

July 9, 2018

**DEANS
UNIVERSITY REGISTRAR****RE:** Revisions to Davis Division Bylaws and Regulations

Dear Colleagues:

I write to formally notify you of revisions to the following Davis Division Bylaws and Regulations, which go into effect September 1, 2018:

- Bylaws
 - **121D:** Committee on Preparatory Education
- Regulations
 - **507:** Master of Business Administration
 - **521:** University of California Entry Level Writing Requirement
 - **537:** Course Outline Requirement
 - **538(J):** Examinations
 - **550:** Academic Dishonesty
 - **A540(F):** Grading
 - **A546:** Satisfactory or Unsatisfactory Grading
 - **A552:** Expected and Minimum Progress

The track-changed revisions are [listed on our website](#) and are attached to this memo. On September 1, the revisions will be live on the official [bylaws and regulations webpage](#). Later in summer, Senate leadership will notify all faculty of these revisions, but I encourage you to communicate them to your faculty, staff, and students as you see fit.

On a separate note, the Senate office recently launched a new [General Education \(GE\) website](#). It is designed for student use but hosts faculty and staff resources as well, including the recently updated GE literacy interpretations.

Please let me know if you have any comments or questions. In addition, please inform me if you anticipate any issues with updating relevant technology systems to reflect the bylaw and regulation revisions.

Sincerely,



Rachael E. Goodhue
Chair, Davis Division of the Academic Senate
Professor and Chair, Agricultural and Resource Economics

Enclosed: Revised Bylaws and Regulations

- c: Ralph Hexter, Provost and Executive Vice Chancellor
Carolyn Thomas, Vice Provost and Dean, Undergraduate Education
Jean-Pierre Delplanque, Acting Vice Provost, Graduate Education/Acting Dean, Graduate Studies
Susan Ebeler, Associate Dean, College of Agricultural and Environmental Sciences
Susan Keen, Associate Dean, College of Biological Sciences
Ari Kelman, Associate Dean, College of Letters and Science
Jim Schaaf, Associate Dean, College of Engineering
Kristin Lagattuta, Chair-designate, Davis Division of the Academic Senate
Richard Tucker, Vice Chair-designate, Davis Division of the Academic Senate
Edwin M. Arevalo, Executive Director, Davis Division of the Academic Senate

PROPOSED REVISION OF DAVIS DIVISION BYLAW 121 (D):

Committee on Preparatory Education

Submitted by the Preparatory Education Committee.

Endorsed by the Undergraduate Council and the Executive Council.

Rationale: Currently, Davis Division regulations specify that students who have not satisfied the Entry Level Writing Requirement (ELWR) at the time of enrollment at UC Davis have three specific options for satisfying the requirement. A plan to allow greater flexibility and more options, known as the multiple pathways ELWR plan, has been proposed by the L&S English Language and Literacy Committee. PEC was asked by senate leadership to consider senate bylaw and regulation changes that would allow the implementation and monitoring of the multiple pathways plan.

This proposal is intended to clarify PEC's role in the ELWR process, which is one of certification, decertification and monitoring of the ELWR. The UC Systemwide Senate regulations (see below) give the power of approving courses to an appropriate committee of the UC Davis Senate.

Systemwide Senate Regulation 636.C

There are two ways a student may satisfy the University of California Entry Level Writing Requirement subsequent to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, or by successfully completing a course or program of study approved for that purpose by an appropriate agency of the Academic Senate Division of the student's campus. (Am 28 May 80; Am 26 May 82; Am 19 Feb 2004; Am 30 Jan 2008)

The UC Davis Senate bylaw already put the monitoring power in the hands of PEC. This proposal would clarify that PEC is supposed to certify and decertify ELWR courses. This makes the most sense since PEC is the body most closely monitoring these courses and establishing criteria for the approval of these courses.

Proposed Revision: Davis Division Regulation 521 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

121.D Committee on Preparatory Education

- (1) This committee shall consist of five members, with broad representation from the colleges offering undergraduate instruction. The membership of this committee shall include one member from the Department of Mathematics and one member from the

University Writing Program. In addition, there shall be one undergraduate student representative and one representative from the Academic Federation. (Am. 9/1/2017)

(2) This committee shall have the following duties:

(a) To monitor and conduct periodic reviews and evaluations of ~~remedial~~ **preparatory** education.

