

The Registrar's Office produces a Faculty Guide which is updated annually. The latest draft is provided for review and comment as some of the content describes Davis Division of the Academic Senate policy and process.

**DRAFT - For
Senate Review**

2012-2013 Faculty Guide

The 2012-2013 Faculty Guide contains policies and procedures concerning staff and faculty members and their relationship with student registration, classroom assignment, course approvals, grades, and other areas of responsibility of the Office of the University Registrar.

The 2012-2013 Faculty Guide is a publication of:

Office of the University Registrar
UC Davis
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Davis, CA 95616-8692
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Office of the University Registrar Services

The services of the Office of the University Registrar can be accessed in three primary ways:

- In person, in 12 Mrak Hall
- Via the telephone (all area code 530):
 - 752-3639
 - TDD Hearing Impaired: 752-5149
 - Degree Navigator Help Line: 754-5444
 - FAX: 752-6906
- Via the Internet at <http://registrar.ucdavis.edu>

SISWeb

Eligible students use SISWeb, at <http://sisweb.ucdavis.edu>, for the following services:

- Check registration appointment times
- Register for classes
- Enroll in courses
- Check outstanding account balances
- Confirm class schedules
- Check wait-listed courses
- Check grades
- Search for courses
- Print schedules
- Print advising transcripts
- View and update address information
- View holds
- Verify enrollment
- Order official transcripts

Registration

Registration takes place in two “passes,” with undergraduate students assigned four-hour appointment times during each pass. This two-pass registration system ensures that all students have access to the most critical courses and that access to registration is distributed fairly throughout the student body. During Pass 1, students can register for 17 units. During Pass 2, students can register for up to 19 units.

Graduate students can register for classes anytime registration is open.

For more detailed information on the registration process, please see the *Registration Guide* at <http://registrar.ucdavis.edu/csrg>.

Registration Priority Groups

Access to registration is by class level; seniors first, then juniors, sophomores, freshmen. Class level is calculated according to the number of units completed at the end of the term immediately preceding registration.

Undergraduate class level is as follows:

Freshman Level	0—44.99 units
Sophomore Level	45—89.99 units
Junior Level	90—134.99 units
Senior Level	135 units and above

Graduate students may enroll in courses any time of SISWeb operation during Pass 1, Pass 2, Open Registration, and Schedule Adjustment.

Registration Freeze

The Registration Freeze is the period of time following the registration fee payment deadline where no graduate, professional or undergraduate students may register. This freeze period ensures that timely payments are properly applied to student accounts, and provides an opportunity to clear registrations and enroll students from the wait list.

Wait Lists

If a course is closed, students can choose to put themselves onto a wait list. Wait lists for closed courses are established on a first-come, first-served basis beginning with Pass 2 registration and continuing through the 12th day of instruction. Students who place themselves on a wait list will be added automatically into the course as spaces become available; when another person drops the course or the number of available seats in the course is increased.

Course Drop for Non-Payment of Fees

Students are dropped from their classes if they have not paid their current university fees and any outstanding debts by the registration fee payment deadline. All university registration fees for that term will be removed from the student's account. Once dropped from their classes other paid wait-listed students may be added into classes before registration is re-opened for all students. There will be no guarantee that a dropped student will be able to enroll in the same course(s) that were dropped due to non-payment of fees.

All students may not register or change their enrollment during the registration freeze which occurs after the registration fee payment deadline. Once this registration freeze is lifted, all eligible students may access SISWeb to enroll or change course enrollments. Students who are dropped for non-payment of fees remain eligible to enroll in classes for that quarter. If a student dropped for non-payment of fees decides to re-enroll in classes after the registration freeze, regular university fees will be assessed to the student's account along

with a non-refundable late registration fee. For additional information, see http://registrar.ucdavis.edu/html/npn_faq.html.

Add/Drop Deadlines

Students may add courses during Pass 1, Pass 2, Open Hours, Open Registration, or Schedule Adjustment. The last day to add a course is the 12th day of instruction.

Permission to Add (PTA) Numbers

Instructors may issue students a PTA number to enroll in their course, via SISWeb, due to a time conflict or restriction. Departments generate their course's PTA numbers. Each PTA number can be used only one time. If the student is on a wait list of the course in which they have been issued a PTA, the student must drop from the wait list before attempting to enroll using the PTA number.

Each PTA number is a unique, randomly-generated four-digit number. A student adding the course via SISWeb enters both the section Course Registration Number (CRN) and the PTA number. Multiple-part courses that do not use the combined schedule (COM) require a PTA number for each part of the course.

Note: PTA and PTD numbers must be used within 72 hours of their issuance.

Students may drop courses during Pass 1, Pass 2, Open Hours, Open Registration, or Schedule Adjustment. The last day to drop a course without dean's approval is the 10th day of instruction for designated 10-day-drop courses or the 20th day of instruction for all other courses. Students need to obtain the permission of their dean and pay a \$3.00 fee to drop a designated 10-day-drop course after the 10th day of instruction or to drop all other courses after the 20th day of instruction.

To drop a course after the deadline, students must follow these steps:

1. Go to the college Dean's office to request permission to drop a course.
2. If permission is granted, the college Dean's office will issue a PTD number. The student must then log on to SISWeb and drop the course by using the five-digit CRN and the four-digit PTD number. If the student is successful, SISWeb will confirm the drop. A \$3.00 fee for the late drop will be charged to your account.

Graduate students must print a Permission to Drop Petition Form from the Graduate Studies website.

Students have three calendar days after the day the dean's office issues the PTD number in which to use the number. The PTD will be revoked after 72 hours from issuance. PTDs issued during the last three days of instruction must be used by the last day of instruction.

Permission to drop courses after the deadline may be granted only in exceptional circumstances.

Late Adds

At any time after the add deadline and before the close of business on the business day preceding the scheduled final examination for a course (or close of business on the last day

of scheduled final examinations if no final examination is scheduled for a course), approval to add a course may be granted upon petition by the student and certification by the appropriate authority. Approval of such petitions may be granted only in cases where substantial evidence indicates that the student did attempt to add the course prior to the deadline, but was prevented from doing so by clerical error or other situation beyond the student's control. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name.

source, *Regulations of the Davis Division of the Academic Senate*, 547 (B), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#547-

To add a course after the 12th day of instruction, department approval is required (the deans have delegated the approval of late adds to academic departments), in addition to a \$3.00 fee. If the late add is approved, the department will issue the student a PTA number so that the student may add the course using SISWeb. These PTAs will be effective beginning the 13th day of instruction and late adds with PTA may continue until the 8th week of the quarter. After the eighth week, departments must request a late add by memo to the Office of the University Registrar.

Section Switch

Students can switch from one section to another section of the same course by using SISWeb.

When making a section switch using SISWeb, students must first search for available sections of the class. When they search for classes, the results will display only sections with space available. Students should select the desired section and then *Add to Worksheet*, select *Dropped from the Action* column for the section they wish to drop, and *Submit Changes*. SISWeb will confirm their enrollment in the new section.

Note: Students should not drop the original section first. If the new section choice is closed and their original section is closed with a wait list, they will not be able to re-enroll.

Section Switch After the Drop Deadline

When attempting to switch sections after the drop deadline, students should:

1. Obtain an Undergraduate Change Form at <http://lobster.ucdavis.edu/podf/PDFFiles/D042UndergradCourseChange.pdf>.
2. Obtain department or instructor signature. Take the approved form to the Cashier's Office, in Dutton Hall, and pay the \$3.00 fee.
3. Take the validated form to the Office of the University Registrar, in 12 Mrak Hall, during normal business hours.

After the drop deadline, students should be sure to obtain a change form from the department. If they attempt to complete the section switch with a PTA number after the drop deadline, they will not be able to drop the old section. If they do add the

new section with a PTA number after the drop deadline, they must obtain documentation of the error from the department and take it to the Office of the University Registrar to drop the old section.

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Note: PTA and PTD numbers must be used within 72 hours of their issuance.

Late Adds

At any time after the add deadline and before the close of business on the business day preceding the scheduled final examination for a course (or close of business on the last day of scheduled final examinations if no final examination is scheduled for a course), approval to add a course may be granted upon petition by the student and certification by the appropriate authority. Approval of such petitions may be granted only in cases where substantial evidence indicates that the student did attempt to add the course prior to the deadline, but was prevented from doing so by clerical error or other situation beyond the student's control. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name.

source, Regulations of the Davis Division of the Academic Senate, 547 (B), rev. June 8, 2012;

http://academicssenate.ucdavis.edu/cerj/manual/dd_regs.cfm#547-

To add a course after the 12th day of instruction, department approval is required (the deans have delegated the approval of late adds to academic departments), in addition to a \$3.00 fee. If the late add is approved, the department will issue the student a PTA number so that the student may add using SISWeb. These PTAs will be effective beginning the 13th day of instruction and late adds with PTA may continue until the 8th week of the quarter. After the eighth week, departments must request a late add by memo to the Office of the University Registrar.

