

**ACADEMIC SENATE MANUAL  
SAN DIEGO DIVISION**

- PART 1: General
- CHAPTER 1: Duties, Authority, and Membership

**5 DUTIES AND AUTHORITY**

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The San Diego Division of the Academic Senate of the University of California (hereinafter called the Division) is a committee of the Academic Senate of the University of California (hereinafter called the Senate). The Division's duties and authority come to it by delegation from the Senate, as described in the Bylaws of the Senate. [The Senate Bylaws delineating the jurisdiction of a Division are SBL 20, 45, 50, 51, 75, 90(B), 90(G), 206, 305(A), 310, 312, 325.]<sup>1</sup> The Senate's duties and authority come in turn by delegation from the Regents of the University of California, as described in the Standing Orders of the Regents. [The relevant parts of the Standing Orders of the Regents are Appendix I.]

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<sup>1</sup> Here and elsewhere in the Divisional Manual, items in square brackets are not Bylaws or Regulations, but rather editorial comments by the Committee on Rules and Jurisdiction.

## •• PART 1: General

## •••• CHAPTER 1: Duties, Authority, and Membership

**10 MEMBERSHIP OF DIVISION**

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- A) The members of the Division are the following individuals [SOR 105.1]:
- 1) The President of the University;
  - 2) All Senate members not emeritus whose headquarters are at San Diego and who have not transferred their voting rights to another Division under the Bylaws of the Academic Senate [SBL 305];
  - 3) All emeritus Senate members whose headquarters were at San Diego when they retired;
  - 4) All Senate members whose voting rights are at San Diego in consequence of a transfer of those rights under the Bylaws of the Academic Senate [SBL 305];
  - 5) All Senate members holding Universitywide appointments who are not enrolled in any other Division of the Senate and who communicate in writing to the Vice Chair of the San Diego Division that they wish to be enrolled in that Division.
- B) "Ordinary" members of the Division are members in categories (2), (3), (4) and (5) of Bylaw 10(A) above, excepting Instructors and Instructors in Residence of less than two years service. "Voting" members are the President of the University and ordinary members. [Am 5/25/76]

**15 THE EXECUTIVE OFFICE - DUTIES**

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- A) The Executive Office of the Division (hereinafter called the Office) shall be under the general supervision of the Chair and Vice Chair (Chair Designate) of the Division. It shall include such administrative, clerical, and stenographic employees as are made available from time to time to the Division and its committees. [Am 1/25/72]
- B) The duties of the Office are these:
- 1) It shall be the depository of all records of the Division.
  - 2) It shall maintain current files of all minutes and reports of standing and special committees submitted to the Division.
  - 3) As far as possible, it shall provide all clerical, stenographic, and other assistance required by standing and special committees.
  - 4) It shall assist in the preparation of calls for Divisional meetings, reports of committees, questionnaires, and other material required in the work of the Division and its committees.
  - 5) It shall establish and maintain files showing:
    - a) current membership in the Division,
    - b) Senate and Divisional committee service of each Division member,
    - c) current membership of all standing and special committees of the Division.
  - 6) It shall generally assist the officers of the Division in the discharge of their duties as officers.
  - 7) It shall keep all records of the Office specifically listed above open for inspection by any member of the Division, excepting only records concerned with the appointments, privilege and tenure, promotions and salaries of and research grants to particular individual employees or possible prospective employees of the University. Inspection of these latter records shall be at the discretion of the committee which has placed them in the Office.

**20 OFFICERS OF DIVISION - TERMS**

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- A) The Officers of the Division are the Chair, Vice Chair (Chair Designate) and the Divisional Representatives. An officer of the Division is normally elected to a term of office by an election in the spring quarter immediately preceding that term. The election shall be conducted by the Vice Chair in the manner hereinafter prescribed for elections, and the result shall be reported to the Division by the Vice Chair at or before the last regular meeting of the Representative Assembly or the Division in the spring quarter in which it is held. [Am 5/25/76, Am 2/27/90, Rt 3/14/90]
- B) No individual may hold the same office for two successive full terms, and no individual may hold two offices simultaneously.
- C) If an officer is unable to complete the term of office, the Committee on Committees shall appoint an ordinary member of the Division who holds no other offices to fill the unexpired term pro tempore. The officer pro tempore shall serve out the unexpired term of the elected officer who has vacated the office, unless that unexpired term is longer than three months. If it is longer, the Vice Chair (or Vice Chair pro tempore) shall in good time hold an election for the unexpired term so that the officer pro tempore serves no longer than three months. The result of such an election shall be reported by mail to the members of the Division as soon as it is known.

**25 CHAIR OF THE DIVISION [Am 5/25/76]**

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- A) See Bylaw 30(A) for term of office.
- B) In addition to the duties and authority prescribed elsewhere in these Bylaws, the Chair shall have the following duties and authority:
- 1) The Chair is responsible for the flow of information between separate agencies of the Division and between those agencies and the Division at large. To this end, the Chair may attend the meetings and participate in the deliberations of any faculty or any special or standing committee of the Division or any subcommittee appointed by one of those agencies, but without power to vote unless he or she is a member of such faculty, committee, or subcommittee. Faculty, committee, and subcommittee chairs shall keep the Chair and the Office informed as to the times and places of such meetings and the probable agendas. The chair shall present in person or in writing any matters which he or she believes should be brought before a particular committee, and shall call to its attention materials in the Office that may be useful to it.
  - 2) The Chair shall annually submit to the Chancellor a budget request for the work of the Division, its committees, and the Office. The Chair shall supervise the expenditure of any appropriation made in response to a budget request, maintaining due regard for the responsibilities of the Office to the officers of the Division [see Bylaw 15(B)(6)]. In determining the internal allocation to the Committee on Research from such an appropriation, the Chair of the Committee on Research shall participate in the allocation process. The Chair shall report annually to the Division on the work of the Office, together with any proposals for the improvement of its operation that require action by the Division. [Am 12/3/91]
  - 3) The Chair shall exercise general supervision of the Office.
  - 4) The Chair shall appoint an ordinary member of the Division as Parliamentarian.
    - a) The Parliamentarian shall serve at the pleasure of the Chair.
    - b) It is the duty of the Parliamentarian, when asked by the Chair, to offer the Chair advice on procedure in the conduct of the meetings of the Division. The Chair is not bound by this advice. The Parliamentarian shall familiarize himself with the current edition of Robert's Rules of Order, and shall attend all meetings of the Division with a copy of those rules.
  - 5) The Chair shall designate a Divisional Representative to fulfill the duties of the Chair in the absence or incapacity of the Chair and the Vice Chair.
  - 6) The Chair shall decide in the first instance whether any action considered by the Division is of such general concern to the University as to come within the jurisdiction of the Academic Senate, through the mechanism of the Assembly. The Chair's decision may be appealed. [see SBL 310]

## •• PART 1: General

## •••• CHAPTER 2: Office and Officers

**25 CHAIR OF THE DIVISION [Am 5/25/76]**

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- 7) The Chair shall, as part of a committee composed of the Chair and Vice Chair of the Division and the Vice Chancellor for Undergraduate Affairs, certify student representatives to Divisional committees in accordance with Bylaw 168. [En 5/24/77, Rt 6/8/77]
- 8) The Chair shall serve as an ex officio member of the Assembly of the Academic Senate and of the Academic Council of the Assembly. [see SBL 105, and 125(A)] [En 10/25/77]
- 9) The Chair shall serve as a member of the Program Review Committee (PRC). When the Chair or Vice Chair of the Division are not from the general campus, a former Chair will be asked to serve as a member of PRC. [En 5/28/91]

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## •••• CHAPTER 2: Office and Officers

**30 VICE CHAIR (CHAIR DESIGNATE) OF DIVISION [Am 05/25/76]**

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- A) An individual elected Vice Chair (Chair Designate) serves a two-year term: the first year as Vice Chair and the second as Chair of the Division. In the year following service as Chair of the Division, the individual serves as a full voting member of the Senate Council and the Senate-Administration Council. [Am 4/29/08]
- B) In addition to the duties and authority prescribed elsewhere in these Bylaws, the Vice Chair (Chair Designate) (referred to elsewhere in these Bylaws as Vice Chair) shall have the following duties and authority:
- 1) The Vice Chair shall assume the duties of the Chair in the Chair's absence or incapacity and perform such duties as are assigned by the Chair.
  - 2) If the Chairship becomes vacant, the Vice Chair becomes Chair for the remainder of that term and the succeeding oneyear term.
  - 3) The Vice Chair shall distribute the calls to Representative Assembly and Divisional meetings and take and distribute the minutes of those meetings in accordance with the Senate Bylaws [SBL 315]. In taking the minutes the Vice Chair may request aid from any member of the Office. [Am 2/27/90, Rt 3/14/90, Am 5/27/03]
  - 4) The Vice Chair shall communicate any action of the Representative Assembly or the Division to any member affected by it. [Am 2/27/90, Rt 3/14/90]
  - 5) If any question is placed in the Vice Chair's hands for presentation to the Division, the Vice Chair shall consult with the Chair and, at the Chair's direction, refer the question to the appropriate Divisional committee or a Representative Assembly or Divisional meeting. Petitions of students are "questions" in the sense of this Bylaw. [Am 2/27/90, Rt 3/14/90]
  - 6) In accordance with other Bylaws [see especially Bylaw 115], the Vice Chair conducts all elections and other mail balloting in the Division. [En 10/25/77]
  - 7) The Vice Chair serves as Secretary of the Division. [See SBL 305]
  - 8) The Vice Chair shall, as part of a committee composed of the Chair and Vice Chair of the Division and the Vice Chancellor for Undergraduate Affairs, certify student representatives to Divisional committees in accordance with Bylaw 168. [En 5/24/77, Rt 6/8/77]



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## 35 DIVISIONAL REPRESENTATIVES [Am 10/25/77]

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- A) The number of the Divisional Representatives to the Assembly of the Academic Senate is established by the Academic Council in accordance with the Bylaws of the Academic Senate. [See SBL 105]
- B) The term of service of a Divisional Representative shall begin on September 1 immediately following the Division meeting at which the results of the election is announced and shall terminate on August 31 two years later.
- C) Each Divisional Representative shall have an alternate whose term coincides with the term of the Representative.
- D) Divisional Representatives and their alternates shall be elected and appointed in the following manner:
  - 1) Each spring a mail ballot election shall be held in accordance with Bylaw 115 and in time to be reported at a regular meeting of the Division in May.
  - 2) In an election of one or more Divisional Representatives, each voting member shall have one vote for each Divisional Representative to be elected. The voter may not cast more than one vote for any candidate. Those candidates receiving the largest number of votes will be elected Divisional Representatives. The Vice Chair will appoint alternates to the elected Representatives from those candidates who receive the second highest pluralities. Ties shall be decided by lot.
- E) The Representatives shall represent in the Assembly of the Academic Senate what they construe to be the best interests of the University, the Senate, and the Division. They shall convey to the Assembly any recommendations or requests made by the Division, and shall report to the Division any actions or deliberations of the Assembly which they believe are too urgent to await publication in the minutes of the Assembly.
- F) The alternate for a Representative may take the place of the Representative, with the authority and responsibility of the Representative, at those meetings of the Assembly which are not attended by the Representative. [See SBL 105, and its interpretation in Legislative Ruling 4.71.]
- G) The Representatives shall be members of the Representative Assembly of the San Diego Division. [En 2/28/78, Am 2/27/90, Rt 3/14/90]

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**40 DIVISIONAL MEETINGS - SCHEDULE [Am 05/23/95]**

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- A) The Division meets at the call of the President of the Senate, or the Chancellor at San Diego, or the Chair of the Division or, in the Chair's absence, the Vice Chair (Chair Designate) of the Division.

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## 45 SPECIAL MEETINGS

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[SBL 315(A)] The Chair, or in the Chair's absence the Vice Chair, must call a special meeting of the Division at the request of a majority of the voting members present at a Representative Assembly or Division meeting, at the request of any committee of the Division, or at the written request of any twenty-five members of the Division. Such a special meeting must be scheduled within two weeks of the receipt of the request. [Am 5/25/76, Am 2/27/90, Rt 3/14/90]

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**50      EMERGENCY MEETINGS**

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[SBL 315] An emergency meeting of the Division may be called by the Chancellor at San Diego or the Chair of the Division or, in the Chair's absence, by the Vice Chair of the Division. The call to the meeting shall be distributed to every member of the Division at least two days of instruction before the meeting. The order of business shall be that for a special meeting [See Bylaw 75(B)]. Legislation cannot be enacted nor modified at an emergency meeting. [Am 5/27/03]

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## 55 AGENDA COMPILATION

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The Senate Council [see **Bylaw 242**] shall compile an agenda for each meeting of the Representative Assembly or the Division. The agenda must include any items of business submitted in writing to the Senate Council by the Chair, by the Vice Chair, by the Divisional Representatives, by any standing or special committee or any Faculty of the Division, or in writing by any ten members of the Division. [**Am 2/27/90, Rt 3/14/90**]

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**60 AGENDA AND CALLS**

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[SBL 120] At least five days of instruction before any meeting of the Division, the Vice Chair shall distribute a call to the meeting, together with information about how to obtain a full printed or electronic copy of the agenda, and of proposed changes in legislation, if any, to each member of the Division and to those other agencies specified in Universitywide Senate Bylaw 315(B). The call to a special meeting shall include a statement of the purpose of the meeting. [Am 6/10/97, Am 5/27/03]

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- CHAPTER 3: Division Meetings

## 65 ATTENDANCE AT DIVISION AND REPRESENTATIVE ASSEMBLY MEETINGS [En 4/27/76, Am 4/25/95]

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- A) All members of the Academic Senate and members of the Office are authorized to attend all meetings of the Representative Assembly or the Division, except when discipline has been imposed in accordance with the parliamentary authority of the Division. [Am 2/27/90, Rt 3/14/90]
- B) The only other persons allowed to attend Representative Assembly or Division meetings are those who fall into one of the following categories; this authorization may be further restricted in accordance with section (C) of this Bylaw. [Am 2/27/90, Rt 3/14/90]
- 1) Representatives to the Division:  
Representatives to the Division may speak and make motions at Representative Assembly or Division meetings. They may not second motions nor vote. [Am 2/27/90, Rt 3/14/90]
- a) Two undergraduate students chosen in a representative manner by the undergraduate students.
- b) Two graduate students chosen in a representative manner by the graduate students.
- c) Three members of the research staff, who hold positions in the academic research series and who are not members of the Academic Senate, chosen in a representative manner by the research staff; one representative to be chosen from the general campus, one from the School of Medicine, and one from the Scripps Institution of Oceanography. [Am 3/30/82]
- 2) Guests:  
Guests of the Division may speak at Representative Assembly or Division meetings. They may not make motions, second motions, nor vote. [Am 2/27/90, Rt 3/14/90]
- a) Visiting Professors, Visiting Associate Professors, and Visiting Assistant Professors.
- b) Those members of the campus staff who have a continuing concern with, and involvement in, the academic affairs of the campus and are invited to attend meetings of the Representative Assembly or the Division by the Senate Council (invitations to be renewed annually). [Am 4/25/95]
- c) Those individuals with expertise on an agenda item who are invited to participate in the deliberations of that item by the Senate Council or the Chair of the Division. [Am 4/25/95]
- d) Distinguished visitors to the campus who are invited to attend a meeting by the Chair of the Division.
- 3) Observers:  
Observers do not have the right to speak, to make motions, to second motions, nor to vote.
- a) Authorized members of the news media.
- b) Not more than 28 members of the campus community who are not eligible to attend meetings under the provisions of sections (A), (B)(1), (B)(2), or (B)(3)(a) of this Bylaw.

**65 ATTENDANCE AT DIVISION AND REPRESENTATIVE ASSEMBLY MEETINGS [En 4/27/76, Am 4/25/95]**

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- C) The provisions of section (B) may only be suspended under the following conditions:
  - 1) A motion to go into executive session may be made and requires a majority vote.
  - 2) Nonmembers, or a particular nonmember or a group of nonmembers, may be excluded at any time from part or all of a meeting of the Representative Assembly or the Division, or from all of its meetings, in accordance with the parliamentary authority of the Division. [Am 2/27/90, Rt 3/14/90]



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**70 QUORUM**

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Fifty ordinary members of the Division constitute a quorum. At a meeting of the Division, the President of the University and each ordinary member shall have a vote if present. Those not present may not vote by proxy.

**75 DIVISION MEETING - CONDUCT [SBL 120]**

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- A) The order of business at a regular meeting of the Division shall be as follows: [Am 2/27/90, Rt 3/14/90]
- 1) Minutes
  - 2) Announcements
  - 3) The business on the agenda
  - 4) Other business
- B) The order of business at a special meeting shall be as follows:
- 1) Minutes – the reading of the minutes may be omitted with the approval of twothirds of the ordinary members present.
  - 2) The business on the agenda.
  - 3) Any other business, the consideration of which is authorized by unanimous consent of the voting members present. Action taken at a special meeting on any matter of business not published in the call to that meeting requires unanimous approval of the voting members present at the meeting.
- C) Parliamentary Authority of Division  
Questions of order not answered by the Bylaws or Regulations of the Division shall be governed by the current edition of *Robert's Rules of Order*.
- D) Written Ballot at Division Meeting  
Any motion before a Divisional meeting shall, when the question is called, be submitted to a written ballot of the members present at the meeting, provided either that the presiding officer so orders or that fifteen percent (15%) of the members present so request.
- E) Mail Ballot  
Action taken at a meeting of the Division shall be submitted to a mail ballot at the request of onethird of the members present and voting. [En 5/25/76]

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**80 MINUTES OF THE DIVISION**

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[SBL 120] Within thirty days of instruction after every meeting of the Division, the Vice Chair shall distribute to each member of the Division, the President and Vice President of the Academic Senate, the Executive Offices of the other Divisions, the Secretary/Parliamentarian of the Senate, and each member of the Committee on Rules and Jurisdiction of the Senate information about how to obtain a full printed or electronic copy of the minutes. [Am 4/25/95, Am 6/10/97, Am 5/28/03]

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## 82 REPRESENTATIVE ASSEMBLY [En 2/27/90, Rt 3/14/90]

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### A) Membership

#### 1) *Ex Officio* Membership

The *ex officio* members are the Chair and Vice Chair of the Division, who shall serve in the same capacity as officers of the Representative Assembly; all other members of the Senate Council (see Bylaw 242); the Chancellor; and the Vice Chancellors for Academic Affairs, Health Sciences, Marine Science, and Research. When, in accordance with Bylaw 25(B)(9), a former Chair of the Division serves as a member of the Program Review Committee, that individual shall be a member of the Representative Assembly. A member of the Representative Assembly may not serve concurrently in more than one *ex officio* capacity, nor as an *ex officio* member and an elected member. [Am 10/23/90, Am 5/28/91, Am 4/25/95, Am 6/10/97]

#### 2) Elected Members

- a) Any Divisional Representatives to the Assembly of the Academic Senate who are not already *ex officio* members of the Representative Assembly shall serve as at-large representatives to the Representative Assembly. Each college shall elect two representatives to the Representative Assembly. Each department with 35 or fewer voting Senate members shall elect one representative from among its voting Senate members. Each department with 36 or more voting Senate members shall elect two representatives from among its voting Senate members. Each graduate or professional school without academic departments shall have one representative for each 25 voting Senate members, or major fraction thereof. All Senate members in a department shall have the opportunity to nominate and to vote for departmental representatives. All elected representatives shall be elected by secret mail ballot. All elections shall be held in time to announce the results by the end of the Spring Quarter. [Am 6/10/97]

There shall be a representative of the emeritus faculty who shall be selected by the Emeriti Association. [En 10/23/90]

- b) The elected representatives shall serve two-year, staggered terms. After the initial election, the length of individual members' terms shall be determined by lot in such a way that representatives of departments, colleges, and professional schools with two or more representatives shall serve staggered terms. No member of the Representative Assembly is eligible for immediate reelection.
- c) Whenever a vacancy exists in the membership of the Representative Assembly, it shall so report to the appropriate authority of the constituency in which the vacancy exists, who shall take appropriate action to fill said vacancy for the remainder of the unexpired term. If, and only if, a person so elected fills the vacancy for a period of not more than one year, the provision of Bylaw 82(A)(2)(b) with regard to immediate reelection shall not apply, and that individual shall be eligible for immediate reelection at the end of the term.

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## 82 REPRESENTATIVE ASSEMBLY [En 2/27/90, Rt 3/14/90]

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- d) Each elected member shall have an elected alternate whose term coincides with the term of the member. In the absence or disability of the member, the alternate shall have voting rights at meetings of the Representative Assembly.
- 3) Advisors  
The advisors, who shall not have the right to vote, shall be the two undergraduate students, the two graduate students, and the three members of the research staff specified in Bylaw 65(B)(1). [Am 4/25/95]
- B) Duties
- 1) The Representative Assembly is empowered to act in all matters for the San Diego Division. At its discretion, the Representative Assembly may refer such matters to a meeting of the Division, or to a mail ballot of the Division, for consideration.
  - 2) It shall hear appeals of Division members from actions of other committees as set forth in Bylaw 155(A).
  - 3) It shall nominate two candidates for each vacancy of the Committee on Committees to be filled by election. The Senate Council shall provide a slate of nominations for consideration by the Representative Assembly. Representative Assembly members may make additional nominations from the floor. [See BL 242] [Am 5/23/95]
  - 4) It shall report to the Division any information, recommendations, or other matters that it determines to be of importance or concern to the Division. Such matters shall include actions and recommendations of committees or faculties of the Division, if the Representative Assembly decides that the Division should examine these actions and recommendations. [Am 5/27/03]
- C) Meetings
- 1) Regular meetings of the Representative Assembly are held monthly during the academic year in accordance with a schedule announced early in the Fall by the Chair. Regular meetings may be canceled by the Chair for lack of business.
  - 2) Special Meetings. The Chair, or in the absence of the Chair the Vice Chair, must call a special meeting of the Representative Assembly at the request of a majority of the voting members present at a Representative Assembly meeting, at the request of any committee of the Division, or at the written request of any twenty-five members of the Division. A special meeting must be scheduled within two weeks of the receipt of the request. [Am 11/24/98]
  - 3) Emergency Meetings. An emergency meeting of the Representative Assembly may be called by the Chancellor at San Diego or the Chair, or in the absence of the Chair the Vice Chair. The call to the meeting shall be distributed to every member of the Division at least two days of instruction before the meeting. Legislation cannot be enacted nor modified at an emergency meeting. [Am 05/27/03]

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## 82 REPRESENTATIVE ASSEMBLY [En 2/27/90, Rt 3/14/90]

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D) Agenda Compilation [En 4/25/95]

The Senate Council [see Bylaw 242] shall compile an agenda for each meeting of the Representative Assembly. The agenda must include any items of business submitted in writing to the Senate Council by the Chair, by the Vice Chair, by the Divisional Representatives, by any standing or special committee or any Faculty of the Division, or in writing by any ten members of the Division.

E) Quorum

A quorum of the Representative Assembly consists of at least 40% of the current membership.

F) Conduct of Meeting

The order of business at a regular meeting of the Representative Assembly shall be as follows:

- 1) Minutes
- 2) Announcements by the President of the University
- 3) Announcements by the Chancellor at San Diego
- 4) Announcements by the Chair of the Division
- 5) Announcements by the Student and Research Staff Representatives
- 6) Reports of the Divisional Representatives to the Assembly
- 7) Other Announcements
- 8) Special Orders: the first special order shall be a Consent Calendar prepared by the Senate Council in accordance with Bylaw 242(B)(2)
- 9) Reports of Special Committees
- 10) Reports of Standing Committees
- 11) Reports of Faculties
- 12) Petitions of Students
- 13) Unfinished Business
- 14) New Business

The order of business at a regular meeting may be suspended by a two-thirds vote of the Representative Assembly members present.

During items (2) through (5) and (7), only incidental main motions are in order.

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## 82 REPRESENTATIVE ASSEMBLY [En 2/27/90, Rt 3/14/90]

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### G) Calls and Minutes

At least five days of instruction before a regular or special meeting of the Representative Assembly, a call to the meeting, the agenda, and all pertinent documents shall be distributed, together with information about how to obtain a full printed or electronic copy, to all members of the Division, the President and Vice President of the Academic Senate, the Executive Offices of the other Divisions, the Secretary/Parliamentarian of the Senate, and each member of the University Committee on Rules and Jurisdiction. [Am 6/10/97] [Am 5/27/03]

Within 30 days of instruction after every meeting of the Representative Assembly, the Vice Chair shall distribute to all members of the Division, the President and Vice President of the Academic Senate, Executive Offices of the other Divisions, the Secretary/Parliamentarian of the Senate, and each member of the University Committee on Rules and Jurisdiction information about how to obtain a full printed or electronic copy of the minutes. [Am 6/10/97] [Am 5/27/03]

### H) Privilege of the Floor

- 1) Any member of the Academic Senate who is not a member of the Representative Assembly may attend its meetings and have the privilege of the floor, including the right to make motions, but may not second motions nor vote.
- 2) Attendance at meetings of the Representative Assembly and privilege of the floor, for other than Academic Senate members, is governed by Bylaw 65.

### I) Recorded Ballot at Representative Assembly Meeting

Any motion before a Representative Assembly meeting shall, when the question is called, be submitted to a recorded ballot of the members present at the meeting, provided either that the presiding officer so orders or that at least fifteen percent (15%) of the members present so request. [En 1/26/93]

### J) Mail Ballot Referral

- 1) Action taken at a meeting of the Representative Assembly shall be submitted to a mail ballot of the full Division at the request of one-third of the members present and voting. [En 1/26/93]
- 2) At the request of 35 members of the Division, submitted in writing to the Vice Chair of the Division within ten calendar days after the distribution of the minutes of a Representative Assembly meeting, any action of the Representative Assembly shall be submitted to mail ballot. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of 50 days of instruction [Am 11/24/98, Am 5/27/03]

## •• PART 1: General

## •••• CHAPTER 4: Codifying and Changing Legislation; Elections Procedures

**85 EFFECTIVE DATE OF ACTIONS [Am 11/24/98]**

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All actions taken at a meeting of the Division or of the Representative Assembly shall become effective as of the latest of the following dates:

- 1) Immediately upon adoption by a meeting of the full Division
- 2) Ten calendar days after the distribution of the minutes of a meeting of the Representative Assembly at which the action was taken. [Am 5/27/03]
- 3) Upon the completion of any mail ballot conducted in accordance with these Bylaws, provided that the results of the ballot affirm the proposed action.
- 4) Any later date specified in the motion by which the action was taken.



- PART 1: General

- CHAPTER 4: Codifying and Changing Legislation; Elections Procedures

**90 LEGISLATION - DEFINITION [formerly Bylaw 85] [Am 11/24/98]**

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[SBL 85] The legislation of the Division consists of its Bylaws and Regulations.

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**95      LEGISLATION - PROPOSALS TO REPEAL, AMEND, OR ENACT**

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Any proposals for introducing, modifying, or repealing Divisional legislation must be presented in a form which includes existing and proposed texts. Such proposal shall be accompanied by a statement of its purpose. [Am 2/22/77]

- PART 1: General
- CHAPTER 4: Codifying and Changing Legislation; Elections Procedures

## 100 LEGISLATION - PROCEDURES FOR AMENDMENT

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Legislation can be adopted, amended, or repealed by and only by action at a Representative Assembly or Division meeting, the call to which was distributed at least five days of instruction prior to the meeting and in accordance with the provisions of Bylaws 60, 82(G), and 95. A two-thirds majority of voting members present at a meeting is necessary and sufficient to adopt, amend, or repeal a Bylaw. A simple majority is necessary and sufficient to adopt, amend, or repeal a Regulation. [Am 5/29/73, Rt 6/12/73, Am 2/27/90, Rt 3/14/90, Am 5/23/95, Am 5/27/03]

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## 110 SUSPENSION OF REGULATIONS CONCERNING STUDENTS

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On the recommendation of any faculty, council, or committee of the Division, any Regulation specifically mentioning students may be suspended for the duration of any Representative Assembly or Division meeting by a threefourths vote of the voting members present [See SBL 312]. No other legislation may be suspended. [Am 2/27/90, Rt 3/14/90]

- PART 1: General
- CHAPTER 4: Codifying and Changing Legislation: Elections Procedures

## 115 ELECTIONS AND MAIL BALLOTS

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- A) Subject to the provisions in these Manual, all elections and ballots within the Division are to be conducted by paper or electronic means. The Vice Chair of the Division shall have the discretion to decide whether the election or ballot shall be conducted by mail or electronic voting. Throughout this Manual, the term "mail ballot" shall denote either a paper mail or an electronic ballot. [Am 5/22/12]
- B) Time of Election  
Each election, other than those required to replace someone who has resigned, shall be completed before the meeting of the Academic Council which falls prior to the last spring meeting of the Assembly of the Academic Senate.
- C) Notice of Election  
In the case of all members of the Committee on Committees and officers of the Division to be elected by ballot by the Division, not less than thirty calendar days prior to the date of such election the Vice Chair of the Division shall distribute a notice of the election to each member of the Division. [Am 5/27/03]
- D) Nominations  
Within ten calendar days thereafter it shall be the privilege of any five ordinary members of the Division to nominate in writing a candidate, or if there is more than one position to be filled, candidates not exceeding the number of positions to be filled, by filing with the Vice Chair of the Division, not later than ten days from the receipt of the notice of such election, a statement of such nomination signed by them. This statement shall certify that the nominee will accept the nomination. The Committee on Committees shall nominate the necessary number of candidates to ensure a minimum of two candidates for each office, and the Representative Assembly shall nominate the necessary number of candidates to ensure a minimum of two candidates for each pending vacancy on the Committee on Committees. [Am 2/27/90, Rt 3/14/90, Am 5/22/12]
- E) Ballots [Am 5/22/12]  
No less than ten days before the date of the election, the Vice Chair of the Division shall provide to the members of the Division, either through the mail or electronically, a ballot containing, in alphabetical order, the names of those persons who have been nominated as prescribed in Bylaw 115(C). Nominees of the Committee on Committees and Representative Assembly shall be so labeled on the ballot. This ballot shall contain a statement of the date by which it must be returned to the Vice Chair or a deadline for electronic voting, this being the date of the election.
- 1) In the case of paper mail ballots, there shall accompany the ballot a plain white envelope in which the voter, after marking the ballot, must enclose it, and a further envelope addressed to the Vice Chair in which the said plain envelope shall be returned to the Vice Chair. Upon the envelope addressed to the Vice Chair there shall be a space for the signature of the voter, and no ballot shall be counted unless such signature appears on said envelope.

- PART 1: General
- CHAPTER 4: Codifying and Changing Legislation: Elections Procedures

## 115 ELECTIONS AND MAIL BALLOTS

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- 2) In the case of electronic voting, each voter will have access to a secure, web-based voting system that will authenticate the voter's identity and maintain the confidentiality of the voting process. The voting system shall be designed so that once a vote is cast, neither the voter nor anyone with access to the system can change the vote.
  - 3) If a Senate member prefers a paper ballot, the Senate Office will make one available upon written request. If a voter submits both an electronic and a paper ballot, the electronic ballot will take precedence and the paper ballot will be destroyed prior to the count [Am 2/27/90, Rt 3/14/90]
- F) The Office shall proceed to count the ballots, and within ten calendar days certify the results to the Vice Chair of the Division. The Vice Chair shall announce the results of the election at the next meeting of the Representative Assembly or the Division. [Am 10/25/77, Am 2/27/90, Rt 3/14/90]
- G) Members of the Committee on Committees are elected in the manner described in Bylaw 185(B). Members of the Representative Assembly are elected as described in Bylaw 82(A). Divisional Representatives are elected in the manner described in Bylaw 35(D). Other candidates are elected if they receive a majority vote on the first ballot. If all the places to be filled are not filled on the first ballot, a second ballot shall be taken to fill the remaining vacancies. This ballot shall contain the names of those not already declared elected, who receive the highest numbers of votes on the first ballot up to but not exceeding twice the number still remaining to be elected; provided that if ties exist in the case of the last place or places so determined the names of all those tied for the last place or places shall be included. Those receiving the highest number of votes shall be declared elected.
- 1) If the necessity of a second ballot arises, the Vice Chair of the Division shall distribute said ballot within five calendar days of notification by the Office of the results of the first ballot. This ballot shall contain a statement of the date by which it must be returned to the Vice Chair, this date being ten calendar days after it has been distributed. All other provisions of this section governing ballots shall apply, except for the changes provided in this paragraph with respect to time of deposition of ballots and time of election. [Am 10/25/77, Am 2/27/90, Rt 3/14/90, Am 5/22/12]
- H) If under these Bylaws a meeting of the Representative Assembly or the Division instructs the Vice Chair to put a measure to mail ballot, within ten days of instruction after the meeting the Vice Chair shall prepare and send to each voting member a ballot containing all appropriate texts, and a brief summary of such arguments as have been submitted to him within three days of instruction after the meeting. The procedure in distributing and return of ballots shall be that described in (E) above. All ballots received within twenty days of instruction of the meeting shall be counted by the Office, which shall report the results to the Vice Chair of the Division within twenty-two days of instruction of said meeting. The Vice Chair shall announce the number of votes cast for and against the measure, as well as the number of invalid votes, at the next meeting of the Representative Assembly or the Division, or earlier if so instructed. [Am 10/25/77, Am 2/27/90, Rt 3/14/90, Am 10/27/92, Am 5/22/12]

## •• PART 1: General

## •••• CHAPTER 5: Memorials, Resolutions and Petitions

**120 MEMORIALS, RESOLUTIONS AND PETITIONS - PROCEDURES**

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In the San Diego Division final action on any proposed main motions and amendments thereto which are not legislative items of business and which constitute new business not included in the notice of meeting may be taken at the meeting at which they are proposed or action may be deferred in one of the following ways: [Am 5/25/76, Am 5/27/03]

- A) The proposal may be referred for consideration to an appropriate standing committee or to a special committee. If the committee is instructed to submit a written report at a designated regular or special meeting of the Representative Assembly or the Division, the report, containing the text of the proposal, shall be distributed in the call for the meeting at which the report is to be presented for action, together with information about how to obtain a full printed or electronic copy. [Am 2/27/90, Rt 3/14/90, Am 5/27/03]
- B) Notice may be given of intention to move referral to a mail ballot. After opportunity for debate on the main motion, the motion to refer shall be put forward and if approved by a vote of 25 percent of the members present, shall be passed.
- C) On vote of at least 33 percent of the members present, the proposal will be put over to the next meeting of the Representative Assembly or the Division, in which case the text of the proposal, and any amendments thereto or substitutes therefor, shall be included in the notice of the meeting. [Am 2/27/90, Rt 3/14/90]

## •• PART 2: Committees

## ••• CHAPTER 1: Responsibility of Committees to the Division

**125 COMMITTEES - ESTABLISHMENT OF STANDING AND SPECIAL COMMITTEES**

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The Representative Assembly or the Division has sole authority to establish standing and special committees of the Division. Standing committees shall be established, modified, or abolished only by amendment of these Bylaws. Special committees shall be established by an enabling act passed by a simple majority of the voting members of the Division present at a meeting of the Division or by a simple majority of the voting members of the Representative Assembly present at a meeting of the Representative Assembly. [Am 2/27/90, Rt 3/14/90, Am 5/23/95]



## •• PART 2: Committees

## •••• CHAPTER 1: Responsibility of Committees to the Division

**130 COMMITTEES - AREA OF COMPETENCE, REPORTS OF DECISIONS IN DIVISIONAL BULLETIN**

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The area of competence of a standing committee of the Division shall be as set forth in these Bylaws. The area of competence of a special committee shall be as set forth in its enabling act. No special committee shall be established to perform any duty assigned by these Bylaws to a standing committee. Unless the contrary is specifically stated in these Bylaws or in the enabling act which established it, no committee of the Division as such shall have any duties or powers other than to advise anyone who seeks advice within its area of competence, and to report to the Office and to the Division at any Divisional meeting. As often as it desires, but no less than once per year, each committee shall report to the Representative Assembly any action it has taken or any advice it has given to anyone, except as noted in Bylaw 135 and in Bylaw 15(B)(7). [See SBL 40] [Am 5/25/76, Rt 6/9/76, Am 2/27/90, Rt 3/14/90, Am 5/23/95]

## •• PART 2: Committees

## ••• CHAPTER 1: Responsibility of Committees to the Division

**135 COMMITTEE REPORTS AND RECOMMENDATIONS**

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[SBLs 20, 40, 115] A Divisional committee shall normally report to the Representative Assembly or the Division, but shall have the right to report concurrently to the Assembly of the Senate. When a committee makes recommendations and renders advice to the Chancellor or other administrative officers, it shall report its recommendations to the Representative Assembly or the Division where such report is consistent with the original charge to the committee except advice concerning individual persons which is normally treated as confidential. If a committee desires advice concerning its action, or approval of it, the committee may consult the Division, the Representative Assembly, or the Senate Council. [Am 5/25/76, Am 2/27/90, Rt 3/14/90, Am 4/25/95]

- PART 2: Committees

- CHAPTER 1: Responsibility of Committees to the Division

## 137 COMMITTEE ANNUAL REPORTS

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Each standing committee shall present an annual report to the Division including a summary of its work during each academic year. These reports may be presented at either the last regular Representative Assembly or Division meeting of the reported academic year or the first regular Division meeting of the next academic year. [En 10/25/77, Am 2/27/90, Rt 3/14/90]

- PART 2: Committees

- CHAPTER 1: Responsibility of Committees to the Division

## 140 COMMITTEE MINUTES

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Each committee shall have the power to decide the contents of its own minutes. Each committee shall arrange to produce the reports of its proceedings described in Bylaw 130. To this end a committee may request a member of the Office staff to attend its meetings, keep minutes, and write brief digests of its proceedings. If the Chair of the Division determines that the Office is too busy to provide such assistance, the chair of the committee shall appoint a member of the committee to keep minutes and write the brief digests.

•• PART 2: Committees

••• CHAPTER 1: Responsibility of Committees to the Division

**145 COMMITTEE VICE CHAIR - AUTHORITY**

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The vice chair of any committee shall perform the duties of the chair whenever the latter is unable to do so.

## •• PART 2: Committees

## ••• CHAPTER 1: Responsibility of Committees to the Division

**150 COMMITTEES - CONSULTATION WITH, AND ADVICE FROM, DIVISION MEMBERS**

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Any committee of the Division may ask any member of the Division for information, aid, or advice. Any member of the Division may, at his or her initiative, submit written information or advice to any committee of the Division, and may request to appear before the committee.

## •• PART 2: Committees

## ••• CHAPTER 1: Responsibility of Committees to the Division

**155 COMMITTEE DECISIONS - PROCEDURE TO APPEAL**

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- A) Except in the case of decisions on the merits of a particular case by the Committee on Privilege and Tenure or by the Educational Policy Committee, any ten members of the Division may appeal a decision of a Divisional committee which has authority to take action not requiring subsequent approval by the Division. Except as provided in (B) below, such an appeal shall be filed within thirty calendar days of the decision's being reported to the Division and shall be submitted in writing to the Senate Council, which shall adjudicate the dispute. If the Senate Council is unable to adjudicate the dispute, it may submit the appeal to the Representative Assembly for adjudication. [Am 5/25/76, Rt 6/9/76, Am 2/27/90, Rt 3/14/90, Am 5/23/95, Am 6/10/97, Am 3/1/11]
- B) An appeal which contends that a committee has acted contrary to the Code of the Academic Senate [defined in **SBL 80**] shall be submitted in writing by the ten initiators of the appeal, without limitation of time, to the Divisional Committee on Rules and Jurisdiction, which shall hear both sides, orally or in writing or both, before reaching a decision. The Committee on Rules and Jurisdiction shall report its findings to a meeting of the Senate Council, the Representative Assembly or the Division and to the University Committee on Rules and Jurisdiction. Either the plaintiffs or the defendants may then ask the latter Committee to consider the issue. A decision of the University Committee on Rules and Jurisdiction, if rendered, shall be final. If that Committee decides not to hear the issue, the decision of the Divisional Committee on Rules and Jurisdiction shall stand [Am 2/27/90, Rt 3/14/90, Am 5/23/95]

- PART 2: Committees

- CHAPTER 2: Membership and Tenure of Committees

## 160 COMMITTEES - APPOINTMENT OF

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Unless another method of appointment or election is specified in these Bylaws, the Committee on Committees of the Division shall appoint the members, chair, and vice chair of each standing or special committee of the Division from among the ordinary members of the Division. No individual may be the chair of two standing committees simultaneously. The Committee on Committees shall report its appointments to standing committees to the Representative Assembly or the Division in May of each calendar year. [Am 2/27/90, Rt 3/14/90, Am 4/25/95, Am 5/23/95]



## •• PART 2: Committees

## ••• CHAPTER 2: Membership and Tenure of Committees

**165 COMMITTEES - TERM OF SERVICE**

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Unless another term of service is specified in these Bylaws, the terms of service of the members and chairs of standing committees appointed by the Committee on Committees shall begin on September 1 immediately following their appointment and shall terminate on August 31 one year later. Any special committee shall cease to exist on August 31 immediately following its establishment, unless (1) a definite term of existence is specified in its enabling act or (2) the term of existence is continued by appropriate action of the Representative Assembly or the Division. [Am 5/25/76, Rt 6/9/76, Am 2/27/90, Rt 3/14/90, Am 4/25/95, Am 5/23/95]

•• PART 2: Committees

••• CHAPTER 2: Membership and Tenure of Committees

**166 EX OFFICIO MEMBERS**

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Only members of the Academic Senate may serve as ex officio members of committees of the San Diego Division of the Academic Senate. [En 10/26/93]

•• PART 2: Committees

••• CHAPTER 2: Membership and Tenure of Committees

**167 COMMITTEES - REPRESENTATIVES**

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Representatives to Divisional committees who are not members of the Division shall not be given access to information concerning individual persons which is normally treated as confidential. [En 5/24/77, Rt 6/8/77]

- PART 2: Committees

- CHAPTER 2: Membership and Tenure of Committees

## 168 STUDENT REPRESENTATIVES

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Student representatives to committees shall be currently registered students in good standing. They shall be appointed by the appropriate graduate and under-graduate student governing bodies, and certified by a committee composed of the Chair and the Vice Chair of the Division and the Vice Chancellor for Undergraduate Affairs. [En 5/24/77, Rt 6/8/77]

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**170 ACADEMIC FREEDOM**

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- A) This committee shall consist of three ordinary members of the Division. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. One member shall serve on the University Committee on Academic Freedom [see Bylaw 185(C)(8), and SBL 130] [Am 5/24/77, Rt 6/8/77, Am 2/24/04]
- B) This committee shall study and, at its discretion, report to the Division any conditions within or without the University which, in the judgment of the committee, may affect the academic freedom of the members of the University, with particular reference to the acceptance of positions and resignations from positions in the University, and to the reputation of the University and of individual members of the Division.
- C) The committee shall represent the Division in review of publications dealing with campus regulations, and report the results of its review to the Division.

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**172 ACADEMIC PERSONNEL [Am 5/24/77]**

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- A) This committee shall consist of at least ten, but no more than twelve, ordinary members of the Division holding tenure rank, except that no officer of the Administration shall be eligible to serve. The members shall not include the President of the University, the Chancellor at San Diego, the University Librarian, the Registrar, any Vice Chancellor, any Dean, Associate Dean or Assistant Dean, any Provost, any Director, nor any Department Chair, nor any emeritus faculty member. One member shall serve on the University Committee on Academic Personnel [see Bylaw 185(C)(8), and SBL 135] [Am 10/24/72, Am 3/24/81, Am 4/22/86, Am 5/23/95, Am 2/24/04]
- B) Duties [Am 10/25/77]
- 1) This committee is authorized to represent the Division in making recommendations to the Chancellor concerning appointments, promotions and related matters.
  - 2) This committee confers with and advises the Chancellor and other agencies on general policy relating to academic personnel.
  - 3) This committee, in its annual report to the Division, shall state the extent to which its recommendations on all these matters have been accepted by the University administration. This statement shall be sufficiently detailed to inform the Division of the effectiveness of the committee as a liaison between the Division and the administration.

## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**175 ADMISSIONS**

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- A) This committee shall consist of nine ordinary members of the Division, including ex officio a College Provost, who shall be selected by the Council of Provosts, and the Assistant Vice Chancellor Enrollment Management/Registrar at San Diego, ex officio. It shall also have two undergraduate student representatives, who shall not have the right to vote. The Director of Admissions and Outreach and the Director of Student Research and Information may serve as consultants to the committee without vote, at the request of the committee. One member of this committee, excluding the College Provost and the Assistant Vice Chancellor Enrollment Management/Registrar, shall be the San Diego member of the Senate Board of Admissions and Relations with School (BOARS). The BOARS member shall normally serve in that capacity for a minimum of three years, not to exceed four years, after having served at least one year on the Divisional Committee, and shall remain a member of the Divisional Committee throughout the term of service as a member of BOARS. [See Bylaw 185(C)(8), and SBL 145] [Am 5/24/77, Rt 6/8/77, Am 11/21/89, Am 5/22/90, Am 4/25/95, Am 2/23/99, Am 2/22/00, Am 2/24/04, Am 2/26/09]
- B) This committee shall consider and report on matters involving undergraduate admissions at San Diego.

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**177 DIVERSITY AND EQUITY [En 2/25/78, Am 10/26/99, Am 10/28/08]**

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- A) This committee consists of seven ordinary members of the Division. The Director of the Office of Academic Diversity and Equal Opportunity shall serve as a consultant to the committee. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. One member shall serve on the University Committee on Equity Diversity. [See Bylaw 185(C)(8) and SBL 140] [Am 4/23/91, Am 5/23/95, Am 10/26/99, Am 2/24/04, Am 10/28/08]
- With the concurrence of the Chancellor, the Chair of this committee shall serve as an ex officio member of the Diversity Council. With the concurrence of the Vice Chancellor for Student Affairs, one member of this committee shall serve as a member of the Student Affirmative Action Committee. [En 5/23/95, Am 10/26/99]
- B) This committee shall have the following duties:
- 1) Confers with the administration on general policies bearing on diversity and equity for academic personnel and academic programs. [Am 10/28/08]
  - 2) Undertakes studies of general practices and policies of diversity and equity and makes recommendations to appropriate Senate and administrative bodies. [Am 10/28/08]
  - 3) Reviews information on diversity and equity provided by campus and systemwide administrations and advises the Division and the administration accordingly. [This information consists of data and analyses for women and ethnic minorities concerning utilization, salaries, advancement, and separation.] [Am 10/28/08]
  - 4) Investigates measures to expand the role of the Division in making University education available to disadvantaged young people in the community.
  - 5) Assists and advises the campus community, including the administration and academic units, in conducting student diversity and equity programs. [Am 10/24/08]
  - 6) Reports annually to the Division and the University Committee on Affirmative Action and Diversity on policies, practices, and the committee's actions and recommendations.



•• PART 2: Committees

•••• CHAPTER 3: Standing Committees of the Division

**180 BUDGET AND INTERDEPARTMENTAL RELATIONS [Replaced by Committee on Academic Personnel --  
See Bylaw 172]**

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## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**185 COMMITTEE ON COMMITTEES**

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- A) The Committee on Committees of the Division shall consist of twelve ordinary members of the Division to be elected by the Division as hereinafter provided. The members shall be chosen from other than the President of the University, the Chancellor at San Diego, the University Librarian, and Registrar, any Vice Chancellor, Associate Chancellor, or Associate Vice Chancellor, any Dean, Associate Dean or Assistant Dean, or any Provost. The committee members shall take office on September 1 following the report of their election to the Division. Prior to the beginning of the Fall Quarter of each year, the Senate Council shall appoint the Chair and Vice Chair of the committee from among the members. [Am 5/22/84, Am 10/27/92, Am 5/25/93, Am 4/25/00, Eff 9/1/01, Am 10/29/02, Eff 9/1/03]

The members of the Committee on Committees shall be apportioned by disciplinary areas as follows: two members from any of the science departments; one member from any of the engineering departments; two members from any of the social science departments; one member from any of the humanities departments; one member from any of the fine arts departments; one member from the Faculty of SIO; three members from any of the health sciences departments. There will be one member at large. Health sciences members eligible for election to Committee on Committees shall come from departments not already represented on Committee on Committees. All members of the committee shall serve three year, staggered terms. The Senate Council shall ensure that, as vacancies by disciplinary area occur, at least two nominees for each vacancy appear on the ballot. [En 5/22/84, Am 2/27/90, Rt 3/14/90, Am 5/23/95, Am 4/25/00, Eff 9/1/00, Am 10/29/02, Eff 3/1/03]

- B) The manner of election of the members of the Committee on Committees of the Division shall be as follows:
- 1) In the spring quarter of each year four members shall be elected to serve for three calendar years. No individual shall be eligible for immediate reelection, but shall be eligible after one year of non service. [Am 5/22/84, Am 4/25/00, Eff 3/1/01]
  - 2) The election shall be by mail ballot, as described in Bylaw 115, and shall be held in time to be reported at a regular meeting of the Representative Assembly or the Division in May. [Am 2/27/90, Rt 3/14/90]
  - 3) In an election, a voter shall have one vote for each member of the Committee on Committees to be chosen in the election. The voter may not cast more than one vote for any candidate. Those candidates receiving the largest number of votes will be declared elected, ties being decided by lot.

## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**185 COMMITTEE ON COMMITTEES**

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- 4) Whenever a vacancy for a period exceeding twelve months exists in the membership of the Committee on Committees, it shall so report to the Vice Chair of the Division, who shall immediately issue a notice of election for the purpose of filling said vacancy for the remainder of the unexpired term. [Am 2/24/04]

If the earliest date of election would result in the position being unfilled for more than sixty days, the Vice Chair of the Division may request the Representative Assembly to appoint a replacement until the election is held. If no Representative Assembly meeting is to be held within thirty calendar days, the Vice Chair may request the Senate Council to appoint a replacement until the election is held. In making such appointments, the Representative Assembly or the Senate Council shall take into account the composition of the Committee on Committees, the results of the most recent regular election for the Committee, previous members of the Committee, and the spirit of Bylaw 185(B)(1). Any appointed member shall be eligible for election to the Committee at the end of his or her appointment, and the provisions of Bylaw 185(B)(1) with regard to immediate reelection shall not apply. [Am 2/24/04]

- 5) Whenever an absence of a period of at least two months but not exceeding twelve months exists in the membership of the Committee on Committees, it shall so report to the Vice Chair of the Division, who may request the Representative Assembly to appoint a replacement for the period of absence. If no Representative Assembly meeting is scheduled to be held within thirty calendar days, the Vice Chair may request the Senate Council to appoint a replacement for the period of absence. In making such appointments, the Representative Assembly or the Senate Council shall take into account the composition of the Committee on Committees, the results of the most recent regular election for the Committee, previous members of the Committee, and the spirit of Bylaw 185(B)(1). Any appointed member shall be eligible for election to the Committee at the end of his or her appointment, and the provisions of Bylaw 185(B)(1) with regard to immediate reelection shall not apply. In case of absence expected to last more than one year, the position shall be declared vacant and filled as prescribed in Bylaw 185(B)(4). [Am 2/27/90, Rt 3/14/90, Am 2/24/04]

C) Duties [Am 2/24/04]

- 1) The Committee on Committees shall appoint the members and representatives, other than *ex officio* members and student representatives, of the other standing and special committees of the Division; and, in conformity with the Bylaws of the Division, shall designate the chair and vice chair of each. [Am 5/24/83, Rt 6/16/83]
- 2) It shall report its appointments in accordance with Bylaw 160.
- 3) In the manner described in Bylaw 115(C), the Committee on Committees shall nominate at least two candidates for each office which is to be filled in any Divisional election.

## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**185 COMMITTEE ON COMMITTEES**

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- 4) It shall receive and act upon resignations from all Divisional committees and shall fill vacancies which occur in the standing and special committees other than the Committee on Committees. [See Bylaw 185(B)(4)] It shall report such appointments as soon as possible to the Office and the members of the Division. An individual appointed to fill a vacancy shall take office at once and serve for the full remaining term of the vacancy unless he or she resigns. [Am 5/25/76, Rt 6/21/76, Am 2/27/90, Rt 3/14/90]
- 5) Members of the Divisional Committee on Committees shall be eligible to serve as members and chairs of other Divisional committees
- 6) It shall nominate faculty members for membership on Administrative committees. [En 5/23/95]
- 7) It shall appoint one of its members to serve as the Division's member on the University Committee on Committees for a term not to exceed two years. [SBL 150]

**185 COMMITTEE ON COMMITTEES**

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- 8) It shall nominate to the University Committee on Committees one Division member to each of the following Assembly of the Academic Senate committees to serve a term of not less than two and not more than four consecutive years as the Division's representative. This member shall be either the chair or a member of the corresponding Divisional committee. Members holding an administrative position higher than department chair may not serve as members of these committees. Department chairs may serve, with the exception of the University Committee on Academic Freedom, the University Committee on Academic Personnel, and the University Committee on Privilege and Tenure. [SBL 128]

University Committee on Academic Freedom (UCAF)

University Committee on Academic Personnel (UCAP)

University Committee on Affirmative Action and Diversity (UCAAD)

Board of Relations and Relations with Schools (BOARS)

University Committee on Information Technology and Telecommunications Policy (ITTP)

University Committee on International Education

University Committee on Educational Policy (UCEP)

University Committee on Faculty Welfare (UFW)

Coordinating Committee on Graduate Affairs (CCGA)

University Library Committee (UCOL)

University Committee on Planning and Budget (UP&B)

University Committee on Preparatory Education (UCOPE)

University Committee on Privilege and Tenure (UP&T)

University Committee on Research Policy (UCORP)

- 9) It shall nominate to the University Committee on Committees Division members to serve as the Division's representatives on the University Editorial Committee and the University Committee on Rules and Jurisdiction as specified in those committees' establishing bylaws [see SBL 160, SBL 205]

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**190 CAMPUS AND COMMUNITY ENVIRONMENT [En 5/27/75, Am 1/29/85]**

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- A) This committee shall consist of nine ordinary members of the Division. Insofar as possible, the members shall be chosen to fill staggered threeyear terms. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. [Am 5/24/77, Rt 6/8/77, Am 1/29/85, Am 1/27/87, Am 11/21/89]
- B) This committee shall have the following duties: [Am 1/29/85]
- 1) advise the Academic Senate and the administration on all physical planning and land-use aspects; propose, review and comment on recommendations regarding the UCSD Master Plan, its implementation and amendments; [En 11/21/89]
  - 2) study and make recommendations regarding the preservation and enhancement of the Park and open spaces, the development and utilization of buildings, land, transportation and parking facilities on the campus; and [Am 11/21/89]
  - 3) study and make recommendations regarding the utilization and development of the land, housing, transportation, commercial, recreational, and cultural facilities and institutions in the general vicinity of the campus.
- C) Six members of this committee, with the concurrence of the Chancellor, shall be designated as the faculty members of the Chancellor's Campus/Community Planning Committee. The other three members shall be official alternates for the six designated members of the Campus/Community Planning Committee and shall be invited to attend all its meetings. The chair of this committee shall serve as the cochair of the Campus/Community Planning Committee. Whenever possible, the two committees will work as one to conduct their business and will make one report to the Chancellor and the Senate. [En 1/29/85, Am 11/21/89, Am 10/26/93]
- D) The committee may officially represent the Senate with respect to any of the areas within its charge subject to prior consultation with, and approval by, the Senate Council. [Am 2/27/90, Rt 3/14/90]

## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**192 ACADEMIC INFORMATION TECHNOLOGY [En 3/30/82, Am 11/30/99, Am 5/26/15]**

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- A) This committee shall consist of seven members of the Division, plus the University Librarian, ex officio. Information technology staff specialists may serve as nonvoting consultants to the Committee as needed. One member shall serve on the University Committee on Academic Computing and Communications. [See Bylaw 185(C)(8), and SBL 155] [Am 5/24/83, Am 10/29/85, Am 5/22/90, Am 1/28/92, Am 5/23/95, Am 11/30/99, Am 11/4/03, Am 2/24/04, Am 5/26/15]
- B) This committee shall review and make recommendations to the Division and to the Administration concerning policies governing online education and the development and management of information technology for instruction, research, and for the needs of the campus a whole. [Am 5/26/15]

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**194 DISTINGUISHED TEACHING [En 11/24/92, Am 4/25/92, Repealed 1/31/12]**

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## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**195 INTERNATIONAL EDUCATION [Am 5/22/84, Am 1/28/92, Am 4/23/96, Am 5/26/15]**

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- A) This committee shall consist of nine ordinary members of the Division, plus the Campus Faculty Directors of Programs Abroad Office, *ex officio*. The Chair may invite representatives from international program offices to serve as consultants to the committee without vote. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. One member shall serve on the University Committee on International Education [see Bylaw 185(C)(8), and SBL 165] [Am 5/24/77, Rt 6/8/77, Am 10/26/82, Am 5/22/84, Am 5/27/86, Am 11/17/87, Am 10/27/92, Am 4/23/96, Am 2/24/04, Am 5/26/15]
- B) The duties of the committee shall be the following:
- 1) It shall represent the Division in all matters concerned with the University of California Education Abroad Program (UCEAP). [Am 5/26/15]
  - 2) It shall represent the Division in all aspects of international education and exchange, including campus-based and other education abroad programs. [Am 5/22/84, Am 5/26/15]
  - 3) It shall consult with other appropriate Senate committees, including the Educational Policy Committee, the Undergraduate Council and the Graduate Council, on relevant matters related to international students matriculated or otherwise in residence at the University of California, San Diego. [En 5/26/15]
- C) The Executive Committee of the Committee on International Education shall consist of the Chair, Vice Chair, and *ex officio* members of the Committee on International Education. The Executive Committee shall have the following duties: [En 10/27/92]
- 1) It shall act, in consultation with the staff of the International Center, on those routine administrative matters which require faculty involvement. [Am 5/26/15]
  - 2) It shall formulate, for consideration of the Committee on International Education, policies and programs that will serve to better integrate international education into the campus academic programs.

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**200 EDUCATIONAL POLICY [Am 5/23/95, Am 3/1/11]**

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This committee shall consist of nine ordinary members of the Division. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. The Dean of Graduate Studies and the Associate Vice Chancellor for Undergraduate Education may serve as consultants to the committee, without vote, at the request of the committee. The chairs of the Undergraduate Council and Graduate Council shall be members of the committee. The chair of the committee shall be a member of the Senate Council and Senate-Administration Council. [Am 5/24/77, Rt 6/8/77, Am 4/26/94, Am 2/24/04, Am 5/26/09, Am 3/1/11]

## A) Duties

- 1) The committee shall consider matters of educational policy referred to it by the President, the Chancellor at San Diego, the San Diego Division, or any committee or faculty or meeting of the Division. It shall report its deliberations to the referring agency and, as soon as possible, to the Division. [Am 3/1/11]
- 2) The committee shall have the power to initiate recommendations to the Division concerning the educational policies and curriculum of any college, department, faculty, or institute wholly or partly responsible to the Division, and concerning legislation or administrative policies of a fundamental character involving questions of educational policy. In making these recommendations, the committee shall take cognizance of the Academic Master Plan for the University of California, San Diego. The committee shall have the authority, on behalf of the Division, to ensure that the curriculum of any college, department, faculty, or institute wholly or partly responsible to the Division complies with the Senate Regulations. [Am 3/1/11]
- 3) The committee shall have the authority, on behalf of the Division, to review and to approve or disapprove all petitions from students for exception to the Regulations of the Academic Senate, including the Regulations of the San Diego Division. Decisions of the committee shall be final, except that any three ordinary members of the committee, in dissenting from the majority, may require that the petition be forwarded to the Representative Assembly for final action. [En 4/25/95, Am 3/1/11]
- 4) The committee shall consider proposals for the establishment of new departments, schools, or Organized Research Units. [En 4/25/95, Am 3/1/11]
- 5) The committee shall perform the duties assigned to it by the Policy and Procedures for the Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units. [En 4/25/95, Am 3/1/11]
- 6) The committee shall supervise the Division's endorsement of publications dealing in any way with educational matters. The Division takes no responsibility for descriptions of courses, admission requirements, requirements for certificates, or requirements for degrees which do not appear in a publication currently endorsed by the Division. [Am 5/25/76, Rt 6/9/76, Am 3/1/11]

**200 EDUCATIONAL POLICY [Am 5/23/95, Am 3/1/11]**

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- 7) The committee shall consider appeals regarding the appropriate academic accommodation for students with disabilities, in accordance with the Policy on Students with Disabilities and Steps for Accommodation. As provided in the Policy on Students with Disabilities and Steps for Accommodation, the committee's decision on these appeals may be appealed to the Senior Vice Chancellor for Academic Affairs, whose decisions shall be final. [En 3/1/11]
- 8) The committee shall consider appeals that a grade has been assigned based on non-academic criteria and shall consider appeals as allowed under Section V.C(2) of the UCSD Policy on Integrity of Scholarship. [En 3/1/11]
  - a) If the allegations of the complainant are upheld, the committee will effect a change of that grade in accordance with San Diego Division Regulation 502.
  - b) No committee member shall consider appeals involving a member of his/her department or equivalent unit.
  - c) Decisions of the committee on these appeals shall be final.
- 9) The committee shall consider appeals from students who have not satisfied the Entry Level Writing Requirement, in accordance with the policy approved by the committee and the Committee on Preparatory Education. The committee may annually redelegate all or part of this authority to the Undergraduate Council. The committee or Undergraduate Council, if authority has been so delegated, shall promptly notify the Provost of the student's college of its decision. Decisions of the Undergraduate Council shall be final, except that any member of the council may require the decision to be reviewed by the Educational Policy Committee, whose decision shall be final. [En 3/1/11]

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**202 CEP SUBCOMMITTEE ON APPEALS FOR ACCOMODATION OF STUDENTS WITH DISABILITIES**

**[Replaced by the Educational Policy Committee (3/1/11) -- See Bylaw 200]**

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•• PART 2: Committees

•••• CHAPTER 3: Standing Committees of the Division

**205 CEP SUBCOMMITTEE ON GRADE APPEALS [Replaced by Educational Policy Committee (3/1/11) -- See Bylaw 200]**

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•• PART 2: Committees

•••• CHAPTER 3: Standing Committees of the Division

**207 CEP SUBCOMMITTEE ON SUBJECT A APPEALS [Replaced by Undergraduate Council (3/1/11) -- See Bylaw 210]**

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## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**210 UNDERGRADUATE COUNCIL [En 3/1/11]**

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- A) This committee shall consist of nine ordinary members of the Division. It shall have two undergraduate student representatives, who shall not have the right to vote. The Associate Vice Chancellor for Undergraduate Education and a College Provost, who shall be selected by the Council of Provosts, may serve as consultants to the council, without vote, at the request of the council. The chair of the council shall be a member of the Educational Policy Committee. One member of the council shall serve on the University Committee on Educational Policy [See Bylaw 185(C)(8), and SBL 170]
- B) Duties
- 1) The council shall have the authority, on behalf of the Division, subject to the provisions for appeal in Bylaw 155, to review and to approve or disapprove all new undergraduate programs and changes to existing programs in any department, interdisciplinary program, or equivalent unit wholly or partially responsible to the Division. Proposals for the establishment of a new degree title shall, however, be forwarded to the Representative Assembly for action.
  - 2) The council shall review the proposed undergraduate academic plan of a college and any proposed amendments to the undergraduate academic plan of a college. [An academic plan is a set of specifications covering educational philosophy, organizational structure, general education and distribution requirements, major fields or alternative modes of specialization, degree requirements, transfers among colleges, relation of undergraduate to graduate programs, use of facilities, and deployment of faculty.] The council shall report its findings to the Division for such action as the Division wishes to take. Upon Divisional approval of the academic plan, or its amendments, its implementation shall be given over to the faculty of the college. All elements of the academic plan, including the curricula and courses which derive from it shall be subject to review by the council. Final authority over courses, thus considered, will rest with the Division.
  - 3) The council shall approve text and other materials describing new and existing undergraduate programs and colleges to be included in publications dealing with educational matters [see Bylaw 200(B)(7)]. In carrying out this duty, the council shall maintain liaison with the Educational Policy Committee.
  - 4) The council shall have the authority, on behalf of the Division, to conduct regular periodic reviews of all undergraduate programs. In doing so, the council shall ensure that the undergraduate curricula are in compliance with Senate Regulations and educational policies.
  - 5) The council shall consider proposals for the establishment of departments and schools offering, or intending to offer, undergraduate instruction and degrees.
  - 6) The council shall perform the duties assigned to it by the Policy and Procedures for the Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units.
  - 7) The council shall authorize and supervise all undergraduate courses of instruction in the Division. In carrying out this duty the Council shall maintain liaison with the Educational Policy Committee.

**210 UNDERGRADUATE COUNCIL [En 3/1/11]**

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- a) The council may grant, on behalf of the Division, final approval of proposed new undergraduate courses, proposed modifications to undergraduate courses, and proposed deletions of undergraduate courses.
  - b) The council may grant, on behalf of the Division, final approval of proposed University Extension courses which will carry UCSD undergraduate degree credit, and proposed modifications of those courses.
  - c) The council may, on behalf of the Division, suspend or withdraw approval of undergraduate courses and University Extension courses which carry UCSD undergraduate degree credit. The council may, on behalf of the Division, delete undergraduate courses that have fallen into disuse.  
In taking these actions, the council shall give full consideration to the views and conclusions of appropriate departments, faculties, programs, and faculty members. These actions may be appealed in accordance with Bylaw 155.
- 8) The council shall supervise the application of the Regulation of the San Diego Division of the Academic Senate, which requires a knowledge of American History and Institutions of all candidates for bachelor's degrees. [See SR 638, and SDR 600(E)]
  - 9) The council shall approve the appointment of Undergraduate Instructional Apprentices in accordance with Divisional Senate Regulation 525.



- PART 2: Committees

- CHAPTER 3: Standing Committees of the Division

**215 (BALLOT) EXECUTIVE AND POLICY [Repealed 2/27/90, Rt 3/14/90]**

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- PART 2: Committees

- CHAPTER 3: Standing Committees of the Division

**216 FACULTY RESEARCH LECTURER [En 10/26/82, Repealed 1/31/12]**

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## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**217 FACULTY WELFARE [formerly Bylaw 265] [Am 5/25/82, Am 5/24/11]**

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- A) This committee shall consist of eight ordinary members of the Division and one emeritus member who are not officers of the Division. One member shall also serve on the University Committee on Faculty Welfare [see Bylaw 18(C)(8) and SBL 175]. Any Divisional representative to the Faculty Welfare Task Force on the future of the UC Health Care Plans, or its equivalent, shall serve as an ex officio member. [Am 10/16/84, Am 1/25/94, Am 2/24/04, Am 5/24/11]
- B) This committee considers and reports in timely fashion to the Division and other agencies of the Senate and confers with and advises the Chancellor and campus administration agencies on matters concerned with the welfare of the faculty, such as salaries, benefits, insurance, retirement, housing, and conditions of employment. [Am 5/24/11]
- C) This committee shall be responsible for reporting on all health care matters of concern to members of the Division. In particular, it shall serve as the liaison between the Division and the various administrative bodies concerned with health care, and it shall monitor the introduction, implementation, and effectiveness of all health plans offered on the campus. [En 5/24/11]

•• PART 2: Committees

•••• CHAPTER 3: Standing Committees of the Division

**218 FACULTY WELFARE SUBCOMMITTEE ON HEALTH CARE [See Bylaw 217] [En 2/28/95, Repealed 5/24/11]**

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## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**220 GRADUATE COUNCIL [See SBL 106]**

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- A) This committee shall consist of eleven ordinary members of the Division, including the Dean of Graduate Studies, ex officio, who shall not be chair or vice chair. It shall also have two graduate student representatives, who shall not have the right to vote. One member shall serve on the University Coordinating Committee on Graduate Affairs of the Academic Senate [see Bylaw 185(C)(8) and SBL 180]. [Am 5/24/77, Rt 6/8/77, Am 2/28/89, Am 2/24/04, Am 10/28/08, Am 3/11/11]
- B) The Graduate Council of the San Diego Division shall have the authority entailed by the following obligations to the San Diego Division: [Am 5/23/95]
- 1) The council, with the prior approval of the Division, shall make recommendations to the Coordinating Committee on Graduate Affairs concerning (a) the establishment of new graduate degrees and (b) the qualifications of departments and groups of departments for initiating new programs leading to existing graduate degrees. The council shall obtain Divisional approval of any of these recommendations at a Division or Representative Assembly meeting. After obtaining Divisional approval, the Graduate Council shall transmit its recommendation to the Coordinating Committee on Graduate Affairs. If its recommendation is later altered or rescinded by an appeal under Bylaw 155(B) or by action at a Division or Representative Assembly meeting, the Graduate Council shall so report to the Coordinating Committee on Graduate Affairs. [Am 5/25/76, Am 3/1/11]
  - 2) The council shall have the authority, on behalf of the Division, to review and approve or disapprove changes to existing graduate programs in any department, interdisciplinary programs, or equivalent unit wholly or partially responsible to the Division. [En 3/1/11]
  - 3) The council shall approve text and other materials describing new and existing graduate programs, schools, and colleges to be included in the publications dealing with educational matters [see Bylaws 200(B)(7)]. In carrying out this duty, the council shall maintain liaison with the Educational Policy Committee. [En 3/1/11]
  - 4) The council shall coordinate the procedures of the various departments and schools on the campus insofar as they relate to the conferring of degrees higher than the Bachelor's degree.
  - 5) The council shall set policy and standards for:
    - a) Admission to graduate status in accordance with the provisions of the Academic Senate;
    - b) Appointment of graduate students as Teaching Assistants, Teaching Fellows, Research Assistants, and recipients of University Fellowships;
    - c) Appointment of postdoctoral scholars or their academic equivalent and for their enrollment by the Graduate Division.<sup>1</sup>

**220 GRADUATE COUNCIL [See SBL 106]**

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- 6) The council shall make recommendations to the Dean of Graduate Studies on the allocation of the Graduate Division graduate student fellowship support funds to academic departments and programs. [Am 10/28/08]
- 7) The council shall appoint committees in charge of candidates' studies, who shall certify for every candidate before he or she shall be recommended for a higher degree that the candidate has fulfilled the requirements of the University pertaining to that degree. The council shall supervise the conduct of public and other examinations for higher degrees and shall admit qualified students to candidacy for higher degrees. The council may annually redelegate all or part of these authorities to the Dean of Graduate Studies. [Am 3/1/11]
- 8) The council shall make final report to the Division concerning the conferring of graduate degrees.
- 9) The council shall regulate in other ways the graduate work of the Division, with a view to the promotion of research and learning, especially by exercising its responsibility for conducting regular reviews of existing graduate programs for their quality and appropriateness. In carrying out its program review responsibilities, the council shall ensure that the graduate curricula are in compliance with Senate Regulations and educational policies. [Am 3/1/11]
- 10) The council shall report and make recommendations to the Division on matters pertaining to graduate work.
- 11) The council shall advise the Chancellor of the San Diego campus when requested concerning relations with the educational and research foundations. [Am 3/1/11]
- 12) The council shall limit, at its discretion, the study lists of graduate students who are employed.
- 13) The council shall make rules governing the form of presentation and the disposal of dissertations.
- 14) The council shall authorize and supervise all graduate courses of instruction in the Division. In carrying out this duty the Council shall maintain liaison with the Educational Policy Committee.
  - a) The council may grant, on behalf of the Division, final approval of proposed new graduate courses, proposed modifications to graduate courses, and proposed deletions of graduate courses.
  - b) The council may, on behalf of the Division, suspend or withdraw approval of graduate courses. The council may, on behalf of the Division, delete graduate courses that have fallen into disuse.

**220 GRADUATE COUNCIL [See SBL 106]**

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- 15) In taking these actions, the council shall give full consideration to the views and conclusions of appropriate departments, faculties, programs, and faculty members. These actions may be appealed in accordance with Bylaw 155. [Am 3/1/11]The council shall consider proposals and academic plans for the establishment of departments, schools, or colleges offering, or intending to offer, graduate and/or professional instruction and degrees. [An academic plan is a set of specifications covering educational philosophy, organizational structure, fields of study, degree requirements, relation of undergraduate and graduate programs, use of facilities, and deployment of faculty]. [Am 3/1/11]
  
- 16) The council shall perform such duties as it is assigned by the Policy and Procedures on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units.

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<sup>1</sup> For purposed of this legislation a postdoctoral scholar is one who:

- 1. Has been awarded, or has completed requirements for a doctoral degree or foreign equivalent where at least three years of undergraduate study are prerequisite to admission to the graduate degree program, and
- 2. Has been awarded a Fellowship or Traineeship or equivalent support for studies at the postdoctoral level, and
- 3. Will pursue a program of research and training approved by a department or research unit and by the Dean of Graduate Studies.

The term *academic equivalent* refers to such appointments as Postgraduate Research-category who are in training status but not to interns and residents. Enrollment as a postdoctoral scholar is limited to a period not to exceed five years.

**225 LIBRARY**

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- A) This committee shall consist of seven ordinary members of the Division, including ex officio the University Librarian at San Diego, who shall not become chair. It shall also have one representative of the Librarians Association of University of California, one undergraduate student representative, and one graduate student representative, who shall not have the right to vote. One member shall also serve on the University Library Committee [see Bylaw 185(C)(8)SBL 185] [Am 5/24/77, Rt 6/8/77, Am 5/24/83, Am 2/24/04]
- B) The Library Committee shall have the following duties:
- 1) It shall confer with and advise the Chancellor, other administrative agencies and the Senate on planning, budget, and resource allocations. [see 105.2 (f) of the Standing Orders of Regents ] Such advice shall include recommendations concerning the Library budget, the formulation of Library policies, the allocation of space, and the apportionment of funds.
  - 2) It shall perform such other duties relative to the Library at San Diego as may be committed to the Division by proper authority.
  - 3) It shall provide liaison between the faculty and the Library administration in all matters of Library policy.
  - 4) It shall prepare and submit to the Division an annual report on financial problems, allocation of space, facilities for research in campus libraries, and any other matters within its jurisdiction.
  - 5) It shall participate in an advisory capacity to the Chancellor at San Diego and the President of the University preliminary to the appointment of the University Librarian.



## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**228 PLANNING AND BUDGET [En 5/24/77]**

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- A) This committee shall consist of nine ordinary members normally serving threeyear staggered terms. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. One member shall serve on the University Committee on Planning and Budget [see Bylaw 185(C)(8), and SBL 190] [Am 3/24/81, Am 11/24/98, Am 2/24/04, Am 5/22/12]
- B) This committee shall have the following duties: [Am 5/23/95, Am 11/24/98, Am 3/1/11, Am 5/22/12]
- 1) It shall confer with and advise the Chancellor, other administrative agencies and the Senate on planning, budget, and resource allocations.
  - 2) It shall represent the Division on appropriate committees.
  - 3) It shall initiate studies in planning and budget matters and shall be responsible for developing a substantive, long-term understanding of the campus budget and budget-setting process. To accomplish these studies and develop this understanding, the committee may, by majority vote, authorize the establishment of ad hoc committees.
  - 4) It shall consider matters of long range academic planning and educational policy.
  - 5) It shall receive reports from, and maintain liaison with, the Educational Policy Committee, the Undergraduate Council, the Graduate Council, the Committee on Research, and the Committee on Library.

•• PART 2: Committees

•••• CHAPTER 3: Standing Committees of the Division

**229 PLANNING AND BUDGET SUBCOMMITTEE ON CAMPUS BUDGET [En 11/24/98, Repealed 5/22/12]**

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## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**230 PRIVILEGE AND TENURE [Am 5/24/88, Am 5/22/90, Am 6/3/14, Am 6/07/16]**

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- A) The Committee on Privilege and Tenure (“the committee”) has jurisdiction over grievance cases, disciplinary cases, and early termination cases, as provided in University of California Academic Senate Bylaw 334. The committee considers matters affecting the rights or privileges of Senate members, including allegations that a procedural violation occurred in a Senate member’s academic review. The principles and procedures governing the committee are set forth in University of California Academic Senate Bylaws 334, 335, 336 and 337. The Faculty Code of Conduct is set forth in the University of California Academic Personnel Manual Section 015, and the University Policy on Faculty Conduct and the Administration of Discipline is set forth in Section 016.
- B) Membership. The committee will consist of seven ordinary members of the Division, none of whom is a current officer of the Division or a current officer of the Administration. In particular, the members shall not include any current Dean, Provost, or Department Chair. No two members may be from the same department. One member of the committee will serve on the University (systemwide) Committee on Privilege and Tenure, in accordance with University of California Academic Senate Bylaw 128(B) and San Diego Divisional Senate Bylaw 185(C)(8). [Am 4/28/92, Am 5/23/95, Am 2/24/04]
- C) The following Divisional procedures supplement the systemwide Academic Senate Bylaws.
- 1) The Committee on Committees will annually appoint a panel of seven advisors, who will be available for consultation about procedure to Senate members who may be considering filing a grievance, or who have been notified by the Administration that they are the subject of a disciplinary hearing. The members of the panel shall be apportioned by disciplinary areas as follows: one member from SIO, one member from a science department, one member from an engineering department, one member from a social sciences department, one member from a humanities or fine arts department, and two members from two different health sciences departments. Any Senate member may consult with a member of this panel of advisors about the procedures to be followed in accordance with this bylaw. Such advisors will not serve as representatives of any complainant, nor may they be current members of the committee. [Am 6/07/16]
  - 2) Upon request by the Chair of the Committee on Privilege and Tenure, the Committee on Committees will nominate faculty to serve on a hearing panel. [Am 6/07/16]
  - 3) Allegations of discrimination or sexual harassment of Senate members are referred to the Office for the Prevention of Harassment and Discrimination (OPHD) for investigation. A grievance tied to a discrimination or sexual harassment complaint is held in abeyance pending the outcome of the investigation, after which the OPHD finding is reported to the committee for consideration in the grievance proceeding. [EC 6/07/16]
  - 4) The chair of the committee will promote settlement of grievance cases on behalf of the committee or may delegate this authority to a committee member. Settlement discussions will not be admissible in any committee hearing. [EC 6/07/16]

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**230 PRIVILEGE AND TENURE [Am 5/24/88, Am 5/22/90, Am 6/3/14, Am 6/07/16]**

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- 5) If the committee finds that the Senate member's rights and privileges have not been violated, but believes that conduct directed at the grievant was inconsistent with the campus's Principles of Community, the committee may advise the Administration to take action to curtail such conduct. [Am 6/07/16]
  - 6) The committee will annually submit a summary of its cases to Senate Council and to the University (systemwide) Committee on Privilege and Tenure. Specifically, it will report the final disposition and also report the action taken by the Administration in each case. This report will not name the faculty members involved in any case or provide any more identifying detail than is required to inform Senate Council and the University Committee on Privilege and Tenure of the nature of the committee's actions and rulings. [EC 6/07/16]
- D) Links to bylaws, policies and principles referenced.
- UC Academic Senate Bylaws 334, 335, 336, and 337
  - UC APM Section 015
  - UC APM Section 016
  - UC Academic Senate Bylaw 128(B)
  - San Diego Divisional Senate Bylaw 185(C)(8)
  - UCSD Principles of Community

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**235 RESEARCH [Am 5/25/76, Am 4/23/96, Am 4/25/00]**

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- A) This committee shall consist of ten ordinary members of the Division, including the Divisional Representative to the University Committee on Research Policy (UCORP) and ex officio the Vice Chancellor for Research, neither of whom shall serve as chair or vice chair. The Chair and Vice Chair of this committee shall normally be appointed for two-year staggered terms. The UCORP member shall normally serve for two years after having served at least one year on the Divisional committee [see Bylaw 185(C)(8)and SBL 200]. [Am 11/27/90, Am 4/25/95, Am 4/23/96, Am 4/25/00, Am 2/24/04, Am 1/29/08, Am 3/12/13]
- B) This committee shall have the following duties: [Am 4/23/96]
- 1) It shall review and make recommendations to the Administration and the Division concerning general policies pertaining to Organized Research. [En 11/27/90, Am 4/23/96]
  - 2) It shall review and make recommendations concerning proposals for and reviews of Organized Research Units. [En 11/27/90]
  - 3) It shall review and make recommendations concerning proposals for and reviews of University authorized research units. [En 11/27/90, Am 4/23/96]
  - 4) It shall formulate and report to the Division general policies, not otherwise provided for by Universitywide policy, concerning the research activities on the San Diego campus that are supported by campus funds or by extramural funding. [Am 4/23/96, Am 3/12/13]
  - 5) It shall advise the Chancellor and report to the Division concerning budgetary needs for support of research in the Division. [See Bylaw 135]
  - 6) It shall make recommendations to the Chancellor, at his or her request, concerning the allocation among applicant San Diego Division members of any money made available. [Am 4/23/96]

**236 GENERAL CAMPUS RESEARCH GRANT COMMITTEE [En 4/23/96, Am 3/12/13]**

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- A) This committee shall consist of seven ordinary members of the Division from the General Campus.
- B) This committee shall have the following duties:
  - 1) It shall formulate policies regarding the awarding of funds allocated to this committee.
  - 2) It shall allocate funds within its purview to applicant Division members for the support of research and travel to attend scholarly meetings.

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**237 HEALTH SCIENCES RESEARCH GRANT COMMITTEE [En 11/27/90, Am 4/23/96 (formerly Bylaw 236),  
Am 3/12/13]**

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- A) This committee shall consist of six ordinary members of the Division from the Health Sciences. [Am 4/29/14]
- B) This committee shall have the following duties:
  - 1) It shall formulate policies regarding the awarding of funds allocated to this committee.
  - 2) It shall allocate funds within its purview to applicant Division members for the support of research and for travel to attend scholarly meetings.

•• PART 2: Committees

•••• CHAPTER 3: Standing Committees of the Division

**238 MