MEETING CALL
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Tuesday, February 26, 2008
2:10 – 4:00 p.m.
Memorial Union, MU II

1. Transcript of the October 23, 2007 Meeting  
2. Announcements by the President - None
3. Announcements by the Vice Presidents - None
4. Announcements by the Chancellor
   a. State of the Campus – Chancellor Larry N. Vanderhoef
5. Announcements by the Deans, Directors or other Executive Officers – None
6. Special Orders
   a. Remarks by the Divisional Chair - Linda Bisson
   b. Remarks by Kim Elsbach
7. Reports of standing committees
   a. CAP - Oversight Committee
      i. Pending Policy Discussion
   b. Committee on Committees
      i. Notice of the 2008-2010 Davis Division Chair
   c. Faculty Research Lecture
      i. Nomination of recipient for vote
   d. Undergraduate Council Committee on General Education
      i. General Education Proposal – General Discussion
8. Petitions of Students
9. Unfinished Business
   a. Graduate Council
      i. DDR 520C, D & E: Clarification of Regulation Language
10. University and Faculty Welfare
11. New Business
12. Informational Items
   a. School of Medicine Bylaw and Regulation Revisions
   b. College of Biological Sciences Regulation Revisions
   c. College of Letters and Science Bylaw Revisions

Patricia Harrison, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.
1. Transcript of the June 7, 2007 Meeting
   **Action: Unanimously Approved**
2. Announcements by the President - None
3. Announcements by the Vice Presidents - None
4. Announcements by the Chancellor - None
5. Announcements by the Deans, Directors or other Executive Officers – None
6. Special Orders
   a. Remarks by the Divisional Chair - Linda Bisson
   Annual Reports for Discussion:
      i. Appellate Committee
         **Motion:** To accept CAPAC report.
         **Action:** Unanimously Approved
         **Motion:** To allow the practice by CAPAC to appoint ad hocs as they see necessary when reviewing career equity reviews.
         **Action:** Approved.
   b. Oversight Committee
      **Motion:** To accept CAPOC report.
      **Action:** Unanimously Approved
      **Motion:** To endorse CAPOC’s use of the APM language in 210 in regards to “collegiality.”
      **Action:** Approved.
   c. Annual Report of the Committee on Academic Planning and Budget Review
      **Motion:** To accept the Planning and Budget report.
      **Action:** Unanimously Approved.
   d. Annual Report of the Committee on Admissions and Enrollment
      **Motion:** To accept the report of the Admissions and Enrollment Committee
      **Action:** Approved.
   e. Annual Report of the Committee on Courses of Instruction
      **Motion:** To approve the annual report of the Committee on Courses of Instruction.
      **Action:** Unanimously Approved.
   f. Annual Report of the Graduate Council
      **Motion:** To accept the Graduate Council report.
      **Action:** Unanimously Approved.

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.
g. Annual Report of the Committee on Research

Motion: To accept the annual report of the Committee on Research.
Action: Unanimously Approved.

h. Annual Report of the Committee on Student-Faculty Relationships

Motion: To accept the Student-Faculty Relationships annual report.
Action: Unanimously Approved.

Annual Reports on Consent Calendar:

i. *Annual Report of the Committee on Academic Freedom and Responsibility
j. *Annual Report of the Committee on Affirmative Action and Diversity
k. *Annual Report of the Committee on Committees
l. *Annual Report of the Committee on Distinguished Teaching Awards
m. *Annual Report of the Committee on Elections, Rules and Jurisdiction (not yet available)
n. *Annual Report of the Emeriti Committee
o. *Annual Report of the Executive Council
p. *Annual Report of the Faculty Research Lecture Award Committee
q. *Annual Report of the Committee on Faculty Welfare
r. *Annual Report of the Grade Changes Committee (not yet available)
s. *Annual Report of the Committee on International Studies and Exchanges (not yet available)
t. *Annual Report of the Joint Academic Federation/Senate Personnel Committee
u. *Annual Report of the Library Committee
v. *Annual Report of the Committee on Privilege and Tenure
w. *Annual Report of the Committee on Public Service
x. *Annual Report of the Committee on Transportation and Parking
y. *Annual Report of the Undergraduate Council
   i. Annual Report of the Committee on General Education
   ii. Annual Report of the Committee on Preparatory Education
   iii. Annual Report of the Committee on Special Academic Programs
   iv. Annual Report of the Committee on Undergraduate Instruction and Program Review
z. *Annual Report of the Committee on Undergraduate Scholarships, Honors and Prizes

Motion: To accept all annual reports on the consent calendar.

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.
Action: Unanimously Approved.
   aa. Remarks by the Chair of the Graduate Student Association, James Hodgson (scheduled to join the meeting at 3:15pm)

7. Reports of standing committees
8. Petitions of Students
9. Unfinished Business
   a. Graduate Council
      i. DDR 520C: Clarification endorsed by the Executive Council.
         1. 520C Block Diagram

Action: Deferred to next meeting.
10. University and Faculty Welfare
11. New Business
   a. School of Medicine Bylaw and Regulation Revisions
   b. College of Biological Sciences Bylaw and Regulation Revisions
   c. College of Letters and Science Bylaw and Regulation Revisions

Patricia Harrison, Secretary
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*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.
Revised General Education Requirement
January 2008 revision: changes the writing requirement (Core Literacy 1b)

The General Education (GE) requirement reflects the faculty’s image of “the well-educated person.” All students have the opportunity to develop expertise in depth in their majors, minors, or a combination of these. The GE requirement adds to that depth a breadth of knowledge and experiences represented by coursework outside of the area of the student’s major. The GE requirement also trains the student in four core “literacies” that the faculty considers crucial for success in one’s profession but also crucial to thoughtful, engaged participation in the community, nation, and world.

The GE requirement has two components: Topical Breadth, and Core Literacies.

The GE requirement is defined in terms of units, not courses. The units of every course at UCD (with very few exceptions) are assigned to one of the three Topical Breadth Areas or are certified as interdisciplinary. Unless otherwise restricted, every course unit that a student takes, including courses for major and minor requirements, will be counted toward the required minimum number of units in each Topical Breadth Area. In the case of a course that has been certified as interdisciplinary, a student may count the units of the course in only one of the areas in which it has been certified.

With the exception of units used to satisfy the English Composition element (1a) of the four Core Literacies (see below), units approved for a Core Literacy will be accepted toward satisfaction of the appropriate Topical Breadth component. However, units may be counted toward satisfaction of only one Core Literacy.

Students may take courses P/NP to fulfill their GE requirements, up to the limits set by college and campus regulations. Students may not present Advanced Placement or International Baccalaureate credit in satisfaction of GE requirements.

A. Topical Breadth Component .......................................................... 52 units
   • Arts and Humanities .............................................................12-20
   • Science and Engineering ...................................................... 12-20
   • Social Sciences .................................................................12-20

B. Core Literacies Component ....................................................... 35 units
   1. Literacy with Words and Images . . . . . . . . . . . . . at least 20 units
      The ability to form, organize, and communicate one’s ideas is at the center of the faculty’s notion of what it means to be an educated person. The objective of this core literacy is to help create graduates who can communicate their ideas effectively in written, oral, and visual forms. The requirement also seeks to enhance students’ critical judgment of oral, written, and visual messages created by others.

   a. English Composition (8 units)
      (College of A&ES, College of L&S, College of Biological Sciences, College of Engineering)
b. Writing experience coursework in the student’s major or elsewhere (at least 6 units)
Writing experience coursework provides students instruction on how to communicate ideas in the subject matter of a course. Students write in appropriate forms under the guidance of faculty and graduate students. The opportunity to revise writing after having received careful commentary is crucial to this requirement.

c. Oral skills coursework or additional writing experience coursework (at least 3 units)
The skills involved in the effective communication of ideas through oral presentation build on and strengthen the critical thinking skills exercised through writing. As an alternative to developing oral communication skills, the student may take additional coursework certified as writing experience (see requirement b).

d. Visual literacy coursework (at least 3 units)
The objective of this requirement is to provide graduates with the analytical skills they need to understand how still and moving images, art and architecture, illustrations accompanying written text, graphs and charts, and other visual embodiments of ideas inform and persuade people. Coursework may stress the skills needed to communicate through visual means as well as the analytical skills needed to be a thoughtful consumer of visual messages.

