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Campus Policies and Procedures

Learn the academic rules/procedures specific to your campus

Absence from UC before or after participation

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

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

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

Academic Probation

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

UC registration for term following UCEAP

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

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

Senior Residency Rules

You are required to be in residence at your UC campus during all or part of your senior year; however, there are exceptions available to UCEAP students. Consult with the Campus EAP Office and the appropriate academic authorities on campus about senior residency rules, especially if you plan to finish graduation requirements during the term abroad.

Intercampus transfers

For an intercampus transfer, you must consult the Admissions Office of the UC campus to which you are transferring. If a transfer takes place while you are abroad, course work completed prior to the transfer remains with the original UC campus; subsequent work will be recorded at the campus to which you have transferred.

Graduation

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

After you return from your program, contact your Campus EAP Office and Registrar’s Office to inquire about the completion of graduation checks and the recording of grades.
Graduate school planning
If you plan to apply to graduate school while abroad, collect information on graduate school requirements before leaving the U.S. Once abroad, allow extra time for communication with the U.S. and for UCEAP grades to be reported, which may affect your graduate school application or enrollment. If you are planning to attend a professional school following the completion of your program, consult with the appropriate advisors prior to departure regarding exams and entrance requirements.

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

Academic Planning Form
The Academic Planning form, which is part of the UCEAP application, requires you to describe the major and general education requirements you must complete abroad along with the course work you intend to take to fulfill those requirements. You must complete it with your academic advisor before departure. See Course Information in this chapter for resources that will help you complete this form. Such planning ensures that you will receive the maximum academic credit for the work you complete abroad.
Course Information

Course search engines
For each program, the UCEAP Program Search provides a list of subject areas in which course work is available, appropriate for most UC students. Subject areas can be searched using the MyEAP Course Catalog to find specific course information.

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

The MyEAP Course Catalog contains a listing of courses that UCEAP students have taken during the last few years at various host institutions, and it includes descriptions, host university departments, titles and course numbers, and the assigned UC titles, course numbers, and units. For most host institutions, the courses that appear in the MyEAP Course Catalog constitute only a fraction of the courses available. The MyEAP Course Catalog is useful as a representative selection of the courses in which you may enroll during the academic year.

Additional course information may be found through host institution websites.

It is not guaranteed that a course listed in the MyEAP Course Catalog or in host institution websites will be offered while you are abroad, as courses offered by a host institution vary each year. After you are abroad, the Study Center can explain how to obtain more specific information about the actual courses available during a given term. If you select a course that has not been offered in the past and has not yet been taken by UC students, it will be submitted for UC cataloging when you enroll in the course.

General education and major requirements

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

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

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

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

Duplicate course work
You cannot receive credit for a course taken on UCEAP that duplicates previous course work taken at UC. Because a course taken abroad may have the same or a similar title, but different content than a course offered at UC, keep complete records of your UCEAP work so that the course content can be verified if credit for the course is questioned at the UC campus.
Repeating a course
A student who fails or receives a D in a course may have the chance to repeat the course the following term at the host institution. You must complete a General Petition for approval to repeat a course. If the petition is approved, the course must be listed for the same units and same grading option as the original course on the MyEAP Registration Study List.

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

UCEAP will alert the campus Registrar’s Office to the repeated course when final grades are transmitted.

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

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

Occasionally, students wish to pursue course work at other institutions for their own personal growth and educational benefit, with the understanding that 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 of work done at a music academy or conservatory). You must meet UCEAP academic requirements for a full-time course and unit load regardless of any additional course work you take outside the program.
Summer Programs

Policies and requirements unique to summer programs

Summer programs have certain policies that differ from those of UCEAP’s ILP, quarter, semester, and year programs. You may take courses on a pass/no pass grade option following the standard limit of no more than one-third of the total units for the term. Graduate students may take both language and other courses on a satisfactory/unsatisfactory grade option, according to their Graduate or Professional Student Agreement and Academic Planning Form (GSAG).

The variable unit option is not available for summer programs, so you will take the maximum number of units for which the courses are approved. You may not reduce the number of units for any course. All summer programs require that courses be taken for the maximum approved units.

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

Intensive Language Program
Some programs require participation in an intensive language program (ILP) prior to the start of host institution course work. The purpose of the ILP is to help students acquire language proficiency to meet the demands of the academic program and adapt to the culture of the country. Unless you have fluency in university-level academic reading, writing, and comprehension, and have been granted an exemption well before departure, you are required to complete the ILP.