Retroactive

Retroactive Change Petitions may be obtained from the Office of the University Registrar. Retroactive changes that can be requested on this form are Retro Add, Retro Drop, Retro Grade Mode Change, Retro Variable Unit Change and Retro Course

Number Change. Each petition should include the reason(s) for the student's failure to make the change during the quarter in which it is offered. The petition must be supported by the instructor's signed approval, together with a statement from the instructor indicating his/her knowledge of the student's participation and performance during the presentation of the course in question and the instructor's understanding as to the reason for the student's failure to add the course before the end of the quarter. A course grade must be assigned by the instructor, for a Retro Add. A \$3.00 nonrefundable fee, comparable with the late fee assessed during the quarter, is applicable on all retroactive changes.

source, the Davis Division (DD) Grade Change Committee (GCC) guidelines, rev. 6-12-2012; <http://academicenate.ucdavis.edu/GCC/>

Retroactive Withdrawals

A Retroactive Withdrawal Form is required withdraw from the University after close of business on the business day preceding the student's first scheduled final examination for a course or after close of business on the last day of scheduled final examinations in the case of withdrawal or if no final examination is scheduled for a course, the student or the appropriate Dean's Office must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval will be granted only in the most unusual circumstances and only in those cases where it is clear that by not approving the petition the student would be treated unfairly.

source, *Regulations of the Davis Division of the Academic Senate, 547 (D)*, rev. June 8, 2012; http://academicenate.ucdavis.edu/cerj/manual/dd_regs.cfm#547-

Petitions may be obtained from the Office of the University Registrar. Reasons for seeking retroactive changes and withdrawals are medical problems, severe emotional difficulties, death or severe illness in the immediate family, etc. Petitions should include a detailed account of the problem, appropriate documentation, and an adequate explanation of why a withdrawal was not taken during the quarter in which the problem occurred; see the General Catalog. The Dean's signature is required on all Retroactive Withdrawal Petitions. The instructor's signature is required on retroactive drop petitions. The instructor is not required to make a recommendation but must be informed of the student's intentions to retroactively drop the course.

source, the Davis Division (DD) Grade Change Committee (GCC) guidelines, rev. 6-12-2012; <http://academicenate.ucdavis.edu/GCC/>

Class Prerequisites

SISWeb cannot check to see if a student has completed any prerequisites for a particular course. Checking prerequisites is the student's responsibility. Faculty members have the right to ask students to leave a class if they have not completed the appropriate prerequisites. At the request of the instructor, the Office of the University Registrar will drop a student who has not completed the appropriate prerequisites. To make such a request, the instructor or department must submit the names and ID numbers of the students to be dropped on university or department letterhead with the term, course, CRN and their signature indicating that the students have not met the prerequisites for the current course they are enrolled in.

Instructors should refer to the *General Catalog* to determine course prerequisites.

Open Campus—Concurrent Enrollment

Many UC Davis undergraduate and graduate courses are available to the public on a space-available basis through the Open Campus Program at UC Davis Extension. This is also known as concurrent enrollment. Enrollment requires the instructor's signature on the Open Campus enrollment form. Students submit the enrollments in person at the Extension office on or after the first day of instruction.

While most courses in the Colleges of Letters and Science, Biological Sciences and Agricultural and Environmental Sciences are open to Open Campus students with one signature, enrollment in courses in the College of Engineering, Management (MGB) 11A /11B and classes numbered 098, 198, or 298 require two signatures (instructors and dean or department chair). Courses not available for Open Campus enrollment include: courses in the School of Medicine, Veterinary Medicine School of Law, and Graduate School of Management. Also not available through Open Campus are individual study classes numbered 099, 199, and 299 in any of the colleges, Health Informatics (MDI) classes, Mathematics B, C, D, and Music 130 and 131. Open Campus students requesting enrollment in Chemistry 2A or 2AH or Mathematics 012, 016A and 021A must satisfy qualifying or placement requirements. It is the student's responsibility to make arrangements to complete these requirements, usually by a test administered at the Learning Skills Center. There may be other college, division, or department restrictions on Open Campus enrollments, including timing of acceptance signature, so please check with your department if you have questions about a specific course.

It is the instructor's responsibility to first admit all regularly enrolled UC Davis students before signing the Open Campus enrollment card. The instructor's signature certifies that no regularly enrolled student has been denied admission to the course. The Office of the University Registrar does not establish criteria for which Open Campus students you should admit if you do not have space for all interested Open Campus students. You may wish to check with your department to see if it has an established policy in this regard.

Open Campus students should participate in class as if they are regular students, with the goal that these students have full access to class-related services. UC Davis Extension provides the Open Campus students with access to a UC Davis computing account, an e-mail address, the SmartSite or MyUCDavis class portal, and a library card. Open Campus students will appear as "guests" in the online UC Davis Grade Book, but final grades must be submitted on paper to UC Davis Extension. At this time, Open Campus students are not automatically included in class e-mail lists, or other Banner generated lists or rosters. Units and grade points earned in Open Campus courses may be counted toward admission or readmission to undergraduate or graduate programs at UC Davis.

For more information on the Open Campus (Concurrent) program, see the UC Davis Extension website at <http://extension.ucdavis.edu> or call (530) 757-8877. Direct Open Campus (concurrent) student enrollment and grade questions

to the Open Campus program at UC Davis Extension at opencampus@ucdavis.edu.

Auditing Classes

The right to attend University classes is limited to registered students who are properly enrolled in the class through regular or open enrollment. At the instructor's discretion, individuals who are not registered students can be allowed to audit classes. Instructors who allow people to audit classes should clearly define the extent to which they want the auditors to participate in the class.

Students With Disabilities

In accordance with law and University policy, students with documented disabilities who have registered with the Student Disability Center (SDC), <http://sdc.ucdavis.edu/>, may be entitled to reasonable academic accommodations. After a SDC Disability Specialist reviews the student's medical documentation and determines whether the student is eligible for services, the student submits written requests for accommodations for each class every quarter. The Specialist determines what accommodation(s) are necessary to provide the student with equal access to UC Davis educational programs, and e-mails a Letter of Accommodation to the student with an electronic copy to the instructor. A documented disability-based need may include a temporary disability that will last for a substantial portion of the quarter. Accommodations may include registration priority, extended time or separate rooms for exams, etc. Note that an adjustment that fundamentally alters the nature of the academic demands made of the student (e.g., fundamentally decreases the standards and type of academic performance) is not a reasonable accommodation.

Providing reasonable accommodations is a shared responsibility. The student must request accommodations as soon as possible, and within a period of time that allows the University a reasonable opportunity to evaluate the request and offer necessary adjustments. The instructor has responsibility for providing test and other in-class accommodations specified in the Letter of Accommodation.

The instructor should consult with the student and the SDC if there are any questions or concerns about the accommodations. If, after discussion of these questions or concerns, the instructor, the student, and the SDC cannot arrive at a mutually agreeable accommodation through the interactive process, the instructor may appeal to the Vice-Chancellor of for Student Affairs. A student who feels that he/she has not received reasonable accommodations for his/her disability may file an appeal with the SDC and/or a discrimination or arbitrary treatment complaint with the Office of Student Judicial Affairs under *Policy and Procedure Manual*, section 280-05; see <http://manuals.ucdavis.edu/PPM/280/280-05.pdf>.

Registration

Banner

Banner is the UC Davis Student Information System computerized database containing information required to support the educational mission of the University. This

information is organized into several modules, including admissions, registration, billing/accounts receivable, financial aid, and graduate student data. Most of the student information in Banner is confidential and is protected by Federal and State laws and University of California policies. Access to Banner, and the information therein, is strictly controlled.

Class E-Mail Lists

Information and Educational Technology (IET) assists instructors in reaching students in their classes by creating class e-mail lists upon request. Once a list is created, all currently enrolled students are automatically subscribed to it. See <http://email.ucdavis.edu/eml/index.php> for more information on setting up your mailing list. Alternatively, e-mail lists are created automatically for courses for which SmartSite pages are created; see <http://smartsite.ucdavis.edu>.

Class Scheduling & Classrooms

The process of scheduling classes begins six to eight months before the beginning of the quarter concerned.

