UCEAP™ UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM

Retroactive Petition

Petitions submitted 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.

The UCEAP Retroactive Petition is used for requests to change the student's record after classes have ended, final exams have begun, or the grade may be known to the student, whichever is earlier, and for which there is no supporting documentation (e.g., Registration Study List or a General Petition) of a clerical or procedural error.

Examples of retroactive petition requests include drops, adds, grade option changes, unit changes, and subject area changes. The Retroactive Petition is not used for grade inquiries (see Request to Review).

Instructions:

Print the form and complete all sections:

Section 1   Provide course information as it appears in MyEAP.

Section 2   Indicate action(s) for each course. **Multiple requests may require separate forms.**
                 The Academic Specialist will inform students if additional forms are required.

Section 3   Indicate total UCEAP units before and after petition. Depending on the action, the units may be the same.

Section 4   Provide justification for action. Include a statement explaining why you were unable to complete the petition until now and attach documentation that may support or verify your statement. This type of petition is usually approved only in extenuating circumstances related to health problems or special academic situations. Among other things, extenuating circumstances do **not** include:
- not needing or wanting a class
- not doing well in a class
- not knowing you were still registered in a class (at host or in MyEAP)
- not knowing the deadline or procedure for changing your registration (at host or in MyEAP)
- forgetting to make an intended change
- not knowing how well you were doing by the deadline
- having too heavy a course load
- wishing to improve your GPA
- not understanding the teaching style or grading system of the host institution

Student must sign and date completed form. Unsigned or incomplete petitions will be returned unprocessed.

Turn in the completed form to either your campus study abroad advisor, or by email (PDF scan copy only) to the Academic Specialist for your program. Contact information can be found in your Program Guide.

The form will be routed to the Study Center and to the UCEAP Associate Dean for review and comment. The statements from the Study Center and UCEAP are for informational purposes only. Authority for final approval or denial rests with the campus dean, provost, or committee. The petition will then be sent to your campus for final action.

Retroactive Petitions require final approval by the student's UC campus dean or provost. Some campuses have committees and may take longer to process. You will be informed of the final outcome by your campus. Not all requests will be considered by your campus committee. For example: UCSD will not consider requests to change the grading option. If a petition is disapproved by the dean or provost, **no action** is taken and your record will stand. If a petition is approved, UCEAP will notify the campus registrar.

All decisions are final. Petitioning the same action again is **not** permitted.

University of California Education Abroad Program

RETROACTIVE PETITION

Name: _____ UC ID: _____ Email: _____

Country/Program: _____ Year/Term: _____

UC Campus/College: _____ Major: _____

<u>**SECTION 1**</u> | | | | | <u>**SECTION 2**</u>

UCEAP Subject Area and Number	Course Title	Instructor	UC Units	Grade	Add Course	Drop Course	Change Units To:	Change To P/NP	Change To Letter	Change Subject Area To:
_____	_____	_____	_____	____	☐	☐	_____	☐	☐	_____
_____	_____	_____	_____	____	☐	☐	_____	☐	☐	_____
_____	_____	_____	_____	____	☐	☐	_____	☐	☐	_____

<u>**SECTION 3**</u>
Total UCEAP quarter units before petition: _____   Total UCEAP quarter units after petition: _____

<u>**SECTION 4**</u>
Reason for request. Attach statement per instructions.

I authorize UCEAP to provide copies of all supporting documentation to the designated UC campus official for the purpose of evaluating my retroactive petition request.

_____   _____
Student signature   *Date*

PLEASE SEE PAGE 2 OF THE FORM FOR ADDITIONAL STATEMENTS FROM THE STUDY CENTER AND UCEAP FACULTY.

CAMPUS ACTION: Approve ☐   Disapprove ☐
Comments:

_____   _____
College Dean or Provost signature (print name below)   *Date*

For UCEAP Use: *Date Received* _____ *Initials* _____

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