Most ILP courses are graded with letter grades only. The pass/no pass option is generally not permitted. You receive units for courses taken during the ILP, but ILP units do not count toward the required minimum unit load for subsequent terms. You may choose to take ILP courses for less than the maximum approved units, but not for fewer than a total of three UC quarter units using the variable unit option. You must request this reduction of units at the time of registration. Although you may choose to receive fewer than the maximum approved units for a course, there is no reduction in the quantity or quality of work expected, or in the number of courses required.

Studying languages while abroad
In most programs with foreign language instruction, a major academic goal is to immerse participants in the language and culture of the host country; however, you are permitted to study foreign languages that are not official languages of the host country.

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

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

Minimum unit load for undergraduate students
You are required to study full-time as a UCEAP student and make normal progress toward UC graduation. UC campus regulations vary with respect to normal progress. To achieve a normal full-time load, you are required to carry a minimum number of units. In programs without an ILP and in most short-term language programs, the required minimum unit loads range from 21 to 24 UC quarter units per semester or 14 to 16 units per quarter. In programs with an ILP the minimum load is 18 UC quarter units per semester or 12 units per quarter. ILP units do not count toward the minimum load of any subsequent term. Certain programs are exceptions to these rules and have specific required loads.

The unit requirements for your program are provided in your Program Guide, which is accessed from your Participants program page. You must review this online guide before departure.

You will have no difficulty satisfying campus and UCEAP rules governing course work, units, and normal progress as long as you follow UCEAP policies and the requirements related to your program.

If you are on financial aid, you are required to take a minimum load of 18 UC quarter units each semester or 12 UC quarter units each quarter. For purposes of financial aid, ILP units may be applied to the summer term or to the fall term, depending on the policy of your UC campus. Consult your Campus EAP Office or Registrar’s Office to learn whether the ILP units are applied toward the minimum load of any subsequent regular term.

Minimum unit load for graduate students
The minimum load required for full-time status as a graduate student depends on your UC campus requirements, which may range from 12 to 36 UC quarter units per year (4 to 12 UC quarter units per quarter). Your graduate advisor must approve your proposed course of study. Approval is indicated on the unit and grading option requirements section of the Graduate or Professional Student Agreement (GSAG). Be familiar with your departmental and Graduate Division requirements as well as any requirements imposed by fellowships or financial aid.

Taking less than the minimum load
If, due to circumstances beyond your control, it becomes necessary to carry fewer units than the program requires for any term, you must submit a General Petition for a deficit load. This petition must clearly explain the reason for the deficit load and must be approved by the Study Center and the Systemwide Office. There may be serious repercussions for financial aid students who fail to carry a minimum load; 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.

If you have bona fide health problems or learning or other disabilities, you may obtain a letter of approval for a specified deficit load from the disability or health office at your UC campus. You must forward this letter to the Systemwide Office prior to departure.

To take less than the required load, you must obtain approval prior to departure. See Reduction of Units to Avoid Campus Unit Ceilings in this chapter.
Reduction of units to avoid campus unit ceilings

The unit accumulation limitations require seniors to plan very carefully in order to meet campus regulations and to avoid difficulties with graduation upon return.

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

If you need to reduce your units below 18 UC quarter units per semester (or 12 units per quarter) to avoid the graduation unit ceiling, file a letter from your college advisor prior to departure requesting a specified deficit load. The Systemwide Office must approve the request. Take a copy of the approved request abroad. If you do not file such a request and receive approval, you will be required to take the program’s minimum load.

Variable Unit Option

To avoid exceeding the campus graduation unit ceiling, you may use the variable unit option to reduce the number of units on one or more courses. The total unit load may be reduced to a minimum of 18 UC quarter units per semester (or 12 per quarter). For example, in a program that requires 24 UC quarter units per term, you may reduce the units in one or more courses so that the total is 18 units without reducing the number of courses or the amount of work in any course. Unit reductions are made when you complete the MyEAP Study List at the beginning of your term abroad.

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

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

Unit values for new courses are recommended by the Study Center and reflect class contact time or correlation with the host institution credit for the course. The fact that a course is taught in a foreign language does not affect the assignment of unit value. The final approved unit value is determined through the course cataloguing process that begins with the submission of course information to MyEAP. If an approved course changes, the Study Center will submit new information to request an adjustment in the unit value.

Units for UC semester students

If you are a Berkeley or Merced student, you will enter UC quarter units on your MyEAP Study List. The quarter units are converted to semester units when grades are entered on student records by the UC Registrar’s Office (1.5 quarter units equal 1 semester unit; quarter units multiplied by .66 equal number of semester units).
Registration Process

MyEAP Study List and course registration

All courses taken through UCEAP must be carefully described and approved for UC credit in order to be listed on your academic record. Credit for UCEAP course work is recorded in UC quarter units.

