signed your EAP Registration Study List for semester one at [the university name]. Thus you have not complied with the registration process as required in the *General Information Guide* (p. 10 of the 2007–2008 edition). That guide warns that your failure to fill out or sign the Study List will result in the loss of student status in EAP and possible dismissal from UC.

In addition, you have met with me only once; you did not attend other meetings that I called; and you ignored urgent messages from the Study Center staff despite being warned that it is incumbent on you to maintain contact with the Study Center for both academic and safety reasons.

You are advised that your dismissal may have financial implications for you at UC. Your EAP health and accident insurance, any applicable financial aid, and academic credit for this term ends with your dismissal from the program. If you wish to continue your UC studies, your college or division may require you to apply for readmission to the University of California.

If you wish to appeal this dismissal, you must write a letter of appeal to EAP Director John Marcum within 72 hours of receiving this notice.

Yours truly,

[Name]
UC Study Center Director
[or Liaison Officer]
[country or host institution]

- c: Student's full name
- Permanent address if not used above
- Student's email address
- UOEAP

NOTICE OF DISMISSAL

5 May 2008

Student Name Sample
C/O [Name] Study Center
[Use permanent address if student is in U.S.]
University of California

SAMPLE

[CUSTOMIZE AS APPROPRIATE
FOR EACH CASE.]

Dear Mr. Sample:

This letter is to advise you that you are hereby dismissed from the University of California Education Abroad Program as a result of your absences from the [Name] Study Center and from classes at [Name] University, your failure to contact the Study Center regarding questions about your semester I courses, and your failure to contact the Study Center regarding your Semester II registration by the final deadline of [April 30, 2007, reported to you in my letter of 27 March, 2008], despite repeated messages asking you to contact me.

Your participation in the Education Abroad Program is terminated effective [April 30, 2008], pursuant to paragraphs 1, 3.d, and 6 of the Student Agreement that you signed, which incorporates the EAP *General Information Guide* and the *Student's Guide* for the program in which you were a participant.

You are advised that your dismissal may have financial implications for you at UC. Your EAP health and accident insurance, any applicable financial aid, and academic credit for this term ends with your dismissal from the program. If you wish to continue your UC studies, your college or division may require you to apply for readmission to the University of California.

If you wish to appeal this dismissal, you must write a letter of appeal to EAP Director John Marcum within 72 hours of receipt of this notice.

Yours truly,

[Name]
UC Study Center Director [or Liaison Officer]
[Country or host institution]

c: Student's full name
Permanent address if not used above
Student's email address
UOEAP