

## **II. Regulations of the Division**

1. Sections I, II, and III of these Regulations have been adopted by the Santa Cruz Division. Section IV, Graduate Program, has been adopted by the Graduate Council in accordance with SCB 13.21. (CC 29 Aug 97, 31 Aug 98)
2. Regulations preceded by "A" represent a variance granted by the Assembly from Academic Senate Regulations and can be substantively changed only by approval of the Assembly of the Academic Senate.

### **Section I. General**

#### **Chapter 1. General**

##### **1.1 Academic Calendar.**

The Registrar, with the advice of the Committee on Educational Policy, prepares, in advance of each academic year, an academic calendar specifying the following dates for each term:

- a. Date on and after which late registration fee is charged for filing registration packet and paying incidental fee.
- b. Dates for filing of study lists; late fee is charged thereafter.
- c. Last day for changing study lists without late fee.
- d. Last day for adding a course.
- e. Last day for dropping a course. (Am 19 Apr 72; EC 1 Sept 71)
- f. Last day to file petition for change of college or of major field in order for change to be effective for the following quarter.
- g. Days assigned for advanced registration and advising of continuing students for new quarter.  
(CC 1 Aug 77, 28 Jan 81)

##### **1.2 Exceptions to These Regulations for Part-Time Degree Programs.**

With the advice of the Committee on Rules, Jurisdiction, and Elections, and subject to the approval of the Academic Council as specified in SB 125B, proposals for part-time degree programs may be approved in exception to these Regulations by the committees whose jurisdiction is involved. The duration of any exception may be specified by the committees, but in no case may it be more than three years. The Santa Cruz Division shall be kept regularly informed by the Committee on Rules, Jurisdiction, and Elections of such proposals as are pending and as they are approved. (En 31 May 72; CC 4 Aug 87, 31 Aug 99; EC 1 Aug 77)

## **Section II. Faculties**

### **Chapter 2. Colleges**

- 2.1** Faculties of colleges provide advisers for their students to aid in planning their study programs. (Am 4 June 69, 27 Jan 71)
- 2.2** Faculties of colleges may recommend course offerings to the Committee on Educational Policy for approval and may propose which of those courses should be accepted as meeting the American History and Institutions requirements and which should serve in partial fulfillment of the campuswide breadth requirements. (Am 4 June 69, 3 Dec 69, 27 Jan 71, 26 May 76; CC 1 Aug 77, 28 Jan 81)
- 2.3** Faculties of colleges design and administer comprehensive examinations for their students when such examinations are required.
- 2.4** Colleges may establish major programs subject to the approval of the Committee on Educational Policy. Such requirements shall be reviewed by the Committee at least every five years. If a college-sponsored major is to be used as part of a double major, this use must be approved by both the college and the agency sponsoring the other subject. (Am 4 Dec 68, 4 June 69, 27 Jan 71; CC 1 Aug 77, 28 Jan 81)

### **Chapter 3. Academic Divisions**

- 3.1** Academic divisions may recommend course offerings to the Committee on Educational Policy when such courses are interdisciplinary in content or clearly do not fall within the purview of a department. [SCR 10.2.1.1, 10.2.1.6, 10.2.2.1, 10.2.2.6, 14.4, 20.4] (Am 23 May 79; CC 28 Jan 81, 31 Aug 98; EC 12 May 97)

### **Chapter 4. Departments, Programs of Study, and Ad Hoc Faculty Supervisory Committees**

(Am 27 Jan 71; EC 12 May 97; CC 31 Aug 06)

- 4.1** Departments and programs of study are campuswide academic units each offering instruction in a single discipline or a combination of disciplines. The Committee on Educational Policy may recommend the establishment of departments and programs of study. (Am 27 Jan 71; CC 1 Aug 77, 28 Jan 81; EC 12 May 97, 31 Aug 06)
- 4.2** Departments and programs of study are responsible for assembling, making available, and coordinating course offerings in their fields, subject to the approval of the Committee on Educational Policy or the Graduate Council, as appropriate. (Am 4 June 69, 27 Jan 71, 26 May 76; CC 1 Aug 77, 28 Jan 81; EC 12 May 97, 31 Aug 06)
- 4.3** Departments and programs of study establish minimum requirements for major and minor programs in their fields, subject to the approval of the Committee on Educational Policy, which shall review the requirements at least every five years. (Am 27 Jan 71; CC 1 Aug 77, 28 Jan 81; EC 12 May 97, 31 Aug 06)

- 4.4** When in these Regulations there is reference to the functions of departments, the term will be taken to include programs of study, if appropriate and in accordance with SCR 4.1, 4.2, and 4.3. (Am 27 Jan 71; CC 31 Aug 98; EC 12 May 97, 31 Aug 06)
- 4.5** Major programs made up of courses offered by existing instructional units suitable for groups of students may be proposed for approval to the Committee on Educational Policy by ad hoc Faculty Supervisory Committees organized for the purpose. Upon approval, the proposing sponsors become the committee to supervise the major or minor program. Major and minor programs sponsored by supervisory committees are equivalent to those sponsored by departments and programs of study, except they shall be reviewed by the Committee on Educational Policy at least every two years. (Am 27 Jan 71; CC 1 Aug 77, 28 Jan 81; EC 12 May 97, 31 Aug 06)
- 4.6** When in these Regulations there is reference to the functions of departments, the term will be taken to include ad hoc Faculty Supervisory Committees, if appropriate and in accordance with SCR 4.1, 4.2, and 4.3. (Am 27 Jan 71; CC 31 Aug 98)

### **Section III. Undergraduate Program**

#### **Chapter 5. Admissions, Readmissions, and Financial Aid**

- 5.1 Admission of Transfer Students.** [DLI 1968.10A]
- 5.1.1** No student may transfer to the Santa Cruz campus from another campus of the University of California unless he or she has, at the time of transfer, a grade-point average of 2.0 or better. (EC 1 Aug 77)
- 5.1.2** No student disqualified from another campus of the University of California for academic reasons is considered for admission at the University of California, Santa Cruz, unless he or she has completed a full-time program of courses with a 3.0 or better grade point average for two regular semesters or three regular quarters at an accredited institution of higher education elsewhere and is accepted by the Faculty of the college to which his or her application is referred. [SR 900C] (CC 31 Aug 98, 31 Aug 99; EC 1 Sept 71, 1 Aug 77, 31 Aug 06)
- 5.1.3** Acceptability of transfer students applying for admission from institutions of higher education other than the University of California is determined by the Committee on Admissions and Financial Aid in accordance with policies set by the Board of Admissions and Relations with Schools. [SB 145] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 5.2 Readmission of Students Disqualified for Academic Reasons.**
- 5.2.1** All students applying for readmission must have the approval of the Faculty of the college from which they were disqualified. (Am 24 May 72)
- 5.2.2** Students disqualified from the University of California, Santa Cruz, for academic reasons will not be considered for readmission until either: (a) they have completed a full-time program of courses with an average of 3.0 or better for two regular semesters or three regular

quarters at an accredited institution of higher education elsewhere; or (b) in *exceptional* cases, they have given a demonstration of activity and seriousness of purpose which indicates, in the judgment of the Faculty of their college, that their previous academic shortcomings have been overcome and that they are prepared to undertake university work successfully. (Am 24 Apr 68, 24 May 72; CC 31 Aug 98; EC 1 Sept 71, 4 Aug 87; 31 Aug 06)

**5.2.3** Students in academic difficulty at the end of the fall term but who are allowed to remain for the winter term will be advised of the difficulties they may face in entering institutions operating on the semester system should they be disqualified from the University of California, Santa Cruz, at the end of the winter term. (CC 31 Aug 98; EC 1 Sept 71, 31 Aug 06)

### **5.3 Readmission of Students Who Previously Withdrew.**

**5.3.1** Students who withdrew from the Santa Cruz campus of the University of California on or before the last day of instruction in a term and whose work in all courses was of passing quality at the time of withdrawal may be considered for readmission under normal procedures. [SCR 6.4] (CC 31 Aug 98; EC 1 Aug 77)

**5.3.2** Students who withdrew from the Santa Cruz campus of the University of California on or before the last day of instruction in a term and whose work was not of passing quality in all courses at the time of withdrawal may be readmitted only on the approval of the Faculty of their college. [SCR 6.4] (CC 31 Aug 98; EC 1 Aug 77)

**5.3.3** Students who, when subject to disqualification, have been allowed by the Faculty of their college to withdraw from the University of California (not just from a course) for a stipulated period and for stipulated purposes, rather than being disqualified, may be readmitted only on the approval of the Faculty of their college. (CC 31 Aug 98; EC 1 Sept 71, 1 Aug 77)