UCEAP course numbers do not correlate with any specific UC course numbers. UCEAP enrolls students from all 10 UC campuses, so it is impossible to have any correlation between UCEAP and campus course numbers. UCEAP does use the UC numbering scheme: 1-99 are lower-division, 100-199 are upper-division, and 200s are graduate-level.

Before the start of the academic term, you will meet with the Study Center to discuss the academic program. With the support of the Study Center, you may enroll in courses that UC students have not previously taken. New courses are approved for UC credit each year. If you take a course that has not previously been approved for UC credit, you will provide the Study Center with the pertinent information through MyEAP. The Study Center submits new course information to the Systemwide Office who notifies the Study Center of any errors in units, course level, or UC subject area designation that might affect the MyEAP Study List. It is imperative that you supply the needed information for the course at the beginning of the term through MyEAP; otherwise, approval of UC credit for the course may be delayed.

In addition to host institution registration, you will register your courses on the MyEAP Study List. Any change made to the host institution registration must also be made on your MyEAP Study List. You may either make changes in MyEAP or by petition, depending on the timing. You must follow host institution deadlines for changes, when applicable.

Verify that the Study Center has accurate descriptions of your course work and that all the necessary information has been submitted through MyEAP by the Study Center deadline. Keep copies of your work, MyEAP Study List, petitions, and course information.

Usually students can drop courses from the MyEAP Study List up to approximately the middle of the term; however, some host institutions require that you make changes earlier in the term. To add or drop a course, you must follow the host institution’s procedures and file a General Petition with the Study Center.

See the Unit Requirements and Grades sections of this chapter for additional policies related to MyEAP course registration.

Failure to Register

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

Auditing

Auditing is discouraged. Auditing a course must be approved 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.
Attendance

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

You are required to maintain contact with the Study Center, 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 course work and exams before leaving the host institution or Study Center. Unless there is an emergency situation beyond your control, such as an extreme health situation, a dire safety or security threat, or closure of the university, you may not take final exams in the U.S. or leave the program before completing final exams. 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 retake exams in the U.S. Some programs are designed to end before the official end of the host institution term, in which case you would be instructed by the Study Center on how to arrange the completion of your courses.
Independent Studies, Internships, and Research Projects

Process for undergoing Special Study Projects

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

The Study Center and a host institution faculty member or other qualified expert help you plan the project and supervise it on a regular basis. If a UC campus faculty member helps you develop the outline of a project, you may be referred to the Study Center after acceptance into UCEAP; the Study Center will 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 Campus EAP Office. The form requires the approval of the UC faculty member supervisor, his or her full name, departmental affiliation, address, e-mail, and phone number. The faculty member must agree to be available for regularly scheduled consultations during the term via the Internet or phone.

You will thoroughly describe your project on the Special Study Project form and provide the required attachments following these guidelines. The project results in a serious academic paper with unit credit assigned according to UC practice for independent study course work. 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 Director 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 required Special Study Project form and supporting plan. The Study Center submits these documents to the Systemwide Office. The number of units of credit is based on the direct consultation time with the supervisor, the time you spend on independent work, and the type and amount of work submitted for a grade. The Special Study Project form stipulates who is responsible for assigning the final grade.

Special study may replace no more than one regular course per term in most programs. The P/NP grading option is permitted except in certain programs that require a letter grade. UCEAP uses the numbers 190 to 198 for the various types of undergraduate special study project courses. Program Guides may have additional information on independent study, if applicable.
Internships for academic credit

Internships offered for credit through the Study Center are academic activities that combine opportunities for acquiring practical experience with intellectual study. An academic internship involves work in a corporate, governmental, public, or private organization or institution, usually for approximately 20 hours per week. In addition, for at least one hour per week you would participate in scheduled consultations with the supervisor regarding the academic substance of the project. Internships are generally easier to arrange during the second term abroad than in the first term because students are accustomed to living in the host country and are better prepared for working in a foreign environment.

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

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

The internship supervisor will keep a record of your attendance along with other information pertinent to the evaluation of your work and will provide the Study Center with an evaluation of your performance and a suggested grade. You may choose the letter or P/NP grade option, unless your particular program requires a letter grade.

Extracurricular internships and community service

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

Changing your MyEAP Study List

Once the MyEAP Study List is closed, the only way to change it is by submitting a petition to the Study Center. Possible changes include:

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

A General Petition is used for standard actions taken before the petition deadline date set by the Study Center. A General Petition may also be used up to the end of instruction during a term, but not after final exams have begun. The Study Center can provide the deadline dates for these actions.