NOTE: A student must have completed the Entry Level Writing Requirement (formerly known as the Subject A requirement) before receiving credit for coursework satisfying requirements a, b, and c.

2. Civic and Cultural Literacy . . . . . . . . . . . . . . . . . . . . at least 9 units
The objective of this core literacy is to prepare people for thoughtful, active participation in civic society. Such graduates think analytically about American institutions and social relations, understand the diversity of American cultures, and see the relationships between the national and local cultures and the world.

a. American Cultures, Governance, and History (at least 6 units)
The objective is to create graduates who have an understanding and appreciation of the social and cultural diversity of the United States and of the relationships between these diverse cultures and larger patterns of national history and institutions. Such graduates are able to bring historical understanding and analytical skills to their participation in the civic spheres of
society and are able to think analytically about the nature of citizenship, government, and social relations in the United States.

b. World Cultures (at least 3 units)
   The objective is to create graduates with a global perspective, graduates who can live comfortably and productively in a world where communication technologies, economic relationships, and the flow of people across national borders increasingly challenge national identities and create transnational cultures. Students can satisfy this requirement through coursework or through certified study abroad.

3. Quantitative Literacy . . . . . . . . . . . . . . . . . . . . . at least 3 units
   The objective is to create graduates who understand quantitative reasoning and who are capable of evaluating claims and knowledge generated through quantitative methods.

4. Scientific Literacy . . . . . . . . . . . . . . . . . . . . . . . at least 3 units
   The objective is to create graduates who understand the fundamental ways scientists approach problems and generate new knowledge, and who understand how scientific findings relate to other disciplines and to public policy.
DRAFT

PROPOSED REVISION OF DAVIS DIVISION REGULATION 520(C):
Doctor of Philosophy: Dissertation and Final Examination
Approved by Graduate Council December 12, 2007

Submitted by the Graduate Council.

Rationale: Davis Division Regulation 520(C) spells out the dissertation and final oral examination requirements for the PhD. Unfortunately, the current wording is complicated and unclear, causing needless confusion to graduate programs. The Graduate Council’s Educational Policy Committee (EPC) therefore recommended the following changes in format and wording to enhance the clarity of this regulation. No changes to the content of the regulation were proposed. Graduate Council subsequently discussed and endorsed the recommendations and approved a motion at its meeting to make this request.

The changes involved now consistently use outline format, rather than narrative format, for all three Plans for the Ph.D. degree. They also clarify how the three plans are similar and how they are different by adopting identical wording and a parallel presentation of the three plans, while separating out the common element of the final oral examination into a separate paragraph.

In addition, references to the “final oral examination” are revised to use that term consistently throughout; the Dissertation Committee is consistently referred to as the “Dissertation and Final Examination Committee” when it is charged with conducting the final oral examination; and references to the “Administrative Committee of the Graduate Council” are replaced with references to the Graduate Council itself, because the Administrative Committee derives its authority from the Graduate Council and is not directly provided authority in Senate legislation.

This revised document does not involve any substantive changes for any of the currently authorized plans.

In addition to presenting the proposed revision (with changes indicated), we have also provided the text as it would appear before and after the proposed changes.
Proposed Revision of Regulation 520(C)

Deletions are indicated by strikeout; additions are in bold type.

520. Doctor of Philosophy

(C) Dissertation and Final Examination. (Renum. 12/80)

(1) A dissertation on a subject chosen by the candidate, bearing on the principal subject of study and of such character as to show ability to prosecute independent investigation, must receive the approval of the special committee in charge of the dissertation and of the Graduate Council before the degree is recommended. Special emphasis will be placed upon this requirement, and the degree will in no case be given merely for the faithful completion of a course of study, however extensive.

(2) The dissertation must be in a form acceptable to the Graduate Council.

(3) Not later than three weeks before the proposed date of the final oral examination under Plan A (see (4) below) or not later than three weeks before the end of the quarter in which the degree is to be conferred, under Plan B or Plan C the candidate shall file with the Dean of Graduate Studies one copy of the dissertation (the original if typewritten) approved by the committee in charge. An abstract of the dissertation must be filed by the same date. The Administrative Committee of the Graduate Council may, in special cases under Plan A, authorize the taking of the final oral examination before the dissertation is completed. (Am. 02/25/05)

(D) Dissertation Committee and Plan

(4) The candidate shall be subject to the provisions of either Plan A, or Plan B or Plan C as outlined below, depending upon the department or group primarily concerned with his or her field of study. Each department or group is required to adopt one of these three plans. (Am. 02/25/05)

(1) Plan A. The Administrative Committee of the Graduate Council shall appoint a committee of a minimum of five members, including its chair. This committee will be designated as the Dissertation Committee and Final Examination Committee and the chair of this committee will be the candidate’s major professor. This Committee, which shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure: (Am. 06/01/06)

(a) A minimum of three of the members of the committee shall be designated at the time of appointment to guide the candidate in his or her research and to pass on the merits of the dissertation. (Am. 06/01/06) This portion of the committee will be designated as the Dissertation Committee. This Committee and the candidate shall arrange for such conferences as may be necessary for the complete elucidation of the subject treated in the dissertation.
(b) The entire committee shall conduct a final oral examination, which shall deal primarily with questions arising out of the relationship of the dissertation to the general field of study in which the subject of the dissertation lies. A final oral examination, as described below in section (E), shall be required.

(c) Admission to the final examination may be restricted to members of the committee, members of the Academic Senate, and guests of equivalent rank at other institutions. There is no exit seminar requirement for this plan.

(2) Plan B. The Administrative Committee of the Graduate Council shall appoint a committee of a minimum of three members, including its chair. This committee will be designated as the Dissertation Committee and the chair of this committee will be the candidate’s major professor. This Committee shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure:

(a) The committee members, which shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. This committee and the candidate shall arrange for such conferences with the candidate as may be necessary for the complete elucidation of the subject treated in the dissertation.

(b) After presentation of the dissertation, but before the final action has been taken on it, the candidate may, at the discretion of the committee, be required to defend it in a formal oral examination. (App. 1/26/71) At the discretion of the Dissertation Committee, a final oral examination, as described below in section (E), may be held. If the Dissertation Committee decides to hold a final oral examination, it will assume the role of the Dissertation and Final Examination Committee.

(c) At the discretion of the graduate program, Graduate program degree requirements may require an exit seminar of each student may be required of all candidates. Satisfaction of this requirement shall be verified by the chair of the Dissertation Committee. (Am. 02/28/05; 06/01/06)

(3) Plan C. The Administrative Committee of the Graduate Council shall appoint a committee of a minimum of three members, including its chair. This committee will be designated as the Dissertation and Final Examination Committee and the chair of this committee will be the candidate’s major professor. This Committee shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure:

(a) The committee members which shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. This committee and the candidate shall arrange for such conferences with the candidate as may be necessary for the complete elucidation of the subject treated in the dissertation.
(b) The entire committee shall conduct a final oral examination, which shall
deal primarily with questions arising out of the relationship of the
dissertation to the general field of study in which the subject of the
dissertation lies. Admission to the final examination may be restricted to
members of the committee, members of the Academic Senate, and guests
of equivalent rank at other institutions. (Am. 02/28/05; 06/01/06) A final
oral examination, as described below in section (E), shall be required.