**5.3.4** Students subject to SCR 5.3.2 or 5.3.3 and who have attended an accredited institution in the period since withdrawal from the University of California, Santa Cruz, are required to achieve at least an overall C average in all work undertaken at the other institution in order to be eligible for readmission. (CC 31 Aug 98; EC 31 Aug 06)

## **Chapter 6. Student Program of Studies**

### **6.1 Number of Courses.**

**6.1.1** During a regular quarter of enrollment, an undergraduate student is considered to be in full-time status when registered and enrolled in at least 12 credit hours. Between quarters, a student is considered to be pursuing a full-time course of instruction if she or he was enrolled as a regular student in the previous regular quarter and has fulfilled the provisions of SCR 6.2.2 defining minimum progress toward a degree. (Am 25 Feb 70 EI, 9 Oct 85, 12 Feb 92; CC 31 Aug 98; EC 1 Sept 77)

**6.1.2** An undergraduate student is permitted to carry less than 15 credit hours only after obtaining approval from the college provost or his/her designee. Such approval does not confer full-time status on the student who does not meet the requirements of SCR 6.1.1. The privilege of carrying more than 19 credit hours is in general reserved for the superior student and requires approval from the provost of the college or his/her designee. (Am 21 Feb 68, 9 Oct 85, 12 Feb 92; CC 31 Aug 98; EC 1 Sept 77)

**6.1.3** A student is permitted to drop any course not later than the date specified in the academic calendar. (En 30 Apr 69; Am 26 May 71, 21 May 04; EC 1 Aug 77)

**A6.1.4** A student who is making minimum progress is permitted to withdraw from any course by the end of the sixth week of instruction. (En 29 May 96, effective 1 Sept 97; Am 30 May 01, 21 May 04)

**6.1.5** Students may not add courses after the end of the third week of instruction. [However, see SCR 6.7.] (En 30 Apr 69; Am 26 May 71; CC 29 May 96, 31 Aug 98)

## **6.2 Class Levels; Minimum Progress; and Denial of Enrollment.**

**6.2.1** Determination of undergraduate class level is made at the end of each quarter. A student advances from freshman to sophomore standing after passing 44.9 credit hours, from sophomore to junior standing after passing 89.9 credit hours, from junior to senior standing after passing 134.9 credit hours. (Am 22 Jan 69, 25 Feb 70 EI, 18 Nov 81, 12 Feb 92; EC 1 Aug 77)

**6.2.2.1** For undergraduate students entering UCSC fall 2001 and after: Undergraduate students are required to make Minimum Progress toward their degree by maintaining total earned credits equal to or greater than the cumulative total of (a) 36 credits for each academic year of full-time enrollment, (b) 12 credits for each additional quarter of full-time enrollment, and (c) four-fifths of the credits attempted in part-time enrollment.

Credit transferred from other institutions upon enrollment at the University of California, Santa Cruz, is not included in Minimum Progress calculations.

Satisfaction of Minimum Progress is assessed at least once each year. Continued registration of a student who does not satisfy the Minimum Progress requirement is at the discretion of the faculty of the student's college or their agents and is subject to such conditions as they may impose. (En 8 Mar 06)

**6.2.2.2** For undergraduate students who entered UCSC before fall 2001: A full-time undergraduate student is considered to be making minimum progress toward a degree if she or he is progressing toward a degree as indicated in the chart below and has passed with grade P, A, B, or C at least 30 credit hours in the three most recent quarters, or if an exception has been approved in writing by the Faculty of the student's college.

Part-time students are held accountable to the same standard of minimum progress as are full-time students, except that each 15 credit hours they attempt constitute one full-time quarter.<sup>1</sup>

For purposes of computing minimum progress, credit for work transferred from another institution upon admission to the University of California, Santa Cruz, will not be included. Therefore, all students entering the University of California, Santa Cruz, for the first time will begin the determination of minimum progress from Quarter 1. Credit for work transferred from another institution upon admission will be used, however, to determine the total number of quarters allowed for completion of the degree.<sup>2</sup>

<sup>1</sup> Part-time students who are receiving financial aid must enroll in at least 6 credit hours per quarter in order to maintain eligibility for aid.

<sup>2</sup> For example, a student who transfers 80 quarter credits will have completed 16 University of California, Santa Cruz,

Minimum Number of UCSC Credit Hours Completed  
Quarter  
 (includes post-admission transfer credit)

|    |     |
|----|-----|
| 1  | 5   |
| 2  | 15  |
| 3  | 30  |
| 4  | 40  |
| 5  | 50  |
| 6  | 65  |
| 7  | 75  |
| 8  | 85  |
| 9  | 100 |
| 10 | 110 |
| 11 | 125 |
| 12 | 140 |
| 13 | 150 |
| 14 | 165 |
| 15 | 180 |

(Am 22 Jan 69, 25 Feb 70 EI, 9 Oct 85, 12 Feb 92, 30 May 01, 8 Mar 06; CC 31 Aug 06; EC 1 Aug 77)

- 6.2.3** A full-time undergraduate student will be expected to complete all requirements for a degree in no more than 15 quarters of enrollment.

A part-time student will have the equivalent of 15 full-time quarters of enrollment to complete all requirements for a degree, with each 15 credit hours attempted counting as one full-time quarter.

A student who enters the University of California, Santa Cruz, with transfer credit from another institution or who transfers credit to the University of California, Santa Cruz, after entrance will be allowed an equivalent period of time for completion of all degree requirements based upon the total number of credit hours of transfer credit, with each 15 credit hours counting as one quarter. [SCR 10.1.6]  
 (En 9 Oct 85; Am 12 Feb 92; CC 31 Aug 98; EC 31 Aug 06)

- 6.2.4** Undergraduate students who have both passed 180 or more credit hours and accumulated 12 or more quarters toward completion of their degrees may be denied permission to enroll again at the University of California, Santa Cruz, by the provost of their college or his/her designee. Upon the recommendation of the college Faculty or a department's Faculty, the provost or his/her designee may make exceptions for transfer students or for students pursuing programs which require them to complete more than 180 credit hours. (En 4 June 69; Am 9 Oct 85, 12 Feb 92; CC 31 Aug 98; EC 1 Aug 77, 31 Aug 06)

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equivalent courses (computed at five quarter credits per course) and will be considered to have completed 5 quarters of enrollment toward the degree [SCR 6.2.3]. (EC 31 Aug 09)

**6.3 University Extension Courses.**

University Extension courses in the 1 through 199 series are acceptable for transfer credit, while courses in the 300 and 400 series are not acceptable. Students resident at the University of California, Santa Cruz, who wish to receive credit for University Extension courses 1 - 199, either in class or by correspondence, taken concurrently with their regular University work, must obtain the permission of the Office of Admissions. Petitions for this purpose are available at the Office of Admissions. Applicability of an Extension course toward a major program is determined by the department in that discipline. Extension courses taken while on a leave of absence will be evaluated by the Office of Admissions in the same way as for courses from other institutions. Permission to take an Extension course in the 1 through 199 series concurrently with a reduced University of California, Santa Cruz, program must be obtained from the student's college. 300 and 400 series courses may be incorporated into an independent study (with additional work) with permission of the faculty sponsor. (Am 11 Mar 81; CC 31 Aug 98; EC 31 Aug 06, 31 Aug 09)

**6.4 Withdrawal and Leave of Absence.** (Am 26 May 71)

**6.4.1** A student withdrawing before the end of a term may request a leave of absence, which must be approved by the provost of his or her college and certified by the Registrar, in which case the courses in which the student is enrolled are removed from his or her record. [SCR 6.4.3] (En 26 May 71; CC 1 Aug 76, 31 Aug 98; EC 1 Aug 76)

**6.4.2** A student who does not intend to continue registration following completion of a term may obtain from the provost of his or her college a statement authorizing readmission at a later date. [SCR 6.4.3] (En 26 May 71; CC 1 Aug 76, 31 Aug 98; EC 1 Aug 76)

**6.4.3** For students departing under SCR 6.4.1 and 6.4.2, provosts are authorized, on recommendation of the college Faculty, to arrange for expected dates of readmission and to establish academic and other requirements which the students must meet in order to be readmitted [SCR 5.3]. The student must be informed by his or her college in writing of these requirements at the time leave or authorization is approved. (En 26 May 71; CC 1 Aug 76; EC 1 Aug 76)