(b) ~~Under the direction of the University Committee on Undergraduate Preparatory Education,~~ **Under the direction of Undergraduate Council,** to oversee the **certification, decertification,** administration and efficacy of ~~any method~~ **all methods** used to satisfy the Entry Level Writing Requirement (ELWR) for UC Davis students. (Am. 9/1/2016, 9/1/2017) **The committee shall establish and publish criteria for ELWR course certification and review. The committee and shall periodically review evaluate and revise those criteria. The committee shall maintain a list of courses which it has certified to satisfy the ELWR and shall communicate that list to the Director of Entry Level Writing. The committee shall periodically review the efficacy of the certified ELWR courses, and if necessary, decertify courses if they do not meet the committee's review criteria.**

(c) To oversee the use of placement examinations in mathematics.

(d) To be responsible for implementation of University Academic Senate Regulation 761 on the Davis campus.

(e) To monitor and conduct periodic reviews and evaluations of the English as a Second Language Program on the Davis campus.

(f) **To be responsible for approving exceptions to the deadlines for satisfying the Entry Level Writing Requirement pursuant to Academic Senate Regulation 636.D.**

PROPOSED REVISION OF DAVIS DIVISION REGULATION 507:

Master of Business Administration in Requirements for Higher Degrees

Submitted by Brad M. Barber, Associate Dean, Graduate School of Management.

Endorsed by the Graduate Council and the Executive Council.

Rationale: Regulations governing the Master of Business Administration (MBA) are out of date and should be amended to be consistent with those of other UC MBA programs (e.g., UC Berkeley and UCLA) and other Master's degree programs at UC Davis.

Proposed Revision: Davis Division Regulation 507 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

507. Master of Business Administration

~~(A) — The candidate must complete 72 units (approximately 24 courses) of acceptable graduate, professional, and undergraduate courses.~~

(A) The candidate must have completed a program of graduate study as specified by the Faculty of the Graduate School of Management and approved by the Graduate Council subject to divisional and systemwide regulations, including those specifying limits on units for part-time students.

~~(B) — The core courses may be waived and the total course load reduced for students who have completed equivalent courses at another accredited institution of higher learning. However, students must complete a minimum of 14 courses in the program to qualify for the degree.~~

(B) A comprehensive final exam or equivalent is required of each candidate.

~~(C) — A part time student may enroll in no more than two courses per quarter (excluding lower division remedial courses). (App. 10/28/75; Am. 10/30/89)~~

PROPOSED REVISION OF DAVIS DIVISION REGULATION 521:

University of California Entry Level Writing Requirement

Submitted by the Preparatory Education Committee.

Endorsed by the Undergraduate Council and the Executive Council.

Rationale: Currently, Davis Division regulations specify that students who have not satisfied the Entry Level Writing Requirement (ELWR) at the time of enrollment at UC Davis have three specific options for satisfying the requirement. A plan to allow greater flexibility and more options, known as the multiple pathways ELWR plan, has been proposed by the L&S English Language and Literacy Committee. PEC was asked by senate leadership to consider senate bylaw and regulation changes that would allow the implementation and monitoring of the multiple pathways plan.

As part of the approval of the multiple pathways ELWR plan, PEC was asked by senate leadership to consider senate bylaw and regulation changes that would allow the implementation and monitoring of the multiple pathways.

The proposal would make one very significant change to the regulations - it would remove all reference to specific classes that satisfy ELWR. Instead, the list would be maintained by PEC.

Proposed Revision: Davis Division Regulation 521 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

521. University of California Entry Level Writing Requirement (En. 6/1/2006)

- (A) The University of California Entry Level Writing Requirement is a reading and writing proficiency requirement governed by **Academic** Senate Regulation 636 and this Divisional Regulation. (En. 6/1/2006)
- (B) Prior to enrollment at the University of California, each student may satisfy the University of California Entry Level Writing Requirement as specified by **Academic** Senate Regulation 636. (En. 6/1/2006)
- (C) A student who has not satisfied the University of California Entry Level Writing Requirement prior to enrollment in the University of California, Davis must satisfy the requirement either (En. 6/1/2006)
 - (1) by passing the University of California Analytical Writing Placement Exam administered Systemwide or on the Davis campus, or (En. 6/1/2006)

