

August 20, 2019

**DEANS
UNIVERSITY REGISTRAR
CHIEF INFORMATION OFFICER**

RE: Revisions to Davis Division Regulation A552 (Expected and Minimum Progress)

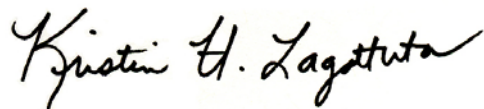
Dear Colleagues:

I write to formally notify you of revisions to Davis Division Regulation A552 passed during the 2018-19 year. These revisions go into effect on September 1, 2019.

The rationale, expected impacts, and track-changed revisions are [available on our website](#) and are attached to this letter. On September 1, the revisions will be reflected on the official [Davis Division Regulations webpage](#). I request that you communicate these revisions to your faculty, advisors, and students as you see fit.

Please contact me with any comments or questions. In addition, please inform me if you anticipate any issues with updating relevant technology systems to reflect the revisions.

Sincerely,



Kristin H. Lagattuta, Ph.D.
Chair, Davis Division of the Academic Senate
Professor, Department of Psychology and Center for Mind and Brain

Enclosed: Revised Davis Division Regulation A552 (Expected and Minimum Progress)

c: Ralph Hexter, Provost and Executive Vice Chancellor
Emily Galindo, Interim Vice Chancellor, Student Affairs
Susan Ebeler, Associate Dean, College of Agricultural and Environmental Sciences
Michele Igo, Associate Dean, College of Biological Sciences
Ari Kelman, Associate Dean, College of Letters and Science
Ralph Aldredge, Associate Dean, College of Engineering
Meggan Levitt, Assistant Vice Provost and Associate CIO, IET
Richard Tucker, Vice Chair, Davis Division of the Academic Senate
Edwin M. Arevalo, Executive Director, Davis Division of the Academic Senate

PROPOSED REVISION OF DAVIS DIVISION REGULATION A552:

Expected and Minimum Progress

Submitted and endorsed by the Undergraduate Council.

Endorsed by the Executive Council.

Rationale:

Revisions to Davis Division Regulation A552, Expected and Minimum Progress, adopted in 2018, helped to correct aspects that were confusing to students, faculty, and advisors, but a few problems remain. To address these concerns, Undergraduate Council (UGC) proposes the following additional changes:

1. The current regulation states that after two consecutive quarters of being on academic probation on the basis of inadequate progress, a student whose Degree Progress Average (DPA) remains below 12 units then becomes subject to disqualification on the basis of inadequate progress, and that a student subject to disqualification on the basis of inadequate progress for two consecutive, full-time quarters shall be disqualified from the university. The intermediate status “subject to disqualification” is confusing and UGC proposes to eliminate it by allowing students to be on academic probation on the basis of inadequate progress for up to three consecutive quarters, after which they shall be disqualified. Allowing three quarters of academic probation ensures that all students will have an opportunity to increase the DPA by taking courses during the summer.
2. UGC proposes to remove the specification that a student who receives a letter grade of D may repeat a course for credit to be consistent with system-wide Senate Regulation 636 and Davis Division Regulation A540, which state that, for any course that is approved to satisfy the Entry Level Writing Requirement, a student who receives a grade of C- or below may repeat the course.
3. UGC propose to remove the requirement that the Office of the University Registrar provide annual reports to Undergraduate Council (UGC) on accommodations to the minimum progress requirement based on documented disabilities. UGC does not consider such regular reports necessary but may request the data if and when any concerns arise.

Expected Impacts:

1. The change described under item 1 above is expected to have the following impacts:
 - A. To students and advisors: Discontinuing the policy by which a student may continue to register in the University for two quarters while designated “subject to disqualification” should be less confusing to students and advisors, and, as noted above, extending the period for which a student may be on academic probation on the basis of inadequate progress to three consecutive quarters ensures that all students will have an opportunity to increase the DPA by taking courses during the

summer. It will nonetheless be extremely important for students and advisors to pay close attention to the number of quarters for which the student has been on academic probation; UGC recommends that student record systems should be set up to include this information automatically.

B. To the Office of the Registrar and Information and Educational Technology: The proposed regulation change and the corresponding recommendation noted in A above will require modifications to student record systems. Since these are minor adjustments to the more significant modifications that are already being implemented based on the regulation changes that took effect in fall, 2018, the workload associated with these further changes is not expected to be unduly onerous or time-consuming.

2. The change described under item 2 will ensure that this regulation is consistent with other Academic Senate regulations; we therefore consider this to be a necessary change.
3. The change described under item 3 will result in reduced workload for the Office of the University Registrar.

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

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)
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- (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 12 units passed per quarter over all quarters of enrollment. Minimum progress shall be defined as an average of 12 units passed per quarter calculated at the end of every quarter. 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) (Am. 9/1/2018)
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(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-)~~ **repeats** a course **under the provisions of DDR A540F and repeats the course, and receives a passing grade in the repeated** the course, **then the repeated course** shall be counted as units passed. **Not more than 16 units can be accrued in this way.** ~~each time the course is passed up to a maximum of 16 units.~~ (Am. 05/04/05) (Am. 9/1/2018)

(c) Units passed at another accredited school and transferred to UCD, or passed during a summer session at UCD shall be counted as units passed during the first full-time quarter of enrollment at UCD immediately following completion of the units. (Am.05/04/05) (Am. 9/1/2018)

(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. (En. 9/1/2018)

(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 quarter it shall be determined if each student enrolled full-time for that quarter has met the minimum progress requirement of an average of 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. (Am. 05/04/05) (Am. 9/1/2018)

- (2) 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. (Am. 05/04/05) (Am. 9/1/2018)
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- (3) A student who has been on academic probation on the basis of inadequate progress for ~~two~~ **three** consecutive quarters, and whose degree progress average remains below 12 at the end of the ~~second~~ **third** quarter of probation, shall be ~~“subject to disqualification”~~ **“disqualified from the university on the basis of inadequate progress.”** **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 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) (Am. 9/1/2018)
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(4) Student Notification:

~~A student subject to disqualification 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 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) (Am. 9/1/2018)~~

- (54) An undergraduate student in scholastic good standing on the basis of GPA as defined in Senate Regulation 900(A) but who is ~~subject to~~ **on** academic probation ~~or disqualification~~ on the basis of inadequate progress as defined herein, may continue to opt to take courses on a Pass or Not Passed basis ~~(See in line with Davis Division Regulation A545(A)).~~ (Am. 05/04/05) (Am. 9/1/2018)
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- (65) Colleges shall report the numbers of students ~~subject to disqualification~~ **disqualified** 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) (Am. 9/1/2018)

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- (76) A notation on a full-time student's transcript that ~~he or she~~ **the student** ~~either~~ has not made minimum progress or is on probation ~~or subject to disqualification~~ on the basis of inadequate progress shall be removed when the student has satisfied all other requirements for graduation. (Am. 05/04/05) (Am. 9/1/2018)
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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) ~~As~~ Students with a documented disability seeking an accommodation to the minimum progress requirement shall provide ~~his or her~~ **their** Dean's office with a letter from the campus Student Disability Center (SDC) ~~including~~ **containing** 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, 9/1/2018)
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- (2) The faculty of a college (or its authorized agent) may authorize either a transfer to 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, 9/1/2018)
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- (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)

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- (4) ~~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. (Am. 4/14/2008, 9/1/2018)~~