

Request to Review Student UCEAP Record

This form is used to request an investigation of a student’s record of possible clerical or procedural errors, including incorrect grades, course drops or adds, grade option changes, and unit changes. Requests made more than **12 months** after the end of the student’s program will not be processed. The end of the student’s program is determined according to the UCEAP calendar for the program in question.

UC Academic Senate Regulation 780 states:

All grades except Incomplete are final when filed by the instructor of record in an end-of-term course report. However, the correction of a clerical or procedural error may be authorized as the Division directs. No change of grade may be made on the basis of reassessment of the quality of a student's work. No term grade except Incomplete may be revised by re-examination.

Clerical error is a term reserved for grade corrections made by the instructor of record. Procedural errors mean errors either on the study lists or final grade reports, for example failure to enter an action from an approved general petition or a data entry error by the Study Center, Systemwide Office, or Registrar’s Office.

There must be evidence of a clerical or procedural error in order to make any correction to the academic record. All corrections must come through the UCEAP Systemwide Office to the UC Registrars.

COURSE INFORMATION:

EAP Subject Area	EAP Number	Course Title	Instructor	Grade

DESCRIBE SITUATION:

Summarize below and attach separate sheet if necessary; provide evidence of the suspected error.

I authorize UCEAP to provide copies of all supporting documentation to the designated UCEAP official for the purpose of investigating this request.

Student Signature: _____ Date: _____

Print Name: _____ Student UC ID: _____

Country/Host University: _____ Year and term: _____

E-Mail Address: _____

Completed, signed forms may be submitted to either your campus study abroad advisor, or by email (PDF scan copy only) to the [Academic Specialist](#) for your program.