(c) There is no exit seminar requirement for this plan.

(E) Final Oral Examination

A final oral examination, where required under the applicable plan, shall be
conducted in accordance with the following procedure:

(1) All members of the Dissertation and Final Examination Committee shall
conduct a final oral examination of the candidate. This examination shall be
held after oral presentation of the dissertation to the Dissertation Committee
but before final action has been taken on it. The final oral examination shall
consist primarily of questions arising out of the relationship of the
dissertation to the general field of study in which the subject of the
dissertation lies.

(2) Admission to the final oral examination may be restricted, wholly or in part,
at the discretion of the Graduate Program. If admission is restricted, it shall
include all members of the Dissertation and Final Examination Committee
and may include other members of the Academic Senate and/or guests of
equivalent rank at other institutions.
Regulation With Proposed Changes Incorporated

520. Doctor of Philosophy

(C) Dissertation.

(1) A dissertation on a subject chosen by the candidate, bearing on the principal subject of study and of such character as to show ability to prosecute independent investigation, must receive the approval of the special committee in charge of the dissertation and of the Graduate Council before the degree is recommended. Special emphasis will be placed upon this requirement, and the degree will in no case be given merely for the faithful completion of a course of study, however extensive.

(2) The dissertation must be in a form acceptable to the Graduate Council.

(3) Not later than three weeks before the end of the quarter in which the degree is to be conferred, the candidate shall file with the Dean of Graduate Studies one copy of the dissertation (the original if typewritten) approved by the committee in charge. An abstract of the dissertation must be filed by the same date. (Am. 02/25/05)

(D) Dissertation Committee and Plan

The candidate shall be subject to the provisions of either Plan A, Plan B or Plan C as outlined below, depending upon the department or group primarily concerned with his or her field of study. Each department or group is required to adopt one of these three plans. (Am. 02/25/05)

(1) Plan A. The Graduate Council shall appoint a committee of a minimum of 5 members, including its chair. This committee will be designated as the Dissertation Committee and Final Examination Committee and the chair of this committee will be the candidate’s major professor. This Committee shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure: (Am. 06/01/06)

(a) A minimum of 3 of the members of the committee shall be designated at the time of appointment to guide the candidate in his or her research and to pass on the merits of the dissertation. (Am. 06/01/06) This portion of the committee will be designated as the Dissertation Committee. This Committee and the candidate shall arrange for such conferences as may be necessary for the complete elucidation of the subject treated in the dissertation.

(b) A final oral examination, as described below in section (E), shall be required.

(c) There is no exit seminar requirement for this plan.

(2) Plan B. The Graduate Council shall appoint a committee of a minimum of 3 members, including its chair. This committee will be designated as the
Dissertation Committee and the chair of this committee will be the candidate’s major professor. This Committee shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure:

(a) The committee members shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. This committee and the candidate shall arrange for such conferences as may be necessary for the complete elucidation of the subject treated in the dissertation.

(b) At the discretion of the Dissertation Committee, a final oral examination, as described below in section (E), may be held. If the Dissertation Committee decides to hold a final oral examination, it will assume the role of the Dissertation and Final Examination Committee.

(c) At the discretion of the graduate program, an exit seminar may be required of all candidates. Satisfaction of this requirement shall be verified by the chair of the Dissertation Committee. (Am. 02/28/05; 06/01/06)

(3) Plan C. The Graduate Council shall appoint a committee of a minimum of 3 members, including its chair. This committee will be designated as the Dissertation and Final Examination Committee and the chair of this committee will be the candidate’s major professor. This Committee shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure:

(a) The committee members shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. The committee and the candidate shall arrange for such conferences as may be necessary for the complete elucidation of the subject treated in the dissertation.

(b) A final oral examination, as described below in section (E), shall be required.

(c) There is no exit seminar requirement for this plan.

(E) Final Oral Examination

A final oral examination, where required under the applicable plan, shall be conducted in accordance with the following procedure:

(1) All members of the Dissertation and Final Examination Committee shall conduct a final oral examination of the candidate. This examination shall be held after oral presentation of the dissertation to the Dissertation Committee but before final action has been taken on it. The final oral examination shall consist primarily of questions arising out of the relationship of the dissertation to the general field of study in which the subject of the dissertation lies.

(2) Admission to the final oral examination may be restricted, wholly or in part, at the discretion of the Graduate Program. If admission is restricted, it shall include all members of the Dissertation and Final Examination Committee and may include
other members of the Academic Senate and/or guests of equivalent rank at other institutions.
520. Doctor of Philosophy

(C) Dissertation and Final Examination.

(1) A dissertation on a subject chosen by the candidate, bearing on the principal subject of study and of such character as to show ability to prosecute independent investigation, must receive the approval of the special committee in charge of the dissertation and of the Graduate Council before the degree is recommended. Special emphasis will be placed upon this requirement, and the degree will in no case be given merely for the faithful completion of a course of study, however extensive.

(2) The dissertation must be in a form acceptable to the Graduate Council.

(3) Not later than three weeks before the proposed date of the final examination under Plan A (see (4) below) or not later than three weeks before the end of the quarter in which the degree is to be conferred under Plan B or Plan C the candidate shall file with the Dean of Graduate Studies one copy of the dissertation (the original if typewritten) approved by the committee in charge. An abstract of the dissertation must be filed by the same date. The Administrative Committee of the Graduate Council may, in special cases under Plan A, authorize the taking of the final examination before the dissertation is completed.

(4) The candidate shall be subject to the provisions of either Plan A or Plan B or Plan C as outlined below, depending upon the department or group primarily concerned with his or her field of study. Each department or group is required to adopt one of the two plans.

Plan A. The Administrative Committee of the Graduate Council shall appoint a committee of a minimum of five members, which shall determine whether the candidate has met the requirements for the degree, in accordance with the following procedure.

(a) A minimum of three of the members of the committee shall be designated to guide the candidate in his or her research and to pass on the merits of the dissertation.

(b) The entire committee shall conduct a final oral examination, which shall deal primarily with questions arising out of the relationship of the dissertation to the general field of study in which the subject of the dissertation lies.

(c) Admission to the final examination may be restricted to members of the committee, members of the Academic Senate, and guests of equivalent rank at other institutions.

Plan B. The Administrative Committee of the Graduate Council shall appoint a committee of a minimum of three members, which shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. This committee shall arrange for such conferences with the candidate as may be necessary for the
complete elucidation of the subject treated in the dissertation. After presentation of the dissertation, but before the final action has been taken on it, the candidate may, at the discretion of the committee, be required to defend it in a formal oral examination. (App. 1/26/71) Graduate program degree requirements may require an exit seminar of each student. Satisfaction of this requirement shall be verified by the chair of the dissertation committee.

