

TABLE OF CONTENTS

ABBREVIATIONS USED IN THIS MANUAL	iii
ACADEMIC INQUIRIES	1
Request to Review Student EAP Record Form	1
Retroactive Petitions	1
REQUEST TO REVIEW STUDENT EAP RECORD FORM.....	2
Final Grade Inquiries	2
Other Record Inquiries.....	2
Confidentiality	3
Request to Review Student EAP Record Form	4
RETROACTIVE PETITIONS.....	5
Deadline for Filing.....	5
Initial Completion of the Retroactive Petition.....	5
Routing the Retroactive Petition.....	5
Final Processing.....	7
Retention of Records	7
Confidentiality	8
GRADE CHANGES	9
Policy	9
Deadline for Filing.....	9
Review of Record	9
Initial Grade Inquiry	9
Processing of Initial Inquiry at Study Center.....	10
Processing of Request to Review Record	10
Processing of Statement from Study Center	10
Processing of Individual Grade Report.....	11
Retention of Records	11
Confidentiality	11
FINAL GRADES.....	12
Blank Final Grade Reports	12
Completed Final Grade Reports	12
Advance Grade Reports	13
Individual Grade Report	13
Extension of Contract for Incomplete.....	14
Grades Not Held for Payment of Debts	15
Confidentiality	15
Sample Verification Letter, Grades Not Available.....	16
Sample Verification Letter with Grades Attached.....	17

Table of Contents (cont.)

PETITIONS TO WITHDRAW18
 Initial Completion of Petition to Withdraw18
 Routing Petition to Withdraw18
 Final Processing19
 Retention of Records20
 Confidentiality20

GRADE APPEALS21
 Policy21
 Deadline for Filing21
 Confidentiality21
 Initial Filing of Grade Appeal.....21
 Appeal to Study Center22
 Appeal to Associate Director22
 Appeal of Unresolved Grievance.....22
 If the Committee Decides that the Allegations are Without Substance.....22
 If the Committee Finds Evidence that Nonacademic Criteria Were Used23
 Policy on EAP Grade Changes and Appeals24

SPECIAL STUDY PROJECT COURSES (revised 3/05).....26

GRADUATE STUDENTS33

NOTES

ABBREVIATIONS USED IN THIS MANUAL

IPS-A	International Programs Specialist—Academic, UOEAP
AD	Academic Dean (formerly Associate Director for Academic Affairs) at UOEAP
RD	Regional Director, UOEAP
SC	Study Center
SCD	Study Center Director (or Liaison Officer)
UCEAP	Academic Senate University Committee on the Education Abroad Program
UOEAP	Universitywide Office, Education Abroad Program

ACADEMIC INQUIRIES

Academic inquiries include all questions regarding the student's academic record after returning from the EAP.

I. REQUEST TO REVIEW STUDENT EAP RECORD FORM

The Request to Review Student EAP Record form (also called Review of Record form), page 4, is a quick method for requesting an investigation of the student's record, including grade inquiries or possible mistakes concerning drops, adds, grade option changes, and unit changes up to six months following the student's final term of EAP.

See Request to Review Student EAP Record Form section of this manual, page 2-4.

II. RETROACTIVE PETITIONS

- A. The Retroactive Petition is used for requests to change the student's record after 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., the Registration Study List or a General Petition) that suggests that an error was made.
- B. The Retroactive Petition is also used for all requests to change the student's record from 6 to 18 months after the end of the program. Examples of record change requests include drops, adds, grade option changes, and unit changes; the Retroactive Petition is not used for grade inquiries.

A change during the 6- to 18-month time period after the end of the program requires the signature of the student's dean or provost regardless of the reason for the change (error, late request, etc.) in order for the campus registrar to record the change. Requests made more than 18 months after the end of the program exceed the statute of limitations and will not be processed.

See Retroactive Petitions section of this manual, page 5.

REQUEST TO REVIEW STUDENT EAP RECORD FORM

I. FINAL GRADE INQUIRIES

If a request for investigation of a possible clerical error on a final grade is made within 18 months after the end of the program in which the student participated:

See Grade Changes section of the manual, page 9.

II. OTHER RECORD INQUIRIES

If an inquiry about matters other than final grades is made within 6 months after the end of the program in which the student participated AND there is documentation (e.g., a copy of a study list or petition) that suggests there has been an error, a Review of Record form may be used in lieu of a Retroactive Petition.

A request six months or more after the end of the term is made using a Retroactive Petition and requires the dean or provost's signature. Requests made more than 18 months after the end of the program exceed the statute of limitations and are not processed.

- A. Student completes the Review of Record (RR) form, attaches a copy of available documentation, and sends (or has the Campus EAP Office send) it to the appropriate UOEAP Academic Specialist (IPS-A).
- B. IPS-A investigates to determine if there is an error in UOEAP records or with the registrar and follows up with the registrar as needed.
- C. IPS-A completes the UOEAP section of the RR showing the initial response and disposition of the inquiry, and returns a copy of the RR form to the campus EAP office.
- D. If no error is found at UOEAP or the registrar, IPS-A forwards the inquiry to the SC for investigation and files a copy in the IPS-A's pending file.
- E. IPS-A follows up with the SC if no response is received within two weeks.
- F. If a Review of Record form is submitted and it is determined that a Retroactive Petition is needed, IPS-A will notify the Campus EAP Office and the student.
- G. If the Review of Record form is sufficient and the SC verifies a mistake, a memo to correct the student's record will be sent by IPS-A to the campus registrar, with a copy to the Campus EAP Office.
- H. The Review of Record form stipulates that the Campus EAP office will inform the student.

III. CONFIDENTIALITY

- A. Student records, in general, are considered confidential and cannot be shared with other students, parents, or any other parties unless the student has given written permission to do so, such as a note the student signs stating explicitly that the information or document may be discussed with the student's parent or another appropriate person.

- B. Release to anyone other than the student (or those for whom written consent has been obtained) is based on whether there is a need to know for the performance of their duties and that it is in the student's educational interest to release the information. In the case of student record information, offices such as the student's dean or provost, the registrar, the major department, and the Campus EAP Office may need to know to perform their duties, and it is in the student's educational interest.

