

**UNIVERSITY OF CALIFORNIA**

**The Manual of the Santa Cruz Division**

**of the**

**Academic Senate**

**2018 Edition**

## Preface

This is the 34th edition of the Santa Cruz Manual to be published since the organization of the Santa Cruz Division of the Academic Senate in 1965.

Changes in legislation are indicated in brief parenthetical notes showing the nature of the change (e.g. "En" for "Enacted," "Am" for "Amended") and the date of the Divisional meeting at which action was taken. Minor editorial changes ("EC") and nonsubstantive conforming changes ("CC"), authorized by Santa Cruz Bylaw 13.28.5, are also noted in the parenthetical notes. All the legislation is currently in effect, except for the 2016 amendments to Regulation 10.5.2, which will take effect in Fall 2018.

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Committee on Rules, Jurisdiction, and Elections

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# The Manual of the Santa Cruz Division of the Academic Senate

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## I. Bylaws of the Division

(Note: The following abbreviations are employed :)

SB	Senate Bylaw (Universitywide)	Am	Amended
SR	Senate Regulation (Universitywide)	En	Enacted
SCB	Santa Cruz Bylaw	CC	Conforming Change
SCR	Santa Cruz Regulation	EC	Editorial Change
UCLR	UCR&J Legislative Ruling	EI	Effective Immediately
DLI	Divisional Legislative Interpretation (EC 31 Aug 06)	EW	Effective Winter Term
RSO	Standing Order of the Regents	ES	Effective Spring Term
A	Senate Variance (see SB 80.D.) (EC 31 Aug 07)		

The Academic Senate of the University of California is empowered by the Board of Regents to exercise direct control over academic matters of central importance to the University. Its chief responsibility is to authorize, approve, and supervise all courses and to determine the conditions for admissions, certificates, and degrees. Every regular faculty member at the University is a member of the Academic Senate. Collectively, the ten Senate divisions form the Universitywide Academic Senate, which represents the entire Faculty through the Assembly of the Academic Senate. The Assembly meets to take legislative action on matters that affect more than one campus. The Universitywide Senate functions through its committees, which correspond to committees with similar responsibilities at the campus level. A key Universitywide committee, the Academic Council, acts as the executive arm of the Assembly. (EC 31 Aug 06, CC 31 Aug 06)

The Senate on each UC campus, or "Division," is itself a committee of the Universitywide Academic Senate. It operates as a legislative body and as a system of committees run by and for the Faculty of that campus. The word "Division" or "Divisional" refers to the Santa Cruz Division of the Academic Senate. The term "academic division" refers to the administrative unit called a division [e.g., Division of Social Sciences] within the administrative structure of the University of California, Santa Cruz. (EC 31 Aug 98, 31 Aug 99, 31 Aug 06)

The Santa Cruz Division of the Academic Senate was established by the Assembly on December 1, 1965. Unless otherwise stated in the relevant Bylaws or Regulations, legislation in this manual was enacted on November 23, 1965, by the Santa Cruz Division of the Academic Senate. (EC 31 Aug 06)



## Chapter 1. Definitions

- 1.1 For the purpose of these Bylaws, the Academic Senate Bylaws applicable to the Faculty of a college or school are interpreted to be equally applicable to the Faculty of a college at Santa Cruz. (CC 31 Aug 98)
- 1.2 For the purpose of these Bylaws, references in the Academic Senate Bylaws to "dean" are interpreted to be equally applicable to "provost" at Santa Cruz.
- 1.3 The fellows of a college are as defined in the Bylaws of each college. Fellows need not be Academic Senate members. (Am 10 Nov 66)

## Chapter 2. Functions

### 2.1 General.

The Santa Cruz Division of the Academic Senate is a committee of the Academic Senate. The Division has authority to organize, to select its own officers and committees, and to adopt rules and regulations for the conduct of its business. It is empowered to receive and consider reports and recommendations from its Faculties, from its other Divisional committees, from committees of the Academic Senate, from local administrative officers, and from other Divisions. It may originate and take final action on legislation substantially affecting only the Santa Cruz Division; establish Faculties in academic divisions, schools, and colleges; transmit memoranda to the Chancellor of the University of California, Santa Cruz, or to the campus's representatives to the Assembly; and Memorials to the President directly to the President of the University of California; initiate Memorials to the Regents on any matter of University concern, subject to the provisions of Academic Senate Bylaws; and submit reports and recommendations to the Academic Senate or to the Assembly regarding changes in Academic Senate legislation and any other matters of general concern. The Santa Cruz Division exercises all powers of the Academic Senate not specifically delegated to the Assembly or to the standing committees of the Academic Senate. [DLI 1968.5A] (CC 30 Aug 95, 31 Aug 98, 31 Aug 99; EC 31 Aug 06)

### 2.2 Curricula.

The Santa Cruz Division authorizes all courses and curricula offered at Santa Cruz, including all credit courses administered by the Santa Cruz Office of University Extension. It does so subject to the Universitywide and Santa Cruz Academic Senate Bylaws and Regulations and the Standing Orders of the Regents. As these Bylaws stipulate below, elements of this authority are exercised by the Faculties of colleges and schools, the academic divisions, the Committee on Educational Policy, Committee on Courses of Instruction, the Graduate Council, and the departments. (Am 10 May 67, 4 June 69, 26 May 76, 23 May 79, 19 May 17; CC 1 Aug 77, 28 Jan 81, 31 Aug 98; EC 18 Oct 91, 12 May 97, 31 Aug 99, 31 Aug 06, 31 Aug 17)

### 2.3 Degrees.

The Santa Cruz Division has authority to recommend to the President of the University all candidates for degrees who have completed the requirements for those degrees in a college, school, or the Graduate Division subject to the jurisdiction of the Santa Cruz Division. (CC 31 Aug 98)

### Chapter 3. Membership

- 3.1** Membership in the Santa Cruz Division includes the President of the University, *ex officio*, the Chancellor at Santa Cruz, all members of the Academic Senate whose headquarters are at Santa Cruz, and any other persons certified for membership by the Secretary of the Division in accordance with the policies of the Assembly.
- 3.2** Members of the Academic Senate temporarily assigned to the Santa Cruz campus may transfer their voting privilege to the Santa Cruz Division during their assignment by certifying the facts to the Divisional Secretary. Academic Senate members holding statewide appointments only and not enrolled in another Division may enroll in the Santa Cruz Division upon reporting this choice to the Divisional Secretary. (CC 31 Aug 98; EC 1 Aug 76)
- 3.3** Membership and voting privilege do not lapse because of leave of absence or transfer to emeritus status. Instructors with less than two years of service may not vote in meetings of the Division and its Faculties, or in mail ballots. [RSO 105.1.a] Faculty members holding "visiting" appointments may attend meetings of the Santa Cruz Division, but may not vote. Members of other Divisions may attend meetings of this Division with the privilege of the floor, and may make motions, but may not second motions or vote. (CC 1 Sept 70, 31 Aug 98; EC 31 Aug 06)
- 3.4.1** The following students of the Santa Cruz campus may attend meetings of the Santa Cruz Division and shall have the privilege of the floor, but may not make or second motions, and may not vote: the Chair of the Student Union Assembly; the President of the Graduate Student Association; one student delegate from each college (the method of selection of the delegate from a college to be determined by the students of that college); and up to four students per committee from those students who are appointed to sit regularly with Divisional committees appointed by the Committee on Committees. (En 30 Apr 69 EI; Am 3 Dec 69, 22 Oct 75, 18 Feb 98 EI, 30 May 07; CC 4 Aug 87, 31 Aug 98, 31 Aug 06)
- 3.4.2** Non-senate faculty members of the Santa Cruz campus who are appointed as representatives to Divisional committees appointed by the Committee on Committees may attend meetings of the Santa Cruz Division and shall have the privilege of the floor, but may not make or second motions, and may not vote. (En 30 May 07)
- 3.5** Should a subject of debate be such, in the opinion of the Chair of the Santa Cruz Division or other presiding officer, as to necessitate closed Divisional consideration, the Chair or other presiding officer may so rule. After non-Senate members have left, the ruling of the Chair may be appealed. (En 30 Apr 69 EI; CC 31 Aug 98, 31 Aug 99)

### Chapter 4. Officers

#### 4.1 Chair.

A Chair of the Santa Cruz Division is appointed by the Committee on Committees for a term of two years. Should the office become vacant before the completion of a term, the Committee on Committees appoints a Chair to fill the remainder of the term; the Committee on Committees may then extend this appointment for an additional year. The Chair presides at meetings of the Santa Cruz Division and serves *ex officio* as a member of the Assembly of

the Academic Senate, the Academic Council of the Assembly, and the Divisional Committee on Planning and Budget. The Chair maintains effective coordination between the Santa Cruz Division and the Santa Cruz Administration, the Santa Cruz Division and its committees, and between Divisional committees. The Chair may participate in a non-voting capacity in the deliberations of any committee of the Division unless the matter under consideration is not to be reported directly to the Division. The Chair may refer matters to committees of the Division. The Chair of the Division determines initially what legislation is solely of Divisional concern. Such decision may be appealed to the Division. [SB 311D(3)] (Am 18 Apr 73 EI, 9 Mar 11 effective 1 Apr 11, 21 May 14; CC 1 Aug 77, 1 Aug 79, 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 1 Aug 76)

#### **4.2 Vice Chair.**

A Vice Chair of the Santa Cruz Division shall be appointed by the Committee on Committees for a term of one year, and serves as a Divisional Representative to the Assembly of the Academic Senate. Should the office become vacant before the completion of a term, the Committee on Committees shall appoint a Vice Chair to fill the remainder of the term. The Vice Chair shall carry out all of the duties of the Chair in the absence or incapacity of the Chair, or such duties as are delegated by the Chair. The Vice Chair serves *ex officio* as a member of the Committee on Planning and Budget. (En 22 Feb 67; Am 24 Feb 71 EI, 22 May 74, 23 May 83, 30 May 01, 21 May 14; EC 1 Aug 76, 31 Aug 06)

#### **4.3 Secretary.**

A Secretary of the Santa Cruz Division is appointed for a term of two years by the Committee on Committees. Should the office become vacant before the completion of a term, the Committee on Committees appoints a Secretary to fill the remainder of the term. The Secretary prepares the Call for meetings of the Division; in the absence of the Chair and Vice Chair, calls the meeting to order and presides for the purpose of electing a Chair *pro tempore* for that meeting; keeps minutes of its proceedings; transmits actions by the Division to the members of the Divisional committees concerned, to officers and agencies of the Academic Senate, and to administrative officers; keeps for reference a permanent file of all Calls and notices of meetings of the Assembly of the Academic Senate, together with any appended material; determines the membership of the Division; refers to appropriate committees all petitions of students or other materials received for presentation to the Division; conducts all elections and all mail balloting in the Santa Cruz Division, under the supervision of the Committee on Rules, Jurisdiction, and Elections, and if there is a tie vote for the last place to be filled, the Secretary conducts a selection by lot; serves as an alternate to Assembly meetings if the Chair or Vice-Chair, or a further Divisional representative, cannot attend. The Secretary serves on the Executive Committee. (Am 24 Feb 71 EI, 6 June 84, 24 Feb 99; CC 18 Oct 91, 31 Aug 98, 31 Aug 03, 21 May 14; EC 1 Aug 76, 31 Aug 98, 31 Aug 99, 31 Aug 06, 31 Aug 08)

#### **4.4 Parliamentarian.**

The Parliamentarian is appointed by the Committee on Committees for a term of one year. Should the office become vacant before the completion of a term, the Committee on Committees appoints a Parliamentarian to fill the remainder of the term. The Parliamentarian advises the Chair on procedural matters during meetings of the Division. (Am 27 Jan 71; 24 Feb 99)

#### **4.5 Executive Director.**

Upon recommendation of the Senate Executive Committee and in accordance with applicable campus policies and procedures, the Chair of the Santa Cruz Division shall

appoint an Executive Director of the Santa Cruz Division. The Executive Director shall report to and receive general direction from the Chair of the Santa Cruz Division.

The Executive Director, as a non-Senate officer of the Academic Senate, among other duties, shall serve as chief of staff for the Academic Senate and as policy advisor to the officers of the Division. (En 21 May 14)

#### **4.6.1 Representation on the Assembly of the Academic Senate and the Academic Council.**

The Chair of the Santa Cruz Division serves *ex officio* as a member of the Assembly and the Academic Council. The Vice Chair serves *ex officio* as a member of the Assembly. Any other Divisional Representatives to the Assembly are appointed by the Committee on Committees for a term of two years [or, upon vacancy, for the remaining portion of a term.] (Am 24 Feb 71 EI, 6 June 84, 6 Nov 91, 21 May 14; CC 31 Aug 98, 31 Aug 99; EC 1 Aug 77, 4 Aug 87, 21 May 14)

#### **4.6.2 Alternates.**

If the Chair cannot attend a meeting of the Academic Council, the Vice-Chair of the Santa Cruz Division acts as proxy. If the Vice-Chair cannot serve, the Committee on Committees shall designate a replacement for the meeting[s].

If the Chair or Vice-Chair, or a further Divisional representative, cannot attend a meeting of the Assembly, the Secretary of the Santa Cruz Division shall act as an alternate. If a further alternate is required, the Committee on Committees shall designate a replacement for the meeting[s]. [SB 125A(5)] (En 6 Nov 91; CC 31 Aug 98, 31 Aug 99; EC 21 May 14)

#### **4.7 Beginning of Term of Office.**

All Senate officers specified under Chapter 4 of these Bylaws are chosen by election or appointed in time to be confirmed at the spring Divisional meeting. Terms of office of all Senate officers normally begin on September 1 following their selection. (Am 10 May 67, 6 Dec 67, 24 Feb 71 EI, 6 Nov 91, 21 May 14; EC 31 Aug 06, 31 Aug 08)

#### **4.8 Inspection of Records.**

All records of the Santa Cruz Division are open for inspection by any member of the Division except those concerning appointments, privilege and tenure, promotions, and salaries of, and research grants to, individuals or prospective employees of the University. (EC 21 May 14)

### **Chapter 5. Executive Office**

**5.1** The Executive Office of the Santa Cruz Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance in matters concerning members of the Division and associated UCSC Faculty. The office is managed by the Executive Director with the following duties.

- To maintain a depository of all records of the Division.
- To provide professional support in the form of analytical, research, policy review, and administrative services as required by the Officers and committees of the Division.
- To maintain complete files (electronic or paper) of minutes, reports, and agendas of all Divisional committees.

- To maintain on file the current membership of the Division, the current Academic Senate committee service of each member of the Division, and the current roster of all committees of the Academic Senate.
- To submit an annual budget request to the Chancellor to support the work of the Division, its committees and the office of the Division.
- To function as staff analyst for the Senate Executive Committee.
- To coordinate, administer, and manage, all grant funds distributed through the Division and its committees.
- To act as representative to the systemwide Senate Directors Group.
- To provide assistance and guidance and to facilitate communication among Division Officers, committees of the Division, and system wide Committees and staff.
- To coordinate all Divisional electronic nomination, calls for service, voting, and polling activities. (En 10 May 67; Am 21 May 14; CC 31 Aug 98; EC 31 Aug 99)

## **Chapter 6. Meetings**

### **6.1 Regular Meetings.**

The Santa Cruz Division meets regularly at least once per term with the exception of the summer term. At the beginning of each academic year, the Chair of the Division announces a schedule of meetings. (EC 31 Aug 07)

### **6.2 Quorum.**

Fifty voting members of the Santa Cruz Division constitute a quorum for the transaction of business at a meeting of the Division. (Am 28 May 69, 17 May 02; 19 Apr 72, effective 1 May 72; 29 May 91)

### **6.3 Special Meetings.**

A Special Meeting of the Santa Cruz Division may be held on any day of instruction in the fall, winter, or spring quarter, and may be called by the President of the Academic Senate or by the Chair of the Santa Cruz Division. Upon written request of twenty-five voting members, except as provided for in SB 75.B, a meeting shall be called within fourteen calendar days by the Chair of the Division. If the request is received within less than fourteen calendar days before the end of the quarter, the meeting will be called within the first seven calendar days of the next fall, winter, or spring quarter. (Am 26 Feb 69, 6 Nov 91, 10 Feb 2010; CC 31 Aug 98, 31 Aug 06; EC 1 Sept 77, 31 Aug 06)

### **6.4 Calls for Meetings.**

Copies of the Call for every regular and special meeting of the Santa Cruz Division, together with an agenda and all documents pertaining to the agenda for the meeting, are sent by the Secretary to every member of the Division and to the Chair of the University Committee on Rules and Jurisdiction at least five calendar days before each meeting. The Call includes the text of all resolutions, memorials, petitions, and proposed new or revised legislation and a statement of the purpose of the proposal and its effect on existing legislation. With the approval of three-fourths of the voting members present at a regular meeting of the Division, final action may be taken on any non-legislative item of business not included in the Call for the meeting. [DLI 1996.10D, and 1996.10E] (CC 31 Aug 98)

**6.5 Emergency Meetings.**

An Emergency Meeting may be called by the Chair or, in the Chair's absence or disability, by the Vice Chair. An Emergency Meeting may be held on any day during a period of instruction. The Faculty must be notified, by all means necessary to reach them effectively at least one full day prior to the meeting. Any non-legislative business may be taken at an Emergency Meeting. An Emergency Meeting may be called by the Chair only when there is an important, unforeseen circumstance that required immediate Divisional action, and that cannot be dealt with at a regular or Special Meeting. (En 28 May 69; Am 9 June 93; CC 31 Aug 98; EC 1 Aug 76, 12 Jan 95, 31 Aug 06)

**6.6 Minutes.**

The draft minutes of every meeting of the Santa Cruz Division are to be sent by the Secretary to every member of the Santa Cruz Division within 45 instructional days of the meeting described by the minutes. The approved minutes shall be sent by the Secretary within 30 instructional days of approval to every member of the Santa Cruz Division, the executive offices of the other Divisions, the President and the Secretary of the Academic Senate, and each member of the University Committee on Rules and Jurisdiction. The Secretary is authorized to post the approved minutes on the Senate's web page in lieu of sending the approved minutes to every member of the Division. Members will be notified electronically that approved minutes are posted. [DLI 1996.10C and 1996.10E] (Am 9 Nov 94, 17 May 02; CC 1 Sept 79, 31 Aug 98, 31 Aug 06; EC 31 Aug 99)

**6.7.1 Written Divisional Actions.**

Before voting on any legislation or resolution at a Divisional meeting, the voters at the meeting must have an opportunity to read a written form of the motion being considered. Written motions projected onto a screen will be deemed to have met this requirement. (En 17 May 02)

**6.7.2 Notice of Divisional Actions.**

Within two weeks after any Divisional meeting, the Secretary shall send to all members of the Division a statement, either in electronic or hard copy form, of all actions taken by the Division on legislation or resolutions. (En 17 May 02)

## **Chapter 7. Rules of Order**

**7.1** The order of business at Regular Meetings is as follows [SB 315C(1)]:

1. Approval of draft minutes
2. Announcements by the President, the Chancellor, the Chair, and others
3. Reports of Representatives to the Assembly
4. Special Orders
5. Reports of Special Committees
6. Reports of Standing Committees
7. Report of the Chair of the Student Union Assembly, or designee, on current student concerns
8. Report of the President of the Graduate Student Association, or designee, on current student concerns
9. Petitions of Students
10. Unfinished Business
11. University and Faculty Welfare

## 12. New Business

The regular order of business may be suspended at any meeting by a two-thirds vote of the voting members present. (Am 30 Apr 69 EI, 22 Oct 75, 9 June 93, 28 Oct 98 EI, 17 May 02; CC 4 Aug 87, 31 Aug 98)

- 7.2** The order of business at Special and Emergency Meetings is as follows [SB 315C(2)]:
1. Approval of draft minutes (may be omitted by approval of two-thirds of the voting members present)
  2. The special business for which the meeting was called
  3. Any other non-legislative business authorized by unanimous consent of the voting members present (Am 17 May 02; CC 4 Aug 87, 31 Aug 98; EC 2 Sept 69)
- 7.3** Discussion of *Annual Reports* of Standing Committees constitutes special orders for the first regular meeting of the Santa Cruz Division in the fall term. In the meeting Call, at the discretion of the Division Chair, any or all Special Orders may be placed on a Consent Calendar under Special Orders. During consideration of Special Orders, at the request of any Senate member, any such Consent Calendar item will be removed from the Consent Calendar and considered separately by the Division. All remaining Special Orders on the Consent Calendar may be received by the Division. [SCB 13.7] (Am 21 Apr 76, 17 May 02; CC 31 Aug 98; EC 31 Aug 06)
- 7.4** Questions of order not covered by legislation are governed by *The Standard Code of Parliamentary Procedure, 4th edition*. (Am 8 Mar 06; EC 31 Aug 16)

## Chapter 8. Legislation and Amendments

- 8.1 Amendment.**  
These Bylaws may be added to, amended, or repealed by a two-thirds vote of members present and voting at a Santa Cruz Division meeting, provided that written notice of the proposed change was sent to all members at least five calendar days previously. (CC 31 Aug 98)
- 8.2 Regulations.**  
Regulations of the Santa Cruz Division may be added to, amended, or repealed by a majority of votes cast, provided that written notice of the proposed change was sent to all Senate members at least five calendar days previously. (Am 9 June 93; CC 2 June 82, 31 Aug 98, 31 Aug 99; EC 1 Sept 74)
- 8.3 Effective Date.**  
New or amended legislation becomes effective at the beginning of the fall term, unless otherwise provided. (CC 31 Aug 98)
- 8.4.1 Referendum.**  
Upon petition by at least 25 members of the Santa Cruz Division, the Senate Secretary, acting under the supervision of the Committee on Rules, Jurisdiction, and Elections, shall conduct a referendum by mail ballot on any specific action of the Santa Cruz Division or of the Executive Committee acting for the Santa Cruz Division. Such a petition must be submitted not later than 14 calendar days after the Notice of Divisional Actions of the Santa Cruz Division or of the Executive Committee has been circulated to the Division either by

mail or through direct electronic communications. The results of such a mail ballot referendum are deemed conclusive. The Santa Cruz Division may not reconsider for a period of one year a question substantially the same as that decided by the mail ballot. [DLI 1996.10C and 1996.10E] (Am 21 Oct 81 EI, 9 Oct 85, 19 Feb 03, 9 Nov 10; CC 31 Aug 98, 31 Aug 03; EC 18 Oct 91, 31 Aug 08)

#### **8.4.2 Vacating Referenda.**

Should the petitioners wish to withdraw the request for a referendum, they have until the ballots are printed to file a motion to vacate the original petition. This motion must be signed by enough of the original petitioners to reduce the number of supporting signatures below 25. (En 6 Nov 91)

#### **8.5 Lack of Quorum.**

When a report or a piece of legislation appears on the agenda of two successive regularly scheduled meetings of the Santa Cruz Division, and when action on that report or piece of legislation is prevented by lack of a quorum at those two Divisional meetings, then the Executive Committee is empowered to act upon the report or piece of legislation prior to the next meeting of the Santa Cruz Division.

When a Standing or Special Committee of the Santa Cruz Division proposes a piece of legislation and identifies this piece of legislation as Urgent Legislation in the Call to a regularly scheduled Divisional meeting, and when action on this legislation is prevented by the lack of a quorum at this regularly scheduled meeting of the Santa Cruz Division, then the Executive Committee is empowered to act upon the piece of legislation prior to the next meeting of the Santa Cruz Division.

To enact legislation under this Bylaw, the Executive Committee must pass the legislation with the same percentage vote that would have been required at a Divisional meeting. When the Executive Committee takes any action under the provisions of this Bylaw, written notice of the action must be sent to all members of the Santa Cruz Division within fifteen calendar days. The Executive Committee may not take any action under the provisions of this Bylaw on a report or piece of legislation if the Santa Cruz Division Office has received a petition from twenty-five voting members of the Santa Cruz Division within ten working days after the scheduled meeting requesting a Special Meeting of the Division to discuss the report or piece of legislation. (En 9 Oct 85; Am 9 Dec 87; CC 31 Aug 98, 31 Aug 03, 31 Aug 10)

### **Chapter 9. Memorials and Memoranda**

(Am 31 May 95, 18 Feb 98 EI)

- 9.1** Definition: A "Memorial to the Regents" is a declaration or petition addressed to the President of the University of California for transmission to The Regents. A "Memorial to the President" is a declaration or petition to the President not intended for transmission to The Regents. A "Memorandum" is a so-designated declaration or petition addressed to other than the President or The Regents, such as to the Chancellor of Santa Cruz or to the campus's representatives to the Assembly. [SB 90, SB 85] (CC 31 Aug 98, 31 Aug 99; EC 31 Aug 06)



The Division may submit Memorials to the President of the University of California and may initiate Memorials to The Regents on matters of Universitywide concern to be submitted to The Regents through the President. [SB 90B] (CC 31 Aug 98, 31 Aug 99)

Memorials to the Regents, Memorials to the President, and Memoranda may be sent forward only after approval in a mail ballot by a majority of members of the Division eligible to cast votes, unless the decision not to conduct a mail ballot is made by the Santa Cruz Division at a Regular or Special Meeting at which the language of the ballot proposal shall be presented. If the Division decides against holding a mail ballot, a mail ballot will nevertheless be held upon petition of 25 voting members of the Division. Such a petition must be submitted not later than 14 calendar days after the Notice of Divisional Actions of the Santa Cruz Division or of the Executive Committee has been circulated to the Division either by mail or through direct electronic communications. The mail ballot referendum will be conducted by the Senate Secretary under the supervision of the Committee on Rules, Jurisdiction, and Elections in accordance with Universitywide Senate procedures [SB 95]; approval of the referendum by a majority vote shall constitute direction to the Division to send the Memorial to the Regents, Memorial to the President, or Memorandum forward. [DLI 1996.10C and 1996.10E] (Am 6 Nov 91, 12 Feb 92, 31 May 95, 18 Feb 98 EI, 9 Nov 10; CC 4 Aug 87, 31 Aug 98, 31 Aug 99, 31 Aug 06)

## **Chapter 10. Degrees**

### **10.1 Bachelor of Arts and Bachelor of Science Degrees.**

The Santa Cruz Division delegates to the Faculties of the colleges the authority to recommend to the Chancellor of Santa Cruz, for transmission to the President of the University of California, the award of the degrees of Bachelor of Arts and Bachelor of Science. Those candidates so recommended must have prior certification of satisfaction of: (a) the major requirements by the appropriate agencies [SCR Chapters 2, 4, 10]; (b) the college requirements by the appropriate colleges; and (c) the University of California requirements by the Registrar. Records of fulfillment of requirements of colleges and departments are forwarded to and maintained by the Registrar. Petitions of students for graduation under suspension of the Santa Cruz Regulations, in individual cases of minor curricular adjustments, must have the approval of the college Faculty concerned. If exceptions to major requirements are involved, the approval of the departments of the students' major subjects (or of the equivalent agencies in the cases of double, minor, combined, or individual majors) is also required. (Am 10 May 67, 4 June 69, 27 Jan 71, 22 Jan 75; CC 17 Mar 81, 4 Mar 87; EC 1 Aug 76, 12 May 97, 31 Aug 98)

### **10.2 Higher Degrees.**

The Santa Cruz Division delegates to the Graduate Council, in collaboration with the schools, academic divisions, and the appropriate departments, the authority to recommend to the Chancellor of Santa Cruz for transmission to the President of the University of California, the award of higher degrees. (CC 31 Aug 98; EC 12 May 97)

### **10.3 All agencies recommending the award of degrees report their action quarterly to the Secretary for the information of the Santa Cruz Division. (CC 31 Aug 98)**

## Chapter 11. Elections

- 11.1** All balloting in the Santa Cruz Division is either by mail or, if arising from a motion in a meeting of the Divisional Senate, conducted in the meeting. (Am 20 May 09; CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 11.2** All elections in the Santa Cruz Division are conducted by the Secretary under the direction of the Committee on Rules, Jurisdiction, and Elections in accordance with SB 340A-B. (Am 20 May 09; CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 11.3** The Committee on Rules, Jurisdiction, and Elections determines the dates on which Divisional elections should be held, counts or appoints tellers to count the ballots, and certifies the results to the Chair of the Santa Cruz Division. (EC 31 Aug 06)
- 11.4** Nominating petitions shall be filed with the Secretary by the deadline specified in the Notice of Election, which will be no less than fourteen and no more than twenty eight calendar days following the mailing or electronic distribution of the Notice. Each nominating petition for an office must be signed by five voting members and must contain certification of acceptance by the nominee or nominees. Each nominating petition may include as many nominees as there are places to be filled.

If the number of nominees is equal to the number of places to be filled, all the nominees will be declared elected. If the number of nominees is less than the number of places to be filled, all the nominees will be declared elected and the remaining vacancies will be filled by the Committee on Committees. The nominees selected by the Committee on Committees will serve with authority only after confirmation by the Santa Cruz Division. (En 20 May 09, Am 9 Mar 11)

- 11.5** A voter may cast one and only one vote for each place to be filled in an election. Candidates receiving the highest plurality of votes cast are elected. If there is a tie vote for the last place to be filled, the selection shall be by lot, conducted by the Secretary. (Am 25 Jan 78; EC 1 Aug 77)

## Chapter 12. Faculties

- 12.1** The constituent Faculties of the Santa Cruz Division, established by the Santa Cruz Division in accordance with SB 310A, are parallel to administrative units with the same names. The Faculties of the schools, the academic divisions, and the colleges are composed of Academic Senate members holding appointments therein. Only voting members of the Academic Senate are eligible to vote in the Faculty or Faculties of which they are members. [SB 45] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- 12.2** In meetings of the fellows of a college, the voting rights of fellows are as determined by the college's Bylaws; but when the Faculty of the college is meeting as a Committee of the Santa Cruz Division, only voting members of the Academic Senate may vote. At any time during a college meeting, the Chair of the meeting may rule *pro tempore* that the Faculty is meeting as a Committee of the Academic Senate. When necessary, the Chair shall call for a vote only of the voting members of the Faculty. (CC 31 Aug 98; EC 1 Aug 77, 31 Aug 2006)

- 12.3** In all matters within the province of the Academic Senate, in accordance with SB 50 and 45, the government and supervision of all agencies specified in SCB 12.1 are vested in the Faculties concerned. The chief administrative officer of a college, school, or academic division is not eligible to serve as Chair of one of these Faculties. At college meetings, the provost, although not Chair of the Faculty, may preside. The Chair of these Faculties and the members of their Executive Committees shall be elected by their respective Faculties; and the chief administrative officer shall be an *ex officio* member of the Executive Committee in each case. A college Faculty may select one or more other administrative officers to be included as *ex officio* members of its Executive Committee. (CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 31 Aug 06)
- 12.4** Departments and Faculties of colleges and schools supervise undergraduate instruction in conformity with campus requirements of the Santa Cruz Division. [SB 50A; RSO 105.1] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 12 May 97)
- 12.5** There shall be no change in the curriculum without prior consideration by the faculty members or agencies concerned. [RSO 105.2; SB 51] (CC 1 Aug 79, 4 Aug 87, 31 Aug 99)
- 12.6** Departments (and equivalent agencies as defined in Divisional Regulations) and, when authorized by the Academic Senate, Faculties of colleges determine major requirements. Faculties of colleges and schools, respectively, determine other college and school requirements for degrees. Recommendations for award of degrees are made in accordance with Chapter 10 of these Bylaws. (Am 4 June 69, 27 Jan 71, 23 May 79; CC 31 Aug 98; EC 12 May 97)
- 12.7** The Faculty of each college is responsible for the supervision of its students who fail to meet the minimum scholastic requirements specified in the Divisional Regulations. In accordance with the Santa Cruz Regulations, the Faculty of each college: (a) chooses either to disqualify or not to disqualify a student who is subject to disqualification; (b) denies or approves the readmission of a student who was earlier disqualified or who has previously withdrawn from the Santa Cruz campus of the University. [SR 900(B)] (Am 12 Apr 67; CC 31 Aug 98, 31 Aug 99; EC 1 Sept 71)
- 12.8** Each Faculty has the power to present to the Santa Cruz Division recommendations and proposed modifications of legislation of the Santa Cruz Division or of the Academic Senate. (CC 31 Aug 98)
- 12.9** Any member of the Divisional Senate has the privilege of a hearing by the appropriate committee or committees of the Santa Cruz Division on any matter relating to personal, college, school, or University welfare. [RSO 103.2, DLI 1996.2B] (CC 1 Sept 71, 31 Aug 98)

### Chapter 13. Committees

- 13.1** The following are designated committees of the Santa Cruz Division: Standing Committees, Special Committees, and all Faculties. [SB 20, SB 325] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 31 Aug 06)
- 13.2** **Responsibility.** Each committee is responsible to the agency establishing it and is obligated to report its actions to that agency. Committees may report concurrently to other Divisional committees, the Assembly of the Academic Senate, or committees of the Academic Senate.

Committees may make recommendations and render service to the President, the Chancellor, other administrative officers, and individual members of the Division, reporting their recommendations to the Division when such reporting is consistent with the original charge to the committee and is in the best interest of the University. [SB 40A-C] (CC 4 Aug 87, 31 Aug 99; EC 31 Aug 06)

**13.3 Jurisdiction.** No Special Committees shall be established to perform any duty assigned by these Bylaws to a Standing Committee.

**13.4 Membership and Voting (EC 31 Aug 08)**

**13.4.1 Membership.** All voting members of all committees must be members of the Santa Cruz Division. Representatives are non-voting members of the committee. Other persons invited to sit with Standing Committees are not members of the committee. (Am 3 Dec 69, 6 Nov 91, Am 21 May 04, 20 May 09; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04)

**13.4.2 Representatives.** Representatives on Standing Committees as provided in these Bylaws shall be appointed by such bodies as may be recognized by the Divisional Committee on Committees. Representatives include undergraduate and graduate students, postdoctoral scholars, and non-Senate teaching faculty. Representatives have the right to participate in committee deliberations except as provided in Bylaw 13.4.4. (Am 3 Dec 69, 6 Nov 91, Am 21 May 04, 20 May 09; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04)

**13.4.3 Invitees.** As provided elsewhere in this Chapter, other persons may be invited to sit with Standing Committees. (Am 3 Dec 69, 6 Nov 91, Am 21 May 04, 20 May 09; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04)

**13.4.4 Executive Session.** The voting members of committees in this chapter may call for an executive session by a majority vote, which is a session of the committee open only to voting members of the committee, the proceedings of which are confidential. (En 20 May 09)

**13.4.5** When the Chair of the Santa Cruz Division, the Vice-Chair, Secretary, Parliamentarian, or any member of the Committees on Academic Personnel, Privilege and Tenure, or Planning and Budget accepts an administrative position with the University at the level of Dean or above, they shall immediately vacate the Academic Senate position. No Chair of a department or program of study may at the same time serve as Chair of either the Committee on Academic Personnel or the Committee on Privilege and Tenure. This is consistent with Senate Bylaw 330A. [DLI 1998.5A] (En 9 Nov 93; Am 25 Oct 95; CC 31 Aug 98, 31 Aug 06; EC 12 May 97, 31 Aug 99, 21 Aug 06, 31 Aug 16)

**13.4.6** Members of the Division shall avoid conflict of interest and the appearance of conflict of interest in the performance of all of their duties. The Division shall not require explanation of recusals based on this provision. (En 27 May 98; EC 31 Aug 99)

**13.4.7** The Division shall not require or request explanation of voting abstentions by Senators who have the right to vote in Divisional committee action, including those involving UC Bylaw 55 actions by departments. (En 8 Mar 06)

**13.4.8** Waiver of vote: Members of the Division may give up their right to vote on all actions for a specified period of time. If a member goes on leave, but chooses to participate in some

personnel actions, that member cannot waive their right to vote; the actions not voted on will be recorded as “absent, not voting”, just as for a member not on leave. If a member has a conflict of interest for any given action, not voting on that action constitutes a “recusal” (as in SCB 13.4.3) not a waiver of voting rights. (En 30 May 07; EC 31 Aug 16)

- 13.5** The Committee on Committees appoints members of Standing and Special Committees and designates their Chair and Vice Chair, unless otherwise specified, subject to approval of the Santa Cruz Division. The numbers of members of Standing Committees designated in the succeeding pertinent sections of this Chapter (SCB 13.9.1 through 13.29.1, except for 13.14.1) are maximum numbers only. Unless otherwise stated, the Committee on Committees has discretion to appoint a smaller number of members to any Standing Committee than that designated. Chairs, Vice Chairs, and *ex officio* members may vote and exercise the same powers as other members, unless limitations are stipulated in the pertinent sections of this Chapter. Chairs and Vice Chairs must be members of the Santa Cruz Division. (Am 22 Feb 67, 6 Nov 91; CC 10 May 67, 21 Feb 68, 29 May 68, 25 Feb 70 effective 1 Apr 70, 24 Feb 71, 24 May 72, 24 Oct 73, 26 May 76, 25 May 77, 1 Aug 77, 25 Jan 78, 23 May 79, 5 Dec 79, 1 Aug 80, 2 June 82, 7 Oct 87, 31 Aug 98, 31 Aug 02; EC 1 Sept 70, 1 Sept 71, 1 Sept 74, 18 Oct 91, 9 June 93. 31 Aug 04, 31 Aug 06)
- 13.6** Members of Standing Committees are appointed each year to serve for a term of one year beginning September 1 unless otherwise specified. Special Committees are appointed to serve until August 31 immediately following their establishment unless otherwise specified in their enabling acts. Standing and Special Committees of the Santa Cruz Division, except the Committee on Committees, can be discharged by the Santa Cruz Division at any time prior to their scheduled termination date, provided the Santa Cruz Division receives at least five working days written notice of the intention to move for discharge. (Am 6 Dec 67, 6 Dec 72; CC 31 Aug 98, 31 Aug 06; EC 31 Aug 05)
- 13.7** **Reports of Standing Committees.** Standing Committees prepare written annual reports which are circulated to the members of the Santa Cruz Division along with the Call to the first regular Santa Cruz Division meeting of the fall term. (Am 21 Apr 76, 27 May 98)
- 13.8** The Standing Committees of the Division are the following:
- Academic Freedom
  - Academic Personnel
  - Admissions and Financial Aid
  - Affirmative Action and Diversity
  - Career Advising
  - Committees
  - Computing and Telecommunications
  - Courses of Instruction
  - Educational Policy
  - Emeriti Relations
  - Faculty Research Lecture
  - Faculty Welfare
  - Graduate Council
  - International Education
  - Library
  - Planning and Budget
  - Preparatory Education
  - Privilege and Tenure

Research  
 Rules, Jurisdiction, and Elections  
 Teaching

(Am 10 Nov 66, 10 May 67, 21 Feb 68, 29 May 68, 4 June 69, 25 Feb 70 effective 1 Apr 70, 24 Feb 71 EI, 24 May 72, 24 Oct 73, 26 May 76, 25 May 77, 25 Jan 78 EI, 24 Jan 79, 23 May 79, 5 Dec 79, 26 Nov 80, 28 Jan 81, 2 June 82, 6 June 84, 21 May 86, 7 Oct 87, 26 Apr 06, 19 May 06; CC 1 Aug 91, 9 June 93, 21 Feb 96, 9 Nov 00, 31 Aug 03, 13 Feb 16; EC 31 Aug 04)

**13.9 Committee on Academic Freedom** (Am 21 Feb 68)

**13.9.1** There are five Santa Cruz Division members, one from each academic division and one from the School of Engineering. In addition, there are one non-Senate teaching faculty representative, one graduate student representative, and one undergraduate student representative. (Am 21 Feb 68, 4 Dec 68, 3 Dec 69, 30 May 01, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04)

**13.9.2** The Committee studies and reports upon any conditions within or outside the University which, in its judgment, may affect the academic freedom of the University, with particular reference to the acceptance of positions and resignation from positions in the University, and to the reputation of the University and of individual members of its Faculty.

**13.10 Committee on Academic Personnel** (Am 24 May 72, 24 Jan 79 EI)

**13.10.1** There are nine Santa Cruz Division members. (Am, 9 Dec 87; CC 31 Aug 98)

**13.10.2** The Committee makes recommendations to the Chancellor of Santa Cruz on appointments, promotions, salaries, and other matters related to the quality of the Faculty. (Am 10 Nov 66, 3 Dec 69, 26 May 71 EI, 24 May 72; CC 1 Aug 77, 31 Aug 98; EC 18 Oct 91)

**13.11 Committee on Admissions and Financial Aid**

**13.11.1** There are no fewer than seven and no more than nine Santa Cruz Division members. In addition, there are one non-senate teaching faculty representative, and no more than three student representatives. (Am 3 Dec 69, 24 May 72, 17 Nov 75, 7 Nov 01, 21 May 04; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 04)

**13.11.2** The Committee on Committees nominates a member to serve on the Board of Admissions and Relations with Schools. (EC 31 Aug 04)

**13.11.3** The Committee considers and reports on matters involving admissions, financial aid, and relations with schools. Its responsibility extends beyond the actual selection of applicants to include all matters within the purview of this Division concerning the procedures, policy, and criteria of selection. It is also responsible for formulating and evaluating campus policies governing financial aid and relations with schools. The Committee consults with campus and statewide administrations on these matters, and provides liaison among the various campus agencies. In the process of student selection, the Committee may obtain the assistance of other members of the University staff, including those who are not members of the Academic Senate. (Am 22 May 74; CC 31 Aug 98, 31 Aug 04)

**13.12 Committee on Affirmative Action and Diversity** (En 25 May 77; Am 16 May 03)

**13.12.1** There are six Santa Cruz Division members. In addition, there are one graduate student representative and no more than three undergraduate student representatives. (Am 25 May 94, 28 Oct 98, 20 May 09; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 06)

**13.12.2** The Committee confers with the Chancellor of Santa Cruz, Committee on Academic Personnel, and Committee on Planning and Budget, on general policies bearing on affirmative action and diversity for academic personnel and academic programs. (Am 30 May 90, 16 May 03; CC 31 Aug 98)

**13.12.3** The Committee undertakes studies of policies and practices of affirmative action and diversity, makes recommendations to appropriate campus bodies, and reports annually to the Santa Cruz Division on policies and practices. (Am 16 May 03)

**13.13 Committee on Career Advising** (En 5 Dec 79)

**13.13.1** There are five Santa Cruz Division members, one from each academic division and one from the School of Engineering. (Am 29 May 91, 26 May 99; CC 4 Aug 87, 31 Aug 98; EC 18 Oct 91)

**13.13.2** The Committee develops, implements, and evaluates mentoring activities that enhance the likelihood of faculty promotion and retention. (En 7 Oct 87; Am 26 May 99)

**13.14 Committee on Committees**

**13.14.1** There are five Santa Cruz Division members. Vacancies are filled by election in the winter quarter by mail ballot in accordance with Chapter 11 of these Bylaws. (Am 3 Dec 69, 24 Oct 79; CC 31 Aug 98; EC 18 Oct 91)

**13.14.2** Each year either two or three seats on the Committee fall vacant. Members are elected to two-year terms running from September 1 following election. If an elected member fails to serve or fails to complete any year of a term, the Committee submits a nomination for replacement to the Division. The new member shall serve with authority only after confirmation by the Santa Cruz Division, and serves for the remainder of the year. An election will be held, in accordance with SCB 13.14.1, to fill the vacancy for the second year of the term. (Am 10 Nov 66, 24 Oct 79, 16 May 03; CC 31 Aug 98; EC 1 Aug 77, 31 Aug 06)

**13.14.3** The Committee chooses its own Chair, Vice Chair, and representative to the University Committee on Committees. It makes its own rules on procedure, consistent with the Bylaws and Regulations of the Academic Senate and the Santa Cruz Division. (Am 16 May 03; CC 31 Aug 98; EC 31 Aug 06)

**13.14.4** The Committee appoints: all Divisional Officers; all Standing and Special Committee Chairs; all Senate-appointed committee members; and all Divisional representatives and alternates to the University systemwide bodies whose mode of selection is not otherwise specified. The Committee determines the number of members appointed to each Standing Committee in accordance with the Academic Senate and Divisional Bylaws. The Committee reports its appointments each year for confirmation at a regular meeting of the Division during the spring term; appointments at other times are reported for

confirmation at the next regular divisional meeting. Replacements during the term of office of officers, committee Chairs and members, other than the Committee on Committees, shall serve with authority from the time they are named by the Committee on Committees. (Am 24 Feb 71; EI 18 Apr 73, 6 June 84, 16 May 03; CC 31 Aug 98, 31 Aug 99; EC 31 Aug 06)

- 13.14.5** The Committee oversees the operating procedures of committees and periodically assesses committees' effectiveness. It may propose Bylaw changes affecting the structure, composition, and functions of committees. (Am 18 Apr 73 EI, 16 May 03; CC 31 Aug 98; EC 31 Aug 06)
- 13.14.6** The Committee appoints or nominates Divisional Senate members to fill vacancies on campus committees as requested by the Administration. (En 16 May 03)
- 13.15** **Committee on Information Technology** (En 9 June 93; Am 29 May 15)
- 13.15.1** There are eight Santa Cruz Division members. In addition, there are one graduate student representative, and one undergraduate student representative. (Am 21 Feb 96, 29 May 15; CC 31 Aug 98, 31 Aug 08; EC 31 Aug 99, 31 Aug 04, 31 Aug 06)
- 13.15.2** The Committee consults regularly with the Vice Chancellor of Information Technology and advises the Chancellor and the Division on the acquisition, implementation, utilization, and impact of instructional technology, information systems, software and electronic communications facilities, including wireless services. The Committee reviews policies concerning security, usability, accessibility, privacy, dissemination of information, and standards to ensure that information technology enhances the quality of UCSC's programs and supports research and instruction. (Am 29 May 15; CC 31 Aug 98; EC 31 Aug 06)
- 13.16** **Committee on Courses of Instruction** (En 13 Feb 16)
- 13.16.1** There are six Senate members, one from each academic division and one from the School of Engineering. In addition, there is one undergraduate student representative, and the Associate Registrar, ex officio non-voting. (En 13 Feb 16)
- 13.16.2** Reviews, coordinates and takes final action on all matters relating to courses of instruction, including approval of new courses, modifications, withdrawal, conduct, content, credit valuation, classification of existing courses, prerequisites, the numbering and catalog description of courses. Reviews requests for exceptions to Division Regulations governing courses of instruction. The Committee shall, after consultation with the department(s) concerned, have the authority to delete from the catalog any course that has not been offered for six consecutive years. Consults, and advises faculties of colleges, departments, and individual members of the Division when matters relating to their courses of instruction are before the Committee. (En 13 Feb 16; Am 19 May 17)
- 13.16.3** Approves General Education designations for courses based on CEP criteria. Is responsible for approving courses for fulfillment of the American History and Institutions requirement. (En 13 Feb 16)
- 13.16.4** Approves Graduate Student Instructors and Undergraduate Teaching Assistants for undergraduate courses based on CEP criteria. (En 13 Feb 16)



- 13.16.5** Reviews and acts on all petitions from students for exception to the Regulations of the Academic Senate including those found in the Santa Cruz Division. Considers grade appeals as allowed under Appendix C of the Santa Cruz Division Manual. (En 13 Feb 16)
- 13.16.6** Consistent with Senate Bylaws 20 and 310A.4, CCI may delegate routine administrative decisions related to academic policies and regulations of the Division to the University Registrar and College Provosts. (En 19 May 17)
- 13.16.7** CCI will monitor and review on an annual basis all delegated decisions. (En 19 May 17)
- 13.17** **Committee on Educational Policy** (Am 25 May 77, 28 Jan 81)
- 13.17.1** There are no fewer than six and no more than nine Santa Cruz Division members plus the Registrar and the Chair of the Committee on Courses of Instruction serving ex officio. In addition, there are one non-senate teaching faculty representative, one non-voting provosts' representative selected by the Council of Provosts, and no more than two student representatives. (Am 3 Dec 69, 24 May 72, 25 May 77, 28 Jan 81, 19 May 17; EI 22 Oct 86, 21 May 04, 27 May 11; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 99, 31 Aug 04)
- 13.17.2** (Repealed May 19, 2017.)
- 13.17.3** The Committee is concerned with the quality of all academic programs not under the purview of the Graduate Council. It receives all proposals for new programs and reviews them in terms of academic quality, and before approval consults with the Committee on Planning and Budget. Periodically, the Committee reviews all existing academic programs and acts for the Santa Cruz Division on proposed revisions that do not involve changes in the allocation of the budget. (Am 24 May 72, 25 May 77, 23 May 79, 13 Feb 16; CC 31 Aug 98; EC 31 Aug 04)
- 13.17.4** The Committee approves the requirements of colleges, departments and program of studies (and equivalent agencies as defined in Divisional Regulations) for the Bachelor's degree and non-degree programs including policies on admission and qualifications to the major and courses required to satisfy majors and minors. Reviews requests for exceptions to Divisional regulations governing the awarding of degrees, certificates, and honors. (Am 10 May 67, 4 June 69, 24 May 72, 25 May 77, 13 Feb 16; EC 12 May 97; CC 31 Aug 06)
- 13.17.5** The Committee has plenary authority in all matters relating to undergraduate curricula in the Santa Cruz Division. CEP monitors and ensures the quality, viability, and appropriateness of existing undergraduate programs, and ensures that the undergraduate curricula are in compliance with Senate Regulations and educational policies. The Committee determines criteria for the courses eligible for meeting different campus-wide general education requirements. (Am 4 Dec 68, 23 May 79, 13 Feb 16; EC 12 May 97, 31 Aug 11)
- 13.17.6** The powers and responsibilities stated in SCB 13.17 extend to University Extension under the auspices of the Santa Cruz campus. In addition CEP coordinates, in such respects as it deems advisable, the relations of University Extension with the Division. (En 23 May 79; Am 30 May 07; CC 31 Aug 98; EC 31 Aug 06)
- 13.17.7** The Committee considers all matters concerning grading and campus examinations; including reviewing the examination policies of departments; making proposals for

undergraduate comprehensive examinations; reviewing procedures and regulations for governing the academic standing of undergraduate students, subject to appropriate provisions of Academic Senate Regulations. [DLI 1996.10A] (En 29 May 68; Am 13 Feb 16; CC 31 Aug 98; EC 12 May 97; 31 Aug 06)

- 13.17.8** The Committee oversees the grading including all matters pertaining to the Faculty's participation in grading. The Committee will explain and answer questions concerning grading and evaluations, and inform the Registrar's Office about Committee interpretations of Academic Senate policies. (En 21 Feb 96; Am 13 Feb 16, 19 May 17; CC 31 Aug 98, 31 Aug 99; Am 21 May 05)
- 13.17.9** Consistent with Senate Bylaws 20 and 310A.4, CEP may delegate routine administrative decisions related to academic policies and regulations of the Division to the Admissions Director, the University Registrar, and College Provosts. (Am 19 May 17)
- 13.17.10** CEP will monitor and review on an annual basis all delegated decisions (En 19 May 17)
- 13.18 Committee on Emeriti Relations** (En 21 May 86)
- 13.18.1** There are at least two and no more than five emeritus and one non-emeritus Santa Cruz Division members, plus the Chair of the Committee on Faculty Welfare serving *ex officio*. (Am 21 May 04, 19 May 17; EC 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 06, 31 Aug 17)
- 13.18.2** The Committee will maintain current, centralized records of all emeriti who are members of the Santa Cruz Division. The Committee will also ascertain and make known to the Santa Cruz Division and to the UC Santa Cruz Administration the interests and needs of emeriti, and it will make appropriate recommendations regarding ways to facilitate their continued contribution to the University. (CC 31 Aug 98)
- 13.19 Committee on the Faculty Research Lecture** (En 24 Feb 71 EI)
- 13.19.1** There are five Santa Cruz Division members, at least two of whom shall be previous Faculty Research Lecturers. (Am 17 Nov 75, 30 May 08; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 04)
- 13.19.2** It is the duty of this Committee to nominate for election by the Santa Cruz Division a member of the Division who has made a distinguished record in research to deliver a lecture upon a topic of the member's selection. This nomination for the succeeding academic year shall be made not later than the final meeting of the Santa Cruz Division in the spring term. (EC 1 Aug 76, 4 Aug 87, 31 Aug 16)

The Committee shall also make recommendations to the administration on the selection of candidates for the Regents' Lecturers and Professors Program and similar programs. (Am 30 May 08)

**13.20 Committee on Faculty Welfare** (En 25 Jan 78 EI)

- 13.20.1** There are no fewer than six and no more than eight Santa Cruz Division members, plus the Chair of the Committee on Emeriti Relations, the UC Santa Cruz Division member of the Task Force on Investment and Retirement (if any), and the UC Santa Cruz Division

member of the Health Care Task Force (if any), serving *ex officio*. (Am 26 May 99, 19 Feb 03, 21 May 04, 18 May 12; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 04)

**13.20.2** The Committee considers any subject concerning faculty welfare, including matters which may be brought to its attention by members of the Faculty. It may make representations to appropriate authorities on any questions concerning the welfare of the University of California community. (CC 31 Aug 98; EC 31 Aug 06)

### **13.21 The Graduate Council**

**13.21.1** There are ten Santa Cruz Division members. The Dean of Graduate Studies serves *ex officio*, and shall not serve as Chair or Vice Chair. In addition, there are one Library representative, no more than three Graduate Student Association representatives, and one Postdoctoral Scholars Association representative. Among the Division members, there are at least one, but no more than three members from each academic division and the School of Engineering. (Am 6 Dec 67, 22 Jan 69, 3 Dec 69, 13 Oct 76, 9 Nov 2000, 16 May 03, 29 May 15; CC 31 Aug 98; EC 2 Sept 69, 1 Aug 76, 18 Oct 91, 31 Aug 99, 31 Aug 04; 31 Aug 06)

**13.21.2** The Graduate Council sets policies and procedures on behalf of the Santa Cruz Division on matters pertaining to all graduate academic and professional programs. It establishes policies regarding admission to candidacy for higher degrees, limitation of graduate study lists, appointment of committees in charge of candidates' studies and research, and the supervision of examinations for higher degrees. It approves on behalf of the Santa Cruz Division the award of higher degrees. (Am 29 May 15)

**13.21.3** The Graduate Council reviews and approves proposals for new programs for existing higher degrees, the establishment of new higher degrees, and changes in existing graduate programs, including, but not restricted to, addition or deletion of programs within existing degrees, joint programs across departments or schools or campuses, and discontinuation of programs. The Council Chair may also act as a pre-consultant for new graduate programs and provide feedback to the proposing faculty. Proposals approved by the Graduate Council, after consultation with the Committee on Planning and Budget, are recommended by the Council to the Coordinating Committee on Graduate Affairs. (Am 25 May 77, 29 May 15; CC 24 Jan 77, 24 Jan 79, 31 Aug 98)

**13.21.4** The Graduate Council has plenary authority in all matters relating to graduate curricula and courses of instruction in the Santa Cruz Division. The Graduate Council monitors and ensures the quality, viability, and appropriateness of existing graduate programs, and ensures that the graduate curricula are in compliance with Senate Regulations and educational policies. The Council approves catalog program statements and degree requirements for all graduate programs. On these matters, the Council maintains liaison with the Divisional Committee on Educational Policy. (Am 10 May 67, 4 June 69, 26 May 76, 29 May 15; CC 1 Aug 77, 28 Jan 81)

**13.21.5** The Council reviews proposals and academic plans for the establishment of academic units (departments, schools and colleges), offering or intending to offer graduate and/or professional instruction and degrees. (En 29 May 15)

**13.21.6** The Council advises the Graduate Division on policies and procedures for the allocation of graduate student support funds. (En 29 May 15)

- 13.21.7** Consistent with Senate Bylaws 20 and 330C, the Council may delegate to the Dean of Graduate Studies routine administrative decisions related to the academic regulations and policies of the Graduate Council. The Graduate Council will monitor and review on an annual basis these delegated decisions. (En 29 May 15)
- 13.22** **Committee on International Education** (Am 19 May 06, EC 31 August 07))
- 13.22.1** There are six Santa Cruz Division members, plus the Campus Faculty Director for the Education Abroad Program (a Santa Cruz Division member appointed by the Executive Vice Chancellor) serving *ex officio*. In addition, there are one non-senate teaching faculty representative and no more than two student representatives. Where possible, preference in the selection of student representatives is given to former participants in the EAP. (Am 3 Dec 69, 13 Oct 76, 21 May 04, 19 May 06, 19 Feb 14; CC 31 Aug 98; EC 1 Aug 80, 18 Oct 91, 31 Aug 99, 31 Aug 04, 31 Aug 07)
- 13.22.2** The Committee advises the Senate, the Chancellor, and the Dean/Vice Provost of Undergraduate Education on matters related to international education on the UCSC campus, including the allocation of resources for international education, and on the status and welfare of international students at UCSC. It initiates, reviews, and assists in the formulation of policies regarding international education on the UCSC campus. In consultation with CEP and the Graduate Council, it provides guidance, advice, and oversight regarding all academic matters related to international education. (Am 19 May 06; EC 12 May 97, 31 Aug 07)
- 13.23** **Committee on the Library and Scholarly Communication**
- 13.23.1** There are five Santa Cruz Division members, plus the University Librarian at Santa Cruz serving *ex officio*. In addition, there are no more than two student representatives. The Chair and Chair-elect of the UCSC Librarians Association are invited to sit with the Committee. The University Librarian does not serve as Chair. (Am 3 Dec 69, 6 Nov 91, 25 May 94; CC 31 Aug 98; EC 31 Aug 99, 31 Aug 04, 31 Aug 06)
- 13.23.2** The Committee advises the President of the University and the Chancellor at Santa Cruz regarding the administration of the University Library at Santa Cruz, in accordance with the Standing Orders of the Regents. It consults with campus and library administration on local and Universitywide library and scholarly communication policies. Scholarly communication refers to the modalities by which research and creative work are made public, as described in 13.23.4. Whenever appropriate, the Committee joins the library administration in providing representation at Universitywide discussions of library policy. (Am 22 May 74, 9 Mar 11 effective 1 Apr 11, 16 May 18; EC 31 Aug 06)
- 13.23.3** In consultation with the University Librarian, the Committee advises the Chancellor and the Committee on Planning and Budget on the library budget, apportionment of funds, allocation of space, and other matters concerning the library. Advises and consults with the Chancellor on administrative reviews of the library. (En 9 Mar 11 effective 1 Apr 11)
- 13.23.4** The Committee reviews existing and proposed library acquisition and management policies and plans, and collaborates with the Library Administration and other appropriate campus entities in the development of those policies and plans, ensuring that they are based upon existing and changing patterns of faculty and student use of the University

Libraries, and the varied needs of the campus's academic programs.

It studies and reports on multifaceted issues of scholarly communication, including access, publishing, teaching, archiving and storage, and copyright and fair use. It is the responsibility of the committee to strategize and recommend on matters related to scholarly communication, library services, and library resources in collaboration with the library personnel and other campus entities. (En 9 Mar 11 effective 1 Apr 11; AM 16 May 18)

### **13.24 Committee on Planning and Budget**

(En 24 May 72; Am 25 May 77, 24 Jan 79 EI; CC 21 Feb 96)

**13.24.1** There are nine Santa Cruz Division members, plus the Chair and the Vice-Chair of the Santa Cruz Division serving *ex officio*. In addition, there are one graduate student representative and no more than two undergraduate student representatives. The Director of the Academic Senate is invited to sit with the Committee. (Am 22 Oct 75, 25 May 77, 25 May 88, 18 Feb 98 EI, 28 Oct 98, 9 Nov 2000, 9 Mar 11 effective 1 Apr 11; CC 31 Aug 98; EC 4 Aug 87, 18 Oct 91, 31 Aug 99, 31 Aug 04)

**13.24.2** The Committee confers with the Chancellor of the University of California, Santa Cruz, concerning the budget and budget policy for the Santa Cruz campus. It makes recommendations to the Chancellor of the University of California, Santa Cruz, and acts for the Santa Cruz Division on all matters concerning planning, including the organization of, and relations among divisions, schools, colleges, departments, and programs of study, Organized Research Units, and the University Library. (Am 22 Oct 75, 25 May 77, 25 May 88, CC 31 Aug 98, 31 Aug 06; EC 4 Aug 87, 18 Oct 91, 12 May 97, 31 Aug 06)

**13.24.3** The Committee acts for the Santa Cruz Division on all proposals for the initiation and abolition of academic programs and on all proposals for their revision when a change of budget is involved. In its deliberations the Committee works closely with the Committee on Academic Personnel, the Committee on Affirmative Action and Diversity, the Committee on Educational Policy, and the Graduate Council, and may call upon them for advice. In deliberations concerning academic resource allocation the Committee has responsibility to ensure appropriate consideration of campus affirmative action policies. (En 25 May 77; Am 30 May 90; CC 24 Jan 79, 28 Jan 81, 31 Aug 98, 31 Aug 03)

### **13.25 Committee on Preparatory Education**

(En 10 Nov 66; Am 6 June 84; CC 1 Aug 91, 21 Feb 96)

**13.25.1** There are three Santa Cruz Division members. The Coordinator of the Entry Level Writing Requirement (ELWR) is invited to sit with the Committee. In addition, there is one non-senate teaching faculty representative. (Am 3 Dec 69, 6 June 84, 21 May 04, 7 Mar 08; CC 1 Aug 91, 31 Aug 98; EC 18 Oct 91)

**13.25.2** The Committee may consider any issue regarding undergraduate preparatory and remedial education and its administration. It supervises the Analytical Writing Placement Exam and mathematics placement examinations. In consultation with the Writing Program, it proposes the means by which students may satisfy the University Entry Level Writing Requirement and it oversees Entry Level Writing Requirement instruction. In consultation with the Committee on Educational Policy, it maintains a continuing study of preparatory and remedial programs at Santa Cruz. It performs such other functions

concerning preparatory and remedial education as may be assigned to it by the Academic Senate or by the Santa Cruz Division. (Am 6 June 84; CC 1 Aug 77, 28 Jan 81, 31 Aug 98, 31 Aug 06)

**13.26 Committee on Privilege and Tenure** (En 21 Feb 68; CC 21 Feb 96)

**13.26.1** There are seven Santa Cruz Division members, with no two from the same department [or equivalent unit] in which SB 55 rights are exercised in personnel actions. (Am 4 Dec 68, 3 Dec 69, 23 Feb 77 EI, 20 Oct 82 EI; CC 31 Aug 98; EC 18 Oct 91, 12 May 97, 31 Aug 99, 31 Aug 04)

**13.26.2** The Committee takes cognizance of all matters jeopardizing the privileges or the tenure of members of the Santa Cruz Division or officers of instruction at Santa Cruz, and conducts hearings in individual cases. In all instances it must accord the person whose case is being considered an opportunity to be heard in their own defense. The principles and procedures governing its conduct in matters of privilege and tenure are set forth in SB 334-337. [DLI 1996.2A and 1996.2B] (CC 1 Aug 77, 4 Aug 87, 31 Aug 98, 31 Aug 02; EC 1 Aug 76, 4 Aug 87, 31 Aug 16)

**13.26.3** The Committee on Committees shall appoint a panel of up to six members to serve as grievance advisers, in accordance with SB 335B(1). Panel members should be experienced in privilege and tenure processes, and preferably be former members of the Committee on Privilege and Tenure. Appointments are for three years and are renewable. Panel members shall advise members of the Faculty with respect to their rights or privileges and grievance procedures. Panel members may not serve on investigative or hearing panels, and cannot serve as representative of any of the parties of such procedures. (En 26 May 99; Am 30 May 07; CC 31 Aug 02; EC 31 August 06)

**13.27 Committee on Research** (CC 21 Feb 96)

**13.27.1** There are nine Santa Cruz Division members, including at least one and no more than three members from each academic division and the School of Engineering. In addition, there is one graduate student representative. (Am 3 Dec 69, 24 Feb 71, 10 Feb 93, 31 May 95, 18 Feb 98 EI; 19 Feb 03, 19 Oct 12; CC 31 Aug 98; EC 18 Oct 91, 31 Aug 04)

**13.27.2** The Committee:

1) The committee informs the Division on issues pertaining to the research mission at UCSC and the University of California, consults with the Vice Chancellor for Research (VCR), advises the Chancellor, and explores new initiatives to enhance the quality, relevance, sustainability and support for research. For example, the committee addresses campus research budgets, research infrastructure, policy and strategy, promotion and coordination of multidisciplinary research, collaborative research among faculty, and policies governing acceptance of extramural funding.

2) Advises the VCR on policies for periodic evaluation of administrative entities that support faculty research, including such offices as the Office of Research, Office of Sponsored Projects Office for the Management of Intellectual Property and Compliance Administration and UCSC Natural Reserves.

3) Establishes and implements policies and procedures governing the allocation of funds within the purview of the Faculty Grants Program for the conduct of research and for travel to attend scholarly meetings, informs the Division of these policies and procedures, and periodically evaluates them. (Am 6 Dec 67, 31 May 95, 19 Feb 03, 18 Nov 16; CC 31 Aug 98, 31 Aug 06; EC 1 Aug 76, 31 Aug 18)

**13.28 Committee on Rules, Jurisdiction, and Elections** (CC 21 Feb 96)

**13.28.1** There are five Santa Cruz Division members. (Am 10 Nov 66, 22 Feb 67, 3 Dec 69, 27 Jan 71, 26 May 71 EI, 26 Apr 06; CC 4 Aug 87, 31 Aug 98, 31 Aug 99; EC 1 Aug 76, 4 Aug 87, 18 Oct 91; 31 Aug 04)

**13.28.2** No member who is a member of the University Committee on Rules and Jurisdiction may simultaneously serve as a member of the Assembly. [SB 205] (EC 31 Aug 04)

**13.28.3** The Committee prepares and reports to the Santa Cruz Division or appropriate portions thereof such changes and additions to these Bylaws and Regulations as it deems advisable. It formally supervises all changes and additions to the Divisional Bylaws proposed by other committees or by individuals. The Committee edits and publishes, at such intervals as may seem necessary, the *Manual of the Santa Cruz Division*. The Manual will consist of: (a) the Bylaws of the Santa Cruz Division, (b) Regulations of the Santa Cruz Division, (c) such appendices as the Santa Cruz Division shall direct to be included and, where appropriate, (d) Bylaws of college Faculties. [SB 80B] (CC 4 Aug 87, 31 Aug 98, 31 Aug 99, 31 Aug 04)

**13.28.4** Issues of interpretation of Divisional legislation may be referred to the Committee by Academic Senate bodies or individual senators for decision and report. Such decisions are subject to review by the Santa Cruz Division. If the Santa Cruz Division disapproves the report of the Committee, the Committee must draft legislation which expresses the intent of the Santa Cruz Division for submission at the next meeting of the Division. (Am 9 June 93; CC 31 Aug 98, 31 Aug 04; EC 18 Oct 91)

**13.28.5** The Committee is authorized to make editorial and conforming, nonsubstantive changes in the Santa Cruz Division Bylaws and Regulations with regard to numbering, headings, cross-references, organizational titles, details of style, and similar items. (CC 31 Aug 98; 31 Aug 04, 31 Aug 06)

**13.28.6** The Committee supervises all Divisional elections. It supervises voting on propositions submitted to the Santa Cruz Division by mail ballot. The Committee counts or appoints tellers to count all ballots. (Am 9 Nov 10; CC 31 Aug 98; 31 Aug 04)

**13.28.7** The Committee, in case of doubt, determines eligibility to membership in the Santa Cruz Division. (CC 31 Aug 04)

**13.29 Committee on Teaching** (En 7 Oct 87; CC 21 Feb 96)

**13.29.1** There are five Santa Cruz Division members. In addition, there are one non-senate teaching faculty representative, one graduate student representative, and no more than two undergraduate student representatives. The Director of the Center for Teaching and Learning and the Director of Learning Technologies are invited to sit with the Committee. (Am 24 Oct 90, 25 May 94, 30 May 01, 21 May 04; CC 31 Aug 98, 3 Nov 09; EC 18 Oct 91, 12 May 97, 31 Aug 02, 31 Aug 04)

**13.29.2** The duties of the Committee include:

- 1) To consult with departments as to the form and use of any methods designed to evaluate faculty teaching performance and to recommend to the Academic Senate how such methods should be used in the evaluation of faculty members' teaching effectiveness. (CC 31 Aug 98)
- 2) To propose programs that will foster good teaching, and to stimulate and aid all departments in strengthening their efforts to foster good teaching.
- 3) To formulate general policies concerning instructional support activities on the campus, and to advise the administration regarding campus budgetary needs for instructional support.
- 4) To initiate, receive, and adjudicate Instructional Improvement Grant proposals, and to make recommendations concerning funding of such proposals to the Vice Provost and Dean of Undergraduate Education. To establish policies for the adjudication of Instructional Improvement Grants, and to inform the Santa Cruz Division concerning those policies. (Am 30 May 01; CC 31 Aug 98)
- 5) To select Faculty and instructors to receive Excellence in Teaching Awards and other awards as appropriate. (En 30 May 01)
- 6) To provide direction to the Center for Teaching and Learning in matters regarding COT business, and when required, in any matters concerning CTL's instructional support. (En 30 May 01; CC 3 Nov 09)  
(CC 31 Aug 04, EC 31 Aug 06)

**Chapter 14. Executive Committee**

(En 20 Apr 77; Am 16 May 03)

**14.1** The Executive Committee shall be composed of the Chair, Vice Chair, and Secretary of the Division, the Representatives to the Assembly, and the Chairs of the Graduate Council and of the Committees on Academic Personnel, Admissions and Financial Aid, Affirmative Action and Diversity, Committees, Educational Policy, Faculty Welfare, International Education, Planning and Budget, Privilege and Tenure, Research, and Teaching. (Am 20 May 81, 6 June 84, 29 May 91, 24 Feb 99, 16 May 03, 22 Apr 15; CC 31 Aug 98; EC 1 Sept 80, 31 Aug 06)

**14.2** The Chair of the Santa Cruz Division shall serve as the Chair of the Committee. (CC 31 Aug 98, EC 31 Aug 06)



**14.3** The duties of the Committee include the following:

- 1) To coordinate activities of Senate Committees on matters pertaining to Divisional and Systemwide issues.
- 2) To advise the Division and its officers on matters of policy, and to serve as a liaison to the Administration for consultation and advice when it is not possible to convene the Senate as a whole and/or specific Senate committees. The Committee may act upon reports or legislation under the conditions set forth in SCB 8.5.
- 3) To propose legislation.
- 4) To consider effects of significant policy changes.
- 5) To seek to meet with the Chancellor and Executive Vice Chancellor at least quarterly, and consult with other members of the Administration as necessary.
- 6) To report to the Senate annually.  
(Am 9 Oct 85, 16 May 03; CC 31 Aug 98; EC 4 Aug 87, 31 Aug 98, 31 Aug 06)

## 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 Courses of Instruction 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 general education requirements. (Am 4 June 69, 3 Dec 69, 27 Jan 71, 26 May 76; CC 1 Aug 77, 28 Jan 81, 31 Aug 18; EC 31 Aug 11)
- 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 Courses of Instruction 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, 31 Aug 16; 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 Courses of Instruction or the Graduate Council, as appropriate. (Am 4 June 69, 27 Jan 71, 26 May 76; CC 1 Aug 77, 28 Jan 81, 31 Aug 18; 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 they have, at the time of transfer, a grade-point average of 2.0 or better. (EC 1 Aug 77, 31 Aug 16)
- 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 they have 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 their application is referred. [SR 900C] (CC 31 Aug 98, 31 Aug 99; EC 1 Sept 71, 1 Aug 77, 31 Aug 06, 31 Aug 16)
- 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 they were 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, 31 Aug 16)
- 6.1.2** An undergraduate student is permitted to carry less than 15 credit hours only after obtaining approval from the college provost or the provost's 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 the provost's designee. (Am 21 Feb 68, 9 Oct 85, 12 Feb 92; CC 31 Aug 98; EC 1 Sept 77, 31 Aug 16)
- 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)
- 6.1.4** 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 they are 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. (EC 31 Aug 16)

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>

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

1	5
2	15
3	30
4	40
5	50

<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, 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	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 the provost's designee. Upon the recommendation of the college Faculty or a department's Faculty, the provost or the provost's 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, 31 Aug 16)

**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 their college and certified by the Registrar, in which case the courses in which the student is enrolled are removed from the student's record. [SCR 6.4.3] (En 26 May 71; CC 1 Aug 76, 31 Aug 98; EC 1 Aug 76, 31 Aug 16)
- 6.4.2** A student who does not intend to continue registration following completion of a term may obtain from the provost of their 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, 31 Aug 16)
- 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 their 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, 31 Aug 16)

**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 Courses of Instruction. 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; CC 31 Aug 16; 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)
- 6.5.4** 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; EC 31 Aug 17)



- 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 [optional per SCR 9.2] 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, 31 Aug 10; 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 is they are enrolled, may petition by the Registrar's deadline to obtain credit for a course which the student would otherwise be eligible to take for credit on a regular basis. (En 6 June 84, 31 Aug 16)
- 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 they are 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 the student's academic record.  
(En 6 June 84; EC 12 May 97, 31 Aug 16)

- 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 narrative evaluation, if written, must 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; CC 31 Aug 10)
- 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 their 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, 31 Aug 16)
- 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 instructor-optional

written evaluations for courses 42/192 shall be the responsibility of the supervising instructor. (Am 25 May 77; CC 31 Aug 99, 31 Aug 99)

- 6.8.3** An upper division or graduate student who wishes to offer a course 42 shall petition their college or department not later than the deadline set by the sponsoring agency in accordance with course approval deadlines announced by the Committee on Courses of Instruction 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, 31 Aug 16)
- 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 their 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 [optional per SCR 9.2.1] (course 42 evaluations). (Am 25 May 77; CC 28 Jan 81, 31 Aug 10; EC 31 Aug 09, 31 Aug 16)

## **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 Courses of Instruction to omit them at the option of the instructor in the course. (Am 26 May 76, 19 May 77; 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

### 9.1 General.

**9.1.1** 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, B, C, and D may be modified by plus (+) or minus (-) suffixes. 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 that the student has enrolled but formally withdrawn 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, 19 Oct 12, 22 Apr 15; 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, which are governed by 9.1.6) must be submitted to the Registrar within one year from the close of the quarter for which the original grade was submitted. Late requests for grade changes based on clerical or procedural error are subject to the approval of the Committee on Courses of Instruction. 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, 27 May 11; CC 31 Aug 18)

- 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 Courses of Instruction, 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 Courses of Instruction to have effect for all of the following academic year, beginning with the requested term, and shall remain in effect until changed by request of the course sponsoring agency, with the approval of the Committee on Courses of Instruction. 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, 19 May 17; 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 (I). 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 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, 31 Aug 17)
- 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)
- 9.1.8** Students who receive a grade of C-, D, D+, D-, F, NP, or W, may retake the course, subject to the following conditions: Courses in which the student has received a grade of C-, D, D+, D-, or F can only be taken again on a letter grade 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. Taking a course more than twice requires approval of the student's college. (For computation of GPAs involving repeated courses, see SCR A9.4.1.) (En 29 May 96, effective 1 Sept 97; Am 23 Feb 00, 9 Nov 00, 19 Oct 12, 22 Apr 15)
- 9.1.9** With the exception of this subsection, 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 Instructor-optional Written Evaluations.** (Am 23 Apr 10)
- 9.2.1** At the end of the term, each instructor teaching a credit-granting course has the option to prepare a written evaluation for any student in the instructor's 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, 23 Apr 10; EC 31 Aug 16)

**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 available 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, 1 Aug 31)
- 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 C-, D, D+, 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; Am 23 Feb 00, 9 Nov 00, 22 Apr 15; 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 C-, D, D+, 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, 22 Apr 15; 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 C-, D, D+, 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.

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 23 Feb 00, 9 Nov 2000, 30 May 01, 22 Apr 15)

**10.1.3 A.** Except as otherwise provided in this section and SR 614, 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 the provost's designee. [DLI 1968.11A] (Am 27 Jan 71, 1 Dec 71 EI, 12 Feb 92; CC 29 May 96, 31 Aug 98, 5 May 09, 5 May 10; EC 31 Aug 06, 31 Aug 16)

**B.** When two or more campuses of the University of California have approved a joint program of study, a student enrolled in such a program may meet the Requirement stated in Paragraph A by completing the requisite number of units in courses offered at any or all of the participating campuses. The student's program of study must be approved by the Provost, Dean, or equivalent officer of the School of College in which the degree is to be awarded. (CC 5 May 10)

**C.** A further exception to the rule stated in paragraph (A) above is made in the case of students who meet the residence requirement as provided in SR 614. (CC 5 May 10)

**D.** Except when Divisional Regulations provide otherwise, a student in the Education Abroad Program;

the UC Washington, D.C. Program; the UC Center in Sacramento Program; or courses offered by the UC Natural Reserve System (NRS) California Ecology and Conservation Field program may meet the residence requirement in accordance with the following provisions: (Am 19 May 17; CC 5 May 10; EC 31 Aug 17)

1. A student who completes the graduation requirements while in the Education Abroad Program; the UC Washington, D.C. Program; the UC Center in Sacramento Program; or the UC Natural Reserve System (NRS) California Ecology and Conservation Field program, may satisfy the requirements stated in paragraph (A) in the final 45 (or 30 semester) units preceding the student's entrance into the Education Abroad Program; the UC Washington, D.C. Program; the UC Center in Sacramento Program; or the UC Natural Reserve System (NRS) California Ecology and Conservation Field program. (Am 19 May 17; CC 5 May 10; EC 31 Aug 17)
2. Subject to the prior approval of the department concerned, a student who is enrolled in the Education Abroad Program; the UC Washington, D.C. Program; the UC Center in Sacramento Program; or the UC Natural Reserve System (NRS) California Ecology and Conservation Field program, may satisfy the residence requirement by earning 35 (or 24 semester) of the final 90 (or 60 semester) units, including the final 12 (or 8 semester) units, in residence in the college or school of the University of California in which the degree is taken. (Am 19 May 17; CC 5 May 10; EC 31 Aug 17)

**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 (except as specified in SCR 10.2.2.3) 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, 1 June 10; 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 requirements of another University of California campus will be deemed to have completed the University of California, Santa Cruz, general education requirements, with the exception of the Disciplinary Communication (DC) requirement. [See SR 502.] . (En 10 June 87, Am 18 Feb 09; CC 31 Aug 98, 1 June 10; EC 31 Aug 06, 31 Aug 09, 31 Aug 11)

**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 Courses of Instruction. (CC 31 Aug 09, 31 Aug 16)

**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 Courses of Instruction approves or disapproves the designation. (Am 18 Feb 09; CC 31 Aug 98, 31 Aug 16; 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 one five-credit hour course or the equivalent in composition and rhetoric. This course shall usually be taken in the student's first year and must be completed before the student enrolls in the 7th quarter. (AM 1 Dec 17; EC 31 Aug 09, 1 Dec 17)
- 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. The requirements are established by CEP and CCI approves the curricula pursuant to CEP's requirements. (Am 19 May 17; 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 Courses of Instruction. (CC 31 Aug 09, 31 Aug 16)

**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 Courses of Instruction approves or disapproves the designation. (CC 31 Aug 16)

### **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>3</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>4</sup> faculty members in fields related to the proposed major. This committee shall supervise the

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<sup>3</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>4</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.

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 E1, 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 40 minimum upper-division credits of any other major or the 25 minimum upper-division credits of any 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 the 40 minimum upper-division credits of any major or the 25 minimum upper division credits of any other minor. Courses taken beyond these minimums 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. The Committee on Educational Policy may prohibit certain combinations of majors and/or minors. (Am 27 Jan 71, 16 May 03, 30 May 08, 16 May 18; 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.** (To Be Implemented Fall 2018)

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 who do not satisfy the requirement as described above) By achieving a satisfactory score on the Analytical Writing Placement Examination administered by the University of California prior to the start of instruction in the student's first term. (Am 18 May 16; CC 31 Aug 98)
- d. Entering students who have not satisfied the requirement in one of the above ways must enroll in an Entry-Level Writing course 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 enrolling in the composition course required under SCR 10.2.3.1a, enrollment in every other university-level undergraduate course in English composition and for the Bachelor's degree. (Am 30 Apr 69, 22 Oct 75, 18 May 16, 1 Dec 17; CC 1 Aug 77, 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 they are 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, 31 Aug 16)

**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 their 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 their appropriate adviser and/or college senior/academic preceptor.<sup>5</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, 31 Aug 16)

**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, they shall not again be subject to disqualification unless they pass, 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)

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<sup>5</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.



## **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)
- 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** **A.** 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 that has the letter grade option. Letter grades A-F, shall be awarded for graduate 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 C may be modified by plus (+). A graduate student receiving a grade of C+, C, D, or F 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. A graduate program has the option of requiring letter grades or S/U grades for any graduate course offered by the graduate program. (En 4 June 69; Am 29 May 96, 9 Mar 11)
- B.** 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. The grade point average (GPA) for graduate students is determined by dividing the number of grade points earned by the number of credits attempted for a letter grade. The number of grade points earned for a course equals the number of grade points assigned multiplied by the number of course credits. Only letter grades are used for computing a graduate student's grade point average. Graduate students must have taken at least 25 credits of their graduate courses as letter grades in order to receive an official GPA for their degree. (En 9 Mar 11)
- C.** 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, unless an extension of this deadline is approved by the Graduate Council. The Graduate Council may delegate this authority to the Dean of Graduate Studies. (Am 18 May 12; En 9 Mar 11)
- 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 they complete 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, 31 Aug 16)

**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 A9.1.8 shall apply to graduate courses. (En 4 June 69; CC 30 Jan 80; EC 1 June 10)

**13.1.6** 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 they 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; EC 31 Aug 16)

**13.2 Evaluations.** (En 4 June 69)

**13.2.1** At the end of the term, each instructor teaching a course shall have the option to prepare a written evaluation for any student taking the course for credit. A written evaluation of a preliminary, qualifying, or comprehensive examination may be provided by the relevant department. (Am 31 May 95, 9 Mar 11; 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)

### **III. Appendices to Bylaws and Regulations**

#### **Appendix A**

##### **Divisional Legislative Interpretations (CC 31 Aug 06)**

The following Divisional legislative interpretations were made by the Committee on Rules, Jurisdiction, and Elections in response to requests. Per SCB 13.28.4, these interpretations were approved by the Senate. They are therefore adopted as the meaning of the Bylaws and Regulations to which they refer. Related Bylaws and Regulations affected by the interpretation are given in brackets. [Numbering indicates the year and month in which the interpretation was reported to the Division: e.g., May 1968 = 1968.5A. ("A" signifies the first interpretation in that month.)] (CC 31 Aug 06; EC 31 Aug 06, 31 Aug 08)

##### **1968.5 A. College Faculty**

[SCB 2.1]

"College Faculty" is understood to mean voting Academic Senate members who are members of a college's Faculty. (CC 29 Aug 97, 31 Aug 98; EC 31 Aug 06)

##### **1968.10 A. Transfer Students; Intercampus Visitors; Education Abroad Students**

[SCR 5.1.1]

University of California, Santa Cruz, students while at another campus of the University of California as Intercampus Visitors, or while away under the auspices of the University of California's Education Abroad Program, remain Santa Cruz students and do not fall within the provisions of SCR 5.1.1. Students who have left the Santa Cruz campus and at some later time apply for re-entry as Intercampus Transferees should not be judged, as to their academic acceptability, entirely on a grade-point average computed only from letter grades awarded for courses taken at other campuses. The transcripts of all such applicants should be referred to the University of California, Santa Cruz, college to which they previously belonged. The college should decide, bearing in mind the general level of performance indicated throughout the University of California by a grade-point average of 2.0, whether the applicants are eligible for readmission to University of California, Santa Cruz, taking account both of work done elsewhere and work done previously at University of California, Santa Cruz. (CC 31 Aug 98; EC 31 Aug 06)

##### **1968.11 A. Graduation Requirements for Intercampus Visitors**

[SCR 10.1.3]

A student wishing to graduate from University of California, Santa Cruz, must take seven courses of the last nine from among courses offered at University of California, Santa Cruz, by a college or department. A student who becomes an Intercampus Visitor during the period over which they take the final nine courses, can take only two courses (or the unit equivalent of two University of California, Santa Cruz, courses) for credit from among courses offered by the campus which they visit. (CC 31 Aug 98; EC 12 May 97; EC 31 Aug 06, 31 Aug 16)

##### **1969.4 A. Letter Grades [Superseded and deleted, 31 Aug 98]**

[SCR 9.1.3]

**1987.5 A. Appeals of Graduate Student Evaluations and Grades**

[SCB 13.21.4 and SCR 16.3.2]

The Graduate Council has the authority to hear the appeals of graduate student grades or evaluations, when disputes cannot be resolved by the instructor or the chair of the appropriate department or graduate committee. This power derives from the plenary authority of the Graduate Council over all matters relating to graduate instruction. (CC 31 Aug 98; EC 12 May 97, 31 Aug 98)

**1993.10 A. Privilege of Senators Regarding Conflicts of Interest Within the Senate**

[SCB 13.25.2]

Under Regents' Standing Order 103.2, any Academic Senate member is entitled to "the privilege of a hearing by the appropriate committee or committees of the Academic Senate on any matter relating to personal, departmental, or University welfare." As part of this privilege, any Academic Senate member who has raised such an issue before a Santa Cruz Division Committee is entitled also to raise a question of conflict of interest of any member of such Committee and to receive a timely reply. Under SCB 13.25.2, the Committee on Privilege and Tenure takes cognizance of this privilege. (CC 31 Aug 98)

**1996.2 A. Modification of the Faculty Code of Conduct as a Result of the Resolution on Romantic Relationships**

[SCB 13.25]

The Resolution on Romantic Relationships was enacted to express the support of the Santa Cruz Division for "present efforts of the University Committee on Privilege and Tenure (UC P & T) to introduce an amendment into the Faculty Code of Conduct which would address this important issue of romantic and/or sexual relationships between faculty and students" (AS/SCP/879-1). Thereafter, the University Committee on Privilege and Tenure considered the resolution of the Santa Cruz Division and decided that "[T]he more general language proposed by the SC [Santa Cruz] resolution invites genuine concern over the ability of such an addition to the Faculty Code of Conduct to open the way to dangerous and irresponsible charges," and that the "SC [Santa Cruz] resolution ... was ... not ... a proper vehicle for ... additions to the Code of Conduct" (University Privilege and Tenure Annual Report 1987-1988, May, 1988). UC P&T correctly noted that the Faculty Code already prohibits any relations in which faculty exploit students, but declined to read the Santa Cruz resolution as an authoritative interpretation of that prohibition in the area of sexual relations.

The Faculty Code of Conduct was, therefore, not amended to reflect the contents of the UCSC Resolution on Romantic Relationships, and that the Code may not be fairly interpreted to reflect the contents of that resolution except to the extent that it did so previously. The UCSC Resolution on Romantic Relationships does not create a basis for the discipline of an Academic Senate member that is independent of the Faculty Code of Conduct. The Faculty Code is the sole basis on which members of the Academic Senate may be formally disciplined by the administration, and that under Santa Cruz Bylaws, the Committee on Privilege and Tenure is responsible for protecting Academic Senate members from being disciplined for matters that lie outside the Faculty Code. The Faculty Code does not necessarily incorporate all aspects of sexual harassment law that may apply to faculty relations with students. (CC 31 Aug 98)

**1996.2 B. Jurisdiction of the Committee on Privilege and Tenure regarding Charges**

[SCB 12.9 and 13.25]

The Bylaws of the Santa Cruz Division do not reflect the existence of an administrative Charges Committee, and under SB 335, the Academic Senate Committee on Privilege and Tenure retains the

power to protect faculty rights at all stages of the disciplinary process. Thus, an Academic Senate member who objects to the procedures and/or the jurisdiction of the Charges Committee on any grounds, or who objects to the decision of the administration to refer a complaint to the Charges Committee, has the right under SB 335 to bring any and all such objections to the Divisional Committee on Privilege and Tenure. That committee has the power to hold an informal hearing on the Academic Senate member's grievance, and to negotiate a resolution of the complaint with the administration. Such a resolution might include greater P & T involvement in the early stages of the disciplinary process.

Therefore, the Committee on Privilege and Tenure has jurisdiction to hear the complaint of any Academic Senate member about the authority and procedures of any organ of the University of California Administration that reviews disciplinary charges against that Academic Senate member. The Committee on Privilege and Tenure also has the full authority of the Academic Senate to negotiate with the administration about how best to preserve the rights of the accused Academic Senate member and the accusing party while a complaint of this nature is before it. (CC 31 Aug 98)

#### **1996.10 A. Letter Grades in Narrative Evaluations**

[SCB 13.17.7 and SCR 9.2.1]

The Committee on Educational Policy (CEP) has the authority to issue "Advisory Guidelines on Writing Narrative Evaluations." Faculty may cite compliance with these guidelines as an appropriate defense against student complaints regarding the content of narrative evaluations. CEP does not have the power to make any or all of the Advisory Guidelines compulsory for Faculty without the approval of the Santa Cruz Division as a whole. SCB 13.17.7 states only that "[t]he Committee consider all matters concerning grading." No independent power to set Regulations in this area is conferred by the Bylaw, CEP may recommend Regulations to the Division in areas that could include campus grading policy. Any non-advisory change in campus grading policy must be approved by the Santa Cruz Division as a whole. (CC 31 Aug 98; EC 31 Aug 06)

#### **1996.10 B. Mention of Letter Grades in Graduate Narrative Evaluations**

[SCB 13.21.4]

The Graduate Council has the authority to determine when a narrative evaluation for a graduate student can contain reference to a letter grade. SCB 13.21.4 states: "The Graduate Council has plenary authority in all matters relating to graduate courses of instruction in the Santa Cruz Division." In the areas where the Graduate Council exercises plenary power, it acts for the University of California, Santa Cruz, campus without requiring the approval of any other agency. The scope of the plenary authority of the Graduate Council includes the power to set rules governing the narrative evaluation and grading system for graduate students, except insofar as such Regulation may conflict with the legal and constitutional protections afforded faculty and students. [See DLI 1987.5A] (CC 31 Aug 98)

#### **1996.10 C. Santa Cruz Division Minutes**

[SCB 4.3, 6.6, 8.4.1, and 9.1]

The level of detail in Academic Senate minutes is specified in *The Standard Code of Parliamentary Procedure, 4<sup>th</sup> edition*. Santa Cruz Division Bylaws make the production of the minutes the responsibility of the Secretary, and this would include the need to check and certify the accuracy of these abstracts.

Over and beyond this need for abstracts of addresses representing the full variety of opinions, the Santa Cruz Division also has a clear precedent for publishing in its minutes the full text of individuals' addresses to the floor when the weight and significance of those speeches is such that they do not easily lend themselves to summary. If a Senator provides the Chair with a copy of their speech then it is important that the full text of the speech be included in the minutes or as an appendix. (It also seems advisable in such cases to include a note to the effect that the text was provided by the Senator and is not a transcription). [See Santa Cruz Division Minutes of 11/24/1975 and 10/24/1990 for example.] (CC 31 Aug 98, 31 Aug 16; EC 31 Aug 16)

#### **1996.10 D. Santa Cruz Division Call**

[SCB 4.3 and 6.4]

The distribution of the Call to meetings may be done via e-mail. Hard copies should continue to be sent to those members who request them in hard-copy form. Hard copies should not be sent only to the department offices and/or steno pools rather than to each member requesting an individual copy. (CC 31 Aug 98; EC 31 Aug 06)

#### **1996.10 E. Timing of Meeting Minutes with Respect to Mail Ballots**

[SCB 6.4, 6.6, 8.4.1, and 9.1]

SCB 8.4.1 provides that a petition requesting a mail ballot "must be submitted not later than 21 days after the minutes of the Santa Cruz Division or of the Advisory Committee reporting such legislation or decision have been placed in the mail." The linkage between mail ballots and the circulation of minutes is significant, especially in view of DLI 1996.10C, (AS/SCP/1128), that published minutes must report the positions taken by those who spoke to an issue. A mail ballot may not take place until Senators have had the opportunity to review the minutes reporting the action on which the mail ballot was requested. There is, however, nothing in the Bylaws and Regulations that prevents the Secretary from circulating the minutes, or relevant portions thereof, before the Call to the next Regular Meeting. SCB 6.6 states only that the minutes be sent "with or before" the Call. (CC 31 Aug 98, 31 Aug 06)

#### **1996.10 F. Mention of Letter Grades in Narrative Evaluations**

[SCR A9.1.3 and 9.2.1 and Appendix C]

Part I .3. [of Section 015 of the *Academic Personnel Manual*, entitled, "Professional Rights of Faculty," ] guarantees to the Faculty "constitutionally protected freedom of expression." Changes in narrative evaluations that go beyond routine copy editing may raise questions of academic freedom and must, therefore, be approved by the signatory faculty member unless the procedures set forth in Appendix C of the Manual of the Santa Cruz Division ("Student Grievance Procedure") have been followed. Narrative evaluations are student records, and the University of California and its faculty are obliged to respect the interests of individual students in the integrity and appropriateness of such records. (CC 31 Aug 98; EC 31 Aug 06)

#### **1998.2 A. Divisional Legislative Interpretation on Judgment of Evaluations by designated [Santa Cruz Division] Member in each College – SCR 9.4.1B**

[SCB 13.17.8 and SCR 9.4.1B, Appendix C]

SCR 9.4.1B has been superseded by subsequent Divisional legislation (SCB 13.17.8, Appendix C) and legislative interpretations (1996.10A, B and E) establishing procedures and guidelines for the challenge and review of narrative evaluations alleged to contain inappropriate content. To the extent that it conflicts with these subsequent actions of the Division, SCR 9.4.1B is inapplicable. (CC 31 Aug 06)

**1998.5 A. Divisional Legislative Interpretation on Conflict of Interest**

[SCB 13.4.2 and SB 330A]

A vice chair of a committee is empowered to act as chair in the chair's absence, and Santa Cruz Bylaw 13.4.2 states, "No Chair of a Department, Program, or Committee of Studies may at the same time serve as Chair of either the Committee on Academic Personnel [CAP] or the Committee on Privilege and Tenure [P&T]." In SCB 13.4.2, "Dean" and "Chair" are generic terms that include associate dean and vice chair respectively, since those titles involve succession. Therefore, a department chair cannot serve as vice chair of either CAP or P&T. This is consistent with SB 330A. (CC 31 Aug 06)

**2008.2 A. Divisional Legislative Interpretation on Privileges of non-members of committees listed in the bylaws.** [SCB 13.4] [Superseded in part by SCB 13.4.4.]

The Bylaws for the various standing committees list people as being "invited to sit with" the committee. The privileges of such people are not defined in the Bylaws. Sturgis' Rules of Procedure recognizes three categories of attendees in a meeting: voting members, non-voting members and invitees. Absent any other definition in the Bylaws, people invited to sit with a committee are interpreted as belonging to the third category in Sturgis. They are invited by default, with no committee vote being needed. However, as with all invitees, as per Sturgis the committee retains the right to rescind the invitation to these people for any meeting, either individually or as a group. The Bylaws also list "representatives" for various standing committees. Again, their privileges are not given in the Bylaws, and therefore they have to be considered as belonging to one of the categories defined in Sturgis. It is not *a priori* clear whether representatives should be treated as invitees or as non-voting members. However, the phrase "non-voting member" was changed to "non-voting representative" in 1999 by CRJE. Since CRJE is only authorized to make non-substantive changes as per SCB 13.28.5, representatives are non-voting members. As per Sturgis, among other privileges, representatives cannot be excluded from a committee meeting. (Accepted 18 Feb 09)

**2008.2 B. Divisional Legislative Interpretation on Waiver of voting rights.**

SCB 13.4.5 states that members of the Division "may give up their right to vote on all actions." The Bylaw goes on to state what happens "if a member goes on leave, but chooses to participate in some personnel actions." To achieve consistency between the two, and from the fact that SCB 13.4.5 was brought to the Senate by the Committee on Academic Personnel whose charge only covers personnel actions, the first phrase should be interpreted as "may give up their right to vote on all personnel actions." (Accepted 18 Feb 09)

## **Appendix B**

### **Variances to Systemwide Regulations and Assembly Actions**

**An asterisk (\*) by a listing below indicates that the variance has lapsed or has been fully superseded by a subsequent variance.**

**A.\* Approved by the Academic Assembly 23 May 1966**

The Assembly of the Academic Senate approves an experimental program of the Santa Cruz Division combining grading on a Passed or Not Passed basis (with some optional use of conventional grading), comprehensive examinations and/or senior theses, as set forth in the Regulations of the Santa Cruz Division, Chapters 1, 8-12. The experimental program is subject to the following conditions:

1. It shall be limited initially to a five-year period, during which it shall supersede Senate Regulations with which it is otherwise in conflict.
2. It shall be retroactive to September 1, 1965.
3. The operation of the program will be surveyed by the Divisional Committees on Educational Policy, and Examinations and Grades, annually to insure that students are not being penalized or handicapped thereby. Each year the Division will report to the Assembly the results of this survey together with any Divisional actions concerning the program.
4. During the five-year period the Statewide Senate Committee on Educational Policy may periodically examine the operation of the program in relation to the protection of students and the degree to which the program assists in the attainment of educationally-desirable goals, but in any event the Committee will make such a review not later than the end of the fourth year of the program.
5. The Regulations of the Santa Cruz Division embodying the experimental program herein approved supersede the local Santa Cruz Regulation on grading reported to the Assembly at its Regular Meeting of March 11, 1966. (EC 31 Aug 06)

**B.\* Approved by the Academic Assembly 24 May 1968**

The Academic Assembly authorizes the continuance of the variance to SR 780(A) for the Santa Cruz Division until the end of the Summer Term 1975. The University Committee on Educational Policy is directed to periodically examine the operation of the program during the intervening period, and to make a report to the Academic Assembly not later than the spring Regular Meeting of 1974. This report is to include recommendations regarding permanent establishment or withdrawal of the variance to SR 780(A). (CC 31 Aug 98; EC 31 Aug 06)

**C.\* Approved by the Academic Assembly 10 March 1969**

A variance for Santa Cruz from SR 764 which permits a student registered in an Independent Study Program to enroll for a maximum of 15 units in a 199 course, as



provided in SCR 6.5.4. This variance was made obsolete when SR 764 was repealed 21 Apr 2010. (EC 31 Aug 09, 31 Aug 17)

**D.\* Approved by the Academic Assembly 3 November 1969**

The Assembly approved a variance from SR 780 which permits Pass/Fail grading for graduate students at Santa Cruz to extend through the Summer Term, 1975. (CC 31 Aug 98)

**E.\* Approved by the Academic Assembly 15 June 1971**

The Assembly approved a variance from SR 750 allowing upper division undergraduates to serve as apprentice teachers, on condition that SCR 6.9.1 be amended so that no student may enroll more than once in such a course, and with the stipulation that the Division report periodically to the University Committee on Educational Policy on its operation. (Expired July 1, 1974).

**F.\* Approved by the Academic Assembly 8 March 1972**

The Assembly approved a variance from SR 900 in order to adapt the University Scholarship Regulations to the Santa Cruz grading system, as provided in SCR A12 on academic standing.

SCR 12 was amended in May 2001 to bring it in compliance with SR 900, rendering this variance obsolete. (CC 31 Aug 98; EC 31 Aug 09)

**G.\* Approved by the Academic Assembly 30 March 1974**

The Assembly of the Academic Senate voted that the variance from SR 780(A) shall no longer be provisional but should be permanently established as stated in the recommendations of the University Committee on Educational Policy.

SCR 9.3.1, specifying the grading system for comprehensive examinations, was part of this variance. The variance was superseded by the approval of the Santa Cruz grading system (see G below), therefore SCR 9.3.1, which does not conflict with any systemwide legislation, no longer requires a variance. (CC 31 Aug 98; EC 31 Aug 09)

**H. Approved by the Academic Assembly 27 February 1997**

The Assembly of the Academic Senate approved a change in the Santa Cruz undergraduate grading policy to adopt the formal standard for academic achievement used by the rest of the UC system (SR 778). This change allows students to choose a letter grade option (A-F) for all courses except designated P/NP courses, and an official GPA to be computed if a student chooses letter grades for two-third of their courses. For the first 15 credits of repeated work, only the last grade recorded is computed in the student's GPA, as provided in SCR A9.4.1.e. Repetition of a course more than once requires approval of a student's college, as provided in SCR A9.1.8. Students are permitted to withdraw from courses as provided in SCR A6.1.4. In accordance with SR 778, a grade of Pass is awarded for work meeting the standard of at least C. In accordance with SR 778, this Assembly approved grading system automatically supersedes SR 780, 782 and 784.

The Assembly approved an extension of the letter grade option (A-F) to graduate students at Santa Cruz, as provided for in SCR 13.1.3. Students may repeat courses in which they

received a grade of C, D, F or U, as provided in SCR A13.1.6. The default option for graduate students was approved as being Satisfactory/Unsatisfactory, as provided in SCR A13.1.1. In accordance with SR 778, a grade of Satisfactory is awarded for work meeting the standard of at least B. In accordance with SR 778, this Assembly approved grading system automatically supersedes SR 780, 782 and 784.

The changes are effective Fall 1997. (CC 31 Aug 98; EC 31 Aug 06, 31 Aug 09)

**I. Approved by the Academic Assembly 27 February 1997**

At the time that the Santa Cruz grading system received final approval by the Assembly in 1974, the language of the Santa Cruz Regulation neglected to mention the role of the Academic Senate in supervising narrative evaluations. UCEP and the Assembly asked for that oversight to be corrected; the correction was made and appropriate amendments to the Regulation were put into effect at Santa Cruz in 1975. However, that amended language is not to be found in Assembly records to indicate that it had been brought back for Assembly approval. The language was reported to UCEP and to the Academic Council and was recorded as part of the approved variance (it also exists in the present wording of the Santa Cruz grading policy).

The Assembly of the Academic Senate approved the amendments to the Santa Cruz grading system; in that approval, it acknowledged that it was approving existing language which through an oversight was not brought to the Assembly in 1975. The changes are effective fall 1997. (CC 31 Aug 98)

**J. Approved by the Academic Assembly 28 February 2001**

The Assembly approved a change to the Santa Cruz undergraduate grading system under the new procedures specified in SR 778. As per SCR A9.1.1 and SCR A9.1.4 as amended by the Division in February and November 2000 respectively, letter grades are the default option for undergraduate courses and +/- suffixes are included for grades A-C (no minus suffix to grade C). For the first fifteen credits of repeated work, only the last grade recorded is computed in the student's GPA, as provided in SCR A9.4.1.f. In accordance with SR 778, this Assembly approved grading system automatically supersedes SR 780, 782 and 784. (EC 31 Aug 09)

**K. Approved by the Academic Assembly 11 June 2008**

SCR 11.4 to 11.7 as enacted by the Division in 2007, together with the preexisting SCR 11.1-11.3, were approved by the Assembly as required by SR 640.

## **Appendix C**

[DLI 1996.10A and 1996.10F] (En 23 May 78; Am 21 Feb 96, 20 May 05; CC 31 Aug 06; EC 31 Aug 99)

### **Undergraduate Academic Assessment Grievance Procedure** (Am 20 May 05)

- I. A grievance may be filed if the student believes that the instructor has given a course grade or evaluation of the student's work by criteria that were not clearly and directly related to the student's performance in the course for which the grade or evaluation was assigned, as by the use of: (Am 20 May 05)
  - A. Non-academic criteria such as ethnicity, political views, religion, age, sex, financial status, or national origin; (for a complete list of criteria, see [APM 015.A.2.](#)). (Am 20 May 05, 31 Aug 17)
  - B. Capricious or arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements. (Am 20 May 05)
- II. A grievance must be initiated within the time limits specified in Part III of this Regulation. (Am 20 May 05)
- III. Resolution of a grievance should follow these steps in this sequence: (Am 20 May 05)
  - A. A student who has a grievance concerning an evaluation or grade should first approach the instructor to see if the issue can be resolved. The initial contact must take place within one regular academic quarter from the issuance of the grade or evaluation. (Am 20 May 05)
  - B. If the matter is not resolved, the student should submit the grievance and documentation in writing to the executive officer of the academic sponsoring unit (department chair or college provost). The executive should attempt to facilitate a consensual resolution of the grievance between the student and the instructor. (Am 20 May 05)
- IV. Appeals
  - A. Resolution of a grievance: If the grievance is not resolved by steps III. A and B, the student may appeal to the Committee on Courses of Instruction (CCI). (CC 31 Aug 17)
  - B. Requirements for Timely Filing: A formal appeal must be filed within six months for summer, fall, and winter quarter courses or nine months for spring quarter courses of the date on which the disputed grade or evaluation was made part of the student's permanent record by the Registrar. (En 21 Feb 96; Am 20 May 05, 6 Mar 09)
  - C. The Committee on Courses of Instruction (CCI) will review the grievance and consult with the appropriate chair(s). If the Committee finds there is substantial evidence that the grievance has merit, it will conduct an informational investigation, during which it may request that the student and instructor provide or present additional evidence. (Am 21 Feb 96, 20 May 05; CC 20 May 81, 31 Aug 17)

- D. After the investigation, the CCI shall attempt to facilitate a consensual resolution of the grievance with the student and the instructor. If no resolution is reached, the Committee will decide the matter. (CC 31 Aug 17)
- E. The decision may include: 1) no change, 2) removal of course from transcript, 3) removal of evaluation from transcript, or 4) change of grade to Pass, No Pass, or Withdraw. In the case of option 4, if the course was originally taken for a letter grade, the change to a Pass will not affect the student's ability to graduate under letter grade requirements. The Committee's decision is final. A faculty member may request his or her name be removed from the course in the official transcript. (Am 21 Feb 96, 20 May 05; CC 20 May 81)
- F. These procedures are designed solely to determine whether non-academic criteria or the capricious or arbitrary application of academic criteria have been used in assigning a grade or evaluation, and if so to affect a change of that grade or evaluation.
- 1) No punitive actions may be taken against the instructor on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the personnel file of the instructor. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with CAPP 002.015.
  - 2) No punitive action may be taken against the complainant on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the complainant's record.

## **Appendix D**

In accordance with Section IV of the Regulations of the Santa Cruz Division, the following items pertain to the policies and administration of the various graduate programs. The authorization for such programs is contained in the Regulations, Section IV, and its subchapters. (En 31 Aug 02)

### **Graduate Program**

#### **I. General.**

- A. The ensuing policies with regard to the graduate program are issued by the Graduate Council in accordance with SCB 13.21. (Am 9 June 93; CC 29 Aug 97, 31 Aug 98, 31 Aug 02; EC 1 Aug 73)

#### **II. Admissions.**

- A. The admission of graduate students is subject to the provisions of SR 510 and 520. (CC 31 Aug 99)
- B. Application for admission to graduate study should be made to the Division of Graduate Studies by students with the Bachelor's degree from the University of California or other such institution in good academic standing. Evidence of capacity to successfully carry out graduate study leading to an advanced degree at the University of California, Santa Cruz, normally shall be a record that shows at least a B average (3.0 on a 4-point scale) overall and in the student's major subject. A student applying for admission to graduate study from an institution grading on a Pass/Fail basis must have their academic promise evaluated by three persons competent to make an appraisal of the student's work. (Am 26 May 99; CC 1 Feb 88, 31 Aug 98; EC 1 Aug 77, 31 Aug 06, 31 Aug 16)
- C. Students are admitted for graduate study by administrative officers acting under the authority of the Graduate Council and on the recommendation of the appropriate department. Students without a specific degree objective are limited to one academic year of enrollment and must be sponsored by a member of the Academic Senate who has agreed in writing to supervise their studies. (Am 25 May 94; EC 12 May 97)
- D. Students are not admitted to graduate study under a department that does not offer an approved graduate program unless the appropriate academic divisional dean is satisfied that an approved program is likely to be offered within one calendar year from the date of registration. (CC 1 Aug 77; EC 12 May 97)
- E. Applications of students who already have pursued graduate study at another campus of the University of California or at another institution are reviewed in the same way as other applications for admission to graduate study. The department concerned

determines the amount of transferable credit in accordance with SR 726 and subject to the policies of the Graduate Council. (CC 31 Aug 99; EC 12 May 97)

- F. All applicants for Master's and doctoral programs are required to provide the results of the Graduate Record Examination General Test. The Council encourages departments and programs to take these scores into account in their admissions process as they see fit. The Council expects that, regardless of each program's stance on the value of the GRE as an indicator of quality, programs will employ an effective comprehensive review policy that strives to identify and attract a first-rate body of graduate students to the campus. (En 31 Aug 07; EC 31 Aug 08)

### **III. Student Programs.**

- A. Programs of graduate students are approved by their respective departments and recorded in the Division of Graduate Studies. (CC 1 Feb 88, 31 Aug 15; EC 12 May 97)
- B. The regular course load for a full-time graduate student is 15 units of graduate and/or upper-division undergraduate course work, including any 297 or 299 units for which the student may enroll. The minimum load for a full-time student is 10 units of graduate and/or upper-division undergraduate course work. Part-time students cannot enroll for more than 8 units of graduate and/or upper-division undergraduate course work. No graduate student is permitted to enroll for more than 19 units without prior approval from the Graduate Representative or Graduate Program Director of their department. (Am 20 May 92; EC 1 Aug 77, 12 May 97, CC 31 Aug 08; EC 31 Aug 16)
- C. The nature and extent of the responsibilities of graduate students appointed as readers, teaching assistants, or research assistants must be reported to Division of Graduate Studies by the department or college responsible for their supervision by the end of the second week of each term. (CC 1 Aug 77, 1 Feb 88, 31 Aug 15; EC 12 May 97)

### **IV. Academic Progress** [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08; EC 31 Aug 16)

- A. A duly registered graduate student is considered to be in good standing so long as (a) the student not advanced to candidacy undertakes a minimum of two upper division or graduate level courses per quarter and passes a minimum of five 5-credit courses toward a terminal degree or certificate by the end of each academic year; the student advanced to candidacy undertakes and passes at least one course per quarter, usually Thesis Research, OR (b) the student's department or committee of studies determines that they are making satisfactory academic progress toward a terminal degree or certificate. In addition, the student must meet the criteria below.
- B. The academic progress of each continuing graduate student shall be reviewed annually by the student's department or committee of studies by the end of the spring term.
- C. A student whose academic progress is judged not satisfactory will be recommended for academic probation until such time (one academic year, maximum) as her or his

- progress has become satisfactory once again and the Graduate Dean has been so informed in writing by the Graduate Representative of the student's department.
- D. Students on academic probation are not eligible for merit fellowship support and will receive lower priority for academic appointments at UCSC (including Teaching Assistant, Teaching Fellow, Graduate Student Researcher, etc.). Special justifications will be required to appoint probationary students so long as there are any other students in the program who lack financial support.
  - E. A student whose academic progress has been found not satisfactory in two successive annual reviews will be subject to dismissal from the University.
  - F. A full-time student who has been enrolled in the same graduate program for four calendar years without advancing to candidacy for the doctorate is not considered to be making satisfactory progress and will be recommended for academic probation until advancement is achieved.
  - G. A student who has been advanced to candidacy for more than three calendar years is not considered to be making satisfactory academic progress and may be recommended for academic probation for up to one academic year by the student's department.
  - H. A full-time master's degree student is considered not to be making satisfactory progress beyond three calendar years of enrollment and may be recommended for academic probation for up to one academic year by their department.
  - I. Students on probation will continue to be eligible for institutional, state, and federal need-based assistance for up to one academic year to support their efforts to make up satisfactory academic progress shortfalls.
  - J. A student who fails to register promptly following expiration of an approved leave of absence is not in good standing. The usual term for a leave of absence is three academic quarters, and all requests to extend or renew a leave must be approved in advance by the Graduate Dean.
  - K. Only students in good standing are eligible for leaves of absence. Students who are neither registered nor on an approved leave of absence are not in good standing. Only students in good standing are eligible to use the Filing Fee.
  - L. Time to Degree
    - 1. Full-time graduate students are expected to complete their degree objectives within the following maximum time frames:
      - b. Certificate students: one calendar year from the date of first enrollment in the program;

- c. Master's degree students: three calendar years from the date of first enrollment in the program;
  - d. Doctoral students: six calendar years for all programs except Anthropology, Literature and History of Consciousness, where it is seven years. (EC 31 Aug 11)
2. Part-time graduate students are subject to the same provisions as full-time students, except that satisfactory progress toward degree completion is measured at a minimum of one course per quarter or three courses per academic year, and the maximum time frame is prorated accordingly:
    - a. Certificate students: two calendar years
    - b. Master's degree students: six calendar years
    - c. Doctoral students: eleven calendar years (Once advanced to candidacy a student is considered full-time when enrolled in thesis research.)
  3. For the purpose of measuring satisfactory academic progress, course incomplete, withdrawals, repetitions, and noncredit courses do not count as courses completed.

(CC 31 Aug 08)

**V. Certificate Requirements** [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08)

- A. The minimum residency requirement for a Certificate at the University of California is three quarters. In order to be eligible to receive a certificate from UC Santa Cruz, you must be registered at the Santa Cruz campus for at least two of the three quarters.
- B. The student must submit an Application for the Certificate to the department for review by the end of the second week of the quarter in which the student intends to receive the certificate.

(CC 31 Aug 08)

**VI. The Master's Degree.** (EC 31 Aug 08)

- A. In accordance with SR 682, the minimum residence requirement is three quarters at the University of California, of which at least two must be spent at the University of California, Santa Cruz campus. At least one of the three quarters must occur after the student has applied for admission to candidacy for the Master's degree. (SR 724) Residence is established by satisfactory completion of one course per term. (CC 1 Aug 77, 31 Aug 98, 31 Aug 99)
- B. Programs for the Master's degree are subject to SR 720-726. (CC 31 Aug 98, 31 Aug 99)
- C. Students pursuing academic Master's Degrees (M.A. and M.S.) will pursue either a thesis capstone (Plan I) or comprehensive capstone (Plan II) curriculum. Individual programs may adopt one or both plans. Candidates for either plan are subject to guidance



by the program's Faculty respecting the distribution of the student's workload among departments. Subject to the approval of the Academic Senate, programs are to develop M.A. and M.S. degree requirements appropriate to the field of study. These requirements must meet the following minimum standards. (EC 31 Aug 06)

### C.1 Minimum Number of Units Required

Plan I: Must require a minimum of 35 quarter units of graduate and upper division courses, of which no more than 15 units may be upper division undergraduate courses. Of the required graduate-level courses, a minimum of 20 units must be courses other than supervised research, except by special exception of the Graduate Council. This exception shall be provided to the program as a whole, rather than case-by-case to individual candidates.

Plan II: Must require a minimum of 35 quarter units of graduate and upper division courses, of which no more than 15 units may be upper division undergraduate courses. Supervised research classes may not count towards the satisfaction of minimum unit requirements for Plan II candidates.

### C.2 Minimum Capstone Requirements

Plan I: A Master's thesis, or a paper, project, or performance in lieu of a thesis, is required of each candidate. The Plan I capstone must be completed in the format specified by the Graduate Council and filed with the Office of Graduate Studies and Research by the end of instruction in the term in which the candidate expects the degree to be awarded.

Plan II: A comprehensive final examination or project in the major subject, of such nature and conducted in such manner as may be determined by the department or group concerned, is required of each candidate. The nature of the comprehensive capstone is to be approved by the Graduate Council for the program as a whole.

(CC 1 Aug 77, 1 Feb 88, 6 Apr 06; EC 12 May 97)

- D. A Committee to read and evaluate the Master's thesis is appointed by the candidate's department, and the department shall at the same time notify the Division of Graduate Studies of the membership of the Committee by the end of the second week of the quarter in which the degree is to be granted. The majority of the membership of a thesis reading committee shall be members of the Santa Cruz Division of the Academic Senate. A change in the membership of the committee, once appointed, may only be made with the approval of the Graduate Dean. (En 29 May 91; CC 31 Aug 15; EC 12 May 97)
- E. The student must submit an Application for the Master's Degree to the department for review by the end of the second week of the quarter in which the student intends to receive the degree. [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08)

**VII. The Ph.D./Ed.D./DMA Degree.** (CC 31 Aug 08; EC 31 Aug 08)

- A. In accordance with SR 686 the minimum residence requirement for the doctoral degree is six terms, three of which must be spent in residence at the University of California, Santa Cruz campus. Residence is established by the satisfactory completion of one course per term. (CC 1 Aug 77, 31 Aug 98, 31 Aug 99; EC 31 Aug 08)
- B. Subject to the approval of the Graduate Council, each department determines the language requirement appropriate to its subject-matter area and defines the means by which students demonstrate their language proficiency. The student must have satisfied all language requirements in their field of study before taking the qualifying examination for advancement to candidacy for the doctoral degree. (EC 1 Aug 77, 12 May 97, 31 Aug 08, 31 Aug 16)
- C. Advancement to candidacy follows and is contingent upon the passing of an oral examination (departments may also require a written examination) and the appointment of a qualified Dissertation Reading Committee. A student cannot be advanced to candidacy with course grades of "I" (Incomplete) standing on their record. (Am 17 Feb 78, 26 Feb 97; 8 Mar 84 EI, 25 May 94; CC 1 Feb 88; EC 31 Aug 16)
- D. The student must be a registered graduate student the quarter they take the qualifying examination. [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08; EC 31 Aug 16)
- E. The qualifying examination committee shall consist of at least four examiners, one of whom is not a member of the student's department. The department shall submit to the Office of the Graduate Dean at least one month before the proposed examination a list of four qualified persons who are willing to serve on the examination committee, and who meet the following conditions:
  - 1. The Chair of the Examination Committee must be a tenured faculty member.
  - 2. The student's thesis advisor cannot chair the examination committee unless this is specifically allowed by departmental policy.
  - 3. The outside member must be either a tenured faculty member from a different discipline on the University of California, Santa Cruz campus, a tenured faculty member of the same or different discipline from another academic institution involved in research and graduate education, or a qualified person outside of academia with significant research experience. (CC 31 Aug 98; EC 31 Aug 06)
  - 4. These nominations must be approved by the Graduate Dean, who is authorized to grant exceptions to the guidelines when requested in writing by the departmental chair.

(Am 26 Feb 97; EC 1 Aug 77, 31 Aug 08)

- F. Before applying for advancement to candidacy the student must satisfy the language requirement (if applicable), pass the qualifying examination, complete all required course work, clear all incompletes, and submit a Dissertation Reading Committee form

- to the Graduate Dean for approval. [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08)
- G. Advancement to Candidacy takes effect on the first day of the quarter following the receipt of the Qualifying Examination Report and the Dissertation Reading Committee form, Language Requirement form (if applicable) and the Advancement to Candidacy fee in the Graduate Studies office. [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08)
- H. At least one academic term in registration must intervene between Advancement to Candidacy and the award of the degree. (Am 17 Apr 74, 26 Feb 97; CC 1 Aug 77; EC 31 Aug 08)
- I. If the doctoral degree is not awarded within seven years from the date of Advancement to candidacy, the student's candidacy shall lapse and the student will be required either to pass a new qualifying exam prior to submitting the dissertation or undergo such other formal review as the student's department shall direct, with the result of this examination or review being transmitted in writing to the Graduate Council. (En 12 Feb 92; Am 26 Feb 97; EC 31 Aug 08)
- K. A committee to read and pass upon the dissertation is appointed by the candidate's department, subject to the approval of the Graduate Dean. The committee will have at least three members, and at least half of the committee must be members of the Santa Cruz Division of the Academic Senate. A change in membership of the dissertation committee must be approved by the Graduate Dean. (Am 10 Feb 78, 2 June 78, 29 May 91, 26 Feb 97; CC 1 Aug 77, 1 Feb 88, CC 31 Aug 08; EC 31 Aug 08, 31 Aug 15)
- L. The student must either be a registered student or on Filing Fee the quarter in which the degree is to be conferred. The Announcement of Candidacy and Application for a doctoral degree must be submitted to the Division of Graduate Studies by the end of the second week of the quarter in which the degree is to be awarded. [Taken from the Graduate Handbook, approved by GC in 2000] (CC 31 Aug 08)
- M. The dissertation, completed in the format specified by the Graduate Council and approved by the dissertation committee, must be submitted to the Office of Graduate Studies and Research by the end of instruction in the term in which the degree is to be awarded. (CC 1 Aug 77, 1 Feb 88, EC 31 Aug 08)
- N. If the report of a qualifying examination committee or a dissertation committee is not unanimous, the Graduate Dean shall, before certifying that the examination is passed, make such investigation of the case as the Graduate Dean deems necessary and present their findings to the Graduate Council for its final disposition of the case. (En 10 Feb 78; CC 1 Aug 78, 1 Feb 88, EC 31 Aug 08, 31 AUG 16)

### **VIII. Scholarship.** (EC 31 Aug 08)

- A. A graduate student may be dismissed or placed on probation by the Graduate Dean on grounds of poor academic performance, upon recommendation of the department. (Am 4 June 69; CC 1 Feb 88; EC 12 May 97, 31 Aug 08)

**IX. Financial Aid.** (EC 31 Aug 08)

- A. Responsibilities of the Graduate Council with regard to financial aid of graduate students are as specified in SB 330B (5). (CC 4 Aug 87, 31 Aug 98, 31 Aug 99)
- B. Fellowships funded from University sources are awarded by the Chancellor of the University of California, Santa Cruz. Recommendations are made to the Graduate Council by departments, reviewed by the Graduate Council to determine priorities, and forwarded to the Chancellor of the University of California, Santa Cruz. (CC 31 Aug 98; EC 12 May 97)
- C. Regents' Graduate Fellowships are normally awarded for one year, but they may be renewed for a total period not to exceed three years. Preference is given to first-year graduate students. Awards are made by the Chancellor of Santa Cruz with the advice and counsel of the Graduate Council. (CC 31 Aug 98)
- D. Students are appointed as readers, teaching assistants, or research assistants upon the recommendation of the department or college which supervises them. Appointment is subject to the approval of the appropriate academic divisional dean. (CC 1 Aug 77; EC 12 May 97)

**X. Public Academic Ceremonies.** (EC 31 Aug 08)

- A. In order for a student to qualify for an advanced degree, the requirements for said degree must be met, as certified by the department on an appropriate form of the Division of Graduate Studies. To qualify for participation in graduate commencement exercises, doctoral students and thesis master's candidates must meet all requirements for their degrees, including submittal of the completed thesis or dissertation, no later than the end of the ninth week of the term in which the degree is to be awarded. Exceptions will be made to participate in spring commencement exercises only if the student's graduate advisor in consultation with other committee members and the departmental graduate representative certify that all degree requirements will be completed with reasonable certainty by June 30. (En 9 Mar 73; CC 1 Aug 77, 1 Feb 88; Am 21 Feb 96, 4 Apr 02; EC 12 May 97, 31 Aug 06)

**XI. Review of Graduate Programs.** (EC 31 Aug 08)

- A. All graduate programs approved by the Graduate Council shall be subject to detailed review by the Graduate Council at intervals of six to eight years. In normal cases, for programs associated with a single department, reviews may be conducted in concert with the departmental reviews. At least once every six to eight years, at the time of departmental reviews if appropriate, the reviews will include evaluations of the graduate programs by external committees. The external review committee may be identical to the departmental one. Other reviews may be conducted, with or without an external review committee of one or more members as needed, in cases deemed appropriate by the Graduate Council. Such intermediate reviews are advisable for new programs and other programs needing a greater than normal level of monitoring. After a graduate program review is completed, including follow-up reports, the Graduate Council shall recommend, based on the issues raised in the review reports and the level of compliance

with recommended changes, a date by which the next review should take place for programs that are approved for continuation. A review shall take place no later than that recommended date, but may take place sooner if the Graduate Council deems one to be necessary. The review process shall be coordinated by the Vice Provost for Academic Affairs and the Division of Graduate Studies. The Graduate Council shall exercise oversight of all aspects of the graduate portion of the review process, including approval of the charge and external review committee and the nature of the site visit, the closure meeting, and follow-up reports. The Graduate Council expects a programmatic review within six to eight years of the prior review. If a review within this period is not completed, suspension of graduate admissions is warranted unless the Council is successfully petitioned. (CC 31 Aug 15; Am 4 Apr 02; EC 31 Aug 08)

**XII. Appeals of Academic Judgments.** (En 1 Aug 84; Am 7 Jan 88, 26 May 99, 24 Apr 08, 21 May 09; EC 31 Aug 02, 31 Aug 08, 31 Aug 09, 31 Aug 16)

Revisions approved by Graduate Council on May 21, 2009, and effective July 1, 2009

Students have the right to appeal various institutional judgments concerning their academic standing at UC Santa Cruz including dismissal from graduate standing, placement on probationary status, narrative evaluation or grade notation, and their academic progress. This appeal procedure applies only to enrolled graduate students at UC Santa Cruz and is not available to appeal denial of admission or readmission to any program.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding student employment as a Teaching Assistant, student discipline, auxiliary student services (such as housing, child care, etc.), and sexual harassment, which are covered by other policies and procedures.

This document outlines the four levels of complaint resolution available to graduate students at UC Santa Cruz:

Instructor appeal,  
Departmental appeal,  
Graduate Dean appeal, and  
Graduate Council appeal.

Throughout all stages of the appeal process, both parties are strongly encouraged to seek informal resolution. The Graduate Dean may be consulted for informal resolution at any stage of the process. Working toward informal resolution does not preclude continuation of a formal appeal. However, unless a request for extension of a deadline is granted as provided below, informal resolution efforts shall not serve in any way to stay or extend an applicable filing deadline.

Requests for Extension of Filing Deadlines: Except as otherwise provided in this policy, any party may for good cause seek an extension of a deadline by filing a request with the Graduate Dean. Such request must be submitted in writing prior to the deadline for which an extension is sought, and must explain the reason(s) why an extension is necessary. The

decision to grant or deny a request is within the discretion of the Dean and shall be final and binding.

### Basis for Appeals

An appeal may be filed based upon one or more of the following grounds, provided that the action complained of has had a material impact on the student's academic standing:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a veteran or special disabled veteran, or any personal or arbitrary reasons;
3. Special mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress;
4. Capricious or arbitrary application of appropriate criteria in a manner not reflective of the student's performance in relation to a course or program requirement.

### Procedure for Appeals

Throughout the appeals process all time periods are expressed in working days<sup>1</sup> within the academic term or during the normal working days of summer. Students should be aware that appeals begun late in spring or in summer may be delayed by the unavailability of specific faculty and/or the Graduate Council.

A written appeal must be initiated by the student within the time limits specified below. The student must seek resolution of the action sequentially as described below, unless the action complained of is not an evaluation or grade notation. In that instance, the student would begin the appeal with Step II below.

Step I. If the student is appealing an evaluation or grade notation, the appeal must be submitted to the instructor who provided the evaluation or grade notation;

Step II. For all other appeals, or if the student is continuing the appeal of an evaluation or grade notation, the appeal must be submitted to the student's major department;

Step III. The Graduate Dean;

Step IV. The Graduate Council.

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<sup>1</sup> The term "working days" means Monday through Friday, excluding University holidays.

In all cases (Step I through IV), the appeal should indicate the action(s) being appealed, the date(s) the action(s) occurred, the grounds upon which the appeal is based, and the outcome desired.

### Step I. Appeal to Instructor

If a student is appealing a narrative evaluation or grade notation, the student must submit a written appeal to the instructor of the course within twenty (20) working days of the deadline contained in the campus Academic and Administrative Calendar for submittal of narrative evaluations or grade notation or, if that deadline has passed, of the actual date when the faculty member filed the narrative evaluation or grade notation. The chair of the faculty member's department should be copied on the appeal, in order to inform the student if the faculty member is unavailable.

The faculty member may elect to meet with the student to discuss the appeal and determine if a reasonable compromise can be reached that is acceptable to both parties. The faculty member must submit a written response to the student with a copy to chair of the student's department within ten (10) working days of the date of the student's Step I appeal.

This deadline may be extended by the chair of the faculty member's department or the department chair's designee should the faculty member be away from campus for research, administrative duties, sabbatical time, or personal leave.

If the course in question was sponsored by a unit other than the student's home department, the appeal should be addressed to the instructor of the course and copied to the chairs of the two departments jointly.

### Step II. Appeal to the Department

The student may continue the appeal of an evaluation or grade notation with the department. In addition, a student may begin the appeal of any other action at this level. Students continuing the appeal of an evaluation or grade notation must submit a written appeal to the chair of the department of the faculty instructor of the course, and this appeal must be submitted within twenty (20) working days of the date of the written response from the faculty instructor in Step I. If the course in question was sponsored by a unit other than the student's home department, the chair of the student's home department should be copied. In addition, the student may begin the appeal of any other department action at this level by submitting a written appeal to the chair of the department. This appeal must be submitted within twenty (20) working days of the date of the notice of the appealed action.

Review of the appeal at the departmental level should be conducted by the departmental graduate affairs committee or analogous group. This group should minimally include two or more faculty members. If a faculty member's action(s) is the subject of the appeal, they must recuse themselves from the committee. Departments may also elect to establish an ad hoc committee to handle appeals filed in a given academic year. The committee will initiate a review process within ten (10) working days of receipt of the appeal.

The committee will receive the written appeal from the student, all pertinent material from the faculty member and student, and any additional material considered germane to the appeal either by the student or the faculty member. The committee may request additional information, as it deems necessary. The committee or its designated members may elect to interview the faculty member and/or student involved in the appeal. The appeal must be concluded within fifteen (15) working days of receiving the written appeal from the student.

The committee will render its decision in written form within five (5) working days of the conclusion of the review process. For the decision to be binding, it must be consensual and accepted by all parties.

If the action being appealed, such as probation or dismissal, was initiated by the department, the review process remains the same.

After ten (10) working days, the suggested resolution, if not accepted by all parties, becomes null and void.

### Step III. Appeal to the Graduate Dean

The student may elect to submit a written appeal of the department's decision to the Graduate Dean. The decision must be appealed within ten (10) working days of the expiration of the department's suggested resolution (see Step II).

At the discretion of the Graduate Dean, the appeal may be assigned to the Associate Graduate Dean. Additionally, if the Dean determines that the appeal should be submitted directly to the Graduate Council (for example, if the Dean determines that a fair and impartial hearing may be jeopardized by conflicts within the Graduate Division or other extenuating circumstances), the Dean may refer the appeal directly to the Graduate Council.

The Graduate Dean will review all documents and records submitted in the departmental review. In addition the Graduate Dean may meet with the student, faculty member(s), and/or graduate affairs committee, where appropriate, and may consider additional materials as they deem appropriate. The nominal time limit for completing the Graduate Dean's review is within twenty (20) working days of receipt of the student's appeal.

The Graduate Dean may suggest a resolution of the appeal in written form within five (5) working days of completion of their review. For the decision to be binding, it must be consensual and accepted by all parties.

After ten (10) working days, the suggested resolution, if not accepted by all parties, becomes null and void.

### Step IV. Appeal to the Graduate Council

The student may submit a final appeal to the Graduate Council within ten (10) working days of the expiration of the Dean's suggested resolution (see Step III). The Graduate Council is a committee of the Academic Senate. There are ten Santa Cruz faculty members, plus the



Graduate Dean serving ex officio. In addition, there are one Library representative nominated by the UCSC Librarians Association, no more than three Graduate Student Association representatives, and one Postdoctoral Scholars Association Representative. A quorum of the Graduate Council consists of at least half of the Senate members of the committee.

The student will submit a written appeal to the Graduate Council through the Academic Senate Office. The Graduate Dean will forward all pertinent documents to the Graduate Council for evaluation. The Chair may request additional information, as they deem necessary.

The Graduate Council, or a subcommittee of the Council appointed by the Chair, will review the file and determine whether sufficient cause exists to justify a formal hearing. This determination must be made within ten (10) working days of receipt of the student's appeal, a written decision must be submitted within five (5) working days thereafter. If the Council declines to hear the case, this would be the final conclusion of the appeals process.

If the Council determines that a hearing is to be held, the student and instructor or chair of the department will be notified of the initial hearing date in writing at least twenty (20) working days in advance. The hearing may continue to later session if necessary but in any case must be completed within ten (10) working days after the hearing. The Graduate Council Chair may at their discretion constitute a subcommittee of at least four members, including at least one student representative, and including an odd number of voting members, to hear the appeal, or they may convene the Graduate Council as a whole, as appropriate to the case and circumstances. If a subcommittee is established, it acts for the Graduate Council for the remainder of the appeal at this level. At least five (5) calendar days prior to the hearing date, each party shall provide the other with all relevant materials, as permitted by law, including: names of all witnesses and any and all written materials to be introduced at the hearing. Copies of this material must also be submitted to the Graduate Council at least ten (10) working days prior to the hearing. It is expected that a final written judgment will be made available no later than the end of the academic quarter immediately following the quarter of the initiation of the appeal to the Graduate Council.

During the appeal, the Graduate Council shall review the charges. At the hearing, the Graduate Council may interview such witnesses as are brought to the hearing by either party or such other witnesses as the Graduate Council considers relevant.

During the procedure, with the exception of formal voting authority (which rests solely with the members of the committee that belong to the Academic Senate), the graduate student members of the Graduate Council participate fully and equally with faculty members of the Graduate Council to review the issues of the case and ensure due process for the student. The graduate students are not to be viewed as a special resource or advocate for the student to any greater degree than any individual faculty member of the Graduate Council.

A formal hearing will follow these procedures and conditions:

1. The student:

- a. shall be present throughout the hearing. If the student fails to attend the hearing, they shall be considered to have abandoned their appeal unless deferral was granted by the Graduate Council;
- b. may be accompanied by a Senate member of their choice, if desired and available;
- c. may be accompanied by a graduate student of their choice to serve in an advisory role, if desired and available;

Please note: although Graduate Council will attempt to accommodate requests, the non-availability of a requested accompanying Senate member or graduate student is not sufficient cause for delay of an appeals hearing, nor does it affect the legitimacy of the Council's findings.

- d. shall have the right to present evidence, including witnesses, first; and
- e. may cross-examine all witnesses presented by the instructor, department, or dean.

If the student desires a Senate member as an advisor and is unable to secure a Senate member to serve in this role, the Graduate Council, at the student's request, will appoint a faculty member to act in this role. This advisor may or may not be a member of the Graduate Council. A Graduate Council member serving in this capacity shall be recused from the Graduate Council deliberations of the appeal.

2. The hearings will be confidential and limited to the principals (student, Senate member selected by the student, graduate student selected by the student, and instructor or department representative or relevant administrator), and members of the Graduate Council (but see 3 and 5 below).
3. By prior arrangement, witnesses may be interviewed as part of the hearing process.
4. All witnesses other than the student and the instructor (or department representative or other relevant administrator) shall be excluded from the hearing except when testifying.
5. Evidence may be oral or written, but must be limited to issues raised in the original written complaint. Formal rules of evidence shall not apply, and evidence shall be admitted if of the type upon which reasonable people are accustomed to rely in the conduct of serious affairs. The Graduate Council may, in its discretion, exclude irrelevant or unduly repetitive evidence. At its discretion the Graduate Council may agree to hear closing arguments (either oral or written at the Council's discretion) as to the correct resolution of the matter. If the Council determines to allow written closing arguments, the hearing process shall be deemed complete upon the parties' submission of their written arguments to the Council.

6. The meeting shall be audio recorded, or, at the option of the student, a stenographer may be provided at the student's expense. The student shall have access to a copy of the audio recording and may copy the audio recording at their expense. All records pertaining to the hearing shall be kept by the Graduate Council for a period of three years. Student records shall be retained beyond that time if there is an outstanding request by a principal party to the review to inspect them.
7. The Graduate Council will reach its finding subsequent to completion of the hearing. The deliberations of the Graduate Council shall be in private. The Graduate Council shall submit a written finding including an explanation for the basis of it to the Graduate Dean within ten (10) working days of the date of completion of the hearing process.
8. Consistent with Senate authority and informed by the finding of the Graduate Council, the Graduate Dean will make the final decision on all cases involving probation and dismissal. The Graduate Council will have final decision-making authority in all other cases. In either case, the decision must be made within ten (10) working days of the receipt of the Graduate Council finding. Grade changes mandated by the Graduate Council are limited to Satisfactory/Unsatisfactory/Withdraw.
9. The Graduate Dean will have the administrative responsibility to implement the elements of the final decisions from Step 8 and to ensure that the instructor involved and/or department abide by the terms of the final resolution of the appeal. In addition the Graduate Dean will take reasonable steps to ensure that the student is not subject to any form of retaliation and is further restored to good standing with the department if so determined by the decision of the review. This may include the provision of lost wages or fellowship funds if so determined by the decision of the review.

### Financial Support

Financial support will continue for the student for the term in which the appeal is submitted. Support beyond this term will be contingent upon approval of the department and the Graduate Dean, and determined on a case-by-case basis.

### Ramifications of Appeal Process

At all stages of the appeal process, a faculty member may request that their name be removed from the course in the final academic transcript.

No punitive actions may be taken against the instructor on the basis of these procedures. Neither the filing of an appeal by a student nor the final disposition of the appeal shall, under any circumstances, become a part of the personnel file of the instructor. The use of non-academic criteria in assigning a grade is a violation of the Faculty Code of Conduct. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with CAPP 002.015 or the relevant collective bargaining agreement. A complaint may be filed by the student or by others consistent with CAPP 002.015.

No punitive action may be taken against the complainant on the basis of these procedures. Neither the filing of an appeal by a student nor the final disposition of the appeal shall, under any circumstances, become a part of the complainant's file. The instructor may, if they feel that their record has been impugned by false and malicious allegations, file charges against the complainant through the Office of Campus Life and Dean of Students. (CC 31 Aug 15; EC 31 Aug 16)

## **IV. College Bylaws**

In accordance with SCB 13.28.3, contained here are College Bylaws.

### **1. Cowell College Bylaws**

[Ratified by the College June 2006.]

#### **Chapter 1. Functions of the College**

- 1.1** Cowell College is an administrative, residential, and academic body. As an academic body, the College is responsible for providing its students with advisors, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements, sponsoring individual inter-disciplinary major programs, and administering minimum scholarship requirements.

#### **Chapter 2. Fellowship**

- 2.1 Senate Faculty Fellows.** (EC 31 Aug 08)
- 2.1.1** Fellows of the College who are members of the Academic Senate comprise the Senate Faculty of the College (Senate Faculty Fellows), in accordance with SCB 12.1.
- 2.1.2** The Senate Faculty of the College is a committee of the Academic Senate.
- 2.1.3** Senate-Members of the Faculty of the College lose that status only by leaving the employ of UCSC or by resignation from the college.
- 2.1.4** Only Senate Fellows of the College may vote on Academic Senate matters, including the election of new Senate Fellows of the College.
- 2.1.5** Fellows of the College who become members of the Academic Senate automatically become members of the Senate Faculty and the Senate Fellowship of the College.
- 2.2 Faculty Fellows.** (EC 31 Aug 08)
- 2.2.1** All persons who hold regular or recurring teaching appointments and are affiliated with the College are Faculty Fellows of the College.
- 2.2.2** Faculty Fellows may vote on all non-Senate College matters.
- 2.3 Staff Fellows.**
- 2.3.1** The College Administrative Officer, the Associate College Administrative Officer, the Administrative Assistant of the College, the Financial Coordinator, the College Counselor,

the Coordinator(s) of College Programs, the Director of the Gallery, the Residential Life Staff, the Academic Advisors, and the College Office Staff are Staff Fellows for the duration of their appointments.

**2.3.2** Others University employees deemed appropriate by the Fellows may be elected Staff Fellows.

**2.3.3** In cases not covered by the preceding, determination of status is made by the Provost in consultation with relevant Fellows.

**2.3.4** Staff Fellows do not vote on College matters.

**2.4 Associate Fellows.** (EC 31 Aug 08)

**2.4.1** Graduate Students and Post-doctoral Researchers at UCSC may be designated Associate Fellows by the Provost by virtue of their association with the college.

**2.4.2** Associate Fellows do not vote on College matters.

**2.5 Visiting Fellows.**

**2.5.1** Persons holding non-recurring teaching appointments of one year or less, and who are affiliated with the College may be designated Visiting Fellows by the Provost.

**2.5.2** Visiting Fellows do not vote on College matters.

**2.6 Honorary Fellows.** (Am 17 Feb 11)

**2.6.1** Anyone not holding an active appointment at UCSC may be elected by the Fellows to an Honorary Fellowship.

**2.6.2** Honorary Fellows do not vote on College matters.

### **Chapter 3. Officers**

**3.1 Provost.** (EC 31 Aug 08, 31 Aug 16)

**3.1.1** The Provost is the chief academic officer of the College. They normally preside over meetings of the Fellows of the College.

**3.1.2** The duties of the Provost are as follows:

- A. Provide leadership in defining the vision and the mission of the college.
- B. Develop and supervise the academic curriculum and degree requirements.
- C. Manage the College academic budget and discretionary funds from endowments and gifts.
- D. Supervise and assist in the recruitment of college academic staff.

- E. Recruit fellows.
- F. Work with the college advising and residential life staff to develop and conduct a student advising and orientation system.
- G. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptors.
- H. Provide guidance to student groups.
- I. Work with the college staff to develop the commencement program and preside at graduation.
- J. Provide leadership and vision for the development of the college.

### **3.2 Chair of the Faculty.**

- 3.2.1** The Chair of the Faculty is a member of the Senate Faculty of the college. They may preside over meetings of the Fellows. (EC 31 Aug 16)
- 3.2.2** The Chair of the Faculty is elected biannually by the Senate Faculty from its members exclusive of the Provost (see 4.3). Election normally occurs in the winter term of alternate years; the two-year term of office begins with the spring term following election. Should the office become vacant before the completion of the term of office, a special election is held for a Chair to fill the remainder of the term of office. (EC 31 Aug 08)
- 3.2.3** When necessary, the Provost may designate the Chair of the Faculty to act in her or his absence.

### **3.3 College Administrative Officer.**

The College Administrative Officer (CAO) oversees the non-academic administration of the College.

### **3.4 Academic Preceptors.**

- 3.4.1** The College Academic Preceptors assist the Provost in all matters concerning student life.
- 3.4.2** The Academic Preceptors supervise College advising and report to the Provost.
- 3.4.3** The Academic Preceptors review the academic records of students subject to disqualification and recommend appropriate action to the Provost.
- 3.4.4** The Academic Preceptors are selected by the Provost.

## **Chapter 4. Procedures**

### **4.1 Election of Fellows.**

Persons in the employ of UCSC, or who meet the stated criteria, may be nominated to the Fellowship either by the Provost or by individual Fellows of the College. Upon receiving the nominations, the Provost-submits the nominations to the Executive Committee with appropriate documentation. The Executive Committee then votes whether or not to admit the person to the Fellowship.

**4.2 Election of Honorary Fellows.**

**4.2.1** Procedures for nomination and election of Honorary Fellows are the same as those for nomination and election of Fellows.

**4.3 Election of the Chair of the Faculty.**

**4.3.1** Members of the College Senate Faculty may be nominated for the position of Chair of the Faculty by the Provost or by any Senate Faculty Fellow and, to signify the nominee's willingness to serve, by the nominee. Upon receiving the nominations, the Chair of the Faculty or the Provost conducts a ballot by electronic mail.

**4.3.2** Only Members of the Senate Faculty Fellowship may vote.

**4.3.3** In the event that there is only one nominee for the post of Chair of the Faculty, no election is held, and the Provost declares the nominee elected.

**4.4 Election of Members of the Executive Committee.**

**4.4.1** Fellows of the College may be nominated for membership on the Executive Committee by the Provost or any Faculty Fellow and, to signify the nominee's willingness to serve, by the nominee. Upon receiving the nominations, the Chair of the Faculty conducts an electronic mail ballot.

**4.4.2** Only Faculty Fellows may vote.

**4.4.3** In the event that the number of nominations equals the number of places to be filled, no election is held, and the Provost declares the nominees elected.

**Chapter 5. Meetings****5.1 Meetings of the Fellows.**

**5.1.1** Meetings of the Fellows shall be held at least once yearly at the call of the Provost or the Executive Committee.

**5.1.2** The lesser of ten Fellows or one-third of the Fellows of the College constitutes a quorum.

**5.1.3** At meetings of the Fellows, the Provost presides; or the Provost may call upon the Chair of the Faculty to preside. If the Provost is to be absent, the Provost may designate in advance a substitute. If the Provost fails to do so, the Chair of the Faculty presides. (EC 31 Aug 16)

**5.1.4** Only members of the Senate Faculty Fellowship may vote on Academic Senate matters, in accordance with SCB 12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. The presiding officer's ruling may be reversed by a vote of a majority of the Members of the Faculty present. (EC 31 Aug 16)



## **5.2 Special Meetings of the Fellows.**

**5.2.1** At the written request of a quorum of the Fellows, the Executive Committee must call a meeting of the Fellows within one week.

**5.2.2** At such meetings, the Chair of the Faculty or the Chair's designee presides.

## **Chapter 6. Committees**

### **6.1 Executive Committee.**

**6.1.1** The Executive Committee of the College consists of the Provost and the Chair of the Faculty, both *ex officio*, and three other Fellows of the College.

**6.1.2** The duties and powers of the Executive Committee are as follows:

- A. To advise the Provost on aspects of the administration of the College.
- B. To recommend appropriate changes in College programs, courses, and requirements.
- C. To act on behalf of the Faculty on matters of Academic Standing according to Chapters 5 and 12 of the Divisional Regulations.
- D. To advise the Provost when necessary on appointments and promotions.

**6.1.3** A quorum of the Executive Committee shall consist of three of its members.

**6.1.4** Within the Executive Committee, only members of the Senate Faculty may vote on Academic Senate matters.

**6.1.5** The elected members of the Executive Committee are normally chosen in spring and begin their term in fall.

**6.1.6** Elected members serve staggered terms of two years.

**6.1.7** If vacancies reduce membership of the Executive Committee to fewer than three elected members, the Provost shall appoint the number of replacement members necessary to restore a membership of four. A replacement member shall serve the length of the term of the person the person replaced. (EC 31 Aug 16)

## **Chapter 7. Amendment**

**7.1** Subject to limitations proposed by Senate and Divisional Bylaws and Regulations, any of these Bylaws may be amended at any meeting of the Faculty in accordance with the procedure prescribed for amendment of Divisional Bylaws. (See SCB 8.1.) (EC 31 Aug 08)

## **2. Stevenson College Bylaws**

[Ratified by the College May 2008]

### **Chapter 1. General**

#### **1.1 Functions of the College.**

Stevenson College is an administrative, residential and academic unit. As an academic unit, the College is responsible for student advising and academic support programs, setting and administering College requirements for graduation, providing course offerings including those in support of College requirements, sponsoring individual interdisciplinary major programs, offering co-curricular academic programming, and monitoring academic progress.

### **Chapter 2. Fellowship**

#### **2.1 Senate Faculty Fellows.**

**2.1.1** Fellows of the College who are members of the Academic Senate, in accordance with SCB 12.1.

**2.1.2** The Senate Faculty of the College is a committee of the Academic Senate.

**2.1.3** Only Senate Faculty Fellows may vote on Academic Senate matters.

**2.1.4** New Senate Faculty Fellows will be admitted to the college by the Provost, with the advice and consent of the Senate Faculty Fellows.

#### **2.2 Faculty Fellows.**

All persons who hold regular or recurring teaching appointments and are affiliated with the College, including Core Course faculty, are Faculty Fellows of the College.

#### **2.3 Associate Fellows.**

Graduate students and post-doctoral researchers at UCSC may be designated Associate Fellows by the Provost by virtue of their association with the College.

#### **2.4 Visiting Fellows.**

Visiting faculty at UCSC who are affiliated with the college may be designated Visiting Fellows by the Provost.

#### **2.5 Honorary Fellows.**

Anyone may be designated an Honorary Fellow of Stevenson by the Provost, with the advice and consent of the Senate Faculty Fellows.

#### **2.6 Provost.**

The Provost is a Senate Faculty Fellow of the College. They are the chief academic officer of the College. They normally preside over College meetings and at meetings of the

Provost's Advisory Committee. They may participate in any deliberations of any committee of the College. (EC 31 Aug 16)

**2.7 Chair of the Faculty.**

The Chair of the faculty is a Senate Faculty Fellow who is elected by the Senate Faculty Fellows biannually. The Chair of the faculty is an *ex officio* member of the Provost's Advisory Committee. By vote of the Senate Faculty Fellows and Faculty Fellows present or by request of the Provost, the Chair of the faculty may preside at meetings of the fellows.

### **Chapter 3. Elections and Meetings**

**3.1** All elections and all balloting in the College are administered by the Provost by mail or email.

**3.2** Meetings of the Fellows are at the call of the Provost or the Chair of the faculty.

**3.3** At the written request of a majority of the Fellows, the Provost or Chair of the faculty must call a meeting of the Fellows within eight days.

### **Chapter 4. Committees**

**4.1 College Executive Committee.**

The College Executive Committee consists of 4-5 Stevenson Faculty Fellows or Stevenson Senate Faculty Fellows. Members are appointed by the Provost and serve for a term of two years. The duty of the College Executive Committee is to advise the Provost with regard to the academic administration of the College and co-curricular programs. (AM 31 Aug 16)

**4.2 Academic Standing Committee.**

The Academic Standing Committee consists of the Academic Advising Staff and at least one Stevenson Senate Faculty Fellow. Members are appointed by the Provost. This committee has authority to determine which students are subject to academic probation, barring or disqualification, and to set conditions for the subsequent return to the College of a student who has been barred or disqualified. This committee also recommends to the Provost students to be awarded College Honors upon graduation.

### **Chapter 5. Amendment**

**5.1** To amend these Bylaws, the proposed changes must be circulated to the Senate Faculty Fellows of Stevenson College. Any change(s) must be approved by a majority of those Senate Faculty Fellows voting. Such vote shall be by mail or e-mail.

### **3. Crown College Bylaws** [Ratified by the College May 2008]

#### **Preamble**

Crown College is an academic and residential unit. As an academic unit, the College is responsible for providing its students with academic advising, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements, administering minimum scholarship requirements, and sponsoring individual inter-disciplinary major programs. More generally the mission of the college is to support the academic aspirations of Crown students and the associated teaching, service and research missions of Crown fellows.

#### **Chapter 1. Fellows**

##### **1.1 Senate Fellows.**

- 1.1.1** Fellows of the College who are members of the Academic Senate compose the senate faculty of the College (senate fellows) and form a committee of the Santa Cruz Division of the Academic Senate in accordance with SCB 12.1.
- 1.1.2** Senate fellows of the College may only lose that status by separation from UCSC or resignation from the college.
- 1.1.3** Senate fellows of the College may vote on all College matters.
- 1.1.4** The provost is a senate fellow.
- 1.1.5** Prospective senate fellows are elected by a vote of the Executive Committee senate fellows.

##### **1.2 Faculty Fellows.**

- 1.2.1** Individuals holding non-Senate teaching appointments with Crown College are faculty fellows of the College.
- 1.2.2** Faculty fellows may vote on all non-Senate matters.

##### **1.3 Staff Fellows.**

- 1.3.1** The College Administrative Officer (CAO), the Associate College Administrative Officer (ACAO), and college professional staff that report to the ACAO or provost are staff fellows for the duration of their appointments.
- 1.3.2** In cases not covered by the preceding, determination of status is made by the provost in consultation with the executive committee.
- 1.3.3** Staff fellows may vote on all non-Senate College matters.

## **1.4 Associate Fellows.**

**1.4.1** At the discretion of the provost, any person contributing to the mission of Crown College may be designated as an associate fellow by the provost on approval of the executive committee.

**1.4.2** Associate fellows are not eligible to vote on College matters.

## **Chapter 2. Officers**

### **2.1 Provost.**

**2.1.1** The provost is the chief academic officer of the College. They normally preside over meetings of the fellows of the College. (EC 31 Aug 16)

**2.1.2** The primary duties of the provost include the following:

- A. Provide leadership and vision for the development of the college.
- B. Develop and supervise the academic curriculum and degree requirements.
- C. Manage the College academic budget and discretionary funds from endowments and gifts with the advice of the executive committee.
- D. Supervise and assist in the recruitment of college academic staff.
- E. Recruit fellows and faculty.
- F. Work with the college advising and residential life staff to conduct and improve student advising, mentorship, orientation, and co-curricular activities.
- G. Develop and administer programs for student awards, grants, and honors in conjunction with academic staff and the executive committee.
- H. Provide guidance to student groups.
- I. Work with the college staff to develop the commencement program and preside at graduation.
- J. Undertake such responsibilities as delegated by the Divisional Senate.

**2.1.3** The provost is selected by the campus administration.

### **2.2 Chair of the Faculty.**

**2.2.1** The Chair of the faculty is a senate fellow of the college.

**2.2.2** The provost may not serve as Chair of the faculty.

**2.2.3** The Chair of the faculty is elected bi-annually by and from among the executive committee Senate fellows.

**2.3.4** The Chair's term is two years beginning September 1.

**2.2.5** Should the office become vacant prior to completion of the term, the executive committee appoints one of its members to complete the term of office.

**2.3 College Administrative Officer and Associate College Administrative Officer.**

The College Administrative Officer (CAO) and Associate College Administrative Officer (CAAO) oversee the non-academic administration of the College.

**2.4 Academic Staff.**

**2.4.1** As supervised by the provost, the academic preceptors and advisors are responsible for College academic advising.

**2.4.2** The academic staff assists the provost in all matters concerning the academic role of the college and related co-curricular endeavors.

**2.4.3** The senior preceptor supports meetings of the College academic standing committee, which reviews the academic records of students, identifies students subject to disqualification and students eligible for College Honors, and recommends appropriate action to the provost. The Preceptors consult regularly and fully with this committee.

**Chapter 3. Committees****3.1 Executive Committee.**

**3.1.1** The executive committee of the fellows shall consist of at least six Senate and faculty fellows (four of which must be senate fellows) a staff fellow appointed by the provost, and one student appointed by the Crown Student Senate, and (ex-officio) the provost.

**3.1.2** The senate and faculty fellow members of the executive committee are elected by the senate and faculty fellows, as indicated in Chapter 4 below. Elected members shall serve four-year staggered terms with three members of the committee elected every two years.

**3.1.3** At the request of the provost or by vote of the executive committee the Chair of the faculty may chair the meetings of the executive committee in place of the provost.

**3.1.4** A quorum of the executive committee shall consist of three senate and faculty fellows.

**3.1.5** Within the executive committee, only senate fellows may vote on Academic Senate matters and a quorum for Academic Senate matters consists of 2 senate fellows.

**3.1.6** The executive committee shall consult regularly and fully with the provost and shall advise the provost on the administration of the college. The executive committee shall recommend such legislation to the fellows as it considers appropriate. (EC 31 Aug 16)

**3.2 Academic Standing Committee.**

**3.2.1** The academic standing committee shall consist of a minimum of three senate fellows appointed by the executive committee after consultation with the provost.

- 3.2.2 The committee shall consult regularly and fully with the academic preceptor(s) and advisor(s) who staff the committee.
- 3.2.3 The academic standing committee shall recommend to the provost appropriate action for students of the college subject to academic disqualification. It shall recommend to the registrar which students are to receive honors.
- 3.2.4 The academic standing committee is appointed in the fall quarter for a one year term.

## **Chapter 4. Elections**

- 4.1 All Elections may take place by electronic mail.
- 4.2 **Nomination of Fellows.**
  - 4.2.1 Any fellow of the college may nominate prospective fellows to the executive committee.
- 4.3 **Election of the Executive Committee.**
  - 4.3.1 Fellows of the College may be nominated for membership on the executive committee by the provost or by any senate or faculty fellow.
  - 4.3.2 The Chair shall call for nominations of the Executive Committee from the Senate and Faculty fellows. Nominations must be received within two weeks of the call.
  - 4.3.3 The provost confirms the nominees' willingness to serve and conducts the election.
  - 4.3.4 Only senate and faculty fellows may vote.
  - 4.3.5 In the event that the number of nominations equals or is less than the number of places to be filled, no election is held, and the provost declares the nominees elected.
  - 4.3.6 When a member of the executive committee cannot complete their term, a replacement to complete the term shall be selected by the executive committee in consultation with the provost. (EC 31 Aug 16)
- 4.4 **Appointment of Members of the Academic Standing Committee.**
  - 4.4.1 Fellows of the College may be nominated for membership on the academic standing committee by the provost or by any senate fellow.
  - 4.4.2 The provost confirms the nominees' willingness to serve and the committee is appointed by a vote of the Executive Committee.

## **Chapter 5. Meetings**

### **5.1 Meetings of the Fellows.**

- 5.1.1** The Provost or the Executive Committee may call a meeting of the fellows.
- 5.1.2** The lesser of ten fellows or one-third of the senate and faculty fellows of the College constitutes a quorum.
- 5.1.3** The provost normally presides at meetings of the fellows. However, by vote of the senate and faculty fellows present or by request of the provost, the Chair of the faculty may preside.
- 5.1.4** Only members of the senate fellowship may vote on Academic Senate matters, in accordance with SCB 12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business.
- 5.1.5** The lesser of ten senate fellows or one-third of the senate fellows of the College constitutes a quorum when considering Academic Senate business.

### **5.2 Special Meetings of the Fellows.**

- 5.2.1** At the written request of ten fellows, the executive committee must call a meeting of the fellows within one week.
- 5.2.2** At such meetings, the Chair of the faculty or the Chair's designee presides.

## **Chapter 6. Amendment**

- 6.1** These bylaws may be changed in whole or in part upon the approval of at least two thirds of a quorum of senate and faculty fellows voting on the matter (but in no case fewer than 10). Proposed amendment must be communicated via electronic mail to all faculty fellows at least five business days before the vote takes place. No vote on a proposed change shall be permitted except on a day of regular academic business during the fall, winter and spring quarters.



## **4. Merrill College Bylaws**

[Ratified by the College June 2008]

### **Chapter 1. Functions of the College**

**1.1** Merrill College is an academic, administrative and residential unit of the University of California at Santa Cruz. As an academic unit, the College provides its students with academic advising, sets and administers College requirements for graduation, provides course offerings in support of College requirements, sponsors individual interdisciplinary major programs, administers minimum scholastic requirements, and hosts graduation commencement ceremonies.

### **Chapter 2. Officers**

#### **2.1 Provost.**

**2.1.1** The Provost is the chief academic officer of the College.

**2.1.2** The duties of the Provost are as follows

- A. Provide leadership in defining the vision and the mission of the College.
- B. Preside at meetings of the Fellows of the College.
- C. Develop and supervise the academic curriculum and degree requirements.
- D. Develop and supervise College academic and service learning initiatives.
- E. Manage the College academic budget and discretionary funds from endowments and gifts.
- F. In conjunction with a search committee, select the Academic Preceptors.
- G. Work with the College advising and residential life staff to develop and conduct a student advising and orientation system.
- H. Develop and administer programs for student awards, grants, and honors in conjunction with the Academic Preceptors.
- I. Work with the Program Coordinator to develop extracurricular academic activities that enhance student life at the College.
- J. Work with the Program Coordinator to develop the commencement program and preside at graduation.
- K. Provide guidance to student groups.

#### **2.2. The Chair of the Faculty.**

**2.2.1** The Chair of the Faculty must be a member of the Academic Senate.

**2.2.2** They may preside over meetings of the College Fellows. (EC 31 Aug 16)

**2.2.3** They serve, *ex-officio*, on the College Advisory Committee. (EC 31 Aug 16)

**2.2.4** The Chair of the faculty is elected every three years by the faculty from its members exclusive of the Provost. Elections are held by electronic mail ballot in the spring term of the third year; the three-year term begins with the fall term following elections. Should the

office become vacant, a replacement to complete the term will be selected by the Provost, in consultation with the Advisory Committee.

### **2.3 College Administrative Officer.**

**2.3.1** The College Administrative Officer (CAO) oversees the non-academic administration of the College.

### **2.4 Academic Preceptors.**

**2.4.1** The Academic Preceptors supervise College academic advising and report to the Provost.

**2.4.2** The Academic Preceptors assist the Provost in all matters concerning academic student life.

**2.4.3** The Academic Preceptors serve on the Academic Standing committee.

**2.4.4** The Academic Preceptors assist the Provost in all matters concerning the academic role of the College and related co-curricular endeavors.

## **Chapter 3. Fellowship**

### **3.1 Fellows.**

**3.1.1** All persons holding academic appointments whose offices are in Merrill College are automatically Fellows of the College. All persons holding recurring teaching appointments in the College are also Fellows of the College for the duration of their appointments. Others eligible for Fellowship in the College include academic appointees of UC Santa Cruz whose offices are elsewhere, faculty holding non-recurring teaching appointments of one year or less at UCSC or at the College, Graduate Students, Post-doctoral Researchers, and staff members associated with Merrill College.

### **3.2 Senate Faculty Fellows.**

**3.2.1** Only those Fellows who are members of the Academic Senate may vote on Academic Senate matters in accordance with SCB 12.2.

**3.2.2** The Senate Faculty Fellows of the College constitute a committee of the Academic Senate.

**3.2.3** Senate Faculty Fellows of the College may only lose that status by leaving the employ of UC Santa Cruz or by resignation from the College.

### **3.3 Faculty Fellows.**

**3.3.1** Faculty Fellows are those who hold non-senate teaching appointments with Merrill College.

**3.3.2** Faculty Fellows may vote on all non-Senate College matters.

**3.4 Staff Fellows.**

**3.4.1** The College Administrative Officer, the Associate College Administrative Officer, the Provost Assistant, the Administrative Assistant of the College, the Financial Coordinator, the College Counselor, the Coordinator(s) of College Programs, the Residential Life Staff, the Academic Preceptors, and the College Office Staff are Staff Fellows of the College for the duration of their appointments.

**3.4.2** Staff Fellows do not vote on College matters.

**3.5 Associate Fellows.**

**3.5.1** Graduate Students, Post-doctoral Researchers, and staff members associated with Merrill College, and with UCSC at large, may be designated Associate Fellows by the Provost.

**3.5.2** Associate Fellows do not vote on College matters.

**3.6 Visiting Fellows.**

**3.6.1** Persons holding non-recurring teaching appointments of one year or less at UCSC or at the College may be designated Visiting Fellows by the Provost.

**3.6.2** Visiting Fellows do not vote on College matters.

**3.7 Honorary Fellows.**

**3.7.1** Anyone not holding an active appointment at UCSC may hold the title of Honorary Fellow.

**3.7.2** The number of such appointments shall be limited to fifteen, and the term of the appointments to five years, renewable by mutual consent.

**3.7.3** Honorary Fellows may be nominated by other Fellows. The Provost decides whether to accept these nominations, and may also invite any eligible person to become an Honorary Fellow of the College.

**3.7.4** Honorary Fellows do not vote on College matters.

**Chapter 4. Committees****4.1 Advisory Committee.**

**4.1.1** The Advisory Committee advises the Provost with respect to any issues in the College which are of interest to the Fellows. It serves as a communication link between the Provost and the Fellows.

**4.1.2** The Advisory Committee consists of the Provost of the College, the Chair of the Faculty, and three other Fellows of the College (at least two of whom must be Senate Faculty Fellows).

**4.1.3** The Provost and the Chair of the Faculty serve as *ex-officio* members.

**4.1.4** The Senate Faculty Fellows and Faculty Fellow members of the Advisory Committee are selected in conformance with Chapter 5.

## **4.2 Academic Standing Committee.**

**4.2.1** The Academic Standing Committee is composed of the College Preceptors and at least one Faculty Senate Fellow or Faculty Fellow.

**4.2.2** In conjunction with the Provost, administers the student academic standing regulations.

**4.2.3** It recommends to the Provost the appropriate action for students of the College, including dismissal and reinstatement.

**4.2.4** In conjunction with the Provost, the Academic Standing Committee selects and recommends to the Registrar's office those students receiving College Honors.

**4.2.5** The Academic Standing Committee is appointed by the Provost in the fall for a one-year term.

## **Chapter 5. Procedures**

### **5.1 Appointment of Fellows.**

**5.1.1** In addition to the stipulations presented in 3.1.1, the Provost may also invite any eligible person to become a Fellow of the College.

### **5.2 Election of the Chair of the Faculty.**

**5.2.1** Senate Faculty Fellows may be nominated for the position of Chair of the Faculty by the Provost or by any Senate Faculty Fellow. The Provost confirms the nominee's willingness to serve and conducts a ballot by electronic mail.

### **5.3 Selection of Advisory Committee Members.**

**5.3.1** The Provost shall call for nominations to the Advisory Committee from the Senate Faculty Fellows and Faculty Fellows. Nominations shall be received within two weeks of the call.

**5.3.2** A Fellow may nominate him or herself, or nominate other Fellows of the College for membership to the Advisory Committee.

**5.3.3** The Provost confirms the nominees' willingness to serve and appoints the members.

**5.3.4** If there are insufficient nominations, the Provost may appoint all nominees and may call upon other faculty to fill other remaining positions.

**5.3.5** If there are no nominations, the Provost may call upon faculty to serve.

**5.3.6** If there are more nominations than vacancies, the Provost will conduct an election by an electronic mail ballot.

**5.3.7** When a member of the Advisory Committee cannot complete their term, a replacement to complete the term will be selected by the Provost, in consultation with the other committee members. (EC 31 Aug 16)

#### **5.4 Selection of Academic Standing Committee Members.**

**5.4.1** In addition to the Academic Preceptors whose duties include service in the Academic Standing Committee, at least one Senate Faculty Fellow or Faculty Fellow serves on the committee. The Provost shall call for nominations to the Academic Standing Committee.

**5.4.2** The Provost confirms the nominees' willingness to serve and appoints the member(s). If more than one nominee is willing to serve, the Provost decides which one(s) to appoint.

**5.4.3** In the event that there are no nominations, the Provost may call upon faculty to serve.

**5.4.4** When a Faculty member of the Academic Standing Committee cannot complete their term, a replacement to complete the term will be selected by the Provost, in consultation with the Academic Preceptors. (EC 31 Aug 16)

### **Chapter 6. Fellows Meetings**

**6.1.1** A Fellows meeting shall be held at least once yearly at the call of the Provost or the Advisory Committee.

**6.1.2** The Provost normally presides over the meetings of the Fellows. If the Provost is to be absent, the Provost may call upon the Chair of the Faculty in advance to preside. Additionally, by vote of the Senate and Faculty Fellows present, the Chair of the faculty may preside. (EC 31 Aug 16)

**6.1.3** The lesser of ten Fellows or one-third of the Senate Faculty Fellows and Faculty Fellows of the College constitutes a quorum for non-senate business.

**6.1.4** Only Senate Faculty fellows may vote on Academic Senate matters, in accordance with SCB 12.2. The chair of the meeting determines whether or not the matter being voted on constitutes Academic Senate business. His or her ruling may be reversed by a simple majority vote of the Senate Faculty Fellows present at the meeting. (EC 31 Aug 16)

**6.2 Special Meetings of the Fellows.**

- 6.2.1** At the written request of two-thirds of the Senate Faculty Fellows and Faculty Fellows, the Advisory Committee must call a meeting of the Fellows within one week.

**Chapter 7. Amendments**

- 7.1** Subject to limitations proposed by Senate and Divisional Bylaws and Regulations, any of these Bylaws may be amended at any meeting of the Fellows in accordance with the procedure prescribed for amendment of Divisional Bylaws (See SCB 8.1.) with a two-third majority, or by a simple majority vote of Fellows participating in an electronic mail ballot.

## **5. Porter College Bylaws**

[Ratified by the College May 2006]

### **Preamble**

Porter College is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advising, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements, administering minimum scholarship requirements, and sponsoring individual inter-disciplinary major programs. More generally the academic mission of the college is to support the academic aspirations of Porter students and the associated teaching and research of Porter fellows.

### **Chapter 1. Fellows**

#### **1.1 Senate Fellows.**

Fellows of the college who are members of the Academic Senate are called “Senate fellows,” comprise “the faculty of the college,” and thus form a committee of the Academic Senate in accordance with SCB 12.1.

- 1.1.1** Senate fellows of the college lose that status only by leaving the employ of UCSC or by resignation from the college.
- 1.1.2** Only Senate fellows of the college may vote on Academic Senate matters.
- 1.1.3** Prospective Senate fellows of the college are nominated and elected by current Senate fellows of the college as described in Section 4.1 of these Bylaws.

#### **1.2 Faculty Fellows.**

All persons who are not members of the Academic Senate but who hold regular or recurring teaching appointments and are affiliated with the college are faculty fellows of the college. Procedures by which non-Senate faculty may affiliate with the college are detailed in Section 4.2 of these Bylaws.

- 1.2.1** Faculty fellows may vote on all non-Senate matters in the college.
- 1.2.2** Prospective faculty fellows may be nominated and elected by the Senate and faculty fellows of the college.

#### **1.3 Staff Fellows.**

- 1.3.1** The College Administrative Officer (CAO), the Associate College Administrative Officer, the administrative assistant to the provost, the administrative assistant of the CAO, the financial coordinator, the college counselor, the coordinator(s) of college programs, the

director of the Sesnon Gallery, the residential life staff, the academic advisors, and the college office staff are staff fellows for the duration of their appointments.

**1.3.2** In cases not covered by the preceding, determination of status is made by the provost in consultation with the executive committee.

**1.3.3** Staff fellows do not vote on college matters.

#### **1.4 Associate Fellows.**

**1.4.1** At the discretion of the provost, any person contributing to the life of Porter College may be designated as an associate fellow by the provost in consultation with the executive committee.

**1.4.2** Graduate students and Post-doctoral Researchers at UCSC may be designated associate fellows by the provost in consultation with the executive committee.

**1.4.3** Associate fellows are not eligible to vote on college matters.

#### **1.5 Visiting Fellows.**

All persons holding non-recurring teaching appointments of less than one year and who are affiliated with the college may be designated visiting fellows by the provost.

**1.5.1** Visiting fellows are not eligible to vote on college matters.

## **Chapter 2. Officers**

### **2.1 Provost.**

The provost is the chief academic officer of the college. They normally preside over meetings of the fellows of the college. (EC 31 Aug 16)

**2.1.1** The primary duties of the provost are as follows:

- A. Provide leadership in defining the vision and the mission of the college.
- B. Develop and supervise, with the advice of the executive committee, the academic curriculum and degree requirements.
- C. Manage the college academic budget and discretionary funds from endowments and gifts with the advice of the executive committee.
- D. Supervise and assist in the recruitment of college academic staff.
- E. Recruit fellows and faculty.
- F. Work with the college advising and residential life staff to develop and conduct a student advising and orientation system.
- G. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptors and the executive committee.
- H. Provide guidance to student groups.



- I. Work with the college staff to develop the commencement program and preside at graduation.
- J. Provide leadership and vision for the development of the college.

## **2.2 Chair of the Faculty.**

**2.2.1** The chair of the faculty is a senate fellow of the college.

**2.2.2** The chair of the faculty is elected annually by the senate and faculty fellows from its members exclusive of the provost. The chair normally serves for one calendar year beginning with the first day of classes fall term.

**2.2.3** The chair of the faculty represents their department on the executive committee or serves as a “member at large” of that committee. At the request of the provost or by vote of the executive committee the chair of the faculty may be asked to preside at the meetings of the executive committee in place of the provost. (EC 31 Aug 16)

**2.2.4** At the request of the provost or by vote of the fellows, the chair of the faculty may preside at meetings of the fellows.

**2.2.5** When necessary, the provost may designate the chair of the faculty to act in her or his absence.

## **2.3 College Administrative Officer.**

The College Administrative Officer (CAO) oversees the non-academic administration of the college.

## **2.4 Academic Preceptors and Advisors.**

**2.4.1** The Academic Preceptors and Advisors are selected by committees normally appointed and chaired by the provost.

**2.4.2** As supervised by the provost, the Preceptors and Advisors are responsible for College academic advising.

**2.4.3** The Academic Preceptors assist the provost in all matters concerning the academic role of the college and related co-curricular endeavors.

**2.4.4** The Senior Preceptors conduct meetings of the college academic standing committee, which reviews the academic records of students, identifies students subject to disqualification and students eligible for College Honors, and recommends appropriate action to the provost. The Preceptors consult regularly and fully with this committee.

### **Chapter 3. Committees**

#### **3.1 Executive Committee.**

- 3.1.1** The executive committee of the fellows shall include at least six Senate and/or faculty fellows elected by Senate and faculty fellows: one from each of the Arts Division undergraduate departments and one at large, preferably from outside the arts disciplines. One of the executive committee members shall also serve as chair of the faculty.
- 3.1.2** In addition, the provost and college administrative officer shall serve *ex officio* as non-voting members of the committee.
- 3.1.3** At the request of the provost or by vote of the executive committee the chair of the faculty may preside at meetings of the executive committee in place of the provost.
- 3.1.4** A quorum of the executive committee shall consist of one half of its members.
- 3.1.5** Within the executive committee, only senate fellows may vote on Academic Senate matters.
- 3.1.6** The executive committee shall consult regularly and fully with the provost and shall advise the provost on the administration of the college. The executive committee shall recommend such legislation to the fellows as it considers appropriate. (EC 31 Aug 16)
- 3.1.7** The executive committee shall oversee the policies governing the disbursement of endowment funds the stated purpose of which is to "assist in the establishment and support of a college at the Santa Cruz campus." It shall have all other powers granted to it elsewhere in these bylaws.

#### **3.2 Academic Standing Committee.**

- 3.2.1** The academic standing committee shall include a minimum of four Senate fellows.
- 3.2.2** Only Senate fellows may vote to elect members of the academic standing committee.
- 3.2.2** The committee shall consult fully with the academic preceptor(s) who will serve as members *ex officio*. An academic preceptor presides at meetings of the committee.
- 3.2.3** The academic standing committee shall recommend to the provost appropriate action for students of the college subject to academic disqualification. It shall recommend to the provost which students of the college have completed the requirements for graduation and recommend the granting of a degree, including the granting of honors, when appropriate.

## **Chapter 4. Elections**

### **4.1 Election of Senate Fellows.**

- 4.1.1** Members of the UCSC Academic Senate may be nominated to the fellowship either by the provost or by individual fellows of the college.
- 4.1.2** The provost brings these nominations for consideration by the executive committee at least twice each year.
- 4.1.3** At least five business days prior to the executive committee meeting, relevant information (C.V. and/or self-description, etc.) shall be circulated to the executive committee via electronic mail.
- 4.1.4** An affirmative vote of two-thirds of the executive committee members voting (not counting abstentions) is necessary for election to the fellows.

### **4.2 Election of Faculty Fellows.**

- 4.2.1** Persons who are not members of the Academic Senate but who hold regular or recurring teaching appointments at UCSC may be nominated to become faculty fellows of the college either by the provost or by individual fellows of the college.
- 4.2.2** The provost brings these nominations for consideration by the executive committee at least twice each year.
- 4.2.3** At least five business days prior to the executive committee meeting, relevant information (C.V. and/or self-description, etc.) shall be circulated to the executive committee via electronic mail.
- 4.2.4** An affirmative vote of two-thirds of the executive committee members voting (not counting abstentions) is necessary for election to the fellows.

### **4.3 Election of the Chair of the Faculty.**

- 4.3.1** Senate fellows may be nominated for the position of chair of the faculty by the provost or by any Senate fellow.
- 4.3.2** The provost may not serve as chair of the faculty.
- 4.3.3** The chair normally serves for one calendar year normally beginning with the first day of classes fall term.
- 4.3.4** Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.
- 4.3.5** The provost confirms the nominees' willingness to serve and conducts an election.
- 4.3.6** Only Senate and faculty fellows may vote.

**4.3.7** In the event that there is only one nominee for the post of chair of the faculty, no election is held, and the provost declares the nominee elected.

**4.3.8** Should the office become vacant before the completion of the term of office, a special election is held for a chair to fill the remainder of the term of office.

#### **4.4 Election of Members of the Executive Committee.**

**4.4.1** Senate and faculty fellows of the college may be nominated for membership on the executive committee by the provost or by any Senate fellow or faculty fellow.

**4.4.2** Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.

**4.4.3** The provost confirms the nominees' willingness to serve and the chair of the faculty conducts an election at a meeting of the fellows.

**4.4.4** Only Senate and faculty fellows may vote.

**4.4.5** Within five days of the announcement of the election results of the fellows meeting, any fellow may call for an email ballot to be held.

**4.4.6** In the event that the number of nominations equals the number of places to be filled, no election is held, and the provost declares the nominees elected.

**4.4.7** When a member of the executive committee cannot complete their term, a replacement to complete the term shall be appointed by the provost with the approval of the executive committee. (EC 31 Aug 16)

#### **4.5 Election of Members of the Academic Standing Committee.**

**4.5.1** Senate fellows of the college may be nominated for membership on the academic standing committee by the provost or by any faculty fellow.

**4.5.2** Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.

**4.5.3** The provost confirms the nominees' willingness to serve and the chair of the faculty conducts an election at a meeting of the fellows.

**4.5.4** Within five days of the announcement of the election results of the fellows meeting, any fellow may call for an email ballot to be held.

**4.5.5** Only Senate fellows may vote.

**4.5.6** In the event that the number of nominations equals the number of places to be filled, no election is held, and the provost declares the nominees elected.

- 4.5.7** When a member of the academic standing committee cannot complete their term, a replacement to complete the term shall be appointed by the provost with the approval of the executive committee. (EC 31 Aug 16)

## **Chapter 5. Meetings**

### **5.1 Meetings of the Fellows.**

- 5.1.1** Meetings of the fellows shall be held at least once yearly at the call of the provost or the executive committee.
- 5.1.2** A total of ten Senate and faculty fellows (combined) constitutes a quorum.
- 5.1.3** The provost normally presides at meetings of the fellows. However, by vote of the faculty fellows present or by request of the provost, the chair of the faculty may be asked to preside.
- 5.1.4** Only members of the Senate fellowship may vote on Academic Senate matters, in accordance with SCB 12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. The presiding officer's ruling may be reversed by a vote of a plurality of the members of the senate and faculty fellows present. (EC 31 Aug 16)

### **5.2 Special Meetings of the Fellows.**

- 5.2.1** At the written request of a quorum of the fellows, the executive committee must call a meeting of the fellows within one week.
- 5.2.2** At such meetings, the chair of the faculty or the chair's designee presides.

## **Chapter 6. Amendment**

- 6.1** These bylaws may be changed in whole or in part upon the approval of at least two thirds of those senate and faculty fellows voting on the matter not counting abstentions. The proposed amendment must be communicated via electronic mail to all senate and faculty fellows at least five business days before the vote is due. Any vote on a proposed change must fall due on a day of regular academic business during the fall, winter or spring quarters.

## **6. Kresge College Bylaws**

[Ratified by the College February 2009.]

### **Chapter 1. Functions of the College**

- 1.1** Kresge College is an administrative, residential, and academic body. As an academic body, the College is responsible for providing its students with advisors, setting and administering College requirements for graduation, and providing course offerings where necessary in support of College requirements. Within the guidelines of the Regents of the University of California and the Academic Senate, Kresge College believes that all members of the community—faculty, students, staff, and associates—should have an opportunity to influence non-academic decisions that affect the College. The following Bylaws pertain to academic college matters.

### **Chapter 2. Fellowship**

**2.1 Senate Faculty Fellows.**

Fellows of the College who are members of the Academic Senate comprise the Senate Faculty of the College (Senate Faculty Fellows), in accordance with the SCB 12.1.

- 2.1.1** The Senate Faculty of the College is a committee of the Academic Senate.
- 2.1.2** Senate Members of the Faculty of the College lose that status only by leaving the employ of UCSC or by resignation from the college.
- 2.1.3** Only Senate Fellows of the College may vote on Academic Senate matters.
- 2.1.4** Fellows of the College who become members of the Academic Senate automatically become members of the Senate Faculty and the Senate Fellowship of the College.

**2.2 Faculty Fellows.**

All persons who hold regular or recurring teaching appointments and are affiliated with the College are Faculty Fellows of the College.

- 2.2.1** Faculty Fellows may vote on non-Academic Senate matters.

**2.3 Staff Fellows.**

- 2.3.1** The College Administrative Officer, the Associate College Administrative Officer, the Administrative Assistant of the College, the Financial Coordinator, the College Counselor, the Coordinator(s) of College Programs, the Residential Life Staff, the Academic Advisors, and the College Office Staff are Staff Fellows for the duration of their appointments.
- 2.3.2** Others University employees deemed appropriate by the Fellows may be elected Staff Fellows.
- 2.3.3** In cases not covered by the preceding, determination of status is made by the Provost in

consultation with relevant Fellows.

**2.3.4** Staff Fellows do not vote.

**2.4 Associate Fellows.**

Graduate students and post-doctoral researchers at UCSC may be designated Associate Fellows by the Provost by virtue of their association with the college.

**2.4.1** Associate Fellows do not vote.

**2.5 Visiting Fellows.**

**2.5.1** Persons holding non-recurring teaching appointments of one year or less, and who are affiliated with the College may be designated Visiting Fellows by the Provost.

**2.5.2** Visiting Fellows do not vote.

**2.6 Honorary Fellows.**

**2.6.1** Anyone not holding an active appointment at UCSC may be elected by the Fellows to an Honorary Fellowship.

**2.6.2** The number of such appointments shall be limited to fifteen, and the term of the appointments to five years, renewable by mutual consent.

**2.6.3** Honorary Fellows do not vote.

### **Chapter 3. Officers**

**3.1 Provost.** (EC 31 Aug 16)

The Provost is the chief academic officer of the College. They normally preside over meetings of the Fellows of the College.

**3.1.1** The duties of the Provost are as follows:

- A. Provide leadership in defining the vision and the mission of the college.
- B. Develop and supervise the academic curriculum and degree requirements.
- C. Manage the College academic budget and discretionary funds from endowments and gifts.
- D. Supervise and assist in the recruitment of college academic staff.
- E. Recruit fellows.
- F. Work with the college advising and residential life staff to develop and conduct a student advising and orientation system.
- G. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptors.
- H. Provide guidance to student groups.
- I. Work with the college staff to develop the commencement program and preside at graduation.

- J. Provide leadership and vision for the development of the college.

### **3.2 Chair of the Faculty.** (EC 31 Aug 16)

- 3.2.1** The Chair of the Faculty is a member of the Senate Faculty of the college. They may preside over meetings of the Fellows.
- 3.2.2** The Chair of the Faculty is elected biannually by the Faculty from its members exclusive of the Provost (See 3.2.) Election normally occurs in the winter term of alternate years; the two-year term of office begins with the spring term following election. Should the office become vacant before the completion of the term of office, a special election is held for a Chair to fill the remainder of the term of office.
- 3.2.3** When necessary, the Provost may designate the Chair of the Faculty to act in her or his absence.

### **3.3 College Administrative Officer.**

The College Administrative Officer (CAO) oversees the non-academic administration of the College.

### **3.4 Academic Preceptors.**

- 3.4.1** The College Academic Preceptors assist the Provost in all matters concerning student life.
- 3.4.2** The Academic Preceptors supervise College advising and report to the Provost.
- 3.4.3** The Academic Preceptors review the academic records of students subject to disqualification and recommend appropriate action to the academic standing committee.
- 3.4.4** The Academic Preceptors are selected by committees normally appointed and chaired by the provost.

## **Chapter 4. Procedures**

### **4.1 Election of Fellows.**

- 4.1.1** Persons in the employ of UCSC, or who meet the stated criteria, may be nominated to the Fellowship either by the Provost or by individual Fellows of the College. Upon receiving the nominations, the Provost conducts an election by electronic mail.
- 4.1.2** One week prior to the voting deadline, relevant information (C.V. and/or self- description) shall be circulated to the voting fellowship.
- 4.1.3** An affirmative vote of two-thirds of those voting is necessary for election.
- 4.1.4** Only Senate Fellows and Faculty Fellows are eligible to vote.



**4.2 Election of Honorary Fellows.**

**4.2.1** Procedures for nomination and election of Honorary Fellows are the same as those for nomination and election of Fellows.

**4.3 Election of the Chair of the Faculty.**

**4.3.1** Members of the College Senate Faculty may be nominated for the position of Chair of the Faculty by the Provost or by any Senate Faculty Fellow and, to signify the nominee's willingness to serve, by the nominee. Upon receiving the nominations, the Chair of the Faculty or the Provost conducts a ballot by electronic mail.

**4.3.2** Only Members of the Senate Faculty Fellowship may vote.

**4.3.3** In the event that there is only one nominee for the post of Chair of the Faculty, no election is held, and the Provost declares the nominee elected.

**4.4 Election of Members of the Executive Committee.**

**4.4.1** Fellows of the College may be nominated for membership on the Executive Committee by the Provost or any Faculty Fellow and, to signify the nominee's willingness to serve, by the nominee. Upon receiving the nominations, the Chair of the Faculty conducts an electronic mail ballot.

**4.4.2** Only Faculty Fellows may vote.

**4.4.3** In the event that the number of nominations equals the number of places to be filled, no election is held, and the Provost declares the nominees elected.

**Chapter 5. Meetings****5.1 Meetings of the Fellows.** (EC 31 Aug 16)

**5.1.1** Meetings of the Fellows shall be held at least once yearly at the call of the Provost or the Executive Committee.

**5.1.2** The lesser of ten Fellows or one-third of the Fellows of the College constitutes a quorum.

**5.1.3** At meetings of the Fellows, the Provost presides; or the Provost may call upon the Chair of the Faculty to preside. If the Provost is to be absent, the Provost may designate in advance a substitute. If the Provost fails to do so, the Chair of the Faculty presides.

**5.1.4** Only members of the Senate Faculty Fellowship may vote on Academic Senate matters, in accordance with SCB12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. The presiding officer's ruling may be reversed by a vote of a majority of the Members of the Faculty present.

## **5.2 Special Meetings of the Fellows.**

**5.2.1** At the written request of a quorum of the Fellows, the Executive Committee must call a meeting of the Fellows within one week.

**5.2.2** At such meetings, the Chair of the Faculty or the Chair's designee presides.

## **Chapter 6. Committees**

### **6.1 Executive Committee.**

**6.1.1** The Executive Committee of the College consists of the Provost and the Chair of the Faculty, both ex officio, and three other Fellows of the College.

**6.1.2** The duties and powers of the Executive Committee are as follows:

- A. To advise the Provost on aspects of the administration of the College.
- B. To recommend appropriate changes in College programs, courses, and requirements.
- C. To act on behalf of the Faculty on matters of Academic Standing according to Chapters 5 and 12 of the Divisional Regulations.
- D. To advise the Provost when necessary on appointments and promotions.

**6.1.3** A quorum of the Executive Committee shall consist of three of its members.

**6.1.4** Within the Executive Committee, only members of the Senate Faculty may vote on Academic Senate matters.

**6.1.5** The elected members of the Executive Committee are normally chosen in spring and begin their term in fall.

**6.1.6** Elected members serve staggered terms of two years.

**6.1.7** If vacancies reduce membership of the Executive Committee to fewer than three members (excluding the Provost), the Provost shall appoint the number of replacement members necessary to restore a membership of four. A replacement member shall serve until spring of the year they are appointed, at which time a new election shall take place. [EC 3 Mar 09]

## **Chapter 7. Amendment**

**7.1** Subject to limitations proposed by Academic Senate and Divisional Bylaws and Regulations, any of these Bylaws may be amended at any meeting of the Faculty in accordance with the procedure prescribed for amendment of Divisional Bylaws. (See SCB 8.1) [EC 31 Aug 09]

## **7. Oakes College Bylaws** [Ratified by the College Fall 2009]

### **Chapter 1. General**

- 1.1 Functions of the College.** Oakes College is an academic, administrative, and residential unit. The College is responsible for providing its students with academic advisors, for setting and administering college requirements for graduation, for supporting College goals and objectives with courses, individual major options, programs of faculty and student research, and for providing necessary co-curricular support.
- 1.2 Members of the College.**
- 1.2.1 Faculty:** Faculty affiliation with Oakes College is open to Academic Senate faculty, Unit 18 lecturers, Oakes Core Course faculty, and emeriti. The Faculty of Oakes College consists of those who have chosen to affiliate with Oakes College.
- 1.2.2 Staff:** The Staff of Oakes College are those employed by or affiliated with the College, including the CAO, ACAO, Budget Analyst, Advising staff, Residential Life staff, Student Life staff, college psychological staff, community safety staff, and administrative, office, and grounds support staff.
- 1.2.3 Students:** Students of Oakes College are those formally affiliated with the college.
- 1.2.4 Associates:** Associates will be invited for consideration by the Executive Committee.
- 1.3 Principles of Governance:** Governance will be based on a process of information sharing, feedback and, discussion among faculty, staff, and students. The Steering Committee will have final authority in all matters, except for Academic Senate matters for which authority is vested in the Academic Senate Faculty (see SCB 3.5).

### **Chapter 2. Officers**

- 2.1 Provost.**
- 2.1.1** The Provost is the chief academic administrator of the College and represents the College to the University Administration and to the public.
- 2.1.2** The Provost, together with the College Administrative Officer, shall organize and supervise the administrative staff.
- 2.1.3** The Provost and the College Administrative Officer shall consult the faculty, staff, and students, including the Executive Committee and other appropriate committees, when arriving at decisions with significant impact on the College.
- 2.1.4** The Provost oversees the allocation of gift funds and the annual distribution of the income generated from the endowments in accordance with the mission of the college.

**2.2 The College Administrative Officer.**

**2.2.1** The College Administrative Officer is responsible for non-academic operation of the college, including fiscal affairs; supervision of housing, residential life, and student life staff; oversight with respect to psychological staff, security, and groundskeeping; and day-to-day administration.

**2.3 Chair of the Faculty.**

**2.3.1** The Chair of the Faculty is an Academic Senate member, other than the Provost, who is elected by the college Faculty to serve a two year term.

**2.3.2** The Chair of the Faculty will serve as a member of the Executive Committee.

**2.3.3** The Chair of the Faculty may convene and preside at a College Faculty meeting.

**2.3.4** If the Chair of the Faculty position becomes vacant before the end of the designated term, a new election will be held to elect a Chair of the Faculty for the remainder of existing term.

**Chapter 3. Meetings**

**3.1** Faculty Meetings are open to all faculty and the CAO. They shall be held as needed.

**3.2** College Meetings are open to all faculty and staff members and shall be held as necessary.

**3.3** Faculty meetings may be called by the Provost, the CAO, or the Chair of the Faculty. College meetings may be called by the Provost or the CAO.

**3.4** The Provost or the Chair of the Faculty may preside at faculty meetings. The Provost or the CAO may preside at college meetings.

**3.5** One half of the members of the faculty and staff shall constitute a quorum at college meetings.

**3.6** All members may vote on matters other than those within the province of the Academic Senate at College meetings. Only Academic Senate members vote on matters within the province of the Academic Senate in College and Faculty meetings.

**3.7** In addition, there may be separate meetings of the Staff and Students as necessary.

## **Chapter 4. Committees**

### **4.1 The Steering Committee.**

- 4.1.1** The Steering Committee shall consist of the Provost, the College Administrative Officer, the Chair of the Faculty, the ACAO, a faculty member, and the lead Academic Preceptor. The CAO/Provost Assistant shall staff the committee.
- 4.1.2** The Faculty Representative to the Executive Committee shall be appointed by the Provost and CAO in consultation. Appointments will occur each spring for a two-year term beginning the following fall quarter. Terms for the Faculty Representative to the Steering Committee will be staggered with that of the Chair of the Faculty so as to ensure continuity.
- 4.1.3** The Executive Committee coordinates and oversees the overall administration of the College and ensures that our academic, student life, and residential life programs contribute to student success and perpetuate our mission.
- 4.1.4** The Executive Committee shall be jointly chaired by the Provost and the CAO.
- 4.1.5** The Executive Committee shall meet quarterly and as needed.
- 4.1.6** The Executive Committee shall appoint faculty and staff members to the standing committees and coordinate the work of the standing committees. Student members of the standing committees shall be selected by the student senate where appropriate.

### **4.2 Academic Standing Committee.**

- 4.2.1** The Academic Standing Committee shall consist of the Academic Preceptors and advisor(s) and three ladder-rank faculty members, preferably representing a range of academic divisions.
- 4.2.2** The Academic Standing Committee shall recommend students for college honors designations, as well as determine academic standing, academic probation, and disqualification.

## **Chapter 5. Election**

- 5.1** All elections shall be by secret electronic ballot and conducted by the Provost or a staff member designated by the Provost.

## **Chapter 6. Amendment**

- 6.1** Subject to limitations imposed by senate and divisional by-laws and regulations, any of these by-laws may be amended at a meeting of the college in accordance with the procedures prescribed for the amendment of divisional by-laws. (Divisional by-law 8.1)

## **8. Rachel Carson College Bylaws**

[Ratified by the College May 2009]

### **Preamble**

These Bylaws serve two purposes. First, they enumerate the legal powers which the various members of the Rachel Carson College community may exercise. Second, they articulate the expectations which members of the College hold of one another and of other units within the University.

The primary function of these Bylaws is to record the legal limitations within which the College is governed. We do so in an effort to avoid internal confusion and misunderstanding. We hope that this delineation will also minimize the danger of jurisdictional controversy between Rachel Carson College and the various units in the University whose powers and responsibilities circumscribe our own. These Bylaws do not in any way represent an attempt to change the residual or delegated powers which Rachel Carson College may properly exercise.

The secondary purpose of these Bylaws is to enunciate our academic and political expectations; we do so on the assumption that the allocation of decision-making power is often less important than the perceptions and expectations of those offered by its exercise. Resolution of conflict is a secondary goal of these Bylaws; our first task is to avoid it.

### **Guiding Policies**

#### Academic Policy

It is the policy of Rachel Carson College to foster intellectual and creative endeavor of the highest quality. This scholarly commitment is directed both toward established disciplines and to scholarship which combines or transcends areas of traditional academic delineation.

#### Administrative Policy

**DISCLOSURE.** In matters of administration, it is College policy to permit the fullest disclosure of facts which is possible without transgressing the normal limits of discretion in matters of confidence and personal privilege to the Governing Body, as herein defined, of facts relating to administrative decisions and to permit full discussion at College Meetings of matters which are deemed significant by the Governing Body of the College. Discussion at College Meetings on significant administrative issues should always precede the relevant administration decision.

**RECRUITING.** Within the reasonable bounds of confidentiality and regard for personal rights, it is the College policy to encourage the fullest possible participation of the College Governing Body in matters pertaining to the hiring of teaching and principal academic advisory staff by the College.

### **Chapter 1. Definitions**

**1.1 Academic Affairs.** Consistent with UC Regents' Standing Order (RSO) 105.2, Academic Affairs include but are not limited to:

Student counseling  
College curriculum

Faculty hiring and advancement  
 Academic freedom  
 Faculty government  
 Educational policy  
 Academic standards and requirements  
 Course content  
 Teaching quality  
 Faculty conduct

- 1.2. Rachel Carson College.** Rachel Carson College is both an academic and an administrative unit of UCSC. It consists of Senate and non-Senate faculty members who are Fellows of Rachel Carson College, Research Fellows, Other Fellows, Staff fellows, and Students.
- 1.3. College Affairs.** For purposes of these Bylaws, College Affairs are all matters of business presented for discussion to a College Meeting except those which are within the purview of the Academic Senate under Regents' Standing Order 105.2 (e.g., Academic Affairs and matters of finance).
- 1.4. College Meeting.** A College Meeting is either a meeting of the faculty sitting as a subcommittee of the Academic Senate or a meeting of the College Governing Body as described in Chapter 2, Section 2.1 (b).
- 1.5. Executive Committee.** The Executive Committee consists of the Provost, two members elected by the Governing Body from its membership, and a Chair of the Faculty who shall be elected by the Governing Body from among the Senate Fellows of Rachel Carson College. Members of the Executive Committee may be nominated by any member of the Governing Body or by the Provost. In the event that the number of nominations equals the number of places to be filled, no election is held and the provost shall declare the nominees elected. Quorum shall consist of half the members of the Executive Committee; when the Executive Committee meets as a committee of the Academic Senate, quorum shall consist of half the Senate members of the committee.
- 1.6** The Chair of the Faculty shall preside at meetings of the Executive Committee, and at College Meetings pursuant to section 2.2 of these Bylaws.
- 1.7 Faculty Secretary.** A member of the Executive Committee shall supervise elections, serve notice of College Meetings, maintain the minutes, and do other business related to College Meetings.
- 1.8 Fellows.** There are eight categories of Fellows within the College.

Senate Fellows of Rachel Carson College: All Academic Senate members invited by the Provost to affiliate with Rachel Carson College shall be Fellows of Rachel Carson College. Senate fellows lose their status only by leaving the employ of UCSC or by resignation from the college.

Non-Senate Fellows of Rachel Carson College: All non-Senate faculty teaching Rachel Carson College courses during an academic year shall be Fellows of Rachel Carson College during that year.

Research Fellows: The Governing Body of Rachel Carson College shall elect as its Research

Fellows such individuals as they may deem appropriate by virtue of outstanding College service or intellectual distinction. Research Fellows may not vote on Rachel Carson College business.

**Emeriti Fellows:** Senate and non-Senate faculty who were Fellows of Rachel Carson College when they retired are Emeriti Fellows.

**Staff Fellows:** All staff members of Rachel Carson College shall be Staff Fellows.

**Graduate Student Fellows:** Graduate students teaching or working for Rachel Carson College, as well as those whose academic work converges with the mission of the College, may be appointed Graduate Student Fellows by the Provost.

**Visiting fellows:** Scholars, or professionals visiting the Santa Cruz area whose expertise will benefit the Rachel Carson College community. These fellows must be elected by the Executive Committee for a period ranging from one month to 36 months. Any member of the Academic Senate can nominate a fellow by writing to the Provost.

**Distinguished fellows:** Distinguished scholars or professionals chosen for their long history of professional contributions to their field. These fellows must be elected by the Executive Committee, and once elected, they remain fellows unless they are recalled by a majority vote of the Executive Committee. Any member of the Academic Senate can nominate a fellow by writing to the Provost.

**1.9 Governing Body.** The Governing Body of Rachel Carson College consists of the Senate Fellows of Rachel Carson College.

**1.10 Provost.** The Provost is the chief academic officer of the College and a Fellow of Rachel Carson College.

**1.11 College Administrative Officer.** The College Administrative Officer is the chief administrative officer of the College and a Staff Fellow of Rachel Carson College.

**1.12 Student.** A Student is a person enrolled in UCSC, Rachel Carson College for academic credit.

## **Chapter 2. College Meetings**

**2.1** Ancillary subcommittees and other bodies formed pursuant to these Bylaws may meet as provided herein or as agreed to by their respective members. Rachel Carson College will, however, meet as a unit in one of two distinct capacities and in no other.

A. As an Academic Senate Committee. The Faculty of Rachel Carson College is a committee of the Santa Cruz Division of the Academic Senate of the University of California. When meeting in its capacity as an Academic Senate Committee, only matters which are within the purview of the Academic Senate may be decided upon. On these matters, only the Senate Faculty may vote. Non-Senate faculty fellows and staff fellows may participate fully in discussion.

B. As the Governing Body of Rachel Carson College. All matters which are not within the purview of the Academic Senate and which are otherwise within the jurisdiction of the



Governing Body are College Affairs. All members of the Governing Body may vote on issues which are College Affairs.

When it meets in either of these capacities, twenty-five per cent of those eligible to vote shall constitute a quorum for a College Meeting.

- 2.2** The Chair of the Faculty shall preside at all College Meetings provided, however, that the Chair of the Faculty may relinquish the chair to the Provost if the Chair of the Faculty so chooses. The Chair of the Faculty may, however, reassume the chair at any time at their own discretion. The Governing Body may, by majority vote, request that the Chair of the Faculty reassume the chair at any time. (EC 31 Aug 16)
- 2.3** College Meetings shall be called as necessary by the Executive Committee at the suggestion of the Governing Body, the Provost, or any three Fellows. Reasonable notice of College Meetings shall be given by the Executive Committee of the time, place, business to be discussed and whether it is an Academic Senate Committee meeting, or a meeting of the Governing Body. Meetings of the fellows shall be held at least once yearly.
- 2.4** Any College Meeting may be declared *pro tempore* by the moderator to be an Academic Senate Committee meeting. Decisions relating to College Affairs which are made while sitting as such a Committee shall be without force or effect.
- 2.5** The Provost may establish other committees, in particular, a Provost's Council, which may conduct specific projects for Rachel Carson College, subject to the approval of the Executive Committee.

### Chapter 3. College Government

- 3.1 The Provost.** As chief academic officer of Rachel Carson College, the Provost has such powers as may be vested in them by the Chancellor or through the authority of the University Regents. (EC 31 Aug 16)
- 3.2 Elections.** All contested elections shall be by either an open or secret ballot. The Faculty Secretary shall supervise all elections and appoint such tellers as the Secretary may deem necessary. Should any elective office become vacant less than two quarters before the end of an academic year, it shall be filled by a candidate chosen by the Executive Committee. Other vacancies shall be filled by special election. Elections shall be held in the spring quarter. Terms of office shall be one year commencing July 1, unless the Governing Body decides otherwise or unless an incumbent is recalled. All elections in Rachel Carson College are by electronic mail. (EC 31 Aug 16)
- 3.3 Recall.** Any officer of Rachel Carson College who holds office under, and holds authority through these Bylaws may be recalled as follows:

Those persons seeking the recall shall circulate among the members of the Governing Body a petition stating the name and office of the person who is the subject of the recall proposal.

Upon receipt of a recall petition signed by one-quarter of the Governing Body, the Faculty Secretary shall hold a recall election within the following ten days.

If a majority of those voting so determine, the recall candidate shall be recalled. The Faculty Secretary shall notify the recalled officer and the members of the Governing Body of the election results within two days of the balloting.

**3.4 Executive Committee.** The Executive Committee has the following functions:

To advise the Provost with regard to all aspects of College administration, including interactions with donors, alumni and committees such as a Provost Council Expenditures of Endowment Funds or Funds Functioning as an Endowment require the concurrence of the Executive Committee.

To administer Rachel Carson College degree requirements and to recommend revisions of such requirements.

To undertake such projects as may be assigned by the Governing Body.

**3.5** The provost shall convene a committee to consider the appointment and reappointment of faculty and graduate student instructors for Rachel Carson College Courses. The committee may consist of Non-Senate faculty and should include the Core Course Coordinator and the College Writing Coordinator, as well as others at the Provost's discretion.

**3.6 Academic Standing Committee.** A Committee on Academic Standing shall be formed from among the Fellows of Rachel Carson College to consider all matters relating to the academic status of particular students and any questions having to do with the academic rights and privileges of individual students. The Committee shall be appointed by the Provost or the Chair of the Executive Committee. It shall consist of not more than four members of the Senate and non-Senate Faculty. The Preceptors shall sit with the Committee.

**3.7.** As long as the Academic Standing Committee proceeds by consensus, both Senate and non-Senate members and staff may participate. Formal votes must be taken only from among Senate faculty.

**3.8. Preceptor(s).** The Preceptor(s) shall be responsible for advising students and faculty in academic matters, assisting faculty counseling, advising students and faculty counselors on matters related to graduate programs, employment opportunities and shall discharge such other duties within their job descriptions as may be suggested by the Academic Standing Committee and assigned by the Provost.

**3.9. Ombudsman.** The Governing Body may elect from its membership one Fellow of Rachel Carson College to serve as Ombudsman. The Ombudsman shall serve the following functions:

The Ombudsman shall serve as mediator between members of the Rachel Carson College community (i.e., Students, Staff and Fellows) and any academic and/or administrative organ of Rachel Carson College or the University of California. (EC 31 Aug 16)

The Ombudsman shall investigate, at their discretion any grievance presented and if they think it appropriate make recommendations for academic or administrative action to the appropriate officer, body or person within the College or University. (EC 31 Aug 16)

The Ombudsman may, with the consent of the aggrieved party raise any issue at any College

Meeting and may at such time and they deem appropriate, make their recommendations known to the Governing Body. (EC 31 Aug 16)

The Ombudsman should have access to any academic or administrative documents or facts which they deem relevant to the resolution of a dispute presented to them. (EC 31 Aug 16)

Communication with the Ombudsman is meant to be privileged and confidential.

A person elected to the position of Ombudsman may not hold any other office within Rachel Carson College and may not serve on the Executive Committee.

In general, no person should present the Ombudsman with a complaint without first seeking relief through normal academic or administrative remedies which may be available for the resolution of the matter in question.

#### **Chapter 4. Jurisdiction**

- 4.1** All items which are within the exclusive jurisdiction of the Academic Senate or shared by the Senate and the administration jointly may be voted on only by voting members of the Academic Senate. When feasible, decisions should be made by consensus, such that staff and non-Senate fellows may participate.

#### **Chapter 5. Adoption, Amendment, and Repeal of Bylaws**

- 5.1** The foregoing Bylaws may be amended or repealed by a two-thirds majority of the Governing Body, provided that a written notice of the proposed amendment shall have been sent to each member of the Governing Body at least ten days prior to the meeting at which the amendment is to be moved. Voting will only be during the academic year and may be conducted by electronic mail.

## **9. College Nine Bylaws**

[Ratified by the College June 2008. ]

### **Chapter 1. Functions**

- 1.1 Functions of the College.** College Nine is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advisers, setting and administering college requirements for graduation, providing course offerings where necessary in support of college requirements, sponsoring individual interdisciplinary major programs, administering minimum scholarship requirements, and hosting graduation commencement ceremonies.
- 1.2 Relationship of the College to the Social Sciences Division.** The Division of Social Sciences supervises the college.

### **Chapter 2. Officers**

- 2.1 Dean of Social Sciences.** The dean provides administrative and academic leadership in support of the functions of the college.
- 2.2 Provost.**
- 2.2.1** The associate dean of social sciences is the provost of the college. The provost is the chief academic officer of the college.
- 2.2.2** The duties and powers of the provost are as follows:
- A. Provide leadership in defining the vision and the mission of the college.
  - B. Develop and supervise the academic curriculum and degree requirements.
  - C. Manage the college academic budget and discretionary funds from endowments and gifts.
  - D. Recruit and supervise college academic staff.
  - E. Recruit fellows and faculty.
  - F. Preside at meetings of the fellows of the college and meetings of the college faculty.
  - G. Develop an academic advising system and student orientation in conjunction with academic preceptor(s).
  - H. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptor(s).
  - I. Provide guidance to student groups.
  - J. Coordinate college extracurricular activities with chief administrative officer and other college staff.
  - K. Develop the commencement program and preside at graduation.
- 2.3 Chair of the Faculty.**
- 2.3.1** The Chair of the faculty is a Senate fellow of the college.

**2.3.2** The provost may not serve as Chair of the faculty.

**2.3.3** The Chair of the faculty is elected bi-annually by and from among the executive committee Senate fellows.

**2.3.4** The Chair's term is two years beginning September 1.

## **2.4 Academic Preceptors.**

**2.4.1** The college academic preceptors assist the provost in all matters concerning student life.

**2.4.2** The academic preceptors supervise college advising.

**2.4.3** The academic preceptors review the academic records of students subject to disqualification and recommend appropriate action to the provost.

**2.4.4** When necessary, the dean or the provost may designate one of the academic preceptors to act for the provost in her or his absence, with the exception of Senate business.

**2.4.5** The provost selects the academic preceptors.

## **Chapter 3. Fellows**

### **3.1 Fellows.**

**3.1.1** All persons who hold teaching appointments in the college are fellows of the college for the duration of their appointment.

**3.1.2** The chief administrative officer of the college, the assistant chief administrative officer of the college, the college counselor, and the coordinator(s) of student activities are fellows of College Nine.

**3.1.3** When the rules do not cover a determination of status as a fellow, the provost will make the determination.

### **3.2 Honorary Fellows.**

**3.2.1** The fellows elect honorary fellows.

**3.2.2** No person who holds an active appointment at UC Santa Cruz may hold the title of honorary fellow.

**3.2.3** A person holding the title of honorary fellow who subsequently begins an active appointment at UC Santa Cruz will lose the title of honorary fellow. If the person qualifies under Bylaw 3.1.1, the person will become a fellow.

**3.2.4** Honorary fellows do not vote on college matters.

## **Chapter 4. The Faculty of the College**

- 4.1** Fellows of the college who are members of the Academic Senate comprise the faculty of the college.
- 4.2** The faculty of the college constitute a committee of the Academic Senate.
- 4.3** Members of the faculty lose status as a fellow upon separation from UC Santa Cruz or by resigning their status as a fellow.

## **Chapter 5. Elections**

### **5.1 Procedures.**

- 5.1.1** The chief administrative officer of the college conducts all elections. Elections are conducted by mail. The chief administrative officer appoints two persons to count ballots. The chief administrative officer certifies the results of the election to the provost.
- 5.1.2** Only fellows are eligible to vote in elections.

### **5.2 Election to the Faculty of the College.**

- 5.2.1** Fellows of the college who are or become members of the Academic Senate automatically become members of the faculty.

### **5.3 Election of Members of the Executive Committee.**

- 5.3.1** Members of the faculty may be nominated for membership on the Executive Committee by nomination petitions signed by three members of the faculty and by the nominee. The chief administrative officer will conduct an election.
- 5.3.2** Only members of the faculty may vote.
- 5.3.3** If the number of nominations for membership on the Executive Committee does not exceed the number of places to be filled, no election shall be held, and the provost shall declare the nominee or nominees elected.
- 5.3.4** The nominee receiving the largest number of votes will be elected to the first open position on the Executive Committee. If two positions are open, the nominee receiving the second-largest number of votes will be elected to the second open position. This process will continue until all open positions are filled. If a tie in the voting occurs, the chief administrative officer shall hold a runoff election to break the tie among those nominees. If a tie exists at the end of the runoff election, the Executive Committee shall elect the member from among the nominees who tied in the runoff voting.

## **5.4 Election of New and Honorary Fellows.**

- 5.4.1** An existing fellow or an existing honorary fellow may nominate another person for fellowship by submitting a nominating petition to the provost for consideration.
- 5.4.2** Within 30 days of receiving the nominating petition, the provost will either:
- A. Call an election for fellows to vote on the nomination; or
  - B. Announce to the fellows the name of the person proposed for fellowship or honorary fellowship. The provost shall advise the fellows that the person will be accepted as a new fellow or honorary fellow unless three or more fellows object within 10 days after the provost delivers the announcement to the fellows. The provost's announcement must be in writing, and the announcement shall state that the curriculum vitae and other pertinent information about the proposed fellow or honorary fellow are available in the provost's office for review. The provost may use electronic mail. If three or more fellows object to the acceptance of the proposed fellow or honorary fellow, the provost shall either withdraw the nomination or call an election.
- 5.4.3** The person proposed for fellowship or honorary fellowship will be accepted as a fellow or honorary fellow if the person receives an affirmative vote from more than half of all voters who cast an affirmative or negative vote.
- 5.4.4** Any election initiated under Bylaw 5.4.2 must occur before the end of the quarter following the quarter in which the provost received the nominating petition. If the provost received the nominating petition during an intersession period between quarters, for the purpose of determining the timing of the election, the petition will be deemed to have been received in the previous quarter.

## **Chapter 6. Meetings**

### **6.1 Meetings of the Fellows.**

- 6.1.1** Meetings of the fellows are held at the call of the provost or the Executive Committee.
- 6.1.2** A quorum is the lesser of 10 fellows or one third of the fellows of the college.
- 6.1.3** At meetings of the fellows, the provost or a substitute that the provost designates shall preside. If issues pertaining to the Division or the Senate are being discussed, the substitute must be a Senate member.

### **6.2 Meetings of the Faculty.**

- 6.2.1** The provost normally presides at meetings of the faculty. However, by a vote of the faculty or by request of the provost, the Chair of the faculty may preside.(Am Jun 09)
- 6.2.2** A quorum is the lesser of 10 faculty or one third of the faculty of the college.

**6.2.3** Only members of the faculty may vote on Academic Senate matters. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. The presiding officer's ruling may be reversed by a vote of a majority of the members of the faculty present. (EC 31 Aug 16)

### **6.3 Special Meetings of the Faculty.**

**6.3.1** At the written request of the lesser of 10 faculty or one third of the faculty of the college, the Executive Committee must call a meeting of the Faculty within one week.

**6.3.2** At special meetings of the faculty, the provost or a substitute that the provost designates shall preside.

## **Chapter 7. Committees**

### **7.1 Executive Committee.**

**7.1.1** The Executive Committee of the faculty consists of the provost (ex officio) and four other members of the faculty elected by the fellows.

**7.1.2** The duties and powers of the Executive Committee are as follows:

- A. To advise the provost on all aspects of the administration of the college.
- B. To recommend appropriate changes in college programs, courses and requirements.
- C. To act on behalf of the faculty on matters of Academic Standing according to Chapters 5 and 12 of the divisional regulations.
- D. To advise the provost when necessary on appointments and promotions.
- E. To appoint standing and special committees.

**7.1.3** The quorum of the Executive Committee is one third of the members of the Executive Committee.

**7.1.4** The elected members are chosen by election in spring quarter and begin their term in fall quarter.

**7.1.5** Elected members serve staggered terms of two years. Terms begin on the first day of fall quarter and end on the day before the beginning of fall quarter two years later.

**7.1.6** If vacancies reduce membership of the Executive Committee to fewer than four elected members, the provost shall appoint the number of replacement members necessary to restore a membership of four elected members. A replacement member shall serve the length of the term of the person the person replaced. (EC 31 Aug 16)

**7.2** The provost may establish other committees as the provost deems appropriate. (EC 31 Aug 16)



## **Chapter 8. Amendment**

- 8.1** Subject to limitations prescribed by Academic Senate and Divisional Bylaws and Regulations, these bylaws may be amended at any meeting of the Faculty in accordance with the procedures prescribed for amendment of Divisional Bylaws. See SCB 8.1.

## **10. College Ten Bylaws**

[Ratified by the College June 2009.]

### **Chapter 1. Functions**

- 1.1 Functions of the College.** College Ten is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advisers, setting and administering college requirements for graduation, providing course offerings where necessary in support of college requirements, sponsoring individual interdisciplinary major programs, administering minimum scholarship requirements, and hosting graduation commencement ceremonies.
- 1.2 Relationship of the College to the Social Sciences Division.** The Division of Social Sciences supervises the college.

### **Chapter 2. Officers**

- 2.1 Dean of Social Sciences.** The dean provides administrative and academic leadership in support of the functions of the college.
- 2.2 Provost.**
- 2.2.1** The associate dean of social sciences is the provost of the college. The provost is the chief academic officer of the college.
- 2.2.2** The duties and powers of the provost are as follows:
- A. Provide leadership in defining the vision and the mission of the college.
  - B. Develop and supervise the academic curriculum and degree requirements.
  - C. Manage the college academic budget and discretionary funds from endowments and gifts.
  - D. Recruit and supervise college academic staff.
  - E. Recruit fellows and faculty.
  - F. Preside at meetings of the fellows of the college and meetings of the college faculty.
  - G. Develop an academic advising system and student orientation in conjunction with academic preceptor(s).
  - H. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptor(s).
  - I. Provide guidance to student groups.
  - J. Coordinate college extracurricular activities with chief administrative officer and other college staff.
  - K. Develop the commencement program and preside at graduation.
- 2.3 Chair of the Faculty.**
- 2.3.1** The Chair of the faculty is a Senate fellow of the college.
- 2.3.2** The provost may not serve as Chair of the faculty.

- 2.3.3 The Chair of the faculty is elected bi-annually by and from among the executive committee Senate fellows.
- 2.3.4 The Chair's term is two years beginning September 1.
- 2.4 **Academic Preceptors.**
- 2.4.1 The college academic preceptors assist the provost in all matters concerning student life.
- 2.4.2 The academic preceptors supervise college advising.
- 2.4.3 The academic preceptors review the academic records of students subject to disqualification and recommend appropriate action to the provost.
- 2.4.4 When necessary, the dean or the provost may designate one of the academic preceptors to act for the provost in her or his absence, with the exception of Senate business.
- 2.4.5 The provost selects the academic preceptors.

### **Chapter 3. Fellows**

- 3.1 **Fellows.**
- 3.1.1 All persons who hold teaching appointments in the college are fellows of the college for the duration of their appointment.
- 3.1.2 The chief administrative officer of the college, the assistant chief administrative officer of the college, the college counselor, and the coordinator(s) of student activities are fellows of College Ten.
- 3.1.3 When the rules do not cover a determination of status as a fellow, the provost will make the determination.
- 3.2 **Honorary Fellows.**
- 3.2.1 The fellows elect honorary fellows.
- 3.2.2 No person who holds an active appointment at UC Santa Cruz may hold the title of honorary fellow.
- 3.2.3 A person holding the title of honorary fellow who subsequently begins an active appointment at UC Santa Cruz will lose the title of honorary fellow. If the person qualifies under Bylaw 3.1.1, the person will become a fellow.
- 3.2.4 Honorary fellows do not vote on college matters.

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- 4.2** The faculty of the college constitute a committee of the Academic Senate.
- 4.3** Members of the faculty lose status as a fellow upon separation from UC Santa Cruz or by resigning their status as a fellow.

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### **5.3 Election of Members of the Executive Committee.**

- 5.3.1** Members of the faculty may be nominated for membership on the Executive Committee by nomination petitions signed by three members of the faculty and by the nominee. The chief administrative officer will conduct an election.
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- 5.3.3** If the number of nominations for membership on the Executive Committee does not exceed the number of places to be filled, no election shall be held, and the provost shall declare the nominee or nominees elected.
- 5.3.4** The nominee receiving the largest number of votes will be elected to the first open position on the Executive Committee. If two positions are open, the nominee receiving the second-largest number of votes will be elected to the second open position. This process will continue until all open positions are filled. If a tie in the voting occurs, the chief administrative officer shall hold a runoff election to break the tie among those nominees. If a tie exists at the end of the runoff election, the Executive Committee shall elect the member from among the nominees who tied in the runoff voting.

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- 5.4.3** The person proposed for fellowship or honorary fellowship will be accepted as a fellow or honorary fellow if the person receives an affirmative vote from more than half of all voters who cast an affirmative or negative vote.
- 5.4.4** Any election initiated under Bylaw 5.4.2 must occur before the end of the quarter following the quarter in which the provost received the nominating petition. If the provost received the nominating petition during an intersession period between quarters, for the purpose of determining the timing of the election, the petition will be deemed to have been received in the previous quarter.

## **Chapter 6. Meetings**

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- 6.1.2** A quorum is the lesser of 10 fellows or one third of the fellows of the college.
- 6.1.3** At meetings of the fellows, the provost or a substitute that the provost designates shall preside. If issues pertaining to the Division or the Senate are being discussed, the substitute must be a Senate member.

### **6.2 Meetings of the Faculty.**

- 6.2.1** The provost normally presides at meetings of the faculty. However, by a vote of the faculty or by request of the provost, the Chair of the faculty may preside.[Am Jun 09]
- 6.2.2** A quorum is the lesser of 10 faculty or one third of the faculty of the college.

**6.2.3** Only members of the faculty may vote on Academic Senate matters. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. His or her ruling may be reversed by a vote of a majority of the members of the faculty present.

### **6.3 Special Meetings of the Faculty.**

**6.3.1** At the written request of the lesser of 10 faculty or one third of the faculty of the college, the Executive Committee must call a meeting of the Faculty within one week.

**6.3.2** At special meetings of the faculty, the provost or a substitute that the provost designates shall preside.

## **Chapter 7. Committees**

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- B. To recommend appropriate changes in college programs, courses and requirements.
- C. To act on behalf of the faculty on matters of Academic Standing according to Chapters 5 and 12 of the divisional regulations.
- D. To advise the provost when necessary on appointments and promotions.
- E. To appoint standing and special committees.

**7.1.3** The quorum of the Executive Committee is one third of the members of the Executive Committee.

**7.1.4** The elected members are chosen by election in spring quarter and begin their term in fall quarter.

**7.1.5** Elected members serve staggered terms of two years. Terms begin on the first day of fall quarter and end on the day before the beginning of fall quarter two years later.

**7.1.6** If vacancies reduce membership of the Executive Committee to fewer than four elected members, the provost shall appoint the number of replacement members necessary to restore a membership of four elected members. A replacement member shall serve the length of the term of the person replaced. (EC 31 Aug 16)

**7.2** The provost may establish other committees as the provost deems appropriate. (EC 31 Aug 16)

## **Chapter 8. Amendment**

- 8.1** Subject to limitations prescribed by Academic Senate and Divisional Bylaws and Regulations, these bylaws may be amended at any meeting of the faculty in accordance with the procedures prescribed for amendment of Divisional Bylaws. See SCB 8.1