Class Scheduling Guidelines

In requesting general assignment classrooms, all departments are required to schedule at least 25 percent of their undergraduate courses in non-prime time hours —before 9:00 a.m. and after 4:00 p.m.

To ensure equal utilization of classroom space on all days of the week, the concept of standard times for three and four unit courses should be redefined as noted below. Three and four unit classes in patterns other than these times are given a lower priority in room assignments.

Three unit classes:	Four unit classes:
MWF 1 hour	MTWTh and MTWF 1 hour
T/Th 1.5 hours	T/Th 2 hours
	M/W 2 hours (50 percent of classes)
	W/F 2 hours (25 percent of classes)
	M/F 2 hours (25 percent of classes)

Tuesday/Thursday classes meeting three hours per week should begin at 7:30 a.m.

source, Report of the Task Force on the Utilization of Academic Resources (Recommendations), 1988; complete text available from Office of the University Registrar, Senior Editor

Departments must coordinate class times to ensure that 25% of their total class hours are scheduled outside of prime time. In addition, 30% of total class hours with enrollment projected at 150 or more must be scheduled outside of prime time. Prime time is defined as the period between 9:00 a.m.—4:00 p.m. Monday—Thursday, and between 9:00 a.m.—12:00 noon on Friday.

The primary portion of a course (generally lecture) is scheduled before the secondary part of a course (generally discussion or laboratory) is assigned space. Schedule 25, a computerized room assignment program, takes into account courses instructional needs and location preferences as it randomly assigns space for the majority of courses. Schedule

2.5 optimally matches projected class enrollment with classroom capacity.

Summer Sessions Scheduling

The standard time pattern for classroom utilization during summer sessions is modified to accommodate the shortened sessions, while conforming to approved contact hours. The summer standard time patterns are provided with the call for summer sessions scheduling updates.

Course Restrictions

All course enrollment restrictions require dean's approval. Normally, restrictions should be noted in the "Restrictions on Enrollment" field of the course approval form. Restrictions not noted on the course approval form are limited to Pass 1 Registration only. Restrictions are found in the *Schedule of Classes* section of the *Registration Guide* at <http://registrar.ucdavis.edu/csrg/schedule.cfm>.

Changes After Publication

The finalized *Schedule of Classes* is published with the quarterly *Registration Guide*, at <http://registrar.ucdavis.edu/csrg/schedule.cfm>, available the week before registration starts. If the *Registration Guide* has already been published, requests for changes to undergraduate courses first need the approval of the college dean, who forwards them to the Course Schedule Coordinator in the Office of the University Registrar. It is the responsibility of the department to inform students of approved scheduling changes. The Office of the University Registrar, will post door notices for changes that occur in the first two weeks of the quarter for classes held in general assignment rooms only. The department is responsible for notifying students of changes after the second week and for all classes held in other classrooms.

After the *Registration Guide* is published, changes to the *Schedule of Classes* are found using the Class Search Tool at <https://registrar4.ucdavis.edu/courses/search/index.cfm>.

Classroom Information

The General Assignment Classroom Guide, available at <http://registrar.ucdavis.edu/schedule>, provides information including room size and capacity, multimedia equipment, IP addresses, disability access, and photographs for each general assignment classroom.

Every department has a staff member who is responsible for working with the Office of the University Registrar to schedule classes. You must inform your department scheduler of any special requests in advance so he/she can make requests during schedule development. If possible, the Office of the University Registrar will accommodate requests for specific classrooms or equipment. The Office of the University Registrar will contact your department representative if a conflict arises in the scheduling of a course or a special request cannot be accommodated. Your department representative works with the Scheduling Analyst to resolve any scheduling problems.

Classroom Maintenance

Please be courteous to your colleagues. Leave classrooms in good order, on time, at the end of the period. Classes that start before noon end 10 minutes before the hour. Classes that start

at noon or later start 10 minutes past the hour. This 10 minute period is to accommodate the transition of classes in the classroom. If there is a problem with classroom maintenance, supplies, or with media equipment, call (530) 752-3333 or e-mail classrooms@ucdavis.edu. A full range of audio-visual equipment is available for classroom use and the courteous staff will help you decide what equipment best suits your needs; contact the Academic Technology Services Helpdesk at (530) 752-3553.

Courses

Academic Credit, Units, and Workload

The quantitative measure of academic work in the Division shall be the "Unit of Credit." One unit of credit shall be assigned to the student for each three hours of academic work per week. The standard distribution of work for a unit of credit shall be one hour of lecture or discussion presided over by an instructor in class and two hours of preparation outside class. In laboratory courses two or three hours of work in the laboratory shall be assigned for each unit of credit. Exceptions to these standards must be authorized by the Davis Division Committee on Courses of Instruction.

source, Regulations of the Davis Division of the Academic Senate, 526, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#526

The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of the student, or the equivalent.

source, Regulations of the Academic Senate, 760;

<http://www.universityofcalifornia.edu/senate/manual/rpart3.html#r760>

Undergraduate Course Outline Requirement

By the end of the first week of instruction, the instructor will provide students with a course outline containing information regarding the anticipated: topical content of the course, amount and kind of work expected, and examination and grading procedures.

By the end of the first week of instruction, the office hours of the instructor will be made available to the students.

En. 3/13/95 and effective 9/1/95; rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#537

Variable-Unit Courses

Each variable-unit course must be actively supervised by an officer of instruction who holds a lecturer or professorial title.

Am. 1/24/72; source, Regulations of the Davis Division of the Academic Senate, 531, June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#531

Registration in variable-unit courses for undergraduate students must be approved by the chairperson (or his or her equivalent) of the department concerned. The approval must be based on a written proposal submitted to the chairperson by the instructor in charge.

Am. 1/24/72; source, Regulations of the Davis Division of the Academic Senate, 531, June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#531

Special Study Courses

Special Study courses are research-oriented, variable unit courses of study designed for one student under the supervision of one faculty member. No student shall receive academic credit for a special study course numbered 194H or 199 unless he/she previously has completed at least 84 units of credit toward the degree.

source, Regulations of the Davis Division of the Academic Senate 535, (A), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.htm#535-

With the approval of the Department Chair an instructor may provide a special study course to an interested student. The content of the course shall not duplicate the content of an existing course, and the amount of work proposed shall at least equal that required for a regularly offered course of corresponding academic unit value. Grading in undergraduate special study courses shall be on a "Passed/Not Passed" basis unless the instructor has approval for letter grading from the Committee on Courses of Instruction of either the college or school and the Division.

source, Regulations of the Davis Division of the Academic Senate, 535 (B), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.htm#535-

Special study courses for undergraduates shall be numbered 99, 199, or 194H.

En. 1/24/72; source, Regulations of the Davis Division of the Academic Senate, 535 (D), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.htm#535-

Upper-Division Internship Requirement

No student shall receive University credit for an internship numbered 192 unless he/she has completed a minimum of 84 units.

source, Regulations of the Davis Division of the Academic Senate, 532 (B4), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#532-

A maximum of 15 units of internship courses, whether taken in this Division or elsewhere, may be counted toward the 180 units required for graduation.

Am. 6/5/01; source, Regulations of the Davis Division of the Academic Senate, 532 (A), June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#532-

Course Approval

Course approval is obtained through the ICMS Curriculum system. For more information on training and access, see <http://icms.ucdavis.edu/>.

Initiating, changing and canceling courses of instruction shall require the approval of the Faculty of the College/School initiating the action and the Committee on Courses of Instruction. Graduate courses shall, in addition, require the approval of the Graduate Council.

source, Regulations of the Davis Division of the Academic Senate, 521, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#529-

The ICMS Curriculum system is your means to change a course number, title, unit value, mode of grading, prerequisites or description in the *General Catalog*. Time lines for this process appear on the Academic Senate Office website.

The ICMS Curriculum system is available at <http://icms.ucdavis.edu/>. You must have an account to access the form. Check with your department chairperson or staff regarding departmental access policies.

To initiate, cancel or change a course, you need to complete a course approval form using the ICMS Curriculum system.

There are only three changes that can be made without a course approval form (although your school or college may subject even these changes to approval):

- Quarter offered
- Instructor
- Year offered (each year or alternate years)

These three changes can be made for the *General Catalog* by marking the changes on the catalog galleys or by using the ICMS Course Update Queue at https://sis.ucdavis.edu/secure/ICMS/update_queue.cfm?

Scheduling changes need to be communicated to the Scheduling Unit in the Office of the University Registrar.

The course approval form is completed online and submitted electronically through the approval process. The system notifies the next level in the routing structure, via e-mail, when a course has been submitted.