A General Petition would be initiated, signed, and dated by you, and approved (or denied) by the Study Center Director. Petitions filed after the deadline and petitions for exceptions to policy are forwarded to the Systemwide Office for final approval. You are cautioned that approval for an exception to policy relates only to UCEAP; it does not mean that your UC campus department will approve an exception to its requirements (e.g., a letter grade required for major credit).

Changes requested after final exams have begun or final grades are known must be 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 the campus dean or provost.

Under no circumstances will petitions be accepted after 12 months following the end of the program. In the event any petition is denied, the decision is final and re-petitioning the same action is not permitted.

Unauthorized Program Changes

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

**Official UC Grades and Transcripts**

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

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

The Study Center Director is the official UC instructor of record for courses taken at the host institution. Where there is no UC faculty member serving as Study Center Director, a host institution UCEAP representative who is acquainted with the U.S. system of higher education performs academic counseling and obtains and forwards grades to the Systemwide Office. A UC faculty member at the Systemwide Office will then serve as the UC instructor of record.

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

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

Host institution transcripts are not issued to students and are for use only by the Study Center or by the Systemwide Office.

Grading scales used or published by host institutions are not necessarily applied in awarding UCEAP grades. To determine UC grades, the Study Center 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. In programs at host institutions whose curricula and grading practices are not significantly different from UC, the grades reported by the host institution do not require any conversion or amendment. Keep in mind that grading policies may be more stringent outside the U.S. If you have a question about a grade, consult the Study Center and request an explanation of the assigned grade.

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

Once grades have been recorded at your UC campus, check the UCEAP portion of your academic records carefully. If you suspect an error, inquire at the Campus UCEAP Office about how to have your record reviewed.

**Grades from UCEAP Take Time**

Grades earned on UCEAP will not be posted to UC records as quickly as UC campus grades are posted 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 respective UC Registrars’ Offices. After your grades are transmitted you will receive an automatic e-mail notification and you will be able to view your grades through your MyEAP portal the next business day; however, grades are not official until they have been posted to your UC transcript.
Grades are generally reported within 90 days of the end of a program. If your grades have not been posted after 90 days, you may request an Individual Grade Report, provided there is an urgent need for grades and other documentation (e.g., MyEAP Study List, correspondence to a requesting agency) will not suffice. Such requests will not be accepted prior to the end of the 90-day period, and grades may be delayed with the host institution.

**Outstanding Debts and Grades**

If you owe a debt at the host institution or the Study Center, you must pay the outstanding balance, especially if you are notified to do so by UCEAP. 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.

**Grade Appeals**

If you believe that non-academic criteria have been used in determining the final UC grade for a course, you may write an appeal to the Systemwide Office or write directly to the Study Center. Criteria not directly reflective of academic performance include discrimination on political grounds, race, religion, gender, sexual orientation, ethnic origin, or nationality. Such appeals are handled by a procedure similar to that used at UC campuses. The Study Center will be asked to supply information to clarify the situation.

**Incomplete (I) grades**

If you intend to complete any papers or other course assignments after the final exam date, including taking a late exam in countries where this option is available, you must complete a Contract for an “I” (Incomplete) Grade with the Study Center Director. You may not make special arrangements directly with the host instructor to turn in late work without completing a Contract for an I Grade.

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

If the I grade has not been cleared by the deadline on the contract, the I grade will be changed to an F grade (or NP or U, as appropriate). Although your UC campus may have its own rules about removal of I grades, you are governed by UCEAP policy on Incomplete grades.

**No Report (NR) Grades**

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

You must indicate the pass/no pass (P/NP) grade option on your MyEAP Study List or petition to change to or from P/NP grading by the General Petition deadline set by your Study Center. You may elect to take up to one-third (33%) of your total unit load per term (except in an ILP or short-term language program) on a P/NP basis unless policy for the specific program prohibits it. To take more than one-third of your total unit load on a P/NP basis in any single term, submit a General Petition requesting an exception to policy and providing justification for the request for excess P/NP units. These are usually only approved for health reasons or circumstances beyond the student's control. These petitions require approval from the Systemwide Office. ILP courses may not be taken for the P/NP grading option unless the courses are offered only on a P/NP basis by the host institution.

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

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

Unless prohibited by individual program policy, graduate students may elect to take courses on a satisfactory/unsatisfactory (S/U) basis within the limitations established by the home department as recorded on the Graduate Student Agreement (GSAG). You can select the P/NP option in MyEAP and the corresponding S or U will be reported.