**6.5 Special Approval Courses** (Am 21 Apr 71, 25 May 77, 20 May 09)

**6.5.1** Special approval courses are courses whose curricula are not approved in advance by the Committee on Educational Policy. These include, but are not limited to, independent or group studies (or tutorials), independent field studies or internships, senior thesis or project courses, individual research project courses, and recital preparation courses, and are subject to the definitions and limitations of this section. (Am 4 June 69, 21 Apr 71, 25 May 77, 20 May 09; EC 31 Aug 09)

**6.5.2** Determination of lower or upper division credit for special approval courses is based on the level of the work done and not on the class standing of the student. Upper division work is of truly advanced nature, and if upper division credit is requested, the application must provide evidence of competence in the subject-matter area within which the project lies. (Am 22 May 68, 21 Apr 71, 20 May 09)

**6.5.3** Students wishing to take a special approval course of 2 or 5 credit hours should apply to the department, program of studies, or college sponsoring the course, outlining in reasonable detail the expected course of study. Deadlines for filing applications may be set by the

sponsoring agency and included in the catalog description of that agency's course. Agencies may waive their own deadlines up to the final date for enrolling in courses. Applications must be approved by the instructor as proposing a worthwhile study which the instructor is capable of supervising and willing to supervise. The instructor must indicate on the application the number of credit hours to be granted upon successful completion of the work proposed. Applications also must be approved by the chair or provost (or senior curricular officer) of the agency sponsoring the course as being appropriate and in conformity with the educational policy of the agency. (Am 29 May 68, 4 June 69, 21 Apr 71, 12 Feb 92, 20 May 09; EC 12 May 97, 31 Aug 06)

**A6.5.4** Students without declared majors may not take more than seven credit hours of special approval courses in a given quarter. Students with declared majors must receive authorization from their major-sponsoring unit(s) to take more than seven credit hours of special approval courses in a given quarter. Before the authorization may be granted, the student must present to the major-sponsoring unit(s) the signatures of all instructors and chairs who approved the individual course applications, showing that they know that their course is part of an extended use of individual studies courses by the student. Authorization indicates that the above signatures have been obtained and that the courses are appropriate to the educational needs of the student. Authorization as described in this section is not needed if the seven or more credits of special approval courses are part of a regular curriculum that has been approved by the Committee on Educational Policy. (En 21 Apr 71; Am 20 May 09)

**6.5.5** Independent field studies or internships are courses for which either: (a) the student's supervision is conducted by a regularly appointed officer of instruction by a means other than the usual supervision in person (e.g., the supervision is by email), or (b) the student does all or most of the course work off campus. The application for field studies courses must show evidence of suitable preparation and competence in the subject matter. Before credit may be assigned for the course, the student must file a written report (or paper) with the department, program of studies, or college sponsoring the course. Students taking independent field studies or internships will be officially registered and pay regular University of California fees. Such courses are not ordinarily available to first-year students and are not available for course credit by petition. (Am 21 Apr 71, 25 May 77, 20 May 09; CC 1 Aug 76, 31 Aug 98; EC 12 May 97, 31 Aug 06)

## **6.6 Study at Another Campus or Institution.**

**6.6.1** When credit is to be granted by another campus of the University of California or another institution, the student normally will apply for leave of absence from the University of California, Santa Cruz, and enroll and pay fees at the other campus or institution. (CC 31 Aug 98; EC 31 Aug 06)

**6.6.2** Exceptions to SCR 6.6.1 may occur in cases in which an exchange agreement has been made between this campus or one of its colleges and another campus of the University of California or another institution. In such cases, it may be possible for the University of California, Santa Cruz, students and exchange students to remain registered at their respective home institutions. (CC 1 Aug 76, 31 Aug 98; EC 31 Aug 06, 31 Aug 09)

**6.6.3** Exchange agreements must be approved by the Faculty of the student's college and the appropriate academic dean. Exchange students from other institutions must satisfy the admission requirements of the University of California. [SCR 5.1.3] (Am 6 Dec 67, 4 June 69; CC 31 Aug 98; EC 1 Aug 76, 1 Sept 77)

- 6.6.4** Course 197, institutional exchange program, is used by students formally enrolled full-time in classes at another institution with which an approved exchange agreement has been negotiated. The application for these 197 courses must include a list of proposed courses to be taken at the host institution and must be approved by the student's college. The college will designate a faculty sponsor who is responsible for assigning credit and filing an appropriate narrative evaluation upon receipt of the student's transcript of record from the host institution. Ordinarily, 197 courses are sponsored by the student's college. Students enrolled in 197 courses are officially registered at the University of California, Santa Cruz, and pay regular University of California fees. (En 26 May 76; CC 31 Aug 98; EC 31 Aug 06, 31 Aug 09)
- 6.7** **Course Credit by Petition.** (Am 4 June 69, 25 May 77)  
Subject to the limitations herein stated, courses for which credit is earned by petition are equivalent to courses passed in the regular manner with respect to fulfillment of all requirements. (Am 4 June 69, 6 June 84, 23 Feb 00; EC 31 Aug 09)
- 6.7.1** A student may petition to obtain credit for a course by passing an appropriate examination or completing an appropriate body of work. (Am 4 June 69, 24 May 72, 25 May 77, 6 June 84; EC 1 Aug 76)
- 6.7.2** Certain courses may not be taken by petition. These courses include, but are not limited to, courses involving independent and field studies (e.g. 93, 99, 193, 198, 199); student-directed seminars; seminar presentations; group projects; and canceled courses. Sponsoring agencies (departments, colleges, and divisions) may designate other courses which may not be taken by petition. (En 4 June 69; Am 25 May 77, 6 June 84; EC 1 Aug 76, 12 May 97, 31 Aug 09)
- 6.7.3** The procedure for obtaining credit by petition is designed to meet the particular needs of individual students at the discretion of the instructor, and may not be used for groups or classes of students. (En 6 June 84)
- 6.7.4** A student, during any regular term in which he or she is enrolled, may petition by the Registrar's deadline to obtain credit for a course which he or she would otherwise be eligible to take for credit on a regular basis. (En 6 June 84)
- 6.7.5** Effective for any student admitted fall 1984 and thereafter, no more than 15 credit hours of credit by petition may count toward the 180 credit hours required for graduation. A student's provost or provost's designee may grant exceptions under unusual circumstances. (En 4 June 69; Am 25 May 77, 6 June 84, 12 Feb 92; EC 31 Aug 09)
- 6.7.6** The petition must be signed by a regular instructor of the course, by the chair of the department, or provost of the college, or dean of the division which sponsors the course and the provost (or academic/senior preceptor) of the student's college.

The instructor's signature certifies that he or she is willing to administer the examination or review the student's course work within the current term.

The signature of the chair, provost, or dean verifies that the faculty member signing as instructor is a regular instructor in the course and that the course is appropriate for the awarding of credit by the proposed examination or course work procedures.

The provost's (preceptor's) signature certifies that the extra work involved represents a reasonable program of study for the student considering his or her academic record.  
(En 6 June 84; EC 12 May 97)