Plan C. The Administrative Committee of the Graduate Council shall appoint a committee of a minimum of three members, which shall guide the candidate in his or her research and shall pass upon the merits of the dissertation. This committee shall arrange for such conferences with the candidate as may be necessary for the complete elucidation of the subject treated in the dissertation. The entire committee shall conduct a final oral examination, which shall deal primarily with questions arising out of the relationship of the dissertation to the general field of study in which the subject of the dissertation lies. Admission to the final examination may be restricted to members of the committee, members of the Academic Senate, and guests of equivalent rank at other institutions.
TO: Faculty of the School of Medicine

FROM: Peter Sokolove, M.D.
Secretary of the Faculty

RE: Proposed Committee on Student Progress Bylaws Changes

The attached proposal was presented at the General Faculty Meeting on February 28, 2007. In accordance with Article 5.1 of the Bylaws, actions and/or decisions regarding substantive issues, including changes in Bylaws or Regulations, shall be determined by a mail ballot. Please participate in the voting process and return your ballot by Monday March 26, 2007.

BALLOT INSTRUCTIONS

1. Indicate your vote on the motion below.

2. Place your ballot in the enclosed white envelope.

3. Place the white envelope in the larger white envelope and sign your name on the outside in the top left-hand corner.

4. THIS BALLOT MUST BE RETURNED NO LATER THAN March 26, 2007.

5. A ballot is invalid if the white envelope is not signed or if it is received after March 26, 2007.

OFFICIAL BALLOT

BE IT MOVED THAT:

The proposed bylaws revisions to the Committee on Student Progress be adopted.

APPROVE

Invalid

DISAPPROVE

164

19

8
4.225 Committee on Student Progress:

4.2251 Membership
4.22511 Eight members of the Academic Senate will be named by the Committee on Committees for four-year-staggered terms, and members may be re-appointed for consecutive terms. Initial appointments shall be for a term of from one to four years to accommodate future four-year staggered terms. Members shall be faculty who have been major contributors to the teaching of medical students. There shall at all times be at least two representatives of basic science departments. Additionally, up to two non-Academic Senate faculty may be appointed to serve without vote. (En. 3/20/98, Am. 6/22/01)
4.22512 The Dean for Medical Education, The Dean for Curricular Affairs, the Dean of Student Affairs and the Vice Chair of the Faculty shall be members ex officio. (Am. 1/19/79; 12/31/94; 3/20/98)
4.22513 The Chair and Vice Chair of the Committee on Student Progress shall be members who have been a member of the Committee for at least one year and will be selected annually by the Committee on Committees. (En. 3/20/98)

4.2252 Duties and Responsibilities (Am. 3/20/98)
4.22521 The Committee on Student Progress shall ensure the formulation and application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence, as stated in Regulation 70 (A).
4.22522 The Committee shall review the progress of all students and shall certify that each student has met the stated criteria for academic advancement in all phases of the curriculum. Academic advancement must be certified by the Committee for the promotion of students into Years Two, Three and Four of the "Required Clerkship Curriculum/Additional Courses" (formerly years 3 & 4).
4.22523 The Committee shall determine, in coordination with Instructors of Record, a course of remediation for each student for whom performance deficiencies have been identified, and shall notify those students with performance deficiencies, in writing, of the required course of remediation.
4.22524 The Committee may solicit recommendations from the appropriate Instructor(s) of Record for remediation or schedule adjustments for students with performance deficiencies, taking formal action on such recommendations as necessary.
4.225245 The Committee shall provide an opportunity for the student with performance deficiencies, and the student's academic advisors and/or College advisor and Director, to meet with the Committee prior to a decision as to remediation or dismissal.
4.225256 The Committee shall have the authority in accord with Regulation 80 to: place a student on
academic and/or professional probation, establish the duration of probation, prescribe appropriate steps for the remediation of a student's performance deficiencies, remove a student from academic and/or professional probation, and to recommend dismissal of a student to the Dean of the School of Medicine.

4.22527 The Committee shall advise the Dean of the School of Medicine of action taken on each student recommended for probationary status or of an appeal by a student concerning an academic action relating to the student's performance deficiencies.

4.22528 The Committee shall communicate a recommendation to dismiss a student to the Dean who shall notify the student of the Dean's decision regarding dismissal within 10 working days of receiving the recommendation of the Committee.

4.22529-22527 The Committee shall consider and may meet with any students whose academic progress, although not failing, is such as to be a cause of concern that future difficulties may ensue, and will provide the student guidance as to possible ways to be more successful.

4.22530 The Committee shall communicate a recommendation to the Dean who shall notify the student of the Dean's decision regarding dismissal within 10 working days of receiving the recommendation of the Committee.

Regulations of the Faculty of the School of Medicine

60. Requirements for the Degree of Doctor of Medicine.

(A) Academic requirements for the degree of Doctor of Medicine are:

1. While registered in the medical curriculum of the School of Medicine, University of California, Davis, the candidate admitted to regular status must have satisfied all of the unit requirements as prescribed by the Faculty. (Am. 12/31/94)

2. Extension of the time allowed for satisfaction of the requirements for graduation beyond six years from time of matriculation will require specific action by the Committee on Student Progress. (Am. 11/5/85; 12/31/94)
(23) The candidate must have completed and successfully passed the all "Pre-Clerkship Curriculum" (formerly years 1 & 2) before beginning the "Required Clerkship Curriculum/Additional Courses" (formerly years 3 & 4). The candidate must have taken and passed Step I of the United States Medical Licensing Examination before continuing the required clerkship courses of the third year medical curriculum "Required Clerkship Curriculum/Additional Courses" beyond the end of the fall quarter of the third year and. The candidate must have taken and passed Step II, both Clinical Knowledge and Clinical Skills components, of these examinations prior to graduation. (Am. 6/22/81; 5/27/92; 6/14/99; 6/27/02)

(34) The candidate must have satisfactorily completed satisfactorily the required clinical clerkships at either the University of California Davis Medical Center (UCDMC) or the other training sites in programs approved by the clerkship instructors of Record and the Committee on Educational Policy. (Am. 8/22/80; 12/31/94)

(5) The candidate must be eligible for licensure under applicable California law in effect at the time of planned graduation and be in good standing academically.

(645) The candidate must have behaved and performed in a manner consistent with professional standards necessary for the practice of medicine and must have achieved the general competencies required by the School of Medicine, including established competencies in patient care, medical knowledge, interpersonal and communication skills, professionalism, system-based practice, life-long learning skills, and practice-based learning. (En. 7/1/82; Am. 11/5/85)

(B) Prior to graduation the Committee on Student Progress shall present to the Executive Committee of the Faculty the list of recommended candidates for their presentation to the Faculty for action. (Am. 12/31/94)

70. Grades and Grading.

(A) The instructor of Record of each course shall by the tenth day of instruction have provided to each student the goals and objectives of the course, including knowledge and performance standards, how the student is to be evaluated, and criteria for specific grades. The performance of a physician requires competency in interpersonal relations, integrity, and dependability, communication and English language skills as well as knowledge and technical skills. Therefore, the academic standards of every course, to the extent the course requires and can assess, shall include, but not be limited to: reliability in attendance and participation; respect for individuals; demeanor which engenders confidence by patients and colleagues; interaction and procedures with patients which are within legal and ethical bounds and meet requirements of professional supervision; ability to work effectively with classmates, faculty, and in clinical courses with housestaff, other health professionals and patients. (En. 3/20/98)

(B) The work of all students in first and second-year preclinical courses "Pre-Clerkship Curriculum" of the curriculum for the M.D. degree shall be reported only in terms of five grades in any of the required courses: P (Pass), F (Failure), I (Incomplete but work of passing quality), Y (provisional, work of non-passing quality), and IP (in progress). For the "Required Clerkship Curriculum/Additional Courses" the work shall be reported in six grades: H (Honors), P, F, I, Y, and IP. (Am. 12/2/88; 1/7/92; 12/31/94; 6/14/99; 11/20/00)