It is important to review your course information carefully and to correct any typos or mistakes prior to submitting. Errors, including typos, on the course form can significantly delay the approval of a course. To minimize the amount of time it takes for a course to be approved, make sure you are familiar with the Committee on Courses of Instruction (COCI) policies and procedures, at http://academicsenate.ucdavis.edu/committee_cci.cfm. These policies include information on how to complete course approval forms, general education requirements, requirements for Web-based courses, and deadlines for forms to reach the committee.

Course approval forms must arrive at the Academic Senate at a specified date to ensure that the update will be approved in time for publication in the *General Catalog* for the coming year; usually in early-December of the year previous to publication. You must allow time for the form to work its way through the departmental committee and the college committee(s) so that it is received by the Academic Senate Committee on Courses of Instruction by the deadline. The committee sometimes convenes only once a month, so allow plenty of time for a course approval form to complete the approval process. You can continually track the progress of your course's through the ICMS Curriculum system.

Approved forms are sent to the Senior Editor in the Office of the University Registrar where the information is entered into the *General Catalog* and into the Banner Student Information System. Departments are automatically notified, via e-mail, when a course is approved. All approved course forms are available through the ICMS Curriculum system. All courses must be approved prior to publication.

For more information on course approvals, see <http://icms.ucdavis.edu/>.

Cross-Listing

Cross-listing courses is allowed only under very specific and limited circumstances. For courses to qualify for cross-listing, the departments wishing to cross-list must demonstrate that each will be responsible for supplying resources to the course, be taught collaboratively by each department, or be taught by an instructor with a joint appointment in the departments. These are the only valid circumstances to cross-list a course and the course will not be approved for cross-listing unless the specific circumstance is clearly explained on the course approval form. Cross-listing is an administrative way for two departments to share responsibility for a single course. The desire to cross-reference a course in the *General Catalog* is not a valid reason for cross-listing and will not be approved.

When seeking approval for cross-listed courses, each unit must complete a course approval form and submit for approval. The forms must be identical (with the exception of the three-letter subject code) and *must be submitted into the ICMS Curriculum course approval system at the same time*. The course will not be approved unless both forms are submitted and are identical. If you are cancelling a cross-listed course, either both courses must be cancelled, or the cross-listed course must be submitted to remove the cross-listing.

It is important to understand that a cross-listed course is a single course offered collaboratively through two units. When a cross-listed course is offered, it must be scheduled through both units and will be published under both listings in the *Schedule of Classes*. It is the responsibility of both departments to coordinate the scheduling and maintenance of a cross-listed course.

Examinations

Requirement for Final Examinations

- A. Final examinations are required in all undergraduate courses, except as provided elsewhere in this Regulation. Whenever practicable each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration.
- B. Examinations are normally not required in laboratory courses or their equivalent, as individually determined by the appropriate Committee on Courses. At its option, the department concerned may require a final examination in any laboratory course, subject to prior announcement in the schedule of classes for the term in question.
- C. With the approval of the appropriate Committee on Courses and upon recommendation of the department concerned, the final examination may be omitted in any undergraduate course or sets of courses either once or for a longer period.
- D. At the end of the term in which a student is expected to be degree awarded, the student's major department may examine the student in the field of the major, may excuse the student from final examinations in courses offered by the department during that term, and, with the approval of the appropriate Committee on Courses, may assign a credit value to such general examination.

source, *Academic Senate Regulation 772*;
<http://www.universityofcalifornia.edu/senate/manual/rpart3.html>

Except under certain specified circumstances, Senate Regulation (SR) 772 requires that final examinations be given in all undergraduate courses. Final examinations may be given in graduate courses.

Am. 4/26/82; source, *Regulations of the Davis Division of the Academic Senate, 538 (A), rev. 4/2008*;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#538-

Take-Home Final Examinations

At the instructor's option, a final examination in any course may be wholly or in part of the take-home type. In accordance with SR 772 (A) in undergraduate courses, the writing time of a take-home final examination and an in-class final examination together may not exceed three hours.

Am. 5/4/04; source, *Regulations of the Davis Division of the Academic Senate, 538 (B), rev. June 8, 2012*;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#538-

Scheduling of Final Examinations

In each course for which a final examination is required, each student shall have the right to take a final examination (or, when the instructor has so opted, to submit a take-home examination) at the time and on the date published in the Class Schedule. For on-line courses, the University Registrar will offer to the instructor of each on-line class the option to have the final in the last time slot on the last day of finals or at a time on dead day to be negotiated between the University Registrar and the instructor. Students shall be notified of the time and place of the final on or before the first day of instruction.

Am. 5/4/04; source, *Regulations of the Davis Division of the Academic Senate, 538 (C), rev. June 8, 2012*;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#538-

Midterm Examinations

In each course (other than in an on-line course) for which a midterm examination is required, each student shall have the right to take a midterm examination (or, when the instructor has so opted, to submit a take-home examination) during one of the scheduled meetings of the class published in the Class Schedule.

Am. 5/4/04; source, *Regulations of the Davis Division of the Academic Senate, 538 (D), rev. June 8, 2012*;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#538-

Changing a Final Examination Date

Holding a final or midterm examination (or setting a deadline for submission of a take-home examination) at a time not specified in (C) or (D) requires the mutual consent of the instructor and all students involved in the change; see

Midterm Examinations ~~<XRefBlue>Midterm Examinations~~, above. Any student who does not consent in writing to the different time must be permitted to take an examination (and/or submit a take-home examination) at the officially scheduled time. A student who consents in writing to the change of examination time waives the right cited in (C) or (D).

Field Code Changed

Am. 5/4/04; source, *Regulations of the Davis Division of the Academic Senate*, 538 (E), rev. June 8, 2012; http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#538-

Any departures from the published examination schedule should be carried out so as not to disadvantage students who are unable to accept the alternative examination schedule. An in-class final examination may not be rescheduled for a date earlier than the first day of finals week. The due date for a take-home final examination may not be rescheduled for a date earlier than the first day of finals week.

Am. 5/4/04; source, *Regulations of the Davis Division of the Academic Senate*, 538 (F), rev. June 8, 2012; http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#538-

Students wishing to adjust their final exam schedule because of multiple exams on the same day may discuss their problem with the instructors of the courses. Students are responsible for ensuring that they have not enrolled in courses with conflicting final examination times. There is no regulation mandating a change.

Release of Examination Materials

An instructor may release to individual students their original final examinations (or copies thereof) at any time. Otherwise the instructor shall retain final examination materials, or a copy thereof, until the end of the next regular term, during which period students shall have access to their examinations.

En. 5/25/77; *Renum.* 6/8/87; source, *Regulations of the Davis Division of the Academic Senate*, 538 (I), rev. June 8, 2012; http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#538-

Credit By Examination

Academic credit by examination is available to students registered at the Davis campus under the following rules.

- A. The privilege of taking an examination for credit usually will be granted only to students (undergraduate and graduate) who are in good standing and are registered in the current quarter (*Academic Senate Reg. 540 and 542*) Application shall be made on a petition form available from the Registrar. *Am.* 6/8/2012
- B. Credit by examination may be applied for in any course listed in the current *General Catalog*. The application must be approved by the instructor who will administer the examination and by the dean of the student's college or school in the case of an undergraduate student or the Dean of Graduate Studies in the case of a graduate student. The instructor will specify the examination date.
- C. The application, if approved by the appropriate dean, is forwarded to the Registrar, who issues to the student a permit for the examination and sends notice of the action to the instructor or examiner by whom the examination is to be conducted. The examination may not be taken until the permit has been issued. *Am.* 6/9/81
- D. Credit by examination is not available (a) if such credit would duplicate credit presented by the student for admission to the University; (b) in elementary courses in a foreign language which is the native tongue of the applicant; or (c) in subjects for which the University has no competent examiner.
- E. Credit earned by examination may not be applied toward

satisfaction of the General Education requirement.
En. 10/28/86

- F. The final result of a student's work in an examination for credit shall be reported to the Registrar in terms of the following grades: A, B, C, D, F, P, NP, S, U. The I grade (incomplete) is not acceptable. Optional P/NP or S/U grading is subject to approval by the appropriate dean. If a student does not take the examination on the specified date and has not made prior arrangements with the instructor to change the date, the instructor shall write "Enrolled—No Work Submitted" on the grade report.

Renum. 10/28/86; source, Regulations of the Davis Division of the Academic Senate, 528, rev. June 8, 2012;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.htm#528-

Grading Policies

Academic Dishonesty/Faculty Responsibility

Examinations in any course on the Davis campus may be monitored only when deemed necessary by the instructor.