(2) ~~by passing Workload 57, offered by Sacramento City College, with a grade of C or better. (En. 6/1/2006)~~ **by passing, with a grade of at least C or above, one of the Entry Level Writing Requirement courses certified by the Committee on Preparatory Education (PEC) and Undergraduate Council (UGC). A student who receives a final grade of C- or below has not fulfilled the University of California Entry Level Writing Requirement and may repeat the course(s). The list of certified courses will be maintained by the Committee on Preparatory Education and publicized by the Director of Entry Level Writing.**

(3) ~~by passing UC Online Course Writing 39A with a grade of C or better. (En. 9/1/2016)~~

(D) ~~The final examination for Workload 57 shall be the University of California Analytical Writing Placement Exam, which shall be evaluated by instructors from both UC Davis and Sacramento City College. (En. 6/1/2006)~~ **If a student is identified as an English language learner (ESL) on the University of California Analytic Writing Placement Exam, or through a placement exam on the Davis campus as determined by the Director for Entry Level Writing, the student will be placed into the ESL pathway for Entry Level Writing. The procedure for the ESL pathway will be maintained by the Committee on Preparatory Education and publicized by the Director of Entry Level Writing and the Director of ESL.**

(E) ~~In accordance with University of California Systemwide Academic Senate Regulation 636.D, a students placed into University Writing Program 21, 22, and/or 23, the ESL pathway will have three quarters plus one quarter for each required Linguistics ESL course to meet the requirement. A Other students must satisfy the University of California Entry Level Writing Requirement as early as possible during the first year in residence at the University of California. A student who has not done so within the prescribed timeframe after three quarters of enrollment will not be eligible to enroll for additional fourth quarters unless the student has been granted an extension by the Committee on Preparatory Education. The Committee on Preparatory Education may delegate the authority to grant such extensions to that by that student's college Dean, or adviser as authorized by the Dean. In the case of such delegation, the Dean shall submit an annual report to the Committee on Preparatory Education. Students placed into University Writing Program 21, 22, and/or 23, the ESL pathway will have three quarters plus one quarter for each required Linguistics ESL course to meet the requirement. (En. 6/1/2006, Am. 9/1/2016)~~

PROPOSED REVISION OF DAVIS DIVISION REGULATION 537:

Undergraduate Course Outline Requirement

Endorsed by the Undergraduate Council and the Executive Council.

Rationale: The revised regulation proposal will now more closely align with the revised Academic Code of Conduct and provide better clarity. The revisions are the result of the Academic Senate appointed Academic Integrity workgroup as a result of faculty concerns over academic dishonesty and proposed steps to be taken to alleviate incidents of academic dishonesty.

Proposed Revision: Davis Division Regulation 537 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

537. Undergraduate Course Outline Requirement

- (A) 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, **and notice of the Code of Academic Conduct.**
- (B) 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)

PROPOSED REVISION OF DAVIS DIVISION REGULATION 538:

Examinations

Submitted by Randall Larson-Maynard, Senior Editor/Curriculum Coordinator/Webmaster,
Office of the University Registrar.

Endorsed by the Executive Council.

Rationale: Update regulation to reflect that the General Catalog is no longer being printed.

Proposed Revision: Davis Division Regulation 538 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

538. Examinations

- (A) 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)
- (B) At the instructor's option, a final examination 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) (Am. 9/1/2017)
- (C) 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 Search Tool. For on-line courses, the University Registrar will offer to the instructor of each on-line class the option to have the final in any of the TBA slots. Additional options for administration of final exams in on-line courses include the use of testing centers, on-line proctoring services, and take-home examinations. Students shall be notified of the time and place of the final on or before the first day of instruction. (Am. 5/4/04) (Am. 9/1/2015, 9/1/2017)
- (D) In each 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 Search Tool. (Am. 4/26/82; 5/4/04) (Am. 9/1/2017)
- (E) 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. 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). (Am. 3/13/95 and effective 9/1/95; 5/4/04) (Am. 9/1/2017)

(F) 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 final 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. In the case of on-line courses, the published examination schedule is that announced no later than the first day of class in accordance with 538(C). (Am. 10/26/87 and effective 9/1/88) (Am. 3/13/95 and effective 9/1/95; 5/4/04) (Am. 9/1/2017)

(G) A student who is improperly denied the right cited in (C) or (D) may file a petition with the Executive Council by the end of the next regular term, for appropriate action.