(C) The grade of Incomplete (I) shall be assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the instructor of Record. The student is entitled to replace the I grade by a passing grade and to receive unit credit provided he/she satisfactorily completes the work of the course in a way
specified by the Instructor of Record. If course requirements have not been completed within three quarters or within the time limit specified by the Committee on Student Progress, the F grade will be converted to an F grade. (Am. 7/1/83; 12/31/94)

(D) The numerical scores for courses in years one and two of the "Pre-Clerkship Curriculum", which use quantitative measures of performance, will be retained by the Office of Medical Education for at least as long as a student remains in medical school. This information is for advising purposes, remediation plans, awards and honors, qualification for AGA; or for IRB approved educational research purposes, and will not be recorded in official transcripts. (En. 11/20/00)

(E) The grade Y is a provisional grade that will be assigned to allow a student the opportunity to remediate a deficiency and improve a non-passing grade. A P grade will be awarded in place of remediation of the Y grade. Failure to remediate the Y grade will result in an F. (Am. 7/1/83; 12/31/94; 3/20/98; 6/14/99; 11/20/00)

Each student during the course of their School of Medicine training may be assigned the Y grade and given the opportunity to remediate this grade for a maximum total of three preclinical and clinical courses. After three Ys are accumulated, further non-passing performance according to course criteria must be assigned the F grade. (Am. 6/27/03)

For courses in the preclinical curriculum "Pre-Clerkship Curriculum", until the maximum number of three Y grades allowed per student has been reached, a student will be assigned a Y grade if they otherwise would have received an F following the completion of all required examinations, with the exception of failure of a course taken by Credit by Examination (70((1/2)))). This student is to be given the opportunity for reexamination within one week within 30 days after grades are available to the student, and whenever possible this reexamination will be given no later than the fifth day of the next quarter. The Instructor of Record must assign the final grade within 45 days of the original grade. Exceptions may be approved by the Dean for Curricular Affairs. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on some aggregate of all examinations as specified by the Instructor of Record at the beginning of the course. If the student decides not to take the reexamination, the Instructor of Record must submit an F grade. (Am. 6/27/02)

For required "Required Clerkship Curriculum/Additional Courses" clinical clerkships, until the maximum number of three Y grades allowed per student has been reached, the student is to be assigned the Y grade, if they otherwise would have received an F grade and if the Instructor of Record believes that the student might be able to meet satisfactorily the requirements of the clerkship by repeating part but not all of the clerkship. For required clerkships "Required Clerkship Curriculum/Additional Courses", each student assigned the Y grade must complete the clerkship requirements as specified by the Committee on Student Progress in response to the recommendations of the Instructor of Record of the clerkship. An F grade is to be assigned directly by the Instructor of Record if the student is to be required to repeat the clerkship in its entirety. (Am. 12/31/94; 3/20/98; 6/14/99; 11/20/00; 6/27/03)

(F) For a course extending over more than one quarter, where the evaluation of a student's performance is deferred until the end of the final quarter, the provisional grade of IP (in progress, grade deferred) shall be assigned in the intervening quarters. (Am. 12/31/94; 3/20/98)

(G) Repetition of courses is subject to the following conditions:

(1) A student may repeat only those courses in which he/she received a grade of F. (Am. 12/31/94; 3/20/98; 11/20/00), except in circumstances of G (3) below
regarding students eligible for dismissal.

(2) Degree credit for a course may be given only once, but the final grade assigned at each enrollment must be entered into the permanent record.

(3) The Committee on Student Progress may require that a student, who has been dismissed and then readmitted eligible for dismissal, may be required to repeat a course or courses for which the student has received a passing grade. (En. 3/20/98)

(H) All grades except I, Y or IP are final when filed by the Instructor of Record. A grade may be changed only for the correction of clerical or procedural error. The petition of a student or Instructor of Record seeking to have a grade in a professional course changed must be submitted to the Dean for Medical Education/School of Medicine Registrar by the end of the fifth week of instruction of the succeeding quarter after the student has been notified of the grade. Routine, uncontested grade changes requested may be recorded by the Dean for Medical Education/School of Medicine Registrar and be reported to the Main Campus Registrar. Contested petitions for grade changes shall be considered by the Rules, Jurisdiction and Organization Committee, who within 30 days will review the matter to ascertain whether clerical or procedural error has occurred. The decision of the Rules, Jurisdiction and Organization Committee shall be final and without appeal within the Faculty of the School of Medicine. The Dean for of Student Affairs-Medical Education shall be responsible for reporting the decision to the parties involved and shall report any change in grade to the Main Campus Registrar. (Am. 12/31/94; 3/20/98)

(I) Credit by Examination is available to students registered in the School of Medicine under the following rules:

(1) Students may apply to obtain Credit by Examination in any required course of the medical curriculum in which such credit is offered by the responsible department.

(2) Application, which must occur prior to any examination that is to be used for assignment of credit, shall be presented on a form obtained from the Dean for Medical Education/School of Medicine Registrar and must be approved by the Instructor of Record, the Department Chairperson and the Dean for Curricular Affairs-Medical Education.

(3) The grade shall be recorded for the academic quarter in which the examination for credit was taken. The Y grade is not permitted. (Am. 12/31/94)

(4) Credit by examination for a course previously taken in which a student received F as the final grade (recorded in the transcript) requires approval of the Instructor of Record and, for students on probation, approval of the Committee on Student Progress. For such students, Credit by Examination is a repetition of the course, for which degree credit will be given only once, but the grade assigned at each enrollment shall be entered into the permanent record. (Am. 12/31/94)

76. Courses and Credit Units.

(A) For other than clinical clerkships, course credit units shall be assigned at the rate of one unit for 30 hours of programmed work on the part of the student (i.e., faculty-student contact time, time required to acquire professional skills, and additional study time).

(B) (1) The calculation of credit units for courses other than clinical clerkships shall be based on the formula that one unit shall be awarded for each 10 hours of lecture, or each 20 hours of discussion, or each 30 hours of laboratory. (Am. 12/31/94)
(2) In establishing courses for which student-patient contact is required other than clinical clerkships, additional credit units may be assigned by the Committee on Educational Policy in accordance with Regulation 76(A).

(C) For clinical clerkships, one week of full-time clerkship shall equal 1.5 credit units.

(D) Credit for all courses shall be assigned only as integer or half-integer values. If for a course the calculated value in accord with Regulation 76(B) or 76(C) is not an integer or half-integer value, the course is to be assigned the next lowest such value.

80. Remediation, Probation, Dismissal and Appeal.

(A) Remediation

(1) Remediation of an F grade requires that the course be retaken either at the next time offered in the regular schedule or by means of Credit by Examination or at a time in accord with other recommendations by the Committee on Student Progress. If a student fails United States Medical Licensing Examination Step I or II, either component, he or she must retake it before the end of the following quarter, or at another time as specified by the Committee on Student Progress. (Am. 6/14/99)

(2) The term “remediation” shall be taken to mean converting a Y grade as specified, or retaking and passing a course for which an F grade has been received, correcting other deficiencies as specified by the Committee on Student Progress, or passing previously failed USMLE Step I or II (either component).