A grade of 0 or F may be given for any examination or assignment submitted by a student to satisfy course requirements if cheating, plagiarism, or any form of academic dishonesty is admitted to have occurred, or is determined by proper adjudication to have occurred, in performance of the work. If the student admits or is determined after adjudication to have committed a violation of the Code of Academic Conduct which does not involve dishonesty, the faculty member may assign an appropriate grade penalty for the misconduct.

source, Regulations of the Davis Division of the Academic Senate, 550 (A), rev. June 8, 2012;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#550-

Any contested accusation of cheating, plagiarism, or other violation of the Code of Academic Conduct in an examination or assignment submitted by the student to satisfy course requirements shall be adjudicated by a faculty-student committee appointed by the Chancellor in consultation with the Davis Division Committee on Committees.

source, Regulations of the Davis Division of the Academic Senate, 550 (B), rev. June 8, 2012;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#550-

Whether admitted or not, any case in which the instructor has substantial suspicions of student misconduct should be reported by the instructor to the Office of Student Judicial Affairs.

Am. 3/13/95 and effective 9/1/95; source, Regulations of the Davis Division of the Academic Senate, 550 (B), rev. June 8, 2012;
http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#550-

If a matter referred to the Office of Student Judicial Affairs has not been resolved by the time final grades are due, a grade of "Y" should be submitted for the student(s) in question. When the matter is concluded, Student Judicial Affairs will send the referring faculty member a form for reporting the final grade.

This section of the Code of Academic Conduct is offered as advice on means for maintaining a spirit of integrity and academic honesty as required by *Regulation 550*. The following recommendations are made for the faculty by the Academic Senate:

- Clearly inform students of course and grading requirements, and of standards of scholarship and conduct to be observed on assignments.
- Use examination formats that discourage academic misconduct.
- In cooperation with the administration (campus, college and department), try to minimize problems arising from crowded examination conditions. Alternate seating should be provided during examinations when possible.
- Call attention to the Code of Academic Conduct and take other steps to reinforce a sense of honesty and integrity in students.
- Tell students how to report violations of the Code.
- Monitor examinations. A monitor is an individual (instructor, teaching assistant or designated student) who is present in the room during examinations to answer students' questions and to assist students in their efforts to follow the Code of Academic Conduct. A monitor who observes students violating the Code can tell them to cease, record their names, and report them to the Office of Student Judicial Affairs. Students cannot be prevented from completing an examination simply because it is suspected that they have cheated.
- Use grades to evaluate academic performance, not as punishment for unethical behavior. Under Regulation 550, a grade of 0 or F may be assigned to examinations or assignments on which cheating, plagiarism or any other form of academic dishonesty is admitted or determined to have occurred by proper adjudication. If the student admits or is determined after adjudication to have committed a violation of the Code of Academic Conduct which does not involve dishonesty, the faculty member may assign an appropriate grade penalty for the misconduct.

Definition of Grades and Marks

The work of each student shall be reported in terms of the following grades: *A* (excellent), *B* (good), *C* (fair), *D* (poor), *F* (failure), *I* (incomplete), and *IP* (in progress). Grades of *A*, *B*, *C*, and *D* may be modified by plus (+) or minus (-) suffixes.

Am. 4/23/78, App. by Assembly 11/28/79; source, Regulations of the Davis Division of the Academic Senate, A540 (A), rev. June 8, 2012; http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A540-

Grade Points

Grade points per unit shall be assigned by the Registrar as follows: *A*-4, *B*-3, *C*-2, *D*-1, *F*, *I*, or *IP*-none. "Minus" grades shall be assigned three-tenths grade point less per unit than unsuffixed grades, and "plus" grades (except *A*+) shall be assigned three-tenths grade point more per unit. The grade of *A*+ shall be assigned 4.0 grade points per unit, the same as for an unsuffixed *A*; but when *A*+ is reported it represents extraordinary achievement.

source, Regulations of the Davis Division of the Academic Senate, A540 (B), rev. June 8, 2012; http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A540-

Incomplete (I) Grade

The grade Incomplete shall be assigned only when the student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for good cause as determined by the instructor. "Good cause" may include illness, serious personal problems, an accident, a

death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The student is entitled to replace this grade by a passing grade and to receive appropriate grade points and unit credit provided he or she satisfactorily completes the work of the course in a way specified by the instructor before the end of the third succeeding term of the student's academic residence as defined in Regulation 610. If a degree is conferred upon the student before the expiration of the time limit for conversion, the time limit for conversion for the graduated student shall be the end of the third regular term succeeding the term in which the Incomplete grade was assigned. If the time limit for conversion expires before a degree is conferred upon the student and the Incomplete grade has not been replaced, the grade shall revert to an F, a Not Passed, or an Unsatisfactory, depending on the grading system in effect in the particular instance. If the time limit expires after a degree has been conferred and the Incomplete grade has not been replaced, the Incomplete grade shall remain on the student's record. If the degree has not been conferred, and the work has not been completed before the end of the term three calendar years after the grade Incomplete has been assigned, and during which the student has not been in academic residence as defined in Regulation 610, the grade Incomplete shall remain on the student's record, unless the course is repeated. This time-limit for the completion of courses assigned the grade Incomplete shall apply to all and only those courses in which the grade Incomplete is assigned on or after September 1, 2010.

(Am. 2/24/2011); source, Regulations of the Davis Division of the Academic Senate, A540 (C), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#A540-

In calculating an undergraduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the 2.000 minimum grade point average required for the receipt of a bachelor's degree, all incomplete units attempted for a letter grade shall be counted and assigned a grade point value of zero. Any undergraduate student who accumulates more than 16 units of Incomplete for which final grades have not been assigned shall be subject to academic probation or disqualification.

(Am. 9/1/2010); source, Regulations of the Davis Division of the Academic Senate, A540 (C), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#A540-

In calculating a graduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the minimum grade point average required for receipt of a degree, all incomplete units attempted for a letter grade shall not be counted and assigned a grade point value of zero. Any graduate student who accumulates more than 8 units of Incomplete for which final grades have not been assigned shall be subject to academic probation.

Am. 1/27/81; source, Regulations of the Davis Division of the Academic Senate, A540 (C), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#A540-

To change an *Incomplete* into a letter grade,

1. The student must complete the necessary work and submit it to the instructor. The instructor must agree that the work is of acceptable quality before the student can

proceed. Students cannot complete an Incomplete grade by re-enrolling in the class. This is an illegal repeat and the student will be dropped from the class.

2. The student must complete an Petition for Incomplete Grade Change from the Office of the University Registrar.
3. The instructor signs the completed petition and forwards it to the dean's office.
4. The dean's office forwards the completed petition to the Office of the University Registrar where the grade is changed.

If the student does not complete the work and file the petition by the end of the third term of enrollment succeeding the term in which the I grade was assigned, the I changes to an *F*, *NP*, or *U*.

Students cannot complete an *Incomplete* grade by re-enrolling in the class. This is an illegal repeat and the student will be dropped from the class.

In-Progress Grading

For a course extending over more than one term, where the evaluation of the student's performance is deferred until the end of the final terms, provisional grades of In Progress (*IP*) shall be assigned in the intervening terms. Subject to the provisions of Academic Senate Regulation 634, grade points and units for courses graded In Progress shall not be counted in calculating a student's grade point average. Provisional grades shall be replaced by final grades if the student completes the full sequence. The student may receive final grades, grade points, and unit credit for completed terms when he or she has not completed the entire sequence if the instructor certifies that the course was not completed for good cause.

source, *Regulations of the Davis Division of the Academic Senate, A540 (D)*, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A540-

There are two types of in-progress grading, *Deferred* and *Multi-term*.

Deferred grading is used for a series of courses where the student should receive the total number of units for each course in the series at the end. When the grade is submitted after completion of the final course, that grade will roll back to the previous courses and the student will receive credit for the total number of units. For example, if a student completes a series of courses, 100A-100B-100C, where 100A and 100B have deferred grading, and each course is worth 4 units, the student will receive 12 units of credit after completing 100C.

Multi-term grading is typically used for a single course that spans multiple terms; the student earns credit only once upon completion of the course. The student must enroll in the course in each term to complete the course. For example, course 101 is taught over three terms and carries three units of credit. A student enrolls in course 101 in fall, winter, and then spring quarters. When the student completes the spring quarter, the instructor assigns a final grade. The student earns a total of three units of credit for the entire course series (all three terms). The grade *IP* remains on the fall and winter course in the students transcript.

If a department uses the multi-term grade mode for a single course, it is the department's responsibility to notify the Office of the University Registrar prior to the term in which they want the grade to be issued.

Passed or Not Passed Grading

A. A regular undergraduate student in good standing may opt to take specific courses on a Passed (*P*) or Not Passed (*NP*) basis up to the limits specified in Davis Division Regulation A545 (*B*).

Am. by mail ballot 5/7/74

B. Not more than one-third of the units taken in residence on the Davis campus and presented for graduation by an undergraduate student may be in courses taken on a *Passed* or *Not Passed* basis, including courses graded in accordance with Davis Division Regulations A545 (*C*) and A545 (*D*). The faculty of any college or school on the Davis campus may establish regulations that are more restrictive regarding use of the *Passed* or *Not Passed* option by its students.

C. With approval of the appropriate department or division and of the appropriate committees on courses of instruction, the grades assigned by instructors in specific undergraduate courses may be, for undergraduate students, *Passed* or *Not Passed* only and, for graduate students, *Satisfactory* or *Unsatisfactory* only.

D. Each special study, directed group study, or other variable-unit undergraduate course shall be graded for undergraduate students on a *Passed* or *Not Passed* only basis and for graduate students on a *Satisfactory* or *Unsatisfactory* only basis unless specific approval for the use of a letter grade is given by the appropriate committees on courses of instruction.

E. For courses being undertaken on a *Passed* or *Not Passed* basis, the grade of *Passed* shall be awarded only for work which otherwise would receive a grade of *C-* or better. Units thus earned shall be counted in satisfaction of degree requirements, but courses undertaken on a *Passed* or *Not Passed* basis shall be disregarded in determining a student's grade point average.

source, Regulations of the Davis Division of the Academic Senate, A545, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#A545-

Satisfactory or Unsatisfactory Grading

A. Under such rules as the Graduate Council and the appropriate department or group may determine, a graduate student in good standing is authorized to undertake, in addition to courses graded on a *Satisfactory* or *Unsatisfactory* only basis, one course each term on an optional *Satisfactory* (*S*) or *Unsatisfactory* (*U*) basis. After a graduate student has been advanced to candidacy for the Ph.D. degree, the student may undertake an unlimited number of courses on a *Satisfactory* or *Unsatisfactory* basis.

B. With the consent of the appropriate department or graduate group and approval of the Graduate Council and of the Davis Division Committee on Courses of Instruction, the grades assigned in specific graduate courses may be, for graduate students, *Satisfactory* or

Unsatisfactory only and, for undergraduate students, *Passed* or *Not Passed* only.

3. Students enrolled in individual research or individual study graduate courses (299 or 299D) shall be graded on a *Satisfactory* or *Unsatisfactory* only basis.
4. In courses being undertaken on a *Satisfactory* or *Unsatisfactory* basis, the grade of *Satisfactory* shall be awarded in graduate courses only for work which otherwise would receive a grade of *B-* or better and shall be awarded in undergraduate courses only for work which otherwise would receive a grade of *C-* or better. Units thus earned shall be counted in satisfaction of degree requirements but disregarded in determining a student's grade point average. No credit shall be allowed for work graded *Unsatisfactory*.

source, *Regulations of the Davis Division of the Academic Senate, A548*, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#A548

Grading Variance

Instructors may request a change in the mode of grading for a course through the Committee on Courses of Instruction. Requests for a grading variance must include the course number, section, and title; the term; the CRN; and an explanation of the request. Requests that are missing any information will not be approved.

Grading variance requests submitted before the first class meeting must include a copy of the syllabus detailing the change of grade mode. Students should be advised that they can reinstate the original grade mode for *P/NP* courses by bringing the class syllabus to the Office of the University Registrar and filing a Grading Variance Exception petition.

Requests submitted after the first day of instruction must include a list of student names and signatures. Every enrolled student must agree, in writing, to the change. Requests must be received by the Committee on Courses of Instruction by the fifteenth day of instruction to be considered for approval. Late or incomplete requests will not be approved.

Online Grading

You must submit your class grades online at the Final Grades website at <http://classes.ucdavis.edu/grading/> within 72 hours after the final exam. For classes over 100 students, this time may be extended by 24 hours.

Complete instructions are available at the Final Grades website. If you need more help options using the online grading tool, see <http://classes.ucdavis.edu/grading/help.html>.

Be sure to check all of your grades before submitting. They are processed immediately following submission. Do not add students to grade reports. If a student attends your class, but does not appear on the grade list, contact your department office for assistance. According to Academic Senate Regulations, credit toward a university degree may be earned only for work or examinations for which a student has registered.

Repetition of Courses

Repetition of courses not authorized by the Davis Division Committee on Courses of Instruction to be taken more than once for credit is subject to the following conditions.

An undergraduate student may repeat only those courses in which he or she received a grade of *D*, *F*, or *Not Passed*, as well as courses in which a grade of *I* has become permanent on the student's record because the work was not completed within three years, as described in (C) above. Departments may restrict repetition of a course if it is a prerequisite to a course already completed with a grade of *C-* or better. Courses in which a grade of *D* or *F* has been earned may not be repeated on a *Passed* or *Not Passed* basis.

Am. 9/1/2010

A graduate student, with the consent of the appropriate graduate adviser and the Dean of Graduate Studies, may repeat any course in which he or she received a grade of *C*, *D*, *F* or *Unsatisfactory*, as well as courses in which a grade of *I* has become permanent on the student's record because the work was not completed within three years, as described in (C) above, up to a maximum of nine units for all courses repeated. Courses in which a grade of *C*, *D*, or *F* has been earned may not be repeated on a *Satisfactory* or *Unsatisfactory* basis.

Am. 9/1/2010

Repetition of a course more than once requires approval by the appropriate dean in all instances.

Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

Am. by mail ballot 5/7/74

In computing the grade point average of an undergraduate who repeats courses in which he or she received a grade of *D* or *F*, only the most recently earned grade for each course and corresponding grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

In computing the grade point average of a graduate student who repeats courses in which he or she received a grade of *C*, *D*, or *F*, only the most recently earned grade for each course and corresponding grade points shall be used.

source, Regulations of the Davis Division of the Academic Senate, A540 (F), rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A540-

Graduate Student Taking Undergraduate Course

Undergraduate and graduate students enrolled in the same undergraduate course shall be graded using identical performance standards. These grading standards must reflect the expectations for performance of undergraduate students.

App. 6/5/84; Am. 3/6/85; source, Regulations of the Davis Division of the Academic Senate, A541, rev. June 8, 2012;
http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A541-

Enrolled—No Work Submitted (ENWS)

ENWS grade has been discontinued effective Fall 2012.

No Grade (NG)

The Registrar shall enter the notation NG on the end-of-term course report and on the student's record for a student whose instructor has not yet submitted an appropriate grade (letter grade, P, NP, S, U, I, or IP) nor designated the student as E-NWS. The instructor must indicate in the memorandum column on the course report the reason for not submitting a grade.

1. The notation NG shall be replaced by the appropriate grade upon written submission of that grade by the instructor.
2. The NG and relevant course notation both shall be deleted from the student's transcript if it is established that an administrative error resulted in improper assignment of the NG to the student.
3. The Registrar shall change the NG notation to an F grade if the NG has not been removed under the provisions of 1 or 2, unless the instructor in charge indicates otherwise to the Registrar. To ensure that the student is aware that an NG must be removed, the Registrar shall provide the following written notification to all affected students: NG must be removed within one term or the NG will be changed to a grade of F. If this course appeared on your midterm course check list, see your instructor immediately; if it did not appear, see the Registrar.

source, *Regulations of the Davis Division of the Academic Senate, A540 (H)*, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A540-

The instructor must submit a valid grade within one term following the NG entry.

Correction of Grades

Academic Senate Regulations (system-wide and individual campus) provide that grades are final when filed with the Registrar. A grade can be changed only if a "clerical" or "procedural" error can be documented.

All grades except *Incomplete*, *In Progress*, or Y are final when filed by the instructor in the end-of-term course report. The correction of clerical and procedural errors shall be governed by guidelines established by the Davis Division and shall be under the supervision of the Davis Division Grade Changes Committee. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of *Incomplete* or *In Progress* grades, the completion of additional work. No term grade except *Incomplete* may be revised by re-examination.

source, *Regulations of the Davis Division of the Academic Senate, A540 (E)*, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#A540-

The student or an appropriate faculty member must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval or denial shall be governed by working guidelines that are consistent with the provisions of Davis Division Regulation A540.

source, *Regulations of the Davis Division of the Academic Senate, 542*, rev. June 8, 2012;

http://academicsenate.ucdavis.edu/cej/manual/dd_regs.cfm#542-

Grade Change Guidelines

The Grade Change Committee (GCC) is composed of the University Registrar, four faculty members, a representative from the Academic Federation, and a student representative. Together they take under consideration petitions for retroactive withdrawals, drops, adds, and other changes of grades.

The committee meets approximately once a month and notifications are sent to students regarding the decisions.

If a “clerical” or “procedural” error in the reporting of a grade by the instructor can be documented, the student may request a change of grade. To request a grade change, a student must do the following:

1. Speak directly with the instructor.
2. Have the instructor complete the grade change petition (available in the department office) and get the department chair’s signature before returning it to the Office of the University Registrar. (The completed petition must be sent to the Office of the University Registrar via campus mail. The student may not deliver it.) If the instructor refuses to fill out the petition, the student should speak to the department chair. If the chair will not intervene, then the student should call the Grade Change Deputy in the Office of the University Registrar.
3. The petition is reviewed by the Grade Change Deputy. If the Deputy cannot approve the change, it is forwarded to the Grade Change Committee.

Following are select guidelines prepared by the Davis Division Grade Change Committee.

Authority

The GCC is charged in DD By-Law 79 with administering grade changes, in accordance with the DD regulations on grades, in particular DD regulations A540 through 550. The GCC also has the authority to approve or deny retroactive drop and withdrawal petitions (those submitted after final exams) by DD regulation 549. The above rules are in the Manual of the Academic Senate (available in the Academic Senate Office, in the library, and in some professors’ and departmental offices). No grade except *I* or *Y* can be changed or removed from the transcript without the approval of the GCC. To change an *I* to the appropriate grade, the student obtains a “Petition for Incomplete Grade Change” from the Office of the University Registrar. The student should present the petition to his or her instructor who, after entering the grade, will mail the petition to the dean’s office of the student’s college, division, or school for approval. Section A540 (C) of the DD regulations allows a maximum of three quarters to convert an *I* to a regular letter grade. After three quarters, an *F* grade replaces the *I* grade. An instructor can change a *Y* grade to a letter grade by submitting a form after the Student Judicial Affairs referral is resolved.

General guidelines include the following:

(1) Petitions for retroactive changes for courses taken in a certain quarter should be filed with the Office of the University Registrar within five weeks after the beginning of the following quarter. Petitions submitted after this time must include valid reasons for the delay. (2) No course or grade will be removed

from the transcript after the course has been repeated. (3) Once a student has graduated, the individual record is closed and no changes can be made to the record. (4) Petitions based on medical problems will not be approved unless accompanying medical documentation is provided to indicate that the medical problem was likely to have significantly affected the student's academic performance during the last few weeks of the quarter or during the final exam period. (5) Petitions for retroactive drops for academic reasons or due to simple failure to file a drop card prior to the drop deadline will not be approved. (6) The *I* notation will not normally be dropped. It is awarded only if a student's work is passing but incomplete for good reason. It is a contract by which, because of extraordinary circumstances, the instructor allows a student extra time to complete work. In accepting the *I*, the student obligates himself or herself to complete the work. (7) The *NG* notation must be removed from a student's academic record within one quarter or the *NG* will automatically change to an *F*.

Grade Changes Solicited/Supported by Instructor

Request for Grade Change petitions can be obtained from department advising staff. The petition must be completed and signed by the instructor, and the department chairperson. The instructor must provide a description of the circumstances resulting in the incorrect grade to indicate the nature of the error; for instance, an error in entering grade or incorrect addition of points. Grade changes determined to be for "clerical" reasons are automatically granted.

The only other justification for grade change is procedural error, and the committee requires a full account before deciding if a case qualifies. Each case is judged on its merits. In general, a procedural error would be a mistake by someone other than the student, in the conduct of a class or the grading procedures, and that results in an incorrect evaluation of a student. For example, if an instructor arranged with a student to allow credit for certain nonstandard work, later forgot the arrangement and graded the student as if no agreement had been made, the GCC might determine that a procedural error had been committed. The grade would be changed upon petition by the instructor.

Academic Senate regulations prohibit a change of grade based on reevaluation of a student's work or upon the submission of additional work (*I* excepted). However, the distinction between reevaluation and correction of a procedural or clerical error is not always clear. For instance, an exam item marked wrong but later found to be clearly correct would constitute a procedural error. In some cases, the GCC may insist that for equity, the entire class be reevaluated. It is thus appropriate to remind faculty that under DD regulations 538 (H), they are required to retain all final examination materials not returned to students until the end of the next regular term, during which period, students shall have access to their examinations. Errors are often detected by students looking over their examinations.

Requests to interchange *P*, *NP*, *S*, or *U* and normal letter grades, based upon student need (e.g., *NP* to *D* to allow graduation, *P* to *B* for entrance to professional school, etc.) do not involve clerical or procedural errors; these petitions are

denied automatically. Thus, students should exercise their *P/NP* or *S/U* option with extreme caution.

Grade Changes Opposed by the Instructor

If the GCC finds that a clerical or procedural error has resulted in a student receiving an incorrect grade, it may authorize a change even if the faculty member who awarded the grade is opposed, if an appropriate grade can be determined. Generally, the GCC will require the student to have discussed the matter with the faculty member and the department chairperson. The latter has no authority to change a grade, but may assist in finding an informal solution that prevents adversarial procedures. If this fails, the student should discuss the situation with the GCC deputy in the Office of the University Registrar. The student will normally be expected to bear the burden of proof.

General Principles

Faculty have authority to evaluate student academic work and assign grades as part of their professional responsibilities. The GCC recognizes that some grade changes are necessary and is guided by the principle of fairness to the individual student, the student body in general, and the faculty. Unfortunately a number of grade changes are needlessly and futilely sought. Faculty are reminded of their responsibility to be knowledgeable of the regulations regarding grades, and to inform students of what is expected of them. Students are reminded of their responsibility to be aware of the procedures and regulations contained in the *General Catalog* and the *Registration Guide*, to verify their schedules via SISWeb, and to familiarize themselves with the expectations of their instructors. For further information, contact the GCC deputy in the Office of the University Registrar.

To guard student privacy, grade reports submitted by mail must be sealed and stamped with the department stamp across the sealed flap. Instructors mailing in their grade reports must sign their names across the sealed flaps. If the reports are hand delivered, they must be sealed and either stamped or signed as described above, and carried to the Office of the University Registrar by regular department staff or TAs only. Whoever brings the report is required to show a staff identification card.

Instructors may not post grade reports. Student records cannot be revealed to anyone other than the student without the student's written consent. This policy is based on the federal Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, and the California Information Practices Act.

Appeals

Bona fide appeals of final decisions from the GCC may be referred to the Student Petitions Subcommittee of the Executive Council of the Academic Senate. However, appeals are limited to confirming that the GCC did not act in an arbitrary or capricious manner in making its determination and that the decision was based on substantial evidence. The Student Petitions Subcommittee will not substitute its judgment on the substantive merits of the case for the judgment of the GCC.

Confidentiality Policies

Disclosures from Student Records

Under the Family Educational Rights and Privacy Act of 1974 and University and campus policies, students have the right to review their records, and to request corrections of records that are inaccurate. Most disclosures from student records to outside parties require prior consent from the student. Students have the following rights:

The right to review their own student records within 45 days after the student submits a written request for access to the Office of the University Registrar or other department having possession of the records to be reviewed. That office will make arrangements for access and notify the student when and where the records may be reviewed. If the records requested are in a different office, the request will be redirected and the student notified. The campus maintains several types of student records in various locations. Questions about how to obtain records should be referred to Student Judicial Affairs at (530) 752-1128.

The right to request amendment of their own student records if they believe the records are inaccurate or misleading. Students should submit a written request to the office that maintains the records specifying the portion of the record the student wants changed and why it is believed to be inaccurate or misleading. That office has 45 days to determine whether the record should be changed and notify the student of the decision, including giving notice of the right to a hearing and hearing procedures. This right to request amendment of records under privacy policies does not include grades, transcripts, and other academic evaluations.

The right to restrict the disclosure of personally identifiable information contained in student records, except when law and policy permit disclosure without consent. The following are examples of when student consent is not required:

Student consent is not required for disclosure of “directory” or “public” information, which may be published in a student directory, including the student’s name; local and/or permanent addresses, e-mail addresses, and telephone numbers; dates of attendance; major; grade level; enrollment status (undergraduate or graduate, full or part time, number of enrolled course units); degrees and honors received; most recent previous educational institution attended; participation in officially recognized activities, including Intercollegiate Athletics (ICA), and the name, weight, and height of participants on ICA teams.