- 6.7.7** The instructor establishes the procedure or procedures which comprise the examination or body of course work required. (Am 4 June 69, 25 May 77)
- 6.7.8** To receive credit by petition, a student must pass the examination or satisfactorily complete the course work by the last day of the current term. A final grade must be reported to the Registrar by the deadline for submitting course reports. A written evaluation must also be submitted by the filing deadline stated in SCR 9.2.2. (Am 4 June 69, 25 May 77, 6 June 84, 23 Feb 00)
- 6.7.9** The University of California requirement in American History and Institutions may be satisfied by examination without enrollment in a course. The Departments of Politics and History will make the examination available at least once each academic year. (Am 6 Dec 67, 4 June 69; CC 31 Aug 98; EC 12 May 97; EC 31 Aug 07)
- 6.8** **Apprentice Teaching.** (En 22 Jan 69)
- 6.8.1** A junior, senior, or a graduate student may be authorized by his or her college or by a department to give a lower division seminar as an apprentice teacher. Such a seminar shall carry the number 192 for the apprentice teacher and 42 for the students enrolled. Enrollment may be limited. A college-sponsored seminar may be restricted to students of the college. (Am 30 Apr 69, 20 Oct 71 EW, 28 Jan 72, 25 May 77; EC 1 Aug 76, 4 Aug 87, 12 May 97)
- 6.8.2** Courses 42/192 shall be supervised by an instructor qualified in terms of SR 750(A). Supervision shall involve the attendance of that instructor at meetings of the seminar. Grading and written evaluations for courses 42/192 shall be the responsibility of the supervising instructor. (Am 25 May 77; CC 31 Aug 99)
- 6.8.3** An upper division or graduate student who wishes to offer a course 42 shall petition his or her college or department not later than the deadline set by the sponsoring agency in accordance with course approval deadlines announced by the Committee on Educational Policy and the Registrar. Such a petition must be accompanied by a full statement of the nature and content of the course and of the reading to be required of students enrolled. The petition must be supported by the supervising instructor of the proposed course and by the student's adviser. (Am 28 Jan 72, 25 May 77; CC 28 Jan 81; EC 4 Aug 87, 12 May 97, 31 Aug 09)
- 6.8.4** The college Faculty or department, through a designated committee, shall decide to approve or disapprove the course prior to the established course approval deadline for the term in which the course is to be offered. The college or department must be satisfied that the apprentice teacher is a superior student who will profit from instruction under guidance, and that the course is so designed as to safeguard the proper interests of those who enroll in it. (Am 28 Jan 72, 25 May 77; EC 12 May 97, 31 Aug 09)
- 6.8.5** The apprentice teacher shall submit to the supervising instructor a report on his or her experience of teaching the seminar. Each student enrolled in the seminar shall make a report on the seminar to the supervising instructor. The sponsoring agency shall compile the following report materials and forward them to the Committee on Educational Policy no later than thirty days after the last day of the term in which the seminar was offered: (a) the apprentice teacher's report to the supervising instructor; (b) the supervising instructor's

evaluation of the apprentice teacher (course 192 evaluation); (c) the students' evaluations of the course; (d) the narrative evaluations of the work done by each of the enrolled students (course 42 evaluations). (Am 25 May 77; CC 28 Jan 81; EC 31 Aug 09)

## **Chapter 7. Education Abroad Program**

**7.1** Eligibility requirements for undergraduate students of the University of California, Santa Cruz, who wish to study in universities overseas are:

- a. Junior standing, based on normal progress;
- b. Five quarters of university-level work in the language of the country, appraised by the instructors concerned as of a superior quality;
- c. A superior level of achievement in all work;
- d. Prior approval of the proposed program by the Registrar and the department in the student's major. (EC 12 May 97)

Transfer students are eligible if they meet the language requirement and have completed at least one language course in the University of California. (The language requirement is not applicable to certain centers designated by the Education Abroad Program.)

**7.2** All participating students will be concurrently enrolled at the University of California and in the host university, and will receive full academic credit for courses satisfactorily completed.

## **Chapter 8. Examinations**

**8.1 Comprehensive Examinations.** (Am 21 Apr 71)

**8.1.1** Each student, in order to graduate, must pass a comprehensive examination or senior thesis administered or approved by the agency supervising the student's major program. (Am 21 Apr 71, 24 Jan 79; EC 1 Aug 76)

**8.1.2** Comprehensive examinations may be written, oral, or both, at the discretion of the agency administering the examination. (En 21 Apr 71)

**8.2 College Comprehensive Examinations.** (Am 21 Apr 71)

**8.2.1** Subject to the approval of the Committee on Educational Policy, colleges may set and administer additional examination or thesis requirements. (Am 21 Apr 71; CC 1 Aug 77, 28 Jan 81)

**8.3 Final Examinations.** (En 4 June 69)

**8.3.1** Final examinations must be given in all undergraduate courses unless the department or college sponsoring the course has obtained permission (in accordance with SR 772C) from the Committee on Educational Policy to omit them at the option of the instructor in the course. (Am 26 May 76; CC 1 Aug 77, 28 Jan 81, 31 Aug 98, 31 Aug 99; EC 12 May 97)

## Chapter 9. Grades, Evaluations, and Transmission of Records<sup>3</sup>

### 9.1 General.

**A9.1.1** Grades A-F, shall be awarded for undergraduate students in the manner and with the meanings prescribed in SR 780, except that the grades A and B may be modified by plus (+) or minus (-) suffixes and the grade of C may only be modified by a plus (+) suffix. The grade of I shall be awarded as specified in SCR 9.1.6. The grade of IP shall be awarded as an interim mark in multi-term courses described in SCR 9.1.7. The grade of W denotes the formal withdrawal of the student from the course. (Am 26 May 71 EW, 29 May 96, effective 1 Sept 97; 25 May 77, 23 Feb 00; 9 Nov 00, 21 May 04; CC 31 Aug 98; EC 1 Aug 76)

**9.1.2** A Pass/Not passed option is available to a student in good standing in the manner provided for by SR 782. A grade of Passed shall be awarded only for work which would otherwise receive a grade of C (2.0) or better. A department may require that any course or courses applied toward credit in a major be taken on a letter grade basis. The P/NP option must be exercised no later than the last day to add a course and may not be subsequently changed. (En 23 Feb 00; Am 9 Nov 00)

**9.1.3** All grades, except I and IP, are final when filed by an instructor in the end-of-term course report. However, the Registrar is authorized to change a final grade upon written request of an instructor, provided that a clerical or procedural error is the reason for the change. Grade changes (except for I and IP) must be submitted to the Registrar within one year from the close of the quarter for which the original grade was submitted. No change of grade may be made on the basis of reexamination, or with the exception of the I and IP grades, the completion of additional work. (En 25 May 77; Am 29 May 91, 23 Feb 00)

**A9.1.4** Grade points per credit shall be assigned by the Registrar as follows: A = 4; B = 3; C = 2; D = 1; F=0. I, W, or IP = none. "Minus" grades shall be assigned three-tenths grade point less per credit than unsuffixed grades, and "plus" grades (except A+) shall be assigned three-tenths grade point more per credit. The grade of A+ shall be assigned 4.0 grade points per credit, the same as for an unsuffixed A, but when A+ is reported it represents extraordinary achievement. (En 23 Feb 00; EC 31 Aug 09)

**9.1.5** With the approval of the Committee on Educational Policy, course sponsoring agencies may offer courses as "P/NP only." The designation of courses as "P/NP only" shall be made by the Committee on Educational Policy during the spring term to have effect for all of the following academic year, beginning with the following fall term, and shall remain in effect until changed by request of the course sponsoring agency, with the approval of the Committee on Educational Policy. During the academic year, agencies may request the "P/NP only" designation for new courses to be offered for winter, spring, or summer terms. (Am 26 May 71 EW, 29 May 96, effective 1 Sept 97, 23 Feb 00; CC 31 Aug 98; EC 1 Aug 76, 1 Aug 85)

**9.1.6** The grade of I may be assigned only when a student's work is of passing quality but is incomplete. The student must make arrangements in advance with the instructor in charge of the course in order to receive an I. In order to replace the I with a passing grade and to receive credit, a student must petition by the deadline imposed by the Registrar and complete

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<sup>3</sup> For variance granted by the Assembly, see Appendix B.H.

the work of the course by the end of the finals week of the next term, unless the instructor specifies an earlier date. If the instructor fails to submit a passing grade for any reason by the deadline for submitting grades in the next succeeding term after the I was awarded, the student receives an NP or F depending on the grading option selected. The deadline imposed herein shall not be extended. (However, see SCR 6.7.) (Am 22 Oct 69 EI, 26 May 71 EW, 25 May 77, 28 May 80, 29 May 96, effective 1 Sept 97, 23 Feb 00; CC 31 Aug 98; EC 31 Aug 09)

**9.1.7** A grade in a single course extending over two or three terms of an academic year may be awarded at the end of the course. The grade shall then be recorded as applying to each of the terms of the course. A student satisfactorily completing only one or two terms of a course extending over two or three terms of an academic year shall be given grades for those terms. The grading option selected for the first term of a multiple term course applies to each subsequent term. [SCR 10.1.4] (Am 19 Apr 72, 25 May 77, 29 May 96, effective 1 Sept 97, 23 Feb 00; CC 31 Aug 98)

**A9.1.8** Students who receive a grade of D or F may retake the course, subject to the following guidelines: Courses in which the student has received a letter grade may not be repeated on a P/NP basis. Credits shall not be awarded more than once for the same course, but the grade assigned each time must be permanently recorded on the student's transcript. Repetition of a course more than once requires approval of the student's college. (For computation of GPAs involving repeated courses, see SCR A9.4.1.) Courses originally taken on a P/NP basis but not passed may be repeated either on the same basis or for a letter grade. (En 29 May 96, effective 1 Sept 97; Am 23 Feb 00, 9 Nov 00)

**9.1.9** With the exception of this sub-section, the regulations of this chapter do not apply to University Extension courses. University Extension courses shall be graded in accordance with SR 780 (including provisions with regard to grade points and credits) and SR 810(A). (Am 23 Feb 00; CC 29 May 96, 31 Aug 98, 31 Aug 99, 31 Aug 09)

## **9.2 Written Evaluations.**

**9.2.1** At the end of the term, each instructor teaching a credit-granting course shall prepare a written evaluation for each student who receives a grade of P, A, B, C, or D in his or her class. The narrative evaluation must evaluate the quality and characteristics of the student's performance in the class. (Refer to *CEP Advisory Guidelines on Writing Narrative Evaluations*.) (Am 29 May 68, 4 June 69, 28 Jan 72, 23 May 73, 8 June 77, 29 May 96, effective 1 Sept 97)

**9.2.2** Evaluations are to be filed with the Registrar and the student's college at the time of filing the end-of-term course reports or no later than 15 working days after the close of the term. The college makes available one of its copies to the student and one to the student's adviser. (Am 8 June 77)

## **9.3 Grading of Comprehensive Examinations.**

**9.3.1** All comprehensive examinations and senior theses shall be graded honors (H), pass (P), or fail (F). Papers of students receiving H or F must be read by at least two readers. (Am 27 Jan 71)

## **9.4 Transmission of Records.** (En 22 May 68)

**A9.4.1** Transcripts and other records will be issued by the Registrar only as requested by the student concerned. The documents to be sent out automatically on such a request shall include items

'A' through 'F' unless the student specifically requests that 'B, C, D' not be sent out. (Am 29 May 68, 29 May 96, effective 1 Sept 97, 23 Feb 00)

- a. A record of all courses and grades, including a brief explanation of the grading and evaluation system and as full a subtitle as can be shown for each course taken at University of California, Santa Cruz. The explanation must state that for courses graded P/NP prior to fall 2001, only work satisfactorily completed (graded Pass) is recorded on the transcript. (Am 28 Jan 72, 29 May 96, effective 1 Sept 97, 23 Feb 00; EC 31 Aug 06)
- b. In chronological order, all course evaluations, excepting only evaluations judged by the designated Academic Senate member in each college in consultation with the instructor or, in the absence of the instructor, with the provost of the instructor's college, to be irresponsible or to be observations unrelated to course performance, such judgment to be communicated to the Registrar. [DLI 1998.2A] (Am 4 June 69 EI, 17 Nov 75; CC 31 Aug 98)
- c. An overall assessment of the student's academic career at the University of California, Santa Cruz, prepared by the student's college; at the discretion of the college this assessment may be waived. (Am 4 June 69 EI; CC 31 Aug 98; EC 1 Aug 76)
- d. An evaluation of the student's comprehensive examination and/or senior thesis, written by the department or program of studies sponsoring the student's major program. (EC 1 Aug 76, 12 May 97, 31 Aug 06)
- e. For undergraduates entering the University of California, Santa Cruz, between fall 1997 and spring 2001 who have received a letter grade for 2/3 or more of the credits attempted at the University of California, Santa Cruz, prior to the issue date of the transcript, a Grade Point Average, computed only from the courses taken for a letter grade. Grade points per credit shall be assigned as specified in SCR A9.1.4. The grades W and I shall be disregarded in the GPA computation--credits are not counted and grade points are not assigned. If a student has taken courses more than once due to receipt of a D or F, for the first 15 credits of repeated work, only the last grade recorded shall be computed in the student's GPA. If the 15 credit limit is exceeded, the GPA shall be based on all additional letter grades assigned and credits attempted. (En 29 May 96, effective 1 Sept 97, 23 Feb 00, 9 Nov 00; CC 31 Aug 98; EC 31 Aug 06)
- f. For undergraduates entering the University of California, Santa Cruz, fall 2001 or later, a Grade Point Average, computed only from the courses taken for a letter grade. A term and cumulative GPA will be computed and displayed for UCSC courses. Grade points per credit shall be assigned as specified in SCR A9.1.4. The grades W and I shall be disregarded in the GPA computation--credits are not counted and grade points are not assigned. If a student has taken courses more than once due to receipt of a D or F, for the first 15 credits of repeated work, only the last grade recorded shall be computed in the student's GPA. If the 15 credit limit is exceeded, the GPA shall be based on all additional letter grades assigned and credits attempted. (En 23 Feb 00; Am 9 Nov 00; EC 31 Aug 06)

## **Chapter 10. Requirements for the B.A. and B.S. Degrees** (Am 22 Jan 75)

### **10.1 Number of Courses Required.**

- 10.1.1** Passing 180 credit hours and prior certification of satisfaction of: (a) the major requirements by the agency supervising the major program, (b) the college requirements by the appropriate

college, and (c) the University of California and General Education requirements by the Registrar are required for graduation. Certain major programs or areas of study may require the completion of more than 180 credit hours. For undergraduates entering the University of California, Santa Cruz, fall 2001 or later, no more than 25% of the UCSC credits applied toward graduation may be graded on a Pass/No Pass basis. This includes any credits completed in the Education Abroad Program or on another University of California campus in an intercampus exchange program. (Am 27 Jan 71, 26 May 71 EW, 9 Oct 85, 12 Feb 92, 23 Feb 00; CC 31 Aug 98; EC 31 Aug 06)

- 10.1.2** A grade point average of 2.0 or greater in all classes attempted for a letter grade, excluding those for which the student is assigned the grade W. If a student has taken courses more than once due to receipt of a D or F, for the first 15 credits of repeated work, only the last grade recorded shall be computed in the student's GPA. If the 15 credit limit is exceeded, the GPA will be based on all additional letter grades assigned and credits attempted. (Am 23 Feb 00, 9 Nov 2000)

In ascertaining satisfaction of the 2.0 minimum UC grade point average required by Senate Regulation 634 for a bachelor's degree, all incomplete credits (graded I or IP) attempted for a letter grade shall be counted and assigned a grade point value of zero.  
(En 29 May 96, effective 1 Sept 97; Am 30 May 01)

- 10.1.3** Candidates for the Bachelor's degree must have been registered students at the University of California, Santa Cruz, for at least three quarters. Of the final 45 credit hours completed by a candidate for the Bachelor's degree, 35 credit hours must be regular courses of instruction offered by the University of California, Santa Cruz, (including during the summer session) and taken as a registered student at the University of California, Santa Cruz. The right to waive the provisions of this requirement is vested with the provost of the student's college or his/her designee. [DLI 1968.11A] (Am 27 Jan 71, 1 Dec 71 EI, 12 Feb 92; CC 29 May 96, 31 Aug 98; EC 31 Aug 06)

- 10.1.4** Exceptions may be made to the above residence requirement, as stated in SCR 10.1.3, in the case of two-campus dual degree programs approved by the two institutions involved. (En 30 Jan 80; CC 29 May 96, 31 Aug 98; EC 31 Aug 09)

- 10.1.5** Students transferring to the University of California, Santa Cruz, from other campuses of the University of California or from other accredited colleges and universities are allowed advanced standing for all transferable courses satisfactorily completed as shown in official transcripts received by the Admissions Officer. (Am 12 Feb 92; CC 13 Mar 86, 29 May 96, 31 Aug 98; EC 31 Aug 06)

- 10.1.6** Effective March 1996, in exceptional circumstances a waiver of 2 or fewer credit hours may be granted by the Committee on Educational Policy. (En 26 May 71; Am 12 Feb 92, 21 Feb 96; CC 29 May 96; EC 31 Aug 09)

**10.2 Campus General Education Requirements.** (Am 13 Mar 86, 18 Feb 09)

- 10.2.1** Repealed February 18, 2009.

- 10.2.2 General Education Requirements for Students Entering before Fall Quarter 2010.** (En 13 Mar 1986; Am 18 Feb 09, 6 Mar 09)

**10.2.2.1** Students who enter the University of California, Santa Cruz, as candidates for the degree of Bachelor of Arts, Science, or Music either: (1) between fall quarter 1986 and spring quarter 2010, or (2) between fall quarter 1984 and spring quarter 1986 with fewer than 45 quarter credits of transfer credit, are required to fulfill the following campus general education requirements. The courses used to satisfy these requirements must be chosen from the lists of approved courses (SCR 10.2.2.6). Only course work awarded the grade of P, C (2.0) or better may be used to satisfy these requirements. (Am 29 May 96[effective 1 Sept 97], 23 Feb 00, 18 Feb 09, 6 Mar 09; 9 Nov 00; CC 10 June 87, 31 Aug 98; EC 31 Aug 09)

- a. **Introductions to disciplines.** Two five-credit hour courses or the equivalent are required from different departments or programs of study in each of the three academic areas: Humanities and Arts; Social Sciences; and Natural Sciences. These courses shall introduce the scope, methodology, and content of the discipline or one of its major subdivisions. No more than one course from the Arts may be used to satisfy this requirement. For the purpose of these regulations, all literatures are considered one department; likewise, all languages are considered one department. (Am 12 Feb 92; EC 12 May 97, 31 Aug 06)
- b. **Topical courses.** Three five-credit hour courses or the equivalent are required, no more than one from any academic division. Topical courses shall present issues of broad social importance at a level appropriate to non-majors from either a multidisciplinary or disciplinary perspective. (Am 12 Feb 92)
- c. **Quantitative course.** One five-credit hour course or the equivalent that entails use of advanced algebra, statistics, or calculus is required. The course may be offered by any unit but should teach, not just evaluate, mathematical skill. (Am 12 Feb 92)
- d. **Composition courses.** Students who enter the University of California, Santa Cruz, in fall 2005 or thereafter are required, in addition to satisfying the ELWR requirement, to complete a sequence of two five-credit hour courses or the equivalent in composition and rhetoric. These courses shall usually be taken in a student's first year and must be completed before the student enrolls in the 7th quarter.

Student admitted prior to fall quarter 2005 are required to complete one five-credit course in English Composition in addition to satisfying the ELWR requirement.  
(Am 21 May 04)

- e. **Writing-intensive course.** Students who entered the University of California, Santa Cruz, before fall 2009, are required to complete one five-credit hour course or the equivalent that provides instruction and substantial practice in writing within the context of any academic subject. (Am 12 Feb 92, 21 May 04, 18 Feb 09)
- f. **Disciplinary communication (DC) requirement.** Students entering the University of California, Santa Cruz, in or after fall 2009, must have instruction and substantial practice in modes of communication appropriate to their major. The largest component of the DC curriculum must involve writing. The requirement must be satisfied either within one five-credit upper-division course or within a combination of up to three upper-division courses totaling at least five credits. Major program requirements must include disciplinary communication curricula that are approved and regularly assessed by the Committee on Educational Policy. (En 18 Feb 09)

- g. **Arts course.** One five-credit hour course or the equivalent is required in the performance, theory, or history of the arts. (Am 12 Feb 92; CC 21 May 04))
- h. **Ethnic studies course.** One five-credit course or the equivalent is required which deals with ethnic minorities in the United States or with a non-Western society or culture. This requirement applies only to students entering fall quarter 1986 or thereafter. (Am 12 Feb 92; CC 21 May 04)
- i. A given course may apply toward as many as three of the requirements above. However, no single course may satisfy both the Disciplinary Introduction and the Topical requirement. (CC 21 May 04)

**10.2.2.2** Transfer or advanced standing credit may apply toward all of the requirements in SCR 10.2.2.1 except the Writing-intensive/disciplinary communication courses, which must be taken at UCSC. Transfer students may be exempted from up to three Topical courses depending on the amount of credit transferred at the time of entrance. An eligible transferred course of 4.0 quarter credits or 3.0 semester credits may be considered one course with respect to campus general education requirements. Responsibility for assessment of work completed at other campuses of the University of California or at other institutions is delegated to the Director of Admissions. In making such assessments, the Director consults with the Faculty when appropriate. (Am 12 Feb 92, 17 Nov 06, 18 Feb 09, 20 May 09; CC 31 Aug 98; EC 31 Aug 06, 31 Aug 09)

**10.2.2.3** Students admitted with three or more quarters of advanced standing from another campus of the University of California are required to fulfill in their entirety the University of California, Santa Cruz, campus general education requirements (SCR 10.2.2.1). However, students who, at the time they enroll at the University of California, Santa Cruz, have completed the general education/ breadth requirements of another University of California campus will be deemed to have completed the University of California, Santa Cruz, general education requirements. (En 10 June 87, Am 18 Feb 09; CC 31 Aug 98; EC 31 Aug 06, 31 Aug 09)

**10.2.2.4** Petitions for the granting of an exception to the general education requirements must be recommended by the student's provost and reviewed for approval by the Committee on Educational Policy. (CC 31 Aug 09)

**10.2.2.5** When colleges, departments, and other agencies propose a course, they designate which of the general education requirements (SCR 10.2.2.1), if any, the course is presumed to meet. The Committee on Educational Policy approves or disapproves the designation. (Am 18 Feb 09; CC 31 Aug 98; EC 12 May 97)

**10.2.3** General Education Requirements for Students Entering Fall Quarter 2010 or Later.  
(En 6 Mar 09)

**10.2.3.1** Students who enter the University of California, Santa Cruz, in fall quarter 2010 or later, as candidates for a Bachelor's degree, are required to fulfill the campus general education requirements given below. Courses used to satisfy these requirements are subject to the following restrictions: i) they must be chosen from the lists of approved courses (SCR 10.2.3.4); ii) each course may apply toward only one of the requirements, unless a specific exception is granted by the Committee on Educational Policy; iii) only course work awarded the grade of P, C (2.0) or better may be used to satisfy these requirements.

- a. **Composition courses.** Students are required, in addition to satisfying the ELWR requirement, to complete a sequence of two five-credit hour courses or the equivalent in composition and rhetoric. These courses shall usually be taken in a student's first year and must be completed before the student enrolls in the 7th quarter. (EC 31 Aug 09)
- b. **Disciplinary communication (DC) requirement.** Students must have instruction and substantial practice in modes of communication appropriate to their major. The largest component of the DC curriculum must involve writing. The requirement must be satisfied either within one five-credit upper-division course or within a combination of up to three upper-division courses totaling at least five credits. Major program requirements must include disciplinary communication curricula that are approved and regularly assessed by the Committee on Educational Policy. (EC 31 Aug 09)
- c. **Cross-cultural analysis.** One five-credit course or equivalent is required that emphasizes understanding of one or more cultures and societies outside the United States.
- d. **Ethnicity and race.** One five-credit course or equivalent is required that focuses on issues of ethnicity and/or race.
- e. **Interpreting arts and media.** One five-credit course or equivalent is required that focuses on the practice, analysis, interpretation, and/or history of one or more artistic or mass media (media in which non-textual materials play primary roles).
- f. **Mathematical and formal reasoning.** One five-credit course or equivalent is required that emphasizes university-level mathematics, computer programming, formal logic, or other material that stresses formal reasoning, formal model building, or application of formal systems.
- g. **Scientific inquiry.** One five-credit course or equivalent is required that focuses on the essential roles of observation, hypothesis, experimentation and measurement in the sciences.
- h. **Statistical reasoning.** One five-credit course or equivalent is required that focuses on developing skills in approaching quantitative data and statistical reasoning.
- i. **Textual analysis and interpretation.** One five-credit course or equivalent is required that has as its primary methodology the interpretation or analysis of texts.
- j. One additional five-credit course or equivalent is required in one of the following areas.
  - i) **Environmental Awareness.** Focuses on humankind's interactions with nature.
  - ii) **Human behavior.** Focuses on aspects of individual human behavior or the operation of human groups.
  - iii) **Technology and society.** Emphasizes issues raised by the prevalence of technology in society.
- k. One additional course or equivalent, awarding a minimum of 2 credits, is required in one of the following areas.

- i) **Collaborative endeavor.** Provides significant experience with collaboration on a project.
  - ii) **Creative process.** Teaches creative process and techniques in the arts (including creative writing), at an individual or a collaborative level.
  - iii) **Service learning.** Provides the opportunity for supervised campus or community service that contributes to a student's overall education.
- 10.2.3.2** Transfer or advanced standing credit may apply toward all of the requirements in SCR 10.2.3.1 except the disciplinary communication courses, which must be taken at UCSC. An eligible transferred course of 4.0 quarter credits or 3.0 semester credits may be considered one course with respect to campus general education requirements. Responsibility for assessment of work completed at other campuses of the University of California or at other institutions is delegated to the Director of Admissions. In making such assessments, the Director consults with the Faculty when appropriate.
- 10.2.3.3** Petitions for the granting of an exception to the general education requirements must be recommended by the student's provost and reviewed for approval by the Committee on Educational Policy. . (CC 31 Aug 09)
- 10.2.3.4** When colleges, departments, and other agencies propose a course, they designate which of the general education requirements (SCR 10.2.3.1), if any, the course is presumed to meet. The Committee on Educational Policy approves or disapproves the designation.
- 10.3 College Requirements.**
- 10.3.1** College requirements for degrees may not contravene University of California or campus requirements. (Am 27 Jan 71; CC 31 Aug 98)
- 10.3.2** College requirements for students admitted as transfers to the University of California, Santa Cruz, in junior standing and for students changing colleges are determined by the Faculty of the college in which the student is to be a candidate for a degree. (CC 31 Aug 98; EC 31 Aug 06)
- 10.4 Major Field.**
- 10.4.1** Students must formally declare their major field before enrolling for their third year (or equivalent). Students admitted to the University of California with upper-division standing must formally declare their major field during their second term of residency, if they have not done so earlier. (Am 23 Apr 75, 30 May 08; CC 1 Aug 77, 31 Aug 98)
- 10.4.2** Upper division students once formally enrolled in a major may change their major field at any time, provided that they have the consent of the new department. (EC 1 Aug 76, 12 May 97)
- 10.4.3 Major.**  
A student becomes eligible for a major by fulfilling the requirements for the major established by the sponsoring agency. The major will involve substantial work in the discipline, and require no fewer than 40 upper-division or graduate credits, unless an exception is granted by the Committee on Educational Policy. (En 30 May 08)

**10.4.4 Minor.**

A student becomes eligible for a minor by fulfilling the requirements for the minor established by the sponsoring agency. The minor will involve substantial work in the discipline, and require no fewer than 25 upper-division or graduate credits, unless an exception is granted by the Committee on Educational Policy. A minor may be offered in a subject not offered as a major. (En 17 Mar 81 by mail ballot; Am 16 May 03, 21 May 04, 30 May 08)

**10.4.5 Individual major.**

Students may undertake an individual major by presenting a proposal<sup>4</sup> and a petition for declaration of individual major to the appropriate agency of their college. The proposal must be supported and the petition signed by the student's adviser and all members of a three-person faculty committee that will supervise the individual major. The committee must have at least one member with special competence relevant to the major who will serve as chair of the committee. All of the committee members must be continuing<sup>5</sup> faculty members in fields related to the proposed major. This committee shall supervise the major program and administer the appropriate comprehensive examination or senior thesis. An individual major may not serve as part of a combined major. The name and content of the individual major must be distinct from those of any approved major program or of any possible double or combined major made up of approved major programs. The Registrar shall periodically report to the Committee on Educational Policy on the nature of the individual majors program. (Am 4 June 69, 22 Oct 69 EI, 27 Jan 71, 24 Jan 79, 29 Oct 80, 13 Mar 86; CC 28 Jan 81, 1 Aug 81, 4 Aug 87; EC 1 Sept 82)

**10.4.6 Combined major.**

Students may undertake a combined major by fulfilling the course requirements for the combined major established by any two existing majors. A combined major option must be established by the sponsoring agencies and approved by the Committee on Educational Policy before it can be chosen by the student. The combinations of programs, requirements for the major, etc., are agreed upon by both sponsoring agencies and must be approved by the Committee on Educational Policy before that particular combination major exists as an option for students. Both agencies must agree on how honors are to be awarded to students. Student diplomas will be annotated so as to make clear the difference between combined majors and double majors. A combined major will be indicated by the form "with a single combined major in A. and B." A double major will be indicated by the form "with a major in A. and a major in B." (En 4 Mar 87; CC\_31 Aug 98)

**10.4.7 Additional major or minors.**

A student becomes eligible for additional majors or minors by fulfilling the requirements of the declared majors or minors. Courses used to satisfy the requirements for each major must include a minimum of 40 upper-division credits (as per 10.4.3) not used to satisfy the minimum credits of any other major or minor. Courses used to satisfy the requirements for each minor must include a minimum of 25 upper-division credits (as per 10.4.4) not used to satisfy minimum credits of any other major or minor. Courses taken beyond these minimums

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<sup>4</sup> A proposal must consist of: a) title and general description of the major; b) list of courses required for the major; c) description of the proposed senior thesis or comprehensive examination.

<sup>5</sup> A continuing faculty member is a person with an academic appointment of a duration that could be reasonably expected to equal at least the proposed term of the major.

to satisfy upper-division requirements for a major or minor may be applied toward another major or minor. Departments may approve substitution of appropriate upper-division courses to satisfy the requirements of this section.

Lower-division courses may always simultaneously satisfy the requirements of different majors and/or minors. (Am 27 Jan 71, 16 May 03, 30 May 08; EC 1 Aug 76)

#### **10.4.8 Passing Work in Major.**

Students must complete all requirements for the major or minor with grade P, C (2.0) or better. (En 29 May 96; Am 23 Feb 00, 9 Nov 00, 30 May 08)

### **10.5 University Requirements.**

#### **10.5.1 American History and Institutions.**

A knowledge of American History and Institutions is required of all candidates for the Bachelor's degree. This requirement may be met by passing an appropriate examination or course which is accepted as satisfactory by the Committee on Educational Policy.

Examinations or courses passed in secondary school may be deemed appropriate for the fulfillment of this requirement. (Am 4 Dec 68, 4 June 69, 27 May 70, 26 May 76; CC 1 Aug 77, 28 Jan 81)

#### **10.5.2 Entry Level Writing: English Composition.**

Every student must demonstrate an acceptable level of competence in writing. This may be done in one of the following ways:

- a. By achieving a score of 30 or better on the ACT Combined English/Writing test; or 680 or better on the College Board SAT-II Writing Test; or 680 or better on the College Board SAT Reasoning Test, Writing section; or 3, 4, or 5 on either Advanced Placement (AP) Examination in English; or 5 or above on the International Baccalaureate High Level English A exam; or 6 or above on an International Baccalaureate Standard Level English A exam. (See SR 636.B.2.) (EC 31 Aug 09)
- b. (Pertaining particularly to transfer students) By completing an acceptable college-level course of at least four quarter credits, or the equivalent, in English composition with a grade of C or better; or
- c. (Pertaining to students without CEEB scores) By achieving a satisfactory score on the Analytical Writing Placement Examination administered by the University of California at the beginning of each term. (CC 31 Aug 98)

Entering students who have not satisfied the requirement in one of the above ways must enroll in an Entry Level Writing section of Composition 1 in their first term of residence; pending satisfactory passage of the requirement, continued enrollment in an Entry Level Writing course is mandatory. Satisfaction of the Entry Level Writing Requirement is a prerequisite for receiving credit in Composition 1, enrollment in every other university-level undergraduate course in English composition and for the Bachelor's degree. (Am 30 Apr 69, 22 Oct 75; CC 1 Aug 77; CC 31 Aug 06)

## Chapter 11. Honors

- 11.1** At the time an agency certifies that a student has fulfilled the requirements for a major, it may recommend the award of Honors or Highest Honors in the major field. The notation "Honors (or Highest Honors) in (name of major)" shall appear on the diploma and on the transcript. (Am 27 Jan 71; EC 1 Aug 76)
- 11.2** The Faculty of each college shall recommend in writing such of its students as it deems merit the award of honors for overall academic work. It shall send such recommendations to the Registrar. The notation, "College Honors" shall appear on the diploma and on the transcript. (Am 27 Jan 71)
- 11.3** In accordance with SR 640, each agency that has an approved major that elects to award Honors shall submit the criteria for such an award to the Committee on Educational Policy for its review, approval, and permanent record. Any change in criteria will require resubmittal. (En 31 May 78; CC 28 Jan 81, 31 Aug 99)
- 11.4** For the purposes of interpreting SCR 11.5-6, honors eligibility for students whose degree program is in an established School shall be based upon the GPA thresholds calculated for their School. Honors eligibility for other students shall be based upon the GPA thresholds calculated for students whose degree program is not part of an established School. The term "group" refers to groups defined in this way. (En 9 Nov 07)
- 11.5** University Honors at graduation shall be awarded by a student's college, subject only to criteria provided here and in 11.7. Students eligible for University Honors at graduation shall be those who have completed 70 or more credits at the University of California and have attained in their group a UC GPA that places them in rankings as follows: summa cum laude, top 2%; magna cum laude, next 3%; cum laude, next 10%. Each year and for each group the Registrar shall calculate the GPA thresholds required for these levels of University Honors, based on the GPAs of recent graduates. These GPA thresholds shall be published and serve as criteria for University Honors at graduation during the next academic year. The notation "University Honors, (Summa/Magna) cum Laude" (as appropriate) shall appear on the diploma and on the transcript. (En 9 Nov 07)
- 11.6** Students will be eligible for quarterly Dean's Honors if they have earned a minimum of 15 credits that quarter, of which at least 10 are graded, with a term grade point average equal to or higher than that required for University Honors at graduation in their group for the current academic year. Dean's Honors are listed on student transcripts. (En 9 Nov 07)
- 11.7** Any student who has a reportable disciplinary sanction for a violation of academic integrity policies may be ineligible for any honors designation, at the discretion of the agency that awards the designation. (En 9 Nov 07)

## Chapter 12. Academic Standing and Disqualification

(Am 26 May 71, 30 May 01)

### 12.1 Academic Standing.

The following provisions govern the academic standing of undergraduates entering the University of California, Santa Cruz, fall 2001 and later. All references to the grade-point average in this chapter are to the UCSC grade-point average. (En 30 May 01; EC 31 Aug 06)

**12.1.1 Academic Probation.**

At the end of a term, an undergraduate student is on academic probation if the student's grade-point average for that term or the student's cumulative grade-point average is less than 2.0. (En 30 May 01)

**12.1.2 Academic Disqualification.**

At the end of a term, an undergraduate student is subject to disqualification from further registration in the University (a) if the student's grade-point average for that term is less than 1.5, or (b) if the student is already on academic probation and the student's cumulative grade-point average is less than 2.0. (En 30 May 01)

**12.1.3 Good Academic Standing.**

A student is in good academic standing if the student is neither on academic probation nor subject to disqualification. (En 30 May 01)

**12.2 Supervision of Probationary Students and Denial of Registration.** (En 30 May 01)

- a. An undergraduate student on academic probation is subject to such supervision as the Faculty of the student's college or their agents may determine.
- b. Continued registration of an undergraduate student subject to academic disqualification is at the discretion of the Faculty of the student's college or their agents and is subject to such conditions as they may impose.

If a student is found to be subject to disqualification at the end of a term, the student's college will: (a) waive disqualification but indicate that disqualification is pending and the basis for the waiver; (b) waive disqualification but bar registration at UCSC for one or more terms; or (c) disqualify the student indefinitely from further registration.

The college must notify the student of the pending action. In the case of (b) or (c), the college must allow an opportunity for the student to appeal the pending action by bringing new considerations before the designated representatives of the college Faculty. (EC 31 Aug 06)

The college shall inform the Registrar of the final disposition of the students who are subject to disqualification. After any appeals have been resolved, confirmed actions (b) or (c) are entered on the student's official academic record.

- c. Annually, the appropriate officer of each college shall report to the Committee on Educational Policy a summary of all actions taken under these regulations.

**12.3 Standing Based Upon Minimum Progress.** (Am 30 May 01)

The following regulations govern academic standing and disqualification for undergraduates entering the University of California, Santa Cruz, before fall 2001. (Am 30 May 01; EC 31 Aug 06)

- 12.3.1** A student is subject to academic disqualification if she or he is not making minimum progress as defined in SCR 6.2.2. Prior to the student actually falling below the minimum standards defined in SCR 6.2.2, the student's college may warn, place on probation, or

otherwise caution the student regarding academic progress. (Am 26 May 71 EW, 28 Jan 72, 9 Oct 85; EC 1 Aug 77)

**12.3.2** Determination of whether a student is subject to disqualification is made at the end of each regular term. If a student is found to be subject to disqualification, the Faculty of her or his college will: (a) waive disqualification but indicate that disqualification is pending for one or more quarters; (b) waive disqualification but bar enrollment for one or more quarters; or (c) disqualify the student from further registration for an indefinite period of time. Actions (b) or (c) are entered on the student's official academic record. Action (a) is noted in the file maintained by the student's college.

If action (a) is taken, the college must notify the student of the action being taken; in the event it considers (b) or (c), the college must notify the student of the pending action before it is taken and allow an opportunity for the student to appeal the pending action by bringing new considerations before the College Academic Standing Committee. In all cases, the student shall be informed of SCR 12.1.1 and this Regulation, and referred to her or his appropriate adviser and/or college senior/academic preceptor.<sup>6</sup> (Am 26 May 71 EW, 28 Jan 72, 24 Oct 73, 2 June 82, 9 Oct 85; CC 31 Aug 98; EC 1 Aug 77, 31 Aug 09)

**12.3.3** A final judgment to disqualify a student or to bar enrollment for one or more quarters shall be made by the Faculty of the college as expeditiously as possible and normally before the end of the tenth day of instruction of the succeeding winter or spring quarter, or within twenty-five working days of the end of the spring quarter. The Faculty shall notify the Registrar in writing of the names of the students who are disqualified and barred from further registration, so that notations may be added to their academic records. In the event that a student subject to disqualification is not barred or disqualified, she or he shall not again be subject to disqualification unless she or he passes, with grade P, A, B, or C, fewer than 15 credit hours as a full-time student in a succeeding quarter of enrollment, or otherwise fails to satisfy the written condition of a contract administered by the college. (Am 26 May 71 EW, 28 Jan 72, 2 June 82, 9 Oct 85, 12 Feb 92, 29 May 96, effective 1 Sept 97; EC 1 Aug 77)

## **Section IV. Graduate Program**

The policies and procedures of the administration of these programs are contained in Appendix D.

### **Chapter 13. Grading and Transmission of Records**

(Am 4 June 69; CC 31 Aug 02)

#### **13.1 Grading.**

**A13.1.1** Graduate students in graduate or undergraduate courses shall be graded S, U, or I. The quality of work awarded a grade of S shall clearly merit certification of satisfactory progress towards the Master's or Ph.D. degrees. (Am 4 June 69, 29 May 96, effective 1 Sept 97)

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<sup>6</sup> In the event that a student who is not making minimum progress as defined in SCR 6.2.2 is not placed on disqualification-pending status, the specific reasons for the exception shall be noted in the file maintained by the student's college.

- 13.1.2** All preliminary, qualifying and/or comprehensive graduate examinations shall be graded Honors (H), Pass (P), or Fail (F). Papers of students receiving H or F grades will be read by at least two readers. (En 4 June 69)
- 13.1.3** Graduate students have the option of receiving a letter grade of A, B, C, D or F instead of S or U in any graduate course or any undergraduate course for which undergraduate students have the letter grade option. The grades A or B shall be awarded for satisfactory work. A graduate student receiving a grade of C or D will not be able to use the credit for that course to satisfy any course requirement for a graduate degree in the Santa Cruz Division. (En 4 June 69; Am 29 May 96, effective 1 Sept 97)
- 13.1.4** The grade of I may be assigned when a student's work is of passing quality but is incomplete. A student may not repeat a course in which a grade of I has been received, except after approval of a petition by the Graduate Council. The student is entitled to replace this I grade by a passing grade and to receive credit provided he or she completes the work of the course by the end of the third quarter following that in which the grade I was received unless the instructor or department specifies an earlier date. Under extenuating circumstances, a petition for extension of this time may be granted by the chair of the department concerned upon recommendation of the instructor. (En 4 June 69; Am 19 Oct 87, 24 Oct 90; EC 1 Aug 77, 12 May 97)
- 13.1.5** A grade in a single course extending over two or three terms of an academic year may be given at the end of the course. This grade will then be recorded as applying to each of the terms of the course. A student satisfactorily completing only one or two terms of a course extending over two or three terms of an academic year for reasons of illness or transfer, shall be given grades for those terms. In this context, SCR A9.1.7 shall apply to graduate courses. (En 4 June 69; CC 30 Jan 80)
- A13.1.6** Graduate students may repeat courses in which they received a grade of C, D, F or U. If a student repeats a course in which he or she received a grade of C or D, the credits are only counted once. The most recently earned grade will determine whether a degree requirement has been met. No course may be repeated more than once without prior written approval of the Dean of Graduate Studies. (En 29 May 96, effective 1 Sept 97)
- 13.2 Evaluations.** (En 4 June 69)
- 13.2.1** Each instructor in a graduate course shall prepare a written evaluation at the end of the term for each graduate student in his or her class, who takes the course for credit. A written evaluation of a preliminary, qualifying, or comprehensive examination may be provided by the relevant department. Non-credit seminar courses do not require written evaluations. (Am 31 May 95; EC 1 Aug 77, 8 Aug 96, 12 May 97; CC 31 Aug 08)
- 13.2.2** The Registrar shall send student transcripts outside the institution only as requested by the student concerned. Only courses and grades will be sent unless the student expressly requests that narrative evaluations be included, in which event the Registrar must send all evaluations. (Am 1 Aug 84)