REQUEST TO REVIEW STUDENT EAP RECORD

_____ Last Name	_____ First	_____ MI	_____ Social Security Number	_____ Date
_____ Local Phone Number		_____ E-mail Address		_____ Home Campus
_____ Country		_____ Study Center or Program		_____ Year & Term
_____ EAP Course Number		_____ EAP Course Title		

1. What deadline, if any, are you facing? (e.g., degree candidate, scholarship application, graduate or professional school application)

If degree candidate, for what term and year? _____
Year/Term

2. Is there a transcript request pending? YES / NO If yes, date requested: _____
(circle one)

DESCRIBE SITUATION:
(Summarize below and attach separate sheet if necessary)

PLEASE ALLOW FIVE WORKING DAYS FOR A RESPONSE.

UOEAP will notify EAP Campus Office upon resolution. Campus EAP will notify student.

<p>UOEAP USE ONLY</p> <p>Date of Response: _____ Response by: _____</p> <p>____ Routed to (unit or office) _____</p> <p>____ Student is correct; will be fixed within 10 working days.</p> <p>____ Student is correct but we can't fix right away; see comments.</p> <p>____ Our records are correct; see comments.</p> <p>____ Other; see comments.</p> <p>Comments:</p>
--

RETROACTIVE PETITIONS

The Retroactive Petition is used for requests to change the student's record after final exams have begun or the grade may be known to the student, whichever is earlier, and for which there is no supporting documentation that suggests that an error was made. The Retroactive Petition is also used for all requests to change the student's record 6 to 18 months after the end of the program. Examples of record change requests include drops, adds, grade option changes, and unit changes. (Note: The Retroactive Petition is not used for grade inquiries or grade changes.)

I. DEADLINE FOR FILING

Retroactive Petitions must be filed within 18 months after the end of the student's program, as approved by the UCEAP. Petitions filed after that time cannot be considered. The end of the student's program is determined according to UOEAP's calendar for the SC in question.

Correction of an error for which there is supporting documentation (e.g., a Registration Study List or General Petition) may be made on a Request to Review Student EAP Record form.

II. INITIAL COMPLETION OF THE RETROACTIVE PETITION

- A. Student completes top portion of petition including date, name, local address and phone, social security number, study center, term(s) in question, year, home campus, and major.
- B. Student indicates clearly the desired action and gives accurate information regarding course number as it appears on the study list, title, instructor of record, number of UC quarter units, and grade received, if known.
- C. Student writes a two- to three-line summary statement or reason for the desired action on the petition itself. Additional pages may be attached if the student desires.
- D. Student signs and dates petition and submits it to the Campus EAP Office.
- E. Other documentation may be attached to the petition form if necessary (e.g., copy of paper, note from instructor, etc.).

III. ROUTING THE RETROACTIVE PETITION

- A. Campus EAP Office
 - 1. Campus EAP Office reviews petition for completeness and signature.
 - 2. Entire petition (including all documentation) is photocopied and copy is filed according to system devised by the Campus EAP Office (e.g., in student's file, in a pending file, etc.).

3. Original petition with supporting documentation is sent to UOEAP.
4. Campus EAP Office notes the nature of petition, date, and destination if the campus utilizes a log-in procedure.

B. UOEAP

1. Upon receipt at UOEAP, petition is date-stamped and the original is forwarded to appropriate IPS-A.
2. IPS-A photocopies entire petition and documentation, then forwards original to the SCD for comments and signature within two weeks. In some instances, the petition is forwarded to the former SCD.

C. Study Center

1. SCD considers request and makes recommendation to approve or disapprove.
2. SCD includes comments on the situation in the space provided, attaching a separate page or documentation if necessary.
3. SCD signs and dates petition and sends it back to appropriate IPS-A at UOEAP.
4. If the signed petition is not returned within two weeks, IPS-A contacts SC for status.

D. UOEAP Academic Dean

1. IPS-A routes original petition with all supporting documentation, correspondence, and student file (if appropriate) to AD within three days of receipt from SC.
2. AD makes recommendation to approve or disapprove, adds comments, signs and dates petition, and sends it back to appropriate IPS-A.

E. College Dean or Provost

1. IPS-A copies the petition and routes original petition, with supporting documentation and cover memo noting recommendations of SCD and AD, to Campus EAP Office within three days of receipt from AD.
2. Campus EAP Office copies petition, adds it to other documents in pending file, and sends original petition to dean or provost of student's college for final action.
3. College dean or provost approves or disapproves petition, adding comments or qualifying conditions if needed, signs and dates petition, and returns it to Campus EAP Office.
4. Dean or provost's action is the final decision on the petition.
5. If the signed petition is not returned within two weeks, the Campus EAP Office contacts the office of the dean or provost for status.
6. Campus EAP Office copies petition with final action on it and files it in student's file. If the campus keeps a log, the final action is noted.
7. Campus EAP Office routes original petition and supporting documentation to IPS-A at UOEAP.

IV. FINAL PROCESSING

A. Approved Retroactive Petitions

1. Within three days of receipt from Campus EAP Office, IPS-A prepares cover memo noting action for campus registrar's office.
2. IPS-A copies petition and cover memo and forwards original petition, appropriate documentation, and signed cover memo to campus registrar's office.
3. Copies of petition and cover memo are distributed to the SC and UOEAP files; cover memo only is distributed to the Campus EAP Office.

B. Disapproved Retroactive Petitions

1. If a Retroactive Petition is disapproved by the dean or provost, no action is reported to the campus registrar. The Campus EAP Office notes the action upon receipt from the dean or provost and annotates the student file accordingly.
2. IPS-A files original petition and documentation.

C. Notification of Outcome to Students

1. The SC notifies the student of the outcome of the Retroactive Petition if he or she is still a participant in the program.
2. Campus EAP Office notifies the student of the outcome of the Retroactive Petition if he or she has filed it after the end of the program.

D. Retraction of Retroactive Petition

Student may request to rescind a petition before it is forwarded to the dean or provost, after which time the dean or provost's decision is final.

E. Re-petition

If a petition is denied, the decision is final and "re-petitioning" the same action is not permitted.

V. RETENTION OF RECORDS

A. UOEAP retains all records for a minimum of five years.

B. It is recommended that Campus EAP Offices retain records for a minimum of three years.

VI. CONFIDENTIALITY

- A. Students have the right to view all petitions and supporting documentation that comprise any part of their student record.
- B. Petitions and supporting documentation are considered confidential and cannot be shared with other students, parents, or any other parties unless the student has given written permission to do so, such as a note the student signs stating explicitly that the information or document may be discussed with the student's parent or another appropriate person.
- C. Release to anyone other than the student (or those for whom written consent has been obtained) is based on whether there is a need to know for the performance of their duties and that it is in the student's educational interest to release the information. In the case of petitions, the student's dean or provost needs to know to perform his or her duties, and it is in the student's educational interest. Other offices, such as the registrar, the student's major department, and the Campus EAP Office, also may have a need to know.

GRADE CHANGES

A grade change corrects a clerical or procedural error.

I. POLICY

The following procedures are based on the approved UCEAP Policy on EAP Grade Changes and Appeals. (See Grade Appeals chapter, also available from the EAP website staff page.)

“All UC grades except I and IP are final when filed by the Study Center Director/Liaison Officer on end-of-term grade reports. A Study Center Director/Liaison Officer may not change a final grade except to correct a clerical or procedural error. Clerical or procedural errors should be corrected within 6 months after the grade is assigned. A Study Center Director/Liaison Officer may change a grade if the basis for the change is found in work accomplished prior to awarding the grade as part of the regular course assessment. However, such changes must not create inequities to others whose grades remain unaltered.

“No change of a final grade may be made on the basis of reexamination, revision of a student’s work in the course or, with the exception of I and IP grades, by completing additional work. No change of grade may be requested later than 18 months after the end of the final term of the student’s program. If a student is dissatisfied with a grade, the student should review his or her work with the Study Center Director/Liaison Officer while abroad whenever possible. Once a student has returned from EAP, the student may request at the campus EAP office a review of the final grade record, which will be forwarded to the universitywide EAP office for action.”

II. DEADLINE FOR FILING

Requests for a review to change a grade must be filed within 18 months after the end of the student’s program, as established by the UOEAP.

III. REVIEW OF RECORD

The Request to Review Student EAP Record form (see Review of Record chapter) may be used by the student to request the investigation of a possible clerical error on a final grade.

IV. INITIAL GRADE INQUIRY

- A. If still abroad, the student requests from the SCD a review of his or her work and an explanation of the grade assigned.
- B. If returned from abroad, the student requests at the Campus EAP Office a review of the final grade within 18 months after the end of the student’s program, using the

Request to Review Student EAP Record form. The student may also directly contact the SCD for an explanation.

V. PROCESSING OF INITIAL INQUIRY AT STUDY CENTER

If student's request is made at the SC and it is determined that an error was made and must be corrected, the SCD submits an Individual Grade Report. If no error is found, the SCD communicates to the student that there is no error with the grade.

VI. PROCESSING OF REQUEST TO REVIEW RECORD

A. Campus EAP Office

If the student's request is made to the Campus EAP Office, that office reviews the Request to Review Student EAP Record for completeness, makes a copy for the student's file, and forwards the request to the appropriate IPS-A at UOEAP.

B. UOEAP

1. Upon receipt at UOEAP, the request is date-stamped and the original is forwarded to the appropriate IPS-A.
2. Within two days, IPS-A investigates UOEAP records to determine if there is a discrepancy between UOEAP records and the student's campus record.
3. If an error is discovered, IPS-A prepares a record change memo and forwards it with supporting documentation to the AD within three days.
4. If no error is discovered at UOEAP, IPS-A forwards the request to the SC within three days.

C. Study Center

1. SCD investigates SC records and makes appropriate inquiries of the host university professor or other offices, as needed.
2. If a clerical or procedural error is discovered, SCD submits an Individual Grade Report to correct the grade.
3. If no error is discovered, SCD sends a statement to IPS-A at UOEAP explaining that there is no error.
4. If no response is received within two weeks at UOEAP, IPS-A contacts SC for status.

VII. PROCESSING OF STATEMENT FROM STUDY CENTER

- A. The Review of Record form stipulates that the UOEAP will notify the Campus EAP Office upon resolution.
- B. Campus EAP Office notifies student that the request was investigated and provides statement from SCD.

VIII. PROCESSING OF INDIVIDUAL GRADE REPORT

- A. Within two days of receipt of the Individual Grade Report from the SC, IPS-A prepares cover memo. If the IGR is not signed by a UC faculty member, IPS-A forwards it the AD for signature.
- B. IPS-A forwards cover memo and IGR to the campus registrar, sends a copy to the Campus EAP Office, and files a copy with UOEAP grade records.

IX. RETENTION OF RECORDS

- A. UOEAP retains all records for a minimum of five years.
- B. It is recommended that Campus EAP Offices retain records for a minimum of three years.

X. CONFIDENTIALITY

- A. Grades are considered confidential and cannot be shared with other students, parents, or any other parties unless the student has given written permission to do so, such as a note the student signs stating explicitly that the information or document may be discussed with the student's parent or another appropriate person.
- B. Release to anyone other than the student (or those for whom written consent has been obtained) is based on whether there is a need to know for the performance of their duties and that it is in the student's educational interest to release the information. In the case of grades, the student's registrar needs to know to perform his or her duties, and it is in the student's educational interest. Other offices, such as the student's dean or provost, the major department, and the Campus EAP Office, also may have a need to know.

FINAL GRADES

I. BLANK FINAL GRADE REPORTS

A. Definition

A list of courses taken by each student in a particular program, organized by campuses. Blank Final Grade Reports are run when registration information is complete and courses are approved.

B. UOEAP

1. At the end of each term blank Final Grade Reports are sent to the SC for completion.
2. A copy of the blank Final Grade Reports is sent to the registrar and the Campus EAP Office.
3. Campus EAP Office files blank Final Grade Reports according to procedures at each campus.

II. COMPLETED FINAL GRADE REPORTS

A. UOEAP

1. Refer to the UOEAP Academic Operational Calendar for estimated arrival dates for grades.
2. Completed Final Grade Reports are distributed to the registrar and the Campus EAP Office within two days after receipt.
3. Campus EAP Office files Final Grade Reports according to procedures established by each campus.
4. Student Grade Reports, which are copies of each student's grades on separate pieces of paper, are distributed to the Campus EAP Office with the Final Grade Reports.

B. Campus EAP Office

Student Grade Reports are distributed to students so that each student may be informed of his or her grades within confidentiality guidelines, according to procedures at each campus.

III. ADVANCE GRADE REPORTS

A. Policy:

If after 90 days after the end of a program, the grades have not been reported, students may request an Individual Grade Report provided (1) they have an urgent need for grades and (2) other documentation (e.g., blank grade report, letter of verification to the requesting agency) will not suffice until final grade reports are received. Such requests will not be accepted by Campus EAP Offices or UOEAP prior to the end of the 90-day period. It is understood that in some cases grades may still not be available from the host university.

B. At the Campus EAP Office, student requests grades so that they can be posted by the registrar and a transcript can be sent to meet an application or processing deadline of a specific agency or organization (e.g., graduate or law school application, scholarship, employment, etc.).

C. Campus EAP Office determines that final grades have not been sent to the registrar (checks office files; checks with relevant IPS-A).

D. If the term ended more than 90 days earlier and grades have not been sent to the registrar, Campus EAP Office writes a letter to the agency or organization verifying student's courses and units. (See sample letters at end of this chapter.)

E. If the agency or organization refuses to accept the letter of verification as meeting their requirements and insists that only the official UC grades will suffice, Campus EAP Office sends an advance grade report request to the relevant IPS-A.

Cases that have been identified as not accepting a letter of verification include employment as a substitute teacher and entering a credential program.

Reasons for an urgent advance grade report do **not** include the need for use in degree verification for graduation or verification of completion of pre-requisites after EAP participation.

F. IPS-A requests an Individual Grade Report from the SC.

IV. INDIVIDUAL GRADE REPORT (IGR)

Individual Grade Reports are submitted within one week of receipt to registrars to correct a clerical or procedural error; to replace an I, NR, or IP with a final grade; or to report a student's grades prior to the Final Grade Reports for the term of the program (see Advance Grade Report above).

V. EXTENSION OF CONTRACT FOR INCOMPLETE

A. Student requests extension

1. Student contacts the SCD or UOEAP to discuss the possibility of extending the deadline for completion of the course.
2. Student submits a written request to IPS-A at UOEAP to extend the due date. That request must include:
 - Complete course information: course prefix, area, number, suffix, title, instructor, units, year, and term.
 - Reason why the student was unable to complete the course work within the contract deadline.
 - Revised date by which the student is now requesting to complete the course work. The deadline for submission of the work may not exceed six months beyond the end of the term.

B. Processing the request for extension

1. At UOEAP, IPS-A reviews student's request, forwards it to the SCD.
2. SCD determines if the extension is feasible, that is, whether the original supervisor is available to grade the work, the SCD will grade it, or other arrangements must be made.

In unusual cases the IPS-A may have to make arrangements with a UC faculty member for the completion and evaluation of the student's outstanding work and adapt the procedures accordingly.
3. IPS-A informs campus registrar of extension of deadline for completion and inquires about any problem with the new deadline at the campus.
4. IPS-A informs student of the arrangements for completing the contract. If the **campus** deadline for completion or the "I" is near or the "I" has already been converted to an F by the registrar, IPS-A informs the student.

C. Completion of the course

1. Student sends the outstanding work to IPS-A at UOEAP; keeps a copy of the work until a grade is recorded.
2. IPS-A forwards the student's work to the SCD and keeps a copy on file until the final grade is received and processed.
3. SCD sends IGR with final grade to UOEAP. If arrangements have been made for a UC faculty member other than the SCD to assign the final grade, IPS-A may obtain the final grade from that faculty member.

D. Failure to meet revised deadline

1. If the outstanding work is not received by the revised deadline, IPS-A notifies the Campus EAP office and the SC that the grade will be converted to an F, NP, or U within one week.

2. If the outstanding work is not received within a week, an Individual Grade Report is prepared to convert the I to an F, NP, or U, as applicable, and sent to the student's campus registrar.
- E. Extension beyond the six-month limit

In rare cases of very unusual circumstances, a request to extend the completion date beyond the six-month limit may be considered. In such case, the completion date can never be after the expected graduation date for the student. The IPS-A must verify with the campus registrar the expected graduation date of the student and that a letter grade will be accepted to replace the "I" on the student's record.

VI. GRADES NOT HELD FOR PAYMENT OF DEBTS

- A. UOEAP does not hold final grades because a student owes debts at the host university or the SC. A host university may sometimes refuse to release grades to the SC for a student who owes a debt.
- B. If a student owes a debt at the host university or the SC, the Study Center investigates the debt and provides documentation to UOEAP Study Center Finance section.
- C. UOEAP pays the debt through the SC and charges the student's UOEAP account the outstanding amount.
- D. UOEAP Student Finance section notifies the student of the outstanding balance. If the student does not pay the outstanding balance, a hold is placed at the campus registrar's office on all UC services including registration, grades, and transcripts.

VII. CONFIDENTIALITY

- A. Grades are considered confidential and cannot be shared with other students, parents, or any other parties unless the student has given written permission to do so, such as a note signed by the student stating explicitly that the information or document may be discussed with the student's parent or other appropriate person.
- B. The Student Grade Report (grades for only the one student) can be distributed to the student in person or by mail. Care must be taken that students do not see Final Grade Reports that include other students' grades.
- C. Release to anyone other than the student (or those for whom written consent has been obtained) is based on whether there is a need to know for the performance of his or her duties and that it is in the student's educational interest to release the information. For example, in the case of grades, the student's registrar needs to know in order to perform his or her duties, and it is in the student's educational interest. Other offices, such as the student's dean or provost, the major department, and the Campus EAP Office, also may have a need to know.

Name
Organization
Address
Town, ST

RE: Verification of Education Abroad course work by [Student Name (000-00-0000)]

To Whom It May Concern:

This is to verify that [Student Name] has completed course work as a participant in the University of California Education Abroad Program (EAP) at the [University of Name, Country,] during the academic year _____.

[Student Name] was registered for the following courses

[EM BUS a 120	INTL FIN ACCTG	6.0 units
EM BUS A 169	FINANCIAL MGMT&POL	6.0 units
EM ECON 129	ECON SOCIOLOGY	6.0 units]

Credit for all courses is given in UC quarter units. Course work taken abroad by EAP participants is converted to direct UC credit and the courses, credits, and grades are listed on the student's official UC transcript, in this case, the University of California, [Campus Name].

[optional, for use when there has been a request for a transcript from the host university:
Host university transcripts are not available because in the conversion to UC credit, the course titles, units, and grades may be represented differently from the host university's. The presence of a host university transcript would represent a duplication of the course work listed on the student's official UC transcript and therefore should not be presented as documentation.]

The term at [Name of University] ended _____. Although grades were expected _____, it takes considerable time for the university to provide grades to our Study Center in [City] for forwarding to the Universitywide Office of EAP. As soon as grades are received, they will be sent to the University of California, [Campus Name], and posted to the student's record.

If you have any questions about our program or this student's record on EAP, or if there is any further information that you require, please do not hesitate to contact this office.

Yours truly,

Name
Organization
Address
Town, ST

RE: Verification of Education Abroad course work by [Student Name (000-00-0000)]

To Whom It May Concern:

This is to verify that [Student Name] has completed course work as a participant in the University of California Education Abroad Program (EAP) at the [University of Name, Country], during the academic year _____.

Attached is a list of the final grades for courses taken by this student at the [University of Wherever]. This list is not an official transcript but it does show the courses, units, and grades for all course work completed abroad.

Credit for all courses is given in UC quarter units. Course work taken abroad by EAP participants is converted to direct UC credit and the courses, credits, and grades are listed on the student's official UC transcript, in this case, the University of California, [Campus Name].

[optional, for use when there has been a request for a transcript from the host university:
Host university transcripts are not available because in the conversion to UC credit, the course titles, units, and grades may be represented differently from the host university's. The presence of a host university transcript would represent a duplication of the course work listed on the student's official UC transcript and therefore should not be presented as documentation.]

I hope that this letter of verification and attached list of grades provides the information you require to process the student's application. If you have any questions about our program or this student's record on EAP, or if there is any further information that your require, please do not hesitate to contact this office.

Yours truly,

PETITIONS TO WITHDRAW

A Petition to Withdraw is used when a student initiates a withdrawal from the Education Abroad Program. If a student withdraws from the EAP, the withdrawal is also from the University of California.

I. INITIAL COMPLETION OF PETITION TO WITHDRAW

A. Student Information

1. While at the SC, student completes student's portion of petition including name, host university, home campus, academic year, social security number, summary of reason for withdrawal, and details regarding work completed and/or work in progress.
2. Student attaches a separate page explaining in detail the reason for withdrawal.
3. Student signs and dates petition; indicates the requested term of re-admission to the home UC campus; and submits it to SCD.
4. If student has already returned to California, petition is given to the Campus EAP Office, which copies it for the file and mails original to UOEAP. By the next day after receiving it, IPS-A forwards petition to the SCD.

B. Study Center Director/Liaison Information

1. SCD completes form with effective date of withdrawal, recommended disposition of courses, signature, endorsement or non-endorsement, date, and a statement to support recommendation. An additional explanation may also be attached.
2. SCD forwards original petition with any accompanying documentation to IPS-A.
3. IPS-A follows up with SC if Petition to Withdraw does not arrive within two weeks of notification of student's intent to withdraw.

II. ROUTING PETITION TO WITHDRAW

A. UOEAP

1. Petition from SC is date-stamped and the original petition is forwarded to the appropriate IPS-A.
2. If information is missing from petition, IPS-A requests it from SC, from student via the Campus EAP Office, or from student directly, as appropriate.
3. If no response is received within ten days, IPS-A follows up again on missing information.

4. Within 24 hours of receipt of the petition (or once all information is complete), IPS-A routes original petition to Regional Director (RD), with student file and background material as appropriate.
5. RD endorses or does not endorse the petition by signing in the appropriate space and noting any recommended actions or conditions of readmission for the student's dean or provost.
6. IPS-A copies signed petition for pending file and forwards original to Campus EAP Office with a cover memo requesting that it be sent to appropriate dean or provost and that a copy of the original, signed petition be returned to the appropriate IPS-A at UOEAP.

B. Campus EAP Office

1. Campus EAP Office copies petition and places a copy in pending file, according to that campus' procedure, then forwards original petition to appropriate dean or provost.
2. Dean or provost approves or does not approve the petition by signing in the appropriate space and noting conditions of readmission, if any, then sends petition back to Campus EAP Office.
3. Dean or provost's action is the final decision on the petition.
4. Campus EAP Office copies the signed petition, sends a copy to UOEAP, and keeps a copy for its records.
5. Campus EAP Office forwards the original signed petition directly to the registrar's office for action.
6. If the petition is not returned within ten days, the Campus EAP Office contacts the dean or provost's office for status.

III. FINAL PROCESSING

A. Notification of Outcome to Student

1. The SC notifies the student of the outcome of the Petition to Withdraw if the student is still a participant in the program.
2. Campus EAP Office notifies the student of the outcome of the Petition to Withdraw if he or she has returned from abroad.
3. Student is notified of conditions of readmission by appropriate campus office, according to the procedures for each campus.

B. UOEAP IPS-A

1. IPS-A distributes a copy of the signed petition to the SC and a copy of the signature page to IPS-Operations; files copies with the student's study list and with the final grade reports for the program.
2. IPS-A adjusts student's study list as needed in accordance with the final action on the withdrawal petition.

C. Retraction of Petition

Student may request to rescind a petition before it is forwarded to the campus office; it cannot be rescinded after it has been forwarded to UO Student Finance and the Campus EAP Office. (rev. by teleconference 4/14/03)

IV. RETENTION OF RECORDS

- A. UOEAP retains all records for a minimum of five years.
- B. It is recommended that Campus EAP Offices retain records for a minimum of three years.

V. CONFIDENTIALITY

- A. Students have the right to view all petitions and supporting documentation that comprise any part of their student record.
- B. Petitions and supporting documentation are considered confidential and cannot be shared with other students, parents, or any other parties unless the student has given written permission to do so, such as a note the student signs stating explicitly that the information or document may be discussed with the student's parent or another appropriate person.
- C. Release to anyone other than the student (or those for whom written consent has been obtained) is based on whether there is a need to know for the performance of their duties and that it is in the student's educational interest to release the information. In the case of petitions, the student's dean or provost needs to know to perform his or her duties, and it is in the student's educational interest as well. Other offices, such as the registrar, the student's major department, and the Campus EAP Office, also may have a need to know.
- D. In some instances, the student's registration status is considered to be directory information, not confidential. Students select on an individual basis whether to make this information available and the registrar maintains this status.
- E. Once a withdrawal petition has been processed, requests made by anyone other than the student (including parents) for information about the status of the petition should normally be directed to the registrar for the appropriate release of information.

GRADE APPEALS

A grade appeal is the procedure used to request reconsideration of a grade when the student believes that nonacademic criteria were used in determining the final UC grade for a course. This includes discrimination on political grounds or for reasons of race, religion, gender, sexual preference, ethnic origin, or nationality. Grade appeals are not handled on a General or Retroactive petition.

If the final decision on the appeal is that nonacademic criteria were used, the change to the student's record will be limited as stated in IX., E., 1. below.

I. POLICY

The following procedures are based on the approved UCEAP Policy on EAP Grade Changes and Appeals. (See the end of this chapter.)

II. DEADLINE FOR FILING

Grade appeals must be submitted within two months following the date that grades are recorded at the student's home campus.

III. CONFIDENTIALITY

Appeals to UOEAP are considered confidential unless both the student and the SCD agree otherwise (i.e., they are confidential among the student, SCD, and AD).

IV. INITIAL FILING OF GRADE APPEAL

- A. Student may address an appeal of a grade within two months following the date grades are recorded at his or her home campus to the AD or to the SCD.
- B. An appeal consists of a letter, **not** a petition, written to the preferred recipient as noted above.

V. APPEAL TO STUDY CENTER

- A. If the appeal is addressed to the SCD, he or she attempts to resolve the grievance with the student.
- B. If the grievance is not resolved, SCD informs the student that he or she may appeal in writing to the AD.

VI. APPEAL TO ACADEMIC DEAN

Upon receipt of the written appeal, AD attempts to resolve the case with the SCD and student within one month.

VII. APPEAL OF UNRESOLVED GRIEVANCE

- A. Student
 - 1. Student requests consideration of the appeal by an ad hoc Committee on Grade Appeals (hereafter Committee) appointed by the AD according to the Policy on EAP Grade Changes and Appeals (see at end of this section).
 - 2. Student's request must include a brief written statement of the grievance and copies of all supporting documents in his or her possession.
- B. Committee
 - 1. AD forwards a copy of the request to the Committee and SCD.
 - 2. Within three weeks, Committee reviews the student's statement and reports from AD and SCD to determine whether nonacademic criteria were used.

VIII. IF THE COMMITTEE DECIDES THAT THE ALLEGATIONS ARE WITHOUT SUBSTANCE

- A. Committee sends written notification to AD, who forwards the notice to the student and SCD.
- B. Student may respond to this decision within two weeks.
- C. The decision is final and the grade is not changed if there are no responses or the Committee sustains its decision. If the Committee considers responses and sustains its decision, the Committee notifies AD, who notifies the student and SCD.

IX. IF THE COMMITTEE FINDS EVIDENCE THAT NONACADEMIC CRITERIA WERE USED

- A. Committee interviews or corresponds with persons whose testimony might facilitate resolution.
- B. Student provides all of his or her graded work in the course that is in his or her possession.
- C. Committee completes its deliberations and makes its decision within two weeks of its determination that evidence of nonacademic criteria exists.
- D. If the Committee decides that a preponderance of evidence does not uphold the student's allegations:
 - 1. AD notifies student and SCD of the Committee's decision in writing.
 - 2. Student may respond to AD within one week.
 - 3. If there is no response or if the Committee sustains the decision, AD notifies student and SCD that the grade will not be changed.
- E. If the Committee determines that nonacademic criteria were significant factors in assigning a grade:
 - 1. AD gives student option of a grade of P (S for graduate students) or a retroactive drop of the course; an original letter grade will not be retained or adjusted.
 - 2. AD sends written notification of Committee's decision to student and SCD.
 - 3. Student may respond to AD in writing within three weeks of such notification. If there are no responses or if the Committee sustains its decision:
 - a. Committee instructs AD to change the grade to P (or S) or to drop the course, depending on which option the student chose.
 - b. AD sends copies of those instructions to student and SCD.
 - 4. At this point the decision is final and no further action or appeal will be accepted.
 - 5. Student may request that AD write a letter to the student's major department or college requesting that the P (or S) be accepted toward meeting any degree requirements.

POLICY ON EAP GRADE CHANGES AND APPEALS

GRADE CHANGES

All UC grades except I and IP are final when filed by the Study Center Director/Liaison Officer on end-of-term grade reports. A Study Center Director/Liaison Officer may not change a final grade except to correct a clerical or procedural error. Clerical or procedural errors should be corrected within 6 months after the grade is assigned. A Study Center Director/Liaison Officer may change a grade if the basis for the change is found in work accomplished prior to awarding the grade as a part of the regular course assessment. However, such changes must not create inequities to others whose grades remain unaltered.

No change of a final grade may be made on the basis of reexamination, revision of a student's work in the course or, with the exception of I and IP grades, by completing additional work. No change of grade may be requested later than 18 months after the end of the final term of the student's program. If a student is dissatisfied with a grade, the student should review his or her work with the Study Center Director/Liaison Officer and receive an explanation of the grade assigned. Students should review grades with the Study Center Director/Liaison Officer while abroad whenever possible. Once a student has returned from EAP, the student may request at the campus EAP office a review of the final grade record, which will be forwarded to the Universitywide EAP Office for action.

GRADE APPEALS

- A.
 1. If a student believes that nonacademic criteria have been used in determining his or her final UC grade for a course, he or she may follow the procedures described below.
 2. Nonacademic criteria means criteria not directly reflective of academic performance in this course. It includes discrimination on political grounds or for reasons of race, religion, gender, sexual preference, ethnic origin, or nationality.
 3. Appeals to UOEAP shall be considered confidential unless both the student and the Study Center Director/Liaison Officer agree otherwise.
- B.
 1. The student has the option of presenting an appeal directly to the Study Center Director/Liaison Officer during the first two months following the date on which grades were recorded at the student's home campus.
 2. If the grievance is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the EAP Academic Dean (hereinafter called the Academic Dean), who shall attempt to adjudicate the case with the Study Center Director/Liaison Officer and the student within one month.
 3. If the grievance is not resolved to the student's satisfaction, the student may request consideration of the appeal by an ad hoc Committee on Grade Appeals (hereinafter called the Committee) according to the procedures outlined below.
 4. The Committee will be appointed by the Academic Dean and composed of: one faculty member from the student's campus with whom the student has not previously studied; one former Study Center Director; and one faculty member who has expertise either in the language and culture of the relevant country, or in the discipline in which the course was taken, as appropriate in addressing the specific issues of the appeal.
- C.
 1. The student's request for Committee consideration shall include a written brief stating the nature of the grievance, including copies of any and all documents in his or her possession supporting the grievance.
 2. Upon receipt of the student's request, the EAP Academic Dean shall forward it to the Committee and send a copy to the Study Center Director/Liaison Officer involved, and ask for written reports of their attempts to resolve the complaint.
 3. The Committee, after having determined that all other avenues of adjudication have been exhausted, shall review the brief and the reports to determine if there is substantial evidence that nonacademic criteria were used. Such determination shall be made within three weeks.
 - a. If the Committee finds substantial evidence that nonacademic criteria were used, it shall follow the procedure in paragraph D below.
 - b. If the Committee decides the allegations are without substance, it shall serve written notification of its findings to the Academic Dean, who shall forward it to the student and to the Study Center Director/Liaison

Officer. The student or the Study Center Director/Liaison Officer may respond to the findings within two weeks. If there are no responses, or if after consideration of such responses the Committee sustains its decision, the grade shall not be changed.

- D. 1. If the Committee determines that there is evidence that nonacademic criteria were used, it shall interview/correspond with any individual whose testimony might facilitate resolution of the case. The student shall make available to the Committee all of his or her work in the course which has been graded and is in his or her possession. The Study Center Director/Liaison Officer shall make available to the Committee all records of student performance in the course and graded student work in the course that are still in his or her possession. The student and the Study Center Director/Liaison Officer may be interviewed. At the conclusion of the case each document shall be returned to the source from which it was obtained.
2. The Committee shall complete its deliberations and arrive at a decision within two weeks of its determination that evidence of the use of nonacademic criteria had been submitted.
3. If the allegations of the student are not upheld by a preponderance of the evidence, the Committee shall so notify the Academic Dean in writing, who shall forward the notification to the student and the Study Center Director/Liaison Officer. Within one week of such notification, the student and the Study Center Director/Liaison Officer shall have the opportunity to respond to the findings and the decision of the Committee. If there are no responses, or if after considering such responses the Committee sustains its decision, it shall so notify the Academic Dean, who shall notify student and the Study Center Director/Liaison Officer in writing and the grade shall not be changed.
4. If the Committee determines that nonacademic criteria were significant factors in establishing the grade, it shall give the student the option of either receiving a grade of P (or S in the case of graduate students) in the course or retroactively dropping the course without penalty; an original letter grade will not be retained or adjusted. A grade of P (or S) awarded in this way shall be acceptable even if the maximums for P/NP (or S/U) grades for the program will be exceeded. If the student so requests, the Academic Dean will forward a letter to the student's major department and college dean or provost requesting that the grade of P (or S) be acceptable towards satisfaction of any degree requirements.
- a. The Committee shall serve written notification of its finding and its decision to the student and the Study Center Director/Liaison Officer, via the Academic Dean. The student and the Study Center Director/Liaison Officer may respond in writing to the findings and the decision of the Committee within three weeks of such notification.
- b. If there are no responses, or if after considering such responses the Committee sustains its decision, the grade shall be changed; the Committee shall then instruct the Academic Dean to change the grade to P (or S) or, if the student elected the drop option, to retroactively drop the course from the student's record. Copies of the Committee's instruction shall be sent to the student and the Study Center Director/Liaison Officer.
5. The decision of the Committee is final and no further appeal will be accepted.
6. A record of the Committee's actions in the case shall be kept in the Academic Dean's office for three years.
- E. These procedures are designed solely to determine whether nonacademic criteria have been used in assigning a UC grade, and if so to effect a change of that grade.

SPECIAL STUDY COURSES WHILE ON EAP *(Revised March 2005)*

I. OBJECTIVES

Special study courses (independent study, research, internship, and directed readings) are possible for students on EAP under certain circumstances (Director's Manual 315.06), including:

- A. Lack of availability of specific courses at the host university needed by the student to fulfill a requirement
- B. Opportunity to work closely with a particular professor in his or her area of expertise
- C. Opportunity to acquire beneficial experience, along with academic study, in an area of special interest
- D. Emergency situations in which the student is not able to complete a regular program of study, for example, illness, closure of the university, or civil disruption

Students who wish to take advantage of unique opportunities for independent study abroad (B and C above) should already have some training and experience in independent study or in conducting research at the undergraduate level. EAP special study projects are not intended to introduce student to how to conduct research in a field of study.

II. CREDITS AND GRADES

- A. EAP special study courses are UC course work and earn units and grades like other courses. The number of units for a course depends on the extent of the special study project and the amount of work by the student, within specified limits detailed below and in the "Guidelines for Special Study Project Forms."
- B. Undergraduate special study courses are graded on a letter-grade or P/NP grade option except in certain programs that require a letter grade.
- C. Only one special study course may be taken by an undergraduate student per term. Exceptions are contrary to UC policy and must be petitioned to the Academic Dean or Associate Dean (AD).
- D. Special study courses are under the general direction of the study center director (SCD), who approves the project, monitors progress, and assigns the final UC grade (except in rare cases). The direct supervisor of the special study project may be a host university faculty member (or other qualified local expert), the SCD, or a home UC campus faculty member.

III. TYPES OF SPECIAL STUDY COURSES AND MAXIMUM UNITS

A. Undergraduate Special Study Courses

- 192 Special study in [subject field]: substantial study or guided reading at the UC upper-division level. Maximum quarter units are 4 per quarter or 6 per semester.
- 193 Advanced special study in [subject field]: independent study resulting in a substantial research paper of a length and quality to qualify for college or departmental honors-level work. Maximum quarter units are 6 per quarter or 9 per semester.
- 196 Special study research: extensive laboratory work or field research according to established research methodology and resulting in a substantial research paper. Maximum quarter units are 8 per quarter or 12 per semester.
- 197 Internship: work in a corporate, governmental, public, or private organization or institution normally for approximately 20 hours per week plus one hour per week scheduled consultation with the supervisor regarding the academic substance of the project and resulting in a substantial paper or series of reports. Maximum quarter units are 8 per quarter or 12 per semester; the total for the year may not exceed 12.

For determination of units for specific special study projects, see the “Guidelines for Special Study Project Forms” below.

B. Graduate Special Study Courses

- 292, 293 M.A.- and Ph.D.-level research not directly related to the thesis or dissertation
- 295 M.A.- and Ph.D.-level directed readings not directly related to thesis or dissertation
- 596 Preparation for Ph.D. qualifying exams or Ph.D.-level dissertation research

Maximum units for graduate special study courses are determined by each student’s Graduate Study Agreement (GSAG or GSAG-S). Graduate students’ independent study and research courses are in the 290 or 590 series; graduate students may not take 190-series courses.

IV. PROCEDURES

A. Before Student Goes Abroad

1. Consult with departmental adviser at home campus
 - a. Discuss topics to determine:
appropriateness for research or directed readings in that field, i.e.,
acceptability for credit;
feasibility of pursuing the topic at the particular SC or host university
abroad.
 - b. Prepare at least a brief proposal of the study including anticipated
sources abroad and methods to be used.
2. If a student wants a home UC campus faculty member to be the direct
supervisor of his or her project, after acceptance into the program and before
departure, make arrangements with the faculty member and UOEAP.
 - a. Submit a Special Study Project form, with supporting plan of study or
research proposal, to the Campus EAP Adviser for forwarding to
UOEAP. (See “Guidelines for Completing the Special Study Project
Form” at the end of this section.)
 - b. Make sure the Special Study Project form includes the approval of the
UC faculty member supervisor, his or her full name, departmental
affiliation, address, email, and telephone number.
 - c. Obtain the faculty member’s agreement to be available for regular
scheduled consultation during the term of the project via email, the
Internet, and/or telephone.
3. Consult with UOEAP
 - a. It is useful to present the proposal to the appropriate UOEAP regional
IPS-A prior to arriving at the SC so that UOEAP can communicate
with the SCD and/or a home campus faculty member about possible
arrangements. Students should not write directly to the SCD unless
instructed to do so by UOEAP.
 - b. For certain programs or individual cases prior consultation with
UOEAP is mandatory:
 - All graduate students;
 - Japan engineering or other extensive research projects;
 - Egypt; Vietnam; Ghana (instructions will be in EAP packet);

- extraordinary cases, e.g., if a student wishes to work with a supervisor not affiliated with the host university

B. At the Study Center

1. Student completes a Special Study Project form and the supporting documentation in consultation with the SCD and the host university faculty member or other qualified supervisor, if other than the SCD.

See “Guidelines for Completing the Special Study Project Form” at the end of this section for instructions on how to complete the form and supporting material.

2. The direct supervisor (faculty member or other qualified expert) signs the form indicating his or her willingness to supervise the project; and the SCD signs the form approving the project. (The SCD may be the direct supervisor, if the project is within his or her field of expertise.) If the direct supervisor is a home UC campus faculty member, the SCD must make arrangements for the distance supervision and final assessment of the project.
3. SCD sends completed project form and supporting material to UOEAP with the student’s study list or as soon as possible thereafter.

V. GUIDELINES FOR COMPLETING THE SPECIAL STUDY PROJECT FORM

I. Units are based on a combination of direct contact time, indirect contact time, and assessment. The following are guidelines, not absolutes:

- A. 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, and lab, studio, and internship work (hrs x wks divided by 30 = units).

- B. Assessment (work to be submitted for a grade)
 Note that written work is required to earn academic credit and a grade.
 The P/NP grade option is not permitted for undergraduates in certain programs.
 The completion date must be stipulated and must be within the term.

Examples:

- 6.0 units requires a 20- to 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 science or performing arts, the term paper must include bibliography and footnotes, as appropriate to the subject.

II. Description

- A. Summary statement of the project **on the special study project form.**
- B. Attach a plan of study or research proposal that includes:
 - Topic (subject) or research question and objectives
For internships, include information about host organization.
 - Methodology (reading, interviews, statistical analyses, etc; internships: type of work engaged in)
 - Expected result, including type and expected length of paper, report, lab notebooks, artwork or performance
 - Outline of steps to implement the project
 - Sources (bibliography, archives, experts, art exhibits, community festivals, etc., as appropriate to the topic)

III. Supervision

- A. List full name of supervisor and qualifications (highest degree if available, and faculty rank, position in an organization, and/or other qualifications).
- B. Scheduled consultation time: include number of hours for the term.

Regularly scheduled consultation time is required of the student and the direct supervisor. This consultation is for the discussion of the research, theoretical, or other scholarly aspects of the project. For example, for internship projects this consultation time is not for reviewing work assignments or training; 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 the work, the broader context of the specific work, comparison of the host country activity and experience with that of the U.S., etc.

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 _____

Scheduled consultation time: _____

Name: _____ *(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

ATTACH THIS PROJECT DESCRIPTION TO STUDENT'S REGISTRATION STUDY LIST

GUIDELINES FOR SPECIAL STUDY PROJECT COURSES

See the *Study Center Academic Manual* for additional information.

DESCRIPTION (to be composed by the student)

Write a 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

List 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

State the number of hours per term of direct consultation with the supervisor in discussing the subject of the study. This is not the hours of work by the student. For internships this time is for discussion of what the student is learning and how the experience relates to the broader context of the field, not for simply receiving directions and explanations of tasks.

GRADUATE STUDENTS

I. PRELIMINARY STEPS

Relevant instructions and forms are the “EAP Graduate Admission Information Sheet” (available on the EAP web page as “Information for Graduate Students,” reached from the Student home page), “Graduate Preliminary Inquiry Form” (Inquiry Form), and “General Instructions for Graduate Applicants.” Additional discussions are in the *Director’s Manual*, 385.

- A. Student completes a Graduate Preliminary Inquiry Form (Inquiry Form) prior to completing the online application.
- B. Campus EAP Office forwards student’s Inquiry Form to the appropriate UOEAP Operations Specialist.
- C. If the action is to “Proceed with application,” Operations Specialist sends the Inquiry Form to the SC and gives a copy of the Inquiry Form to the relevant Academic Specialist which gives the Academic Specialist the opportunity to comment on the inquiry.
- D. When reply is received from the SC, Operations Specialist informs Academic Specialist and the campus of the decision and any additional information, comments, or recommendations.
- E. Operations and Academic Specialists file their copies of the Inquiry Form in their respective pending files.
- F. Campus EAP Office informs student and advises student on completion of application.

II. GRADUATE STUDY AGREEMENT (GSAG)

- A. Every graduate student applicant must complete a GSAG or GSAG-S, depending on the particular program, according to the “General Instructions for Graduate Applicants.”
- B. Campus EAP Office checks the GSAG or GSAG-S, making sure that the minimum units, study options, and grading options are correctly completed and sends it to UO.
- C. Operations Specialist receives the application and gives a copy of the GSAG or GSAG-S to Academic Specialist; sends the original application to the SC; and files copy in student’s file.

- D. Academic Specialist checks GSAG or GSAG-S for completeness and clarity; obtains verification of ambiguous or missing data and missing signatures; and notifies Operations Specialist, SC, and Campus EAP Office of any corrections.
- E. The Operations Specialist or assistant for each region provides a list of graduate students for that region to the relevant Academic Specialist.
- F. Academic Specialist files the GSAG or GSAG-S copy in Academic Specialist's files (the "Students" section of the country notebook or a special "Graduate Students" file).