(3) The Committee on Student Progress may require the student to modify his/her curricular pace, if judged necessary to increase probability of academic progression. (En. 7/1/98)

(4) The Committee may recommend assessment and remediation of study skills, test-taking skills, or clinical skills, or may recommend evaluation for a learning disability. The Committee may also recommend psychiatric evaluation or personaland/or counseling/psychotherapy. (En. 7/1/98)

(5) No A student who has an unremediated F or Y grade in a required third- or fourth-year clinical course, or who is on probation as described below, may take required clerkships or electives in another institution without approval of the Committee on Student Progress not participate in rotations outside the course catalog, unless approved by the Committee on Student Progress. (Am. 12/31/94; 3/20/98; 6/14/99)

(6) Under all circumstances, the deficiencies of a student who otherwise would be subject to dismissal must be removed within one calendar year of being placed on academic probation. (Am. 12/31/94; 3/20/98)

(B) Academic Probation:

(En. 7/1/98)

(1) A candidate for the degree of Doctor of Medicine must be placed on academic probation by the Committee on Student Progress for the following causes:
(a) A student receives an F grade or, in a third or fourth year clerkship or selective, a Y grade; (Am. 12/31/94; 3/20/98; 11/20/00)

(b) A student in the "Required Clerkship Curriculum/Additional Courses" receives a Y grade;

(bc) A student fails the United States Medical Licensing Examination, Step I or Step II (either component), a second time; (En. 12/31/94)

(2) A candidate for the degree of Doctor of Medicine may be placed on academic and/or professional probation by the Committee on Student Progress for performance deficiencies indicating lack of professional competence.

(a) Performance deficiencies indicating a lack of professional competence include, but are not limited to, the following:

(i) professional dishonesty;

(ii) failure to take adequate responsibility for patient care;

(iii) inability to work effectively with patients;

(iv) inability to work effectively with classmates or team members or other health professionals;

(v) exceeding the authority of a student in matters of patient care;

(vi) behavior that is disruptive to class or to clinical team performance; or

(vii) other behavior of equal gravity sufficient to compromise his/her professional competence. (En. 3/20/98)

(b) A student who is deemed to exhibit any of the deficiencies stated in (a) may be considered for placement on academic and/or professional probation by the following procedures: (Am. 12/31/94; 3/20/98)

(i) An Instructor(s) of Record shall, in writing, apprise the Dean for Medical Education of Student Affairs of the student's name and the performance deficiency(ies) indicating a lack of professional competence, and/or. (Am. 12/31/94; 3/20/98)

(ii) Two or more members of the faculty or staff may submit to the Dean of Student Affairs for Medical Education a written petition documenting their observations and concerns relative to the student. (Am. 3/20/98)

(iii) The Dean for Medical Education of Student Affairs shall refer the matter to the Committee on Student Progress. The Committee may place the student on probation and prescribe appropriate remediation to be achieved within a specified period of time, or recommend dismissal of a student if deemed appropriate. (Am. 12/31/94; 3/20/98)

(3) Students placed on academic and/or professional probation will be informed in writing of the specific deficiency(ies) for which probation is being imposed, the specific steps to be taken to remediate the deficiency(ies), and the duration of probation. (En. 3/20/98)

(4) Removal of Academic Probation (Am. 6/14/99)

(a) Any student who has received a single F grade or a Y grade on a clinical clerkship will be placed on probation at the time of receipt of the deficiency and be removed from probation when that deficiency is remediated. (En. 3/20/98; Am. 11/20/00)

(b) Any student who is placed on probation for defined lack of professional competence, other than failure in a course or clerkship rather than academic deficiency, will have a defined period of probation established by the Committee on Student Progress, and defined methods whereby the deficiency can be demonstrated to have been removed. (En. 3/20/98)

(c) The Committee on Student Progress may remove a student from probation at an earlier time than initially defined but cannot extend
probation unless a second circumstance occurs that is alone a sufficient cause for a student to be placed on probation. (En. 3/20/98)

(5) Promotion While on Probation

If, in the judgment of the Committee on Student Progress, a student on academic and/or professional probation can remove his/her deficiency while enrolled in the curriculum of the subsequent year, the student may be promoted provisionally on a case-by-case basis, but will remain on academic and/or professional probation until all deficiencies have been corrected.

(C) Academic Dismissal:

Dismissal of a student from the School of Medicine may be recommended to the Dean by the Committee on Student Progress for one or more of the following reasons:

(1) A student on academic and/or professional probation has failed to remove his/her deficiency within the specified period of time.

(2) A student who, while on academic probation, accumulates another deficiency. A Y grade in the clinical years "Required Clerkship Curriculum/Additional Courses" is considered a deficiency. (Am. 3/20/98)

(3) A student receiving a total of two F's may be subject to dismissal whether or not he/she is on probation at the time this criterion is met. (En. 3/20/98; Am. 6/14/96; 11/20/00; 6/27/03)

(4) A student fails to pass the United States Medical Licensing Examination Step I or Step II (either component) after three attempts. (En. 6/22/81; Am. 5/27/92; 12/31/94)

(5) A student on academic professional probation for defined lack of professional competence, other than academic failure in a course or clerkship, fails to demonstrate that the conduct has been corrected within the time and by the methods specified by the Committee on Student Progress. (En. 3/20/98)

(D) Appeal: Any student who has been dismissed may appeal in writing to the Dean of the School of Medicine. The only valid basis of appeal shall be assertion of procedural error, or of failure to have received due process. An appeal must be submitted to the Dean within 30 days of the date notice by the Dean of dismissal is sent by certified mail to the student. The student must submit his/her appeal to the Dean of the School of Medicine, within 30 days, which is the date of the Dean's letter. Notice of the dismissal will be sent by certified mail to the student. The Dean must, within 14 days of receipt of the appeal, refer the written appeal and any related information to a Board of Appeal composed of the members of the Committee on Rules, Jurisdiction and Organization. This Board will examine the record and will recommend by majority vote of its entire membership, after full and fair evaluation of the appeal and the record, whether the student should remain dismissed or be reinstated. The Board shall take no longer than 60 days after its receipt of the appeal and submit its recommendation directly to the Dean. No dismissed student can be registered in the School of Medicine during this interval enrolled in School of Medicine courses after receiving the Dean's dismissal letter. The Dean shall act to notify the student in writing of his or her final decision with a copy to the Committee on Student Progress Chair and School of Medicine Registrar. Students readmitted after dismissal must remediate any unsatisfactory grades which lead to the dismissal, and their course of study shall be solely determined by the decision of the Committee on Student Progress. (Am. 1/7/82; 7/1/83;
12/31/94; 3/20/98)

(E) Students are also subject to dismissal as disciplinary action for misconduct in violation of University, Campus, and School of Medicine rules governing student conduct. (En. 3/20/98)
"The subcommittee of the CSP who wrote the changes to the parts of the bylaws that affect the operations and deliberations of the CSP were motivated by the need to update the bylaws to reflect curricular changes and other realities of CSP functions. The changes are summarized as follows:

1. Since many students take more than two years to finish the pre-clinical curriculum, the term "first and second years" has been replaced by "pre-clinical curriculum." Students must take and pass USMLE Step 1 to complete the pre-clinical curriculum and to move on to the "required clinical clerkships/other courses" phase of the curriculum, formerly "third and fourth years." Additionally, since so many students (our estimate is at least 20%) do not complete the required six clinical clerkships by the end of the "third" year, it is anachronistic to refer to the core clerkships as "third year clerkships" (notwithstanding the other group of students who take three years to complete the pre-clinical curriculum, thus begin "third year" clinical clerkships in their fourth year, etc.).

2. The bylaws needed to be changed to affirm the requirement of passing both components of USMLE Step 2 as a graduation requirement; there needs to be a deadline by which this is done to allow administrative processing before June graduation (i.e., late May USMLE Step 2 does not allow for timely receipt of results).

3. There has been an effort to further define the two "species" of academic probation: probation for academic/course failure and probation for nonprofessional behavior that may not in itself result in academic failure, but is nonetheless the purview of the CSP.

4. Language has been added to provide for a Vice Chair of the CSP.

5. Language has been added inviting College Advisor and College Director participation in CSP proceedings when students of these Advisors/Directors appear before the committee."
Section 1. General Requirements for the Bachelor's Degree

The degree of Bachelor of Arts or Bachelor of Science will be granted upon fulfillment of the following conditions:

A. The candidate completes a program of study as prescribed in a major approved by the Committee on Undergraduate Curriculum and Educational Policy (CUCEP), confirmed by the College Executive Committee, and published in the UC Davis General Catalog and supplements (print or Web version) or an individual major approved by the Committee on Student Petitions.

B. The candidate completes at least 180 units. Enrollment in classes that would cause a student's total credits to exceed 225 units requires approval by the Dean.

C. The candidate completes at least 64 units in upper-division course work.

D. The candidate completes, with at least C- or P grades, at least 8 units, including at least 4 upper division units, in English composition courses selected from a list approved by the CUCEP as courses that emphasize written expression. Alternatively, the candidate establishes his/her ability to write literate, grammatically correct prose by passing the UCD examination in English composition after accumulating 70 units, or, before accumulating 70 units, with the approval of an adviser.

E. The candidate completes all required courses for the major on a letter-graded basis, unless courses are only offered on a Passed/Not Passed basis.

F. The candidate satisfies the University requirements specified in the Regulations of the Academic Senate and of the Davis Division, including those relating to senior residence, grade point average, entry level writing, and general education.

G. At most 6 units in Physical Education 1, 6 and similar courses transferred from other institutions and a combined total of no more than 20 units in nonstandard courses (92, 97T, 99, 189, 190C, 191, 192, 193, 194H, 197T, and 199, etc.) may be counted toward the degree. A maximum of 3 tutoring units (97T, 197T, etc.) and 6 internship units (92, 192) may be counted toward the degree; specific exceptions to these limits may be granted by the
Committee on Undergraduate Petitions based on the uniqueness of the experiences and their concordance with the petitioner's educational objectives. Units earned in courses numbered 98 and 198 are not counted toward the 20-unit limitation on nonstandard courses.

Units from courses in the 200 series may not be applied toward the upper-division unit requirement.

A combined total of no more than 9 units in courses in the 300 and 400 series may be counted toward the degree; these units may not be applied toward the upper-division unit requirement.

H. No more than 105 quarter units of credit taken at two-year institutions may be counted toward the degree.

Section 2. Additional Requirements for the Bachelor of Arts Degree

Foreign Language and Area Requirements. The candidate shall satisfy the following foreign language and area requirements, and no course offered in partial satisfaction of any one of these shall be applied toward the satisfaction of any other requirement except total units (Section 1.B.).

A. Foreign Language. The candidate shall satisfy this requirement by using one of the following options:

1. Completion with passing grades of 15 quarter units of college level course work, or the equivalent thereof, in a single language;

2. Attainment of a minimal score, prescribed by the CUCEP, in a College Entrance Examination Board Achievement Test in Foreign Languages, which test may be taken at any time during the student’s high school career, or on any other achievement test that CUCEP accepts;

3. Placement beyond the 15-unit level on a placement examination offered by one of the foreign language departments of the University;

B. Area (Breadth) Requirements: In addition to the General Education requirement, Bachelor of Arts candidates must complete one of the following options:

1. Completion of a minimum of three upper-division courses in a single program in the humanities or social sciences and which are not offered in satisfaction of major, college English composition or General Education requirements. Courses must bear at least 3
units of credit and may not include internship courses, non-standard courses, or directed group study courses.

(2) Completion of a minimum of three lower- or upper-division courses in the fine arts. These courses may not be used in satisfaction of the General Education requirement. Courses must bear at least 3 units of credit and may not include internship courses, non-standard courses, or directed group study courses.

(3) Completion of a certified minor or a second major in the humanities, social sciences, or fine arts from any UC Davis college or program.

Section 3. Major Programs

A. General Provisions. The major program is designed as a planned effort to explore a subject systematically, to assure that all students pursuing the same major program acquire certain knowledge in common, and to encourage the student in independent study. The requirements for a major (except an individual major) normally originate with the faculty of a section (sectional majors) or an undergraduate group (inter-sectional majors) and must be approved by the CUCEP and confirmed by the Executive Committee.

(1) Requirements for major programs, including prerequisites and alternative electives, shall be submitted to and approved by the CUCEP, and confirmed by the Executive Committee, before publication and must be published before they become effective.

(2) Major programs, of whatever type, leading to the Bachelor of Arts degree, shall require no more than 80 units, including all prerequisites.

(3) Major programs, of whatever type, leading to the Bachelor of Science degree, shall require no more than 110 units, including all prerequisites.

(4) In exceptional cases, particularly when the academic major includes considerable breadth, as in an interdisciplinary program, the Executive Committee shall be authorized to grant exceptions to the limits on units established in (2) and (3).

B. Individual Majors. A student may propose an individually devised program to the Committee on Undergraduate Student Petitions, which is authorized to grant exceptions to the following general requirements:

(1) A student may not elect an individual major program after completion of 120 total units;
(2) The principal adviser must be a faculty member in a section or program in the College of Biological Science;

(3) The Committee on Undergraduate Student Petitions shall require no fewer than 45 units in upper division courses, together with the necessary lower division courses;

(4) At least 30 of the required upper division units must be in courses offered by sections in the College of Biological Science.

C. Declaration and Change of Major

(1) Students may elect any approved major program or request approval of an Individual Major. Admission to any major is subject to approval of the section or committee in charge of the program and of the Dean of the college.

(2) The Dean of the college is authorized to place a hold on the registration of a continuing student who has completed 90 or more units without having declared a major. As part of the procedure by which a major is declared (or changed), each student, in consultation with an academic adviser in the section or committee supervising the program, must prepare a projected plan of studies. Only an academic adviser may endorse the declaration (or change) of major petition.

(3) Changes of major will not be permitted by the Dean after the beginning of the quarter prior to the student’s graduation.

D. Scholastic Requirements

(1) Degree candidates must attain at least a C average (2.0 GPA) for all courses required in the major program, as well as for all depth subject matter courses required in the major program. For purposes of attaining a C average in the courses of the major program, a student may once repeat such courses in which he/she has received grades of D or F. Students must petition the Dean for approval of repeating a course more than once.

(2) When, upon the recommendation of the staff or faculty of a section or undergraduate program committee, Undergraduate Academic Programs unit of the Dean's Office, or Committee on Undergraduate Student Petitions (in the case of individual majors), the chair of the unit supervising the major (principal adviser in the
case of individual majors) determines that a student cannot profitably continue in the program, the chair shall notify the Dean of the college in writing, indicating the basis for such opinion. In such cases, the student may be required to withdraw from the major. A student’s failure to maintain a 2.0 GPA in courses required for the major taken over two consecutive quarters constitutes a valid reason for requiring withdrawal from the major.

E. Multiple Majors

(1) Students may elect to declare simultaneously more than one major program. Admission into a multiple major program is subject to the approval of the units (sections, departments or curriculum committees) in charge of the majors involved and the Dean of the College. In the case of multiple major programs crossing college lines, approval of the deans of all other colleges involved is required.

(2) Departments, sections, curriculum committees, and other teaching units, singly or collectively, as well as faculty advisers have the right to disapprove a student’s request for a multiple major. If disapproval of particular combinations of majors is established as the policy of a section, curriculum committee, or other teaching unit, the unit making such decisions must notify the Dean of the College so that the prohibition can be included in informational materials for students and advisers.

(3) Approval of a request to declare more than one major is subject to criteria specifying minimal overlap between the programs.

(a) Eighty percent of the upper-division units offered in satisfaction of course and unit requirements of each major must be unique; that is, they may not be offered in satisfaction of requirements of any of the other majors involved.

(b) When unit requirements of the major programs included in a request differ, the major with the smaller number of upper-division units required shall be used to compute the minimal unit difference that must be met.

(c) In determining that the 80 percent requirements have been satisfied, advisers and the Dean must count both specific courses and courses with substantial overlap of content as common to the majors involved.
(d) The student must complete all majors within the 225-unit limit.

(e) Before petitioning for a second (or any additional) major, the student must complete two Depth Subject Matter courses in each major.

F. **Minors.** Sections and curriculum committees may establish minors. A student may elect to satisfy the requirements of one or more minors offered by departments, sections, or curriculum committees other than the major. Completion of a minor shall not be required for the degree. At the request of the student, completion of minors will be certified on the student’s undergraduate transcript.

1. Students may request certification of completion of a minor on the transcript by filing a Declaration of Intent to Complete a Minor with the Office of the Dean during the quarter preceding the quarter of graduation.

2. A minor shall consist of 18 to 24 units in upper-division courses specified by the department or curriculum committee offering the minor. When unique subject matter essential to the academic coherence of the program is offered only at the lower division level, a single lower-division course may be included as part of the minor in lieu of an equal number of units in upper-division courses.

3. Not more than one course applied to the satisfaction of requirements in the major program shall be accepted in satisfaction of the requirements of a minor. No course used to satisfy the requirements of one minor shall be applied toward any other minor.

4. The minimum G.P.A. acceptable for any minor is 2.00.

5. The student must complete the major(s) and any minors within the 225-unit limit.

6. Students shall not receive certification of completion of a minor offered by the section or curriculum committee of the student’s major. On the basis of programmatic justification, the Executive Committee may grant variances to this prohibition to sections or curriculum committees. With the written support of the section or curriculum committee, a student may petition the Committee on Undergraduate Student Petitions for an exception.

7. With the provisions listed in subsections 1 to 5 above, students in the college may receive certification of completion of an approved minor offered by another undergraduate college on the Davis campus.
Section 4. **Enrollment Regulations and Grades**

A. **Academic Advising.** Students are required to consult an academic adviser at several points in their academic careers.

(1) Each student shall meet with an adviser in the student’s major before the student has accumulated 90 units of degree credit.

(2) Before completing 135 units, each student shall obtain a formal check of major requirements from his or her academic adviser and a degree check from the Office of the Dean.

(3) If a student is taking courses which, if passed, will make his/her total units exceed 200 units, and the student intends to register for the next quarter, then the student must file a plan with his/her adviser that leads to graduation. If the plan anticipates registering after he/she has accumulated 225 units, the plan must be submitted to the dean for approval.

(4) The Dean is authorized to deny registration to students who do not comply with the advising requirements specified in (1), (2), and (3) above.

B. **Academic Probation or Disqualification**

Academic probation or disqualification of students in the college shall be governed by the Academic Senate regulations regarding scholastic status and by the Davis Division Regulations regarding incomplete grades and minimum progress. The Dean of the College is designated by the Faculty as its agent in administering these regulations, in conformance with policies determined by the CUCEP and the Executive Committee.

C. **Enrollment Limitations into Majors**

With the approval of the Executive Committee, the faculty of a major program may limit admission to the program to students who have passed a prescribed set of criteria. Students who as first-year or transfer students plan to declare the major, but have not met the prescribed set of criteria will be admitted to a premajor program. An application to limit admission to the major must provide: (1) evidence that the quality of the major is adversely affected by an imbalance between demand and available resources; (2) evidence that the proposed grade point average minimum value will allow as many students as possible to declare and complete the major program, given the available resources; (3) a plan for advising premajor students to facilitate their admission to the major program as early in their career as possible; (4) a plan for contributions
to facilitate the admission of premajors to the major program, including participation in teaching prescribed premajor courses, as appropriate, and expansion of limiting upper division courses as resources become available. A report on the number of premajor and major students, with any proposed modifications of the program, must be submitted annually before the beginning of the next year’s admission cycle.

Section 5. Honors

A. Quarterly Honors Lists.

(1) An honors list shall be prepared each quarter and shall be made public.

(2) Minimum standards for inclusion on the quarterly honors list must conform to those set by the Davis Division of the Academic Senate.

B. Honors at Graduation

(1) Students may qualify for Honors, High Honors, and Highest Honors with the Bachelor’s degree. Minimum standards are prescribed by the Davis Division of the Academic Senate.

(2) No student shall be awarded honors if more than 8 units of grade “Incomplete” appear on the transcript. Individual appeals from this regulation may be approved by the Committee on Awards and Honors.

(3) A student who meets the prescribed grade-point minimum standards shall be awarded Honors, High Honors and Highest Honors by the Committee on Awards and Honors on its own authority.

(4) Students who receive Honors, High Honors, or Highest Honors with the Bachelor’s degree shall be so designated in their diplomas and in the List of Certificates, Degrees, and Honors, together with specification of their respective major programs and grade of honors.

C. Honors Programs in Majors

(1) Each major program may establish an Honors Program that includes special courses, supplementary and advanced independent study, or both. Honors Programs must be approved by the CUCEP and confirmed by the Executive Committee.

(2) The completion of an Honors Program shall require the writing of a thesis, the passing of a comprehensive examination, or both.
(3) The title of an approved honors thesis shall be noted on the student's transcript in a manner consistent with the rules of the Undergraduate Council.
The following amendments were made in the Bylaws and Regulations of the Faculty of the College of Letters and Science during academic year 2006-2007.

By-Laws:

Three years ago, the faculty and the administration of UC Davis together decided to establish the University Writing Program (UWP) as a separate Interdepartmental Program within the Division of Humanities, Arts, and Cultural Studies. This program was established primarily to administer the courses and exams that UC Davis students take in order to fulfill the composition requirements of their respective colleges. It was decided that the appropriate faculty to administer the program would be academic senate faculty whose research would be in the academic field commonly called Rhetoric and Composition.

The fact that the University Writing Program neither offers, nor is currently expected to offer, a major presented the College of Letters and Science with a problem. The problem is that the By-Laws of the College defined the faculty of the College as consisting of academic senate members who are members of departments or programs in which L&S students can do their major work. The only exceptions written into this policy had been for the Department of Military Science and the Department of Education, which never offered undergraduate majors.

Because the UWP is an integral part of the undergraduate instruction of the College and because we want the UWP to develop into an academically strong program, the L&S Executive Committee recommended and the L&S Assembly approved an amendment to LSB 2(A)(6) to include the academic senate faculty housed within this program as members of the College.

Along with this change to admit the UWP senate faculty as members of L&S, the Assembly also took the opportunity to update that same section of the By-Laws to remove the senate faculty of the Department of Education from L&S membership since it is now a School.

It should be noted that these changes will require the corresponding amendment of Davis Division Bylaw 141: Faculty of the College of Letters and Science.

PART II. MEMBERSHIP

2. (A) The Faculty of the College of Letters and Science (Davis) shall consist of:
   (1) No change
   (2) No change
   (3) No change
   (4) No change
   (5) No change
   (6) All members of the Academic Senate who are members of the following departments and programs: Military Science and Education, the University Writing Program;
   (7) No change

Howard Day, Chair
Faculty of the College of Letters and Science
2006-2007