(H) In accordance with current law, students with documented disabilities may be entitled to in-class accommodations. The student shall provide a letter from the campus Student Disability Center (SDC) with a recommendation for those academic accommodations that the instructor is responsible for providing. It is the student's responsibility to request accommodations as soon as possible; this notification must be made within a period of time which allows the university a reasonable opportunity to evaluate the request and offer necessary adjustments. The instructor has a legal obligation to provide recommended academic accommodations, unless the instructor can demonstrate that the accommodations will fundamentally alter the nature of the academic demands made of the student, or decrease the standards and types of academic performance. It is the responsibility of the University to provide recommended physical accommodations. No accommodation shall require facilities or personnel that can be demonstrated to result in undue financial and administrative burdens to the University. The instructor should consult with the student and the SDC if there are any questions or concerns. If the instructor and the SDC cannot arrive at a mutually agreeable accommodation, the matter shall be resolved by a committee convened by the Vice Chancellor - Student Affairs that includes the instructor, the department chair, and a representative from the SDC. (En. 6/8/87; Am 11/25/96; Am 4/14/08) (Am. 6/8/2012)

(I) 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)

(J) Paragraphs (A) through (I) of this Regulation shall ~~be printed in the General Catalog~~ **appear in the final examination area of the Office of the University Registrar website.** (En. 5/24/76; Am. and renum. 5/25/77; 6/8/87)

PROPOSED REVISION OF DAVIS DIVISION REGULATION 550:

Academic Dishonesty

Endorsed by the Undergraduate Council.

Endorsed by the Executive Council.

Rationale: The revised regulation proposal will now more closely align with the revised Academic Code of Conduct and provide better clarity. The revisions are the result of the Academic Senate appointed Academic Integrity workgroup as a result of faculty concerns over academic dishonesty and proposed steps to be taken to alleviate incidents of academic dishonesty.

Proposed Revision: Davis Division Regulation 550 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

550. Academic ~~Dishonesty~~ **Misconduct**

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

(A) The Code of Academic Conduct governs academic integrity at UC Davis. The Office of Student Support and Judicial Affairs (OSSJA) has authority and is responsible for adjudication and resolution of academic misconduct cases.

~~(B) 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.~~

(B) UC Davis course examinations should be monitored, at the discretion of the instructor.

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

(C) If an instructor has a reasonable suspicion of academic misconduct, whether admitted by the student or not, the instructor shall report the matter to the Office of Student Support and Judicial Affairs.

~~(D) — 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 Support and Judicial Affairs. (Am. 3/13/95 and effective 9/1/95)~~

(D) A faculty/student panel, convened by OSSJA, shall conduct formal hearings for contested cases of academic misconduct and recommend findings to OSSJA, unless the right to a formal hearing has been withdrawn. The right to a formal hearing may be withdrawn because of a prior finding of misconduct. The panel will be selected from a faculty/student committee appointed by the Chief Campus Officer, in consultation with the Davis Division Committee on Committees nominating the faculty members.

(E) The instructor has authority to determine a grade penalty when academic misconduct is admitted or is determined by adjudication to have occurred; with a maximum grade penalty of “F” for the course.

(F) When a student is suspended for academic misconduct, the student’s academic transcript will carry the following notation during the period of suspension: “Disciplinary Suspension from UC Davis for Academic Misconduct.”

(G) When a student is dismissed for academic misconduct, the student’s academic transcript will carry the following notation: “Disciplinary Dismissal from the University of California for Academic Misconduct.”

PROPOSED REVISION OF DAVIS DIVISION REGULATION A540(F):

Grading

Endorsed by the Undergraduate Council and the Executive Council.

Rationale: Students are required to pass the Entry Level Writing Requirement (ELWR) with a C or above (see DDR 521.C.2), and are given 3 quarters to do so. The current regulation DDR A540.F.1, which governs repeated classes, only allows students to repeat classes in which they have attained a D+ or below. The proposed changes to the ELWR in 521.C.2 allow students with a C- or lower to repeat the ELWR classes, consistent with UC Senate Regulation 636.C.1.

The proposed regulation change for DDR A540.F.1 makes explicit that students are allowed to repeat ELWR courses if they receive a C- or below.

The proposed regulation change for DDR A540.F.5 makes explicit that courses repeated for the purposes of ELWR will have their grade computed in the same manner as other repeated courses for which students earn a D or below.

Together these modifications would close the C- gap that is created by the current inconsistency of UC versus Davis Division regulations.

Proposed Revision: Davis Division Regulation A540(F) shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

A540. Grading

(F) 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.

(1) An undergraduate student may repeat only those courses in which ~~he or she~~ **the student** received a letter grade of D+ or below, **a C- or below for any course that is approved to satisfy the Entry Level Writing Requirement (see DDR 521.C.2)**, or a grade of 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 letter grade has been assigned may not be repeated on a Passed or Not Passed basis. (En. 4/21/80, Am. 3/11/81) (Am. 9/1/2010, 9/1/2016)

(2) 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~~ **the student** received a letter grade of C+ or below, or a grade of 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 three courses for all courses repeated. Courses in which a letter grade has been assigned may not be repeated on a Satisfactory or Unsatisfactory basis. (Am. 10/25/76, effective Winter 1977) (Am. 9/1/2010, 9/1/2011, 9/1/2016)

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

(4) 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)

(5) In computing the grade point average of an undergraduate who repeats courses in which ~~he or she~~ **the student** received a grade of D or F, **or in the case of a course that is approved to satisfy the Entry Level Writing Requirement, a C- or below (see DDR 521.C.2)**, 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.

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

PROPOSED REVISION OF DAVIS DIVISION REGULATION A546:

Satisfactory or Unsatisfactory Grading

Endorsed by the Graduate Council and the Executive Council.

Rationale: The Graduate Council (GC) met on April 19, 2018 and considered the changes to the SR A546 as presented by the Chair of the Education Policy Committee, Christopher Cappa. The regulation stipulates that only graduate students in good standing may be eligible to take letter grade courses on an S/U basis.

The registrar's office asked for guidance in interpreting this policy, as the concern is with the specification that a graduate student be in "good standing". Yet, as discussed by GC, there may be many reasons that a student might be considered "not in good standing" that are not reflective of ongoing or current academic problems. Instead they have to do with the current inability to remove the "not in good standing" designation from the transcripts due to limits set by current Graduate Council Policy (GC2005-01). One relatively common example is that a student may have accumulated an unsatisfactory grade in >8 research units (299), which cannot be repeated and therefore keep holding the student "not in good standing".

GC is currently further reviewing GC2005-01 to resolve this issue, while also allowing programs to ensure that any student who is in academic difficulty may not benefit in any changes to the policy. In the meantime GC voted unanimously in support of the changes to SR A546, as they would help streamline the process by which students, deemed not to be (or no longer to be) in academic difficulties, be allowed to take classes on a S/U basis.

Proposed Revision: Davis Division Regulation A546 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

A546. Satisfactory or Unsatisfactory Grading

(A) Under such rules as the Graduate Council and the appropriate program may determine, a graduate student in good standing (**or who receives approval from the Office of Graduate Studies**) 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 program 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.

(C) Students enrolled in individual research or individual study graduate courses (299 or 299D) shall be graded on a Satisfactory or Unsatisfactory only basis.

(D) In courses being undertaken on a Satisfactory or Unsatisfactory basis, the grade of Satisfactory shall be awarded 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.

PROPOSED REVISION OF DAVIS DIVISION REGULATION A552:

Expected and Minimum Progress

Submitted and endorsed by Undergraduate Council.

Endorsed by the Executive Council.

Rationale: The current version of Davis Division Regulation A552, Expected and Minimum Progress, adopted in 2005, includes aspects that are confusing to students, faculty, and advisors. To address these concerns and to make the regulation more consistent with other policies, we propose the following changes:

1. Set the definition of minimum progress as an average of 12 units per quarter rather than 13, which aligns with both federal and NCAA guidelines.
2. Do away with the distinction between MPA (minimum progress average) and DPA (degree progress average), and have just one metric, equivalent to the current DPA, calculated at the end of every quarter for every student, including first-year students.
3. Place a student on academic probation when their DPA falls below 12, and designate a student as subject to disqualification if their DPA remains below 12 after two consecutive quarters on academic probation, which is consistent with the policies for disqualification based on GPA outlined in Senate Regulation 900A.
4. Clarify the ways in which approved courses passed during summer and/or at other institutions count toward minimum progress.
5. Replace the terms “quantitative reasons” and “qualitative reasons” with “on the basis of inadequate progress” and “on the basis of GPA,” respectively, since both criteria include a quantitative component.

In addition, we propose that the Office of the University Registrar (OUR), rather than the colleges, should be responsible for providing annual reports to Undergraduate Council on accommodations to the minimum progress requirement based on documented disabilities, since colleges already forward all approved petitions for such accommodations to the OUR.

Proposed Revision: Davis Division Regulation A552 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

EXPECTED AND MINIMUM PROGRESS

A552. Expected and Minimum Progress

(A) Expected Progress Defined. A full-time regular undergraduate student (see Davis Division Regulation C561 for definition of a part-time student) shall be considered to make expected progress with an average of 15 units passed per quarter. (Am. 05/04/05)

(B) Minimum Progress Defined. A full-time, regular undergraduate student (see Davis Division Regulation C561 for definition of a part-time student) shall be required to maintain an average of at least ~~13~~ **12** units passed **per quarter** over all quarters of enrollment. Minimum progress shall be defined as an average of ~~13~~ **12** units passed per quarter calculated at the end of every ~~spring~~ quarter. ~~for the preceding three quarters (Fall, Winter, Spring) comprising an academic year.~~ The average shall be calculated based on the number of quarters in which the student was enrolled full-time during that period. (En. 6/7/83; Am. 11/30/83; Am 6/8/99; Eff. 9/1/2000; Am 05/04/05)

(1) Units Passed.

(a) For the purposes of calculating minimum progress, remedial non-credit courses shall be evaluated according to the “Carnegie Unit” rule and counted as units passed, subject to prior approval of such courses for this purpose by the Davis Division Committee on Courses of Instruction. The unit values associated with such courses shall not be applied toward the satisfaction of any baccalaureate degree requirement. (Am. 2/9/77; Am. 05/04/05)

(b) If a student receives a grade of D (**D+**, **D** or **D-**) in a course and repeats the course, the course shall be counted as units passed each time the course is passed up to a maximum of 16 units. (Am. 05/04/05)

(c) Units passed **at another accredited school and transferred to UCD, or passed** during a summer session at UCD ~~or at another accredited school and transferred to UCD~~ shall be counted as units passed during the first full-time quarter of enrollment at UCD immediately following **completion of the units** ~~the summer session.~~ (Am.05/04/05)

(d) Units passed by examination in accordance with policies established by the Davis Division Committee on Courses of Instruction (see SR 620 and DDR 528) shall be counted as units passed during the term in which the examination was taken. (Am. 05/04/05)

(e) Units graded as IP (in progress) shall be counted as units passed. (Am. 05/04/05)

(f) Units graded I are not counted as units passed. When the grade I is replaced by a passing grade, the units shall be counted toward minimum progress for the quarter in which the I grade was awarded. (Am. 6/7/83; En. 11/30/83;Am. 05/04/05)

(g) For a student who receives approval for concurrent enrollment at another college or university (approval process specified in Davis Division Regulation A553), the units transferred to the student's UCD record will be counted toward their minimum progress requirement.

(C) Failure to Make Minimum Progress. (Renum. 6/8/87)

(1) In accordance with the provisions of Davis Division Regulation A552(B), at the end of every ~~Spring~~ quarter it shall be determined if each student enrolled full-time for **that quarter** ~~any quarter during the preceding academic year~~ has met the minimum progress requirement of an average of ~~13~~ **12** units passed per quarter. **For this determination, a "degree progress average" shall be calculated for each student. The degree progress average is defined as the quotient of the number of units passed during full-time quarters from the initial quarter of matriculation at UCD divided by the number of full-time quarters completed at UCD.** ~~A student whose average number of units passed is less than 13 but greater than or equal to 12 shall be placed on "academic probation for quantitative reasons." A student whose average number of units passed is less than 12 shall be "subject to academic disqualification for quantitative reasons." An undergraduate student is in scholastic good standing if not on academic probation or subject to disqualification for either qualitative reasons as defined in Senate Regulation 900(A) or quantitative (minimum progress) reasons as defined herein. (Am. 05/04/05)~~

(2) ~~For every student who is "subject to academic disqualification for quantitative reasons," a "degree progress average" shall be calculated at the close of the next full-time quarter of enrollment at UCD. The degree progress average is defined as the quotient of the number of units passed during full-time quarters from the initial quarter of matriculation at UCD divided by the number of full-time quarters completed at UCD. (Am. 05/04/05)~~ **A student whose degree progress average is less than 12 shall be placed on "academic probation on the basis of inadequate progress" for the following quarter. An undergraduate student is in scholastic good standing if not on academic probation or subject to disqualification either on the basis of GPA, as defined in Senate Regulation 900(A), or on the basis of inadequate progress, as defined herein.**

(3) ~~A student whose degree progress average is less than 13 units shall be "subject to academic disqualification for quantitative reasons." A student whose degree progress average is 13 or more units shall not be "subject to academic disqualification for quantitative reasons." (Am. 05/04/05)~~ **A student who has**

been on academic probation on the basis of inadequate progress for two consecutive quarters, and whose degree progress average remains below 12 at the end of the second quarter of probation, shall be “subject to disqualification on the basis of inadequate progress.”

(4) Student Notification:

A student “subject to disqualification ~~for quantitative reasons~~” **on the basis of inadequate progress** for two consecutive, full-time quarters shall be disqualified from the university. That action shall be taken by the College faculty (or its authorized agent) and is subject to such conditions as the faculty may impose. Exceptions to disqualification **on the basis of inadequate progress** ~~for quantitative reasons~~ may be granted by the college faculty (or its authorized agent) in appropriate circumstances under policies adopted by the college faculty. (Am. 05/04/05)

(5) An undergraduate student in scholastic good standing **on the basis of GPA** ~~for qualitative reasons~~ as defined in Senate Regulation 900(A) but who is subject to academic probation or disqualification ~~for quantitative (progress) reasons~~ on the basis of inadequate progress as defined herein, may continue to opt to take courses on a Pass or Not Passed basis (See Davis Division Regulation A545(A)). (Am. 05/04/05)

(6) Colleges shall report the numbers of students subject to disqualification ~~for quantitative reasons~~ **on the basis of inadequate progress** and the number of exceptions and reasons for those exceptions to the Undergraduate Council on an annual basis in the fall quarter. (Am. 05/04/05)

(7) A notation on a full-time student’s transcript that he or she either has not made minimum progress or is on probation or subject to disqualification **on the basis of inadequate progress** ~~for failure to make minimum progress~~ shall be removed when the student has satisfied all other requirements for graduation. (Am. 05/04/05)

Except when a student has been disqualified from the university, all notations regarding failure to comply with the minimum progress requirement shall be redacted when copies of a student’s transcript are prepared for outside persons or agencies, such as professional or graduate schools. (Am. 05/04/05)

(D) Accommodations for Students with Documented Disabilities (Am. 4/14/2008)

(1) A student **with a documented disability** seeking an accommodation **to the minimum progress requirement** ~~for a documented disability with respect to the minimum progress requirement~~ shall provide his or her Dean’s office with a letter from the campus Student Disability Center (SDC) including a

recommendation for either a transfer to part-time status or a waiver of the minimum progress requirement for full-time students (for a specific period not to exceed one year). It is the student's responsibility to request accommodations as soon as possible, and this notification must be made within a period of time which allows the university a reasonable opportunity to evaluate the request and offer necessary adjustments. The accommodation is subject to extension and modification, and it is the student's responsibility to submit subsequent requests as the need arises. (Am. 4/14/2008)

(2) The faculty of a college (or its authorized agent) may authorize either a transfer to ~~part-time~~ **part-time** status (as described in Davis Division Regulations C560-C562) or a waiver of the minimum progress requirement for specific quarters (not to extend to quarters beyond those recommended by the SDC) for a student for whom the SDC has determined that an accommodation is required. In either case the units earned and the quarters attended during the period of the accommodation shall not be used in determining whether a student has satisfied the minimum progress requirement. No accommodation shall alter the nature of the academic demands made of the student nor decrease the standards and types of academic performance. (Am. 4/14/2008)

(3) If the faculty (or its authorized agent) and the SDC cannot arrive at a mutually agreeable accommodation, the matter shall be resolved by a committee convened the Vice Chancellor - Student Affairs that includes a representative from the SDC and the authorized agent of the faculty of the college (or, in the absence of such agent, the chair of the faculty). (Am. 4/14/2008)

(4) ~~Colleges shall report to the Undergraduate Council on an annual basis in the fall quarter the numbers, types, and duration of accommodations granted. (Am. 4/14/2008)~~ **The Office of the University Registrar shall report to the Undergraduate Council on an annual basis in the fall quarter the number of accommodations granted by each college, including the type and duration of each accommodation.**