

FACULTY OF THE COLLEGE OF ENGINEERING

BYLAWS

PART I FUNCTIONS

1. The Faculty of the College of Engineering shall conduct the government of the College of Engineering.

PART II MEMBERSHIP

2. (A) The Faculty of the College of Engineering shall consist of:
 - (1) The President of the University;
 - (2) The Chancellor of the Davis campus;
 - (3) The Dean of the College of Engineering, the deans, or their designated representatives, of all other colleges and schools at Davis, the Dean of Graduate Studies at Davis, and the Dean of University Extension; (Am. 2/27/74, 11/10/99)
 - (4) The Registrar of the Davis campus;
 - (5) The Librarian of the Davis campus;
 - (6) All other members of the Academic Senate who fall within the following classifications:
 - (a) All members of the departments and divisions under the jurisdiction of the College of Engineering;
 - (b) Such other persons as the Faculty may approve on recommendation of the Dean of the College of Engineering by reason of their contribution, in teaching or in research, to the field of engineering. (Renum. 11/10/99)
- (B) Only a voting member of the Academic Senate shall be entitled to a vote in the Faculty of the College of Engineering or hold the position of Chair. (Academic Senate By-Law 34)

PART III OFFICERS

3. Term of office. Unless otherwise noted, the term of office for all officers specified under Part III of these bylaws shall be one year. Officers shall serve starting from the first day of instruction of the fall term or, in the case of replacement, from the date of appointment until the start of instruction in the following year (AM 5/21/09).
4. Chair. The Chair of the Executive Committee of the College of Engineering shall serve as Chair of the Faculty of the College of Engineering, shall preside over all meetings of the Faculty of the College of Engineering, and shall have such other secondary duties as the Faculty shall direct. The Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty. (Am. 10/31/73, 11/10/99, 5/19/04, 5/21/09)
5. Vice-Chair. The Executive Committee shall select a Vice-Chair annually from among its elected members during the spring term according to the provisions of Bylaw 29. The Vice-Chair shall automatically assume office as Chair upon the occurrence of a vacancy in that office or the completion of his or her term of service as Vice-Chair. The Vice-Chair will serve as Chair in the absence of the Chair (AM. 5/21/09).

The Vice-Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty any or all questions, placed in his or her hands for presentation to the Faculty. (Am. 10/9/68, 11/10/99, 5/21/09)

6. Replacements. If the Vice-Chair is unable to complete his or her term of office, the Executive Committee shall select a replacement. (En. 10/9/68, Am. 11/10/99, 5/21/09)
7. Election. The Executive Committee shall elect the new Vice-Chair by mail ballot of the committee members following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). All committee members with one year or more of remaining service will be eligible unless he or she declines to serve. The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot (AM. 5/21/09).

PART IV MEETINGS

8. A regular meeting of the Faculty shall be held at least once each academic year. The Faculty may meet at such other times as called by the Chair or the Vice-Chair. In addition, upon written request of five members of the Faculty to the Vice-Chair, a special meeting must be called within ten academic days of receipt of the request. (Am. 2/9/00, 5/21/09)
9. Each standing committee, including the Executive Committee, is required to present an annual report of its actions at the regular annual meeting of the Faculty. (En. 2/9/00)

PART V QUORUM

10. Fifteen percent of the voting membership of the Faculty shall constitute a quorum. (Am. 5/8/73, 11/10/99, 5/19/04)

PART VI REPRESENTATION ON OTHER FACULTIES

11. When the College of Engineering is entitled to representation on another faculty, selection of the representatives shall be as specified by that faculty. In the absence of such specification, the representative(s) shall be chosen by the Executive Committee. (Renum. 5/8/75; Am. 11/10/99)

PART VII COMMITTEES

14. Members of standing committees shall take office on the day the fall term officially begins, or on the date of appointment in the case of a replacement, and shall serve until the beginning of the following fall term. (Am.10/9/68)
15. Each standing committee shall report its recommendations to the Executive Committee. (En. 5/17/06, AM 5/19/11)
16. Executive Committee (En. 11/10/99, Am. 5/19/04, AM 5/17/06)
 - (A) The Executive Committee shall consist of one elected member from each department of the College of Engineering and the Dean of the College, *ex officio*. Each elected member shall serve a three-year term, with the election of approximately one-third of the members each year. The respective department shall make temporary appointments to replace those members, who because of sabbatical leaves or for other reasons are unable to serve. Such appointments shall be automatically terminated at the time the regularly appointed member is able to resume service or at the end of the regularly appointed member's term, whichever is sooner (AM. 5/21/09).
 - (B) The Executive Committee shall meet as necessary, but not less than once per academic term.
 - (C) The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
 - (D) The Executive Committee shall have the authority to take final action on behalf of the Faculty except regarding legislation. Alternatively, the Executive Committee may refer any matter that it deems advisable to the Faculty for final action.

- (E) A majority of the membership, excluding vacancies noted in the records of the Vice-Chair, shall constitute a quorum for the transaction of business by Executive Committee. There shall be no votes by proxy.
- (F) The Executive Committee shall submit to the Faculty each year, at the regular meeting, nominations for the members and chairs of all standing committees of the Faculty other than the Executive Committee. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year. (Am. 10/9/68; Renum. and Am. 11/10/99)
- (G) The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty. (Renum. and Am. 11/10/99)
- (H) The Executive Committee shall consider administrative matters referred to it by the Dean.
- (I) The Vice-Chair shall provide the Faculty with written minutes of each Executive Committee meeting within ten academic days. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically (AM. 5/21/09).

17. Committee on Undergraduate Educational Policy

- (A) There shall be a Committee on Undergraduate Educational Policy composed of one representative from each department and division of the College of Engineering offering an undergraduate curriculum. The Associate Dean for Undergraduate Studies shall serve as an *ex officio* member of this Committee. Each member shall serve at least one two-year term, with approximately one-half of the members replaced each year. The respective departments shall make temporary appointments to replace those members, who because of sabbatical leaves or for other reasons are unable to serve. Temporary appointments shall be automatically terminated at the time the regularly appointed member is able to resume service or at the end of the regularly appointed member's term, whichever is sooner. (Am.5/13/98, 2/9/00, 5/22/13)
- (B) The Committee shall review and approve or disapprove requests for new courses or changes in existing courses and shall transmit to the Deans those approved for submission to the Davis Division Committee on Courses of Instruction.
- (C) This Committee shall be charged with the examination of existing and proposed engineering curricula and the conduct and content of courses insofar as they affect engineering curricula. The results of such study and proposals from the departments or faculty groups of the College regarding changes in curricula, as well as any other proposed changes in College requirements for the Bachelor of Science degree, shall be submitted with recommendations to the Executive Committee for final action. (Am. 5/23/79, 2/9/00)
- (D) The Committee shall develop and maintain a current list of courses which may be taken in satisfaction of the General Education topical breadth requirements for the degree and shall approve and maintain the lists of suggested technical electives pertinent to the various undergraduate programs of the College.
- (E) The Committee shall advise the Dean of the College of Engineering on matters pertaining to relations with community colleges.
- (F) This Committee shall be responsible for action on individual student petitions, including changes in study lists, courses of study, graduation requirements, dropping courses after normal deadlines, and Change of Major appeals. (Am. 5/13/98, 5/21/09)
- (G) The Committee shall approve the lists of candidates to be recommended for the Bachelor of Science degree and those to be recommended for the award of Honors, High Honors, and Highest Honors at graduation. The Committee shall make recommendations to the Faculty regarding the criteria to be used in selecting the candidates to be recommended for Honors, High Honors, and Highest Honors at graduation, consistent with Davis Division Bylaw 123. (Am. 5/13/98, 5/21/09)

18. Research and Library Committee (En. 5/10/00, Am. 5/19/04)

- (A) There shall be a Research and Library Committee composed of one representative from each department and division of the College of Engineering. The Associate Dean for Research and Graduate Studies and the Head of the Physical Sciences & Engineering Library shall serve as *ex officio* members of this Committee. The Committee shall meet at least once each quarter and provide an annual report to the College faculty meeting.
- (B) The Committee shall seek to identify interdisciplinary research opportunities and coordinate interdepartmental or college-wide responses.
- (C) The Committee shall act to recommend selection of faculty proposals in cases where limited College or University submission is necessary.
- (D) The Committee shall provide advice on matters related to research and library facilities.
- (E) The Committee shall act to provide faculty input on matters related to research.

19. Committee on Graduate Study

- (A) There shall be a Committee on Graduate Study composed of the chairs of each graduate program and/or group of the College. The Associate Dean for Research and Graduate Studies shall be an *ex officio* member of the Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an *ex officio* member of the Committee. If more than one member of the College Faculty currently serves on Graduate Council, then the Chair of the Faculty shall appoint one of these faculty members to serve as an *ex officio* member of the Committee. (Am. 12/5/66, 2/14/96, 5/10/00, 7/20/01, 5/19/04)
- (B) The function of this Committee shall be to coordinate and communicate matters of common interest to all graduate programs in the College of Engineering. Within the policies and procedures established by Graduate Council, the Committee shall act on the following: the review of cross-Departmental graduate curricula issues, and the review and implementation of postdoctoral scholar policies, procedures and programs. (Am. 2/14/96, 2/9/00, 7/20/01, 5/19/04)

20. Committee on Student Recruitment, Development and Welfare (En. 2/9/00, Am. 5/19/04, Am. 5/17/06)

- (A) There shall be a Committee on Student Recruitment, Development and Welfare composed of one representative from each department and division of the College of Engineering offering an undergraduate or graduate curriculum. The Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, the directors of special programs within the College, the Director of Undergraduate Student Services, and the Student Affairs Officer shall serve as permanent *ex officio* members of this Committee. If a member of the College Faculty currently serves on Graduate Council, then this faculty member shall also be an *ex officio* member of the Committee. Meetings shall be held at least once each quarter and will include an annual update on the College's student development programs.
- (B) The Committee shall provide guidance and recommendations to special student programs, and shall develop and maintain yearly reviews of student progress and activities in each of these programs.
- (C) The Committee shall act as a campus liaison for, and assist in the coordination of new student development programs.
- (D) The Committee will solicit, audition, and select the College of Engineering Commencement Student Speaker to address the graduates. (Am. 5/16/03)
- (E) The Committee shall cooperate with the Dean of the College of Engineering on student problems, and jointly with the Dean, shall have general oversight over the welfare of the students in the College of Engineering. (Am. 5/16/03)

- (F) Within the policies and procedures established by Graduate Council, the Committee shall act on the following: the award of graduate fellowships and scholarships administered by the College; publications and announcements pertaining broadly to graduate studies in engineering; graduate student welfare in the College; and other matters related to graduate study.
- (G) The Committee shall review departmental recommendations for the College and University Medals. The Committee shall forward the names of outstanding candidates for the University Medal to the University Scholarship Office for further consideration. The Committee shall make the selection of the College Medalist/s. (Am. 5/16/03)

21. Awards Committee (En. 5/19/04, AM 5/17/06, AM 5/19/11)

- (A) There shall be a committee for Awards composed of one representative from each department and division of the College of Engineering. The Associate Dean for Academic Personnel and Planning shall serve as an *ex officio* member of this Committee. The Committee shall meet at least once each quarter.
- (B) The Committee shall seek to identify award opportunities for engineering faculty and coordinate interdepartmental or college-wide responses.
- (C) The Committee shall send out a call to each department and division in the College for nominations to receive an Outstanding Junior Faculty Award, Outstanding Senior and Mid-Career Research Awards, and the Outstanding Teaching Faculty Award. The committee will review all nominations for these awards, and make recommendations to the Dean.
- (D) The Committee shall send out a call to each department and division in the College for nominations to receive the Zuhair A. Munir Award for Best Doctoral Dissertation. Committee members will review all nominations and make the final selection.
- (E) Committee members shall consult with their home department to propose names of potential speakers for the Dean's Distinguished Lecture Series. The Awards Committee will review the list of suggested speakers at its Fall meeting prior to being forwarded to the Dean.

22. Committee on Information Technology and Innovation Services (En. 9/1/13)

- (A) There shall be an Advisory Committee on Information Technology and Innovation Services (ITIS) composed of one senate representative from each department of the College of Engineering. Additional membership, who serve as permanent *ex officio* members, will be composed of: the Executive Director for Information Technology and Innovation Services in the College of Engineering, the Executive Assistant Dean for Administration and Finance, and the Associate Dean for Research and Graduate Studies. The standard term of appointment for this committee is three years, though shorter terms may be served depending on individual circumstances. Only non *ex-officio* Senate members are voting members of this committee.
- (B) The ITIS committee shall select a Chair and Vice-Chair from among its non *ex-officio* members during the spring term. The Chair shall serve for two years and the Vice-Chair shall serve for one year. The ITIS Committee shall elect the Chair and Vice-Chair by ballot of the Senate committee members following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). All Senate committee members with two years of remaining service will be eligible for Chair and all Senate committee members with one year or more of remaining service will be eligible for Vice-Chair. The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. The Chair is authorized to refer directly to the Dean of the College of Engineering or to the appropriate committee of the Faculty for any or all questions. The Chair and Vice-Chair are responsible for coordinating the activities of the committee with the ITIS Executive Director and producing annual reports.

- (C) The Committee shall set priorities and provide guidance and recommendations for the ITIS team and advise on the quality, efficiency, and innovation of the ITIS. The Committee shall provide specific input to the ITIS Executive Director on the performance and efficiency of each unit of the ITIS center. The form of this will be in quarterly reports to the ITIS executive Director, the Dean and the Department Chairs and a yearly review that is based on objective assessments derived from user surveys and time and use analyses. A format for actionable items may come in form of: Protocols; prioritized list of objectives; action items derived from inputs from departments; action items derived from each of the ITIS units and introduced at each meeting from the ITIS Executive Director.
- (D) The Committee shall annually review the formula used to distribute IUC funds to each Department's instructional laboratories and make adjustments as needed to ensure equitable treatment for student computing needs across the College of Engineering.
- (E) The ITIS Executive Director shall act as a campus liaison for, and assist in the coordination of ITIS activities and innovations with other campus IT organizations, including the Technology Infrastructure Forum (TIF) and Deans Technology Council (DTC), College of Engineering ORUs, recharge facilities and other research centers. The ITIS Director will provide quarterly updates to the Committee on the IT related developments, activities, issue and innovations within these units.
- (F) The Committee will annually evaluate the extent of direct charging of IT staff to extramural grants and research the generation, return and reinvestment of indirect costs for IT support and determine whether each Department is receiving sufficient IT services and support to meet the needs of their individual research enterprise.
- (G) The Committee will be responsible for annually assessing the usage (average and peak during each quarter) of computer teaching laboratories and compiling an inventory of the specialized software available in each of the teaching laboratories.
- (H) The Committee shall review departmental recommendations for the ITIS and evaluate the extent of innovation in the ITIS based on industry and academic computing standards in order to stay up to date on cutting edge technologies, identify new disruptive technologies on the horizon, and introduce best IT practices and strategies that have been successful at other major research universities.

23. Special Committees (En. 2/9/00, Am. 5/19/04)

- (A) Special committees of the College of Engineering may be established by the Faculty or by the Executive Committee. Special committees shall be appointed or elected in the manner designated at the time of their creation. If no different method of election or appointment is indicated, the membership and Chair shall be determined by the same procedures as for standing committees.
- (B) Each special committee shall have such powers and perform such duties as shall be designated in the resolution calling for its appointment. No special committee, however, shall be appointed or elected to perform any duties assigned to a standing committee.
- (C) A special committee of the college shall have tenure for a definite term specified in the authorizing motion and which may be continued as needed by the Executive Committee.
- (D) A special committee of the college shall have tenure for a definite term specified in the authorizing motion and which may be continued as needed by the Executive Committee. The final reports of special committees shall constitute a special order for a regular meeting of the Faculty.

PART VIII ORDER OF BUSINESS

24. (A) The order of business of any regular or special meeting of the faculty shall be:

- (1) Minutes
- (2) Announcements by the President
- (3) Announcements by the Chair
- (4) Announcements by the Dean (Am. 2/17/71)
- (5) Special orders
- (6) Reports of Special Committees
- (7) Reports of Standing Committees
- (8) Petitions of students
- (9) Unfinished business
- (10) New business

(I) The regular order of business may be suspended at any meeting of the Faculty by a two-thirds vote of the voting members present.

PART IX SUSPENSION OF RULES

25. The rules of the Faculty may be suspended by vote of the Faculty provided that not more than two voting members present object to such suspension. The Chair shall always state the question in a manner similar to the following: "Those who object to a suspension of the rules will raise the right hand."

PART X RECOMMENDATIONS TO THE ACADEMIC SENATE

26. The Faculty shall not make recommendations to the Academic Senate as to the amendment or repeal of Senate legislation, or as to new legislation in the Senate, unless written notice of the proposed recommendation shall have been sent to each member of the Faculty at least five days previous to the meeting at which the recommendation is to be moved.

PART XI PROCEDURES

27. Definitions

- (A) In these bylaws the term "legislation" shall comprise only Bylaws and Regulations of the Academic Senate and of the agencies of the Academic Senate. (Renum. 2/9/00)
- (B) In all legislation the term "day" shall mean day of instruction unless otherwise specified.
- (C) The term "Memorial" shall designate a declaration or petition addressed to the President for transmission to The Regents; the term "Resolution" shall designate a declaration or petition addressed to the President but not intended for transmission to The Regents.

28. Reconsideration of Executive Committee Actions (En. 2/9/00)

Any action taken by the Executive Committee on behalf of the Faculty may be brought to a regular or special meeting of the Faculty for reconsideration if a written request for reconsideration is received within fifteen days after the written minutes describing the Executive Committee decision are distributed. A request for reconsideration must be submitted to the Vice-Chair in writing by five voting members of the Faculty of the College of Engineering. The Executive Committee must act on this request as expeditiously as possible. A simple majority of members present shall be required for the Faculty to override any decision of the Executive Committee (AM. 5/21/09).

29. Election of Executive Committee Members (En. 2/9/00)
- (A) Each spring term, the Chair of a department of the College for which the term of the Executive Committee member is expiring shall solicit nominations for Executive Committee membership from the members within that unit (AM. 5/21/09).
 - (B) The department shall elect its member of the Executive Committee by mail ballot following the normal procedures of the Davis Division of the Academic Senate (DD Bylaw 16(C)). The candidate receiving the highest number of votes shall be declared elected. In cases of a tie vote, the determination shall be by lot. Results of the election shall be forwarded to the Chair of the Executive Committee not later than the twenty-fifth day of instruction of the spring term and shall be announced at the regular meeting of the Faculty (AM. 5/21/09).
 - (C) A vacancy in an unexpired term of an Executive Committee member shall be filled by special election within the department. The member so elected shall fill the remainder of the unexpired term, after which a new election shall be required (AM. 5/21/09).
30. The Faculty of the College of Engineering shall not take final action on the addition to, amendment of, or repeal of legislation during the meeting at which proposals are first made unless notice therefore shall have been given to all members at least five days before the meeting.
31. The bylaws of the Faculty of the College of Engineering may be added to, amended, or repealed by a two-third vote of the College of Engineering Faculty. Votes will be conducted electronically during a two-week period, immediately after the proposed bylaw changes have been debated at a meeting of the College of Engineering Faculty. Votes can be initiated if a motion is made, seconded, and the question is called at a faculty meeting in presence of a quorum, or by the College Executive Committee in absence of a quorum. Results will not be valid unless 25% of the membership participates in the electronic vote.
- The regulations of the Faculty of the College of Engineering may be added to, amended or repealed by a majority vote of the College of Engineering Faculty. Votes will be conducted electronically during a two-week period, immediately after the proposed regulation change has been debated at a meeting of the College of Engineering Faculty. Votes can be initiated if a motion is made, seconded and the question is called at a faculty meeting in presence of a quorum, or by the College Executive Committee in absence of a quorum. Results will not be valid unless 25% of the membership participates in the electronic vote. (Am 5/17/06, Am 5/21/14)
32. (A) All new legislation proposed to the Faculty for adoption shall be submitted in one or more of the following forms:
- (1) Repeal of Bylaw (or Regulation) X of the Faculty of the College of Engineering is hereby recommended.
 - (2) The following amendment to Bylaw (or Regulation) X of the Faculty of the College of Engineering is hereby recommended.
- (B) All such legislation for adoption shall be accompanied by an informal statement concerning its purpose and concerning the important changes, which it would make in the existing legislation.
33. All modifications of existing legislation and all newly enacted legislation shall become effective on the first day of instruction of the next fall term following approval, unless another effective date is accepted by a majority of the voting members present.
34. No legislation shall be effective that is inconsistent with legislation of the Davis Division of the Academic Senate.

REGULATIONS

PART I REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

35. The degree of Bachelor of Science in Engineering will be awarded to those candidates who satisfy the general University requirements (Academic Senate Reg. 630, 634, 636, and 638) and the requirements of the College of Engineering (Reg. 52). (For an exception relating to withdrawal to enter military service, see Academic Senate Reg. 642.) (Am. and Renum. 5/18/77)
36. College Requirements
- (A) Each candidate must complete a program of study under an approved curriculum in Engineering, totaling at least 180 units. (Renum. 5/18/77)
 - (B) Degree credit in the College of Engineering is not allowed for any course (such as Trigonometry), which is equivalent to a matriculation subject. (Renum. 5/18/77)
 - (C) The Faculty of the College of Engineering may prescribe special or comprehensive examinations or may otherwise test student preparation and achievement, and may specify course-work alternatives to passing such examinations. No student shall be recommended for a degree until he or she shall have fulfilled degree requirements as stated in the General Catalog for the academic year in which degree work is completed, or as in the catalog, for the immediately preceding academic year. (Am. 5/23/79, 2/14/96; Renum. 5/18/77, 5/27/81, 5/23/12)
 - (D) No unit of coursework may be used to satisfy two different degree requirements, except under any of the following conditions:
 - 1) Course units used to satisfy both GE-3 requirements and course requirements for the major.
 - 2) When the catalog specifically states that course units may be used to satisfy two different degree requirements.
 - 3) Units for permitted double majors within the College of Engineering. (Am. 5/23/12)
 - (E) In order to ensure that students graduate with the most current engineering knowledge, College of Engineering Students must complete the major requirements in effect in the academic year of graduation or in the immediately preceding academic year. (Am. 5/23/12)
 - (F) Students will complete any version of the general education requirement in effect between the time of matriculation and graduation. Readmitted students will complete the general education requirement in effect at the time of readmission. (Am. 5/23/12, 6/3/15)
 - (G) In addition to meeting the university scholarship requirement, College of Engineering students are required to maintain at least a 2.000 grade point average for all undergraduate course work within the College of Engineering at UC Davis.
37. Curricula
- (A) Each curriculum shall consist of a specified Lower Division Program (or, for students who transfer into the College with more than 90 quarter units, an equivalent program) and one of several specified Upper Division Programs. (Am. 2/25/70; Am. and Renum. 5/18/77, Am. and Renum 5/10/89. Am. 2/14/96)
 - (B) Each curriculum must include:
 - (1) One year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline.

- (2) One and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study.
- (3) A general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.

(Am. 11/21/67, 2/1/68, 10/9/68, 2/25/70, 6/3/70, 11/11/70, 11/8/72, 2/16/77; Renum. 5/18/77; Am.5/27/81, Am. 2/13/85, Renum 5/10/89, Am. 11/11/92, AM 5/16/03)

- (C) New curricula and changes in existing curricula must be approved by the Faculty of the College and shall subsequently become effective when published in the UC Davis General Catalog, or the College of Engineering Bulletin. (Am. 2/16/77; Renum. 5/18/77, Renum. 5/10/89, AM 5/16/03)

38. Limitation on Credit for University Extension Courses

- (A) Students may apply credit earned in University Extension courses toward the unit requirement of their major only when written approval has been obtained from the dean before registration.
- (B) A maximum of 16 units may be applied toward degree requirements. (Am. 5/23/12)

PART II STUDY LISTS AND ADVISING

39. Advisees

Each undergraduate student shall be assigned to a faculty adviser or staff adviser. Each student will be required to consult his or her adviser regarding his or her proposed program of study. (Am. 5/10/72, 2/14/96; Renum. 5/18/77)

40. Passed/Not Passed Option

Students enrolled in any undergraduate major within the College of Engineering may not exercise the Pass/Not Pass option for any coursework used towards satisfaction of course or unit requirements for the degree. Courses offered only on a P/NP basis (e.g., Engineering 199's), are acceptable for specific program area degree requirements. (Am. 4/11/67, 5/16/68, 5/14/69, 6/3/70, 5/12/71, 2/16/77, 5/10/95, 2/14/96; Renum. 5/18/77)

41. Academic Probation or Disqualification

Academic probation or disqualification of students in the College shall be governed by the Academic Senate regulations regarding scholastic status (Academic Senate Reg. 900 and 902) and by the Davis Division regulations regarding incomplete grades (Davis Division Reg. A540) and minimum progress (Davis Division Reg. A552). The Dean of the College is designated by the Faculty as its agent in administering regulations relating to academic probation or disqualification. (Am. 2/16/77; Renum. 5/18/77)

PART III ADMISSION OR ADVANCEMENT TO UPPER DIVISION

- 42. A student who enters the College of Engineering in Lower Division standing is advanced to Upper Division standing when he or she completes 90 quarter units. (Am. 2/25/70, Am. 2/14/96)
- 43. To qualify for admission to the College of Engineering in Upper Division standing, the applicant must have completed at least 90 quarter units. (Am. 2/25/70, Am. 2/14/96)

PART IV HONORS AT GRADUATION

- 44. Honors at graduation may be awarded to students who achieve distinguished scholarship records in all courses completed in the University, as attested by recommendation of the College Committee on Student Petitions. Students who display marked superiority may receive High Honors or Highest Honors. The awarding of such honors

shall be made in accordance with the minimum standards prescribed by the Davis Division Committee on Undergraduate Scholarships, Honors, and Prizes. (Am. 6/3/70, AM 5/16/03)

PART V MINORS WITHIN THE COLLEGE OF ENGINEERING

45. Minors. Departments may establish optional minors, including interdisciplinary minors. An interdisciplinary minor is defined as one that is sponsored by a single department or program and for which the course requirements are divided approximately equally between two departments or are taken from three or more departments. A student may elect to satisfy the requirements of one or more minors. Completion of a minor shall not be required for the degree. At the request of the student, completion of minors will be certified on the student's undergraduate transcript (Am. 6/3/15).
- (A) A minor shall typically consist of 18 to 24 units of upper division courses specified by the department or curriculum committee offering the minor.
 - (1) When unique subject matter essential to the academic coherence of the program is offered only at the lower division level, a single lower division course may be included as part of the minor in lieu of an equal number of units in upper division courses.
 - (2) All minor programs are subject to review and approval by the College of Engineering Committee on Educational Policy.
 - (B) Minimum GPA required for successful completion of any minor is no less than a 2.000 in all courses counted toward the minor.
 - (C) Departments are expected to delineate the requirements for a minor within their department.
 - (1) Students in the college may receive certification of completion of an approved minor offered by another undergraduate college on the Davis campus.
 - (2) Students must request certification of completion of a minor on the transcript by filing a Declaration of Intent to Complete a Minor first within the department offering the minor, and then filing the Declaration with the Office of the Dean no later than the end of the quarter preceding the quarter of graduation.

PART VI ENFORCEMENT OF PREREQUISITES IN UNDERGRADUATE ENGINEERING COURSES

46. Prerequisites will be enforced for undergraduate students at the time of registration. Students who have completed equivalent work may be admitted to the course at the instructor's discretion. (Am 5/22/13)