Students may request that their address and telephone not be disclosed as “directory information” by submitting to the Office of the University Registrar a printed and signed copy of the Directory Confidential Update Form at http://registrar.ucdavis.edu/html/office_of_the_registrar_forms.html.

To prevent disclosure of their e-mail address, students must follow instructions at <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi> and select the Change your directory information option; see also,

Student Declaration of Confidential Information Student Declaration of Confidential Information, below

Field Code Changed

Students may designate all information about themselves as confidential and withhold it from public disclosure by filing a Request to Restrict All Information form and presenting a legal photo ID (e.g., driver's license or passport) with the Office of the University Registrar. If all information is designated confidential, UC Davis cannot verify student status or degrees, make public any Honors, or include the student's name and degree in the commencement program without the student's specific written consent.

Students may reverse a decision to withhold public information by filing a form with the Office of the University Registrar.

Student consent is not required for disclosure to campus officials having a legitimate educational interest in the records (for example, faculty, staff, student employees, or those under contract with the University). Legitimate educational interest means the information is relevant and necessary to a task or determination that is (a) an employment responsibility or an assigned subject matter for the inquirer and/or is related to (b) the inquirer's participation in the student's education; (c) the discipline of a student; or (d) providing a service or benefit related to a student or to a student's family (such as health care, counseling, job placement, or financial aid).

Student consent is not required for disclosure to another educational institution (a) in which the student seeks or intends to enroll if the institution has requested the records or (b) if the student is enrolled in or receives services from that institution.

Parental/guardian information is confidential. It is used by UC Davis only for notification of events, ceremonies, awards, and development or in case of an emergency involving the student.

For more information, see University of California Policies Applying to Disclosure of Information from Student records at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html> and UC Davis Policy and Procedure Manual Section 320-21 at <http://manuals.ucdavis.edu/ppm/320/320-21.htm>.

Questions about these rights and requirements should be referred to Student Judicial Affairs, (530) 752-1128. Students can file complaints regarding alleged violations of privacy rights with the Office of Student Judicial Affairs.

Students may also contact the U.S. Department of Education about alleged violations of these requirements, addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

or see Section 99.63 at <http://www.ed.gov/policy/gen/reg/ferpa>.

Student Declaration of Confidential Information

Students may request in writing, by the tenth day of instruction, that their addresses—including residence and e-mail addresses and telephone listings—be held confidential. They may also request that all personally identifiable information from their records be kept confidential, which means that disclosures would require the student's specific consent. Students desiring to withhold their addresses and

telephone listings may so indicate on the Student Address Form included with registration materials.

Students who wish to keep their e-mail addresses confidential should go to <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>, and then select "Change your directory information." If a student does not submit a form to withhold address and telephone number, the information may be released and included in a campus Student Directory. The decision to withhold address and phone number or all information can be reversed by filing a form with the Office of the University Registrar.

Students who designate all information confidential must file a form in the Office of the University Registrar and should understand that the campus cannot make public any honors received by the student (e.g., Regents' Scholarship or Phi Beta Kappa) and cannot include the student's name and degree in the commencement program without the student's specific written consent. Similarly, the student's status as a student or graduate, as well as any degrees earned, cannot be verified for potential employers without the student's written consent.

Social Security Numbers and the Federal Privacy Act of 1974. A student's Social Security number is used to verify personal identity in the UCD Student Records System. In accordance with the Federal Privacy Act of 1974, students are hereby notified that disclosure of their social security number is mandatory. This record-keeping system was established prior to January 1, 1975 pursuant to the authority of The Regents of the University of California under Art. IX, Sec. 9, of the California Constitution. In compliance with state law, Social Security numbers are confidential and are not used as student identifier. For more information on the Family Educational Rights and Privacy Act of 1974, see <http://www.ed.gov/policy/gen/reg/ferpa>.

Employee Access to Student Records

Access to the Student Information System (SIS) is restricted to University officials who have a legitimate educational interest and require access to the information contained within the SIS to perform their assigned duties. Viewing, updating or releasing information contained in the SIS for any purpose other than officially authorized University business constitutes a violation of University policies, and state and local laws.

Additional Information

General Catalog

The *General Catalog* is published biennially in mid-June. Each department has the opportunity to review and update its text, typically in January preceding the publishing date. Changes to course information must be done through Course Approval forms and approved by the Academic Senate Committee on Courses of Instruction before they can be published. Changes to majors must be approved by the college. Requested changes that have not been approved will not be printed.

Deadlines for submission of changes are included in a memo sent to the department chairperson or MSO. Changes returned after the deadline will not be included in the *General Catalog*.

Catalogs are supplied in very limited numbers only to advisers in each department. The catalog is available at

<http://registrar.ucdavis.edu/UCDWebCatalog/> for all other faculty and staff, and includes printable Adobe PDF files. Departments can purchase additional copies of the *General Catalog* from the UC Davis Bookstore.

Counseling and Psychological Services (CAPS)

CAPS, a department of Student Health and Counseling Services (SHCS) offers a variety of counseling services to help students realize their academic and personal goals. CAPS is a multi-culturally and educationally diverse group of experienced psychologists, psychiatrists, social workers, marriage, family therapists; pre- and post-doctoral interns; and peer counselors. Meeting with a member of CAPS staff can help students clarify issues, explore options, and cope more effectively. Students currently enrolled who have paid student registration fees can receive counseling services through CAPS at no cost. Psychiatry services are \$20 per session. CAPS provides a supportive atmosphere where student confidentiality is strictly maintained in accordance with federal and state laws, as well as ethical standards. To contact CAPS to consult about a difficult situation or to refer a student, call (530) 752-0871 and ask to speak to the urgent care counselor or the CAPS Case manager.

Student Crisis Response Team

The Student Crisis Response Team includes representatives from Student Judicial Affairs (SJA); Counseling and Psychological Services (CAPS); Student Housing; University Police; the Campus Violence Prevention Program (CVPP); Campus Counsel; the Academic and Staff Assistance Program (ASAP); and the Student Disability Center (SDC). Representatives of other units attend Response Team meetings in specific cases and participate as needed. Combining the expertise of these key campus units, the SCRT meets on a regular basis and coordinates the response to situations involving students who are distressed or distressing to faculty and staff members. The SCRT facilitates efforts to deal safely and effectively with such students. To contact the SCRT, call Student Judicial Affairs at (530) 752-0871 and ask to speak to an SJA officer of the SJA Case Manager. Reports may be made anonymously.

Student Disruption in Classes

It is the instructor's responsibility to ensure that enrolled or auditing students do not engage in disruptive behavior in their classes. Students whose behavior is determined by the instructor to be disruptive should be asked to leave. The instructor has the right to contact the police if the student refuses to leave. Students whose behavior is significantly disruptive on a single occasion, or who repeatedly engage in disruptive of the class or other academic facilities or functions, should be referred to Student Judicial Affairs for disciplinary action. If the behavior causes concerns for the safety, security, or welfare of the student or others, contact the Student Crisis Response Team by calling or e-mailing Student Judicial Affairs (530) 752-1128 or djdudley@ucdavis.edu. For more information regarding student class room behavior, see <http://sja.ucdavis.edu/FILES/ClassroomEtiquette.pdf>.

Distressed and Distressing Students

Faculty play a central role in a student's help-seeking efforts as you are often in a direct position to observe students and be

aware of their behavior. Students frequently turn to faculty to obtain advice and support. Although you are not expected to provide psychological counseling, it is helpful for you to understand the critical role you can play in supporting students in need of help. Indeed, at different times in your career you may find yourself having to advise students on issues other than purely academic matters.

Stress, pressures, and problems are a normal part of university life. While many students cope with these demands successfully, a significant number of students have difficulties that interfere with their performance and general well-being. Sometimes it is very clear when a student is having difficulty coping and sometimes their distress is masked with less obvious characteristics.

A faculty brochure for distressed and distressing students is available at <http://caps.ucdavis.edu/facultystaff.html>.

Academic/Administrative Calendar

The academic calendar for each year is developed following university and campus guidelines; see <http://manuals.ucdavis.edu/PPM/contents.htm#200>.

The calendar also aims for the latest possible start date for fall quarter while maintaining the winter holiday break and longest possible break in spring, while keeping commencements in June on a weekend as early as possible to maximize job opportunities for students and research for faculty.

Whenever possible, the first class meeting, start of orientation, or any other campus-wide event will not be scheduled on the same day as a major religious holiday.

The calendar is approved by the Council of Deans and Vice Chancellors and is submitted to the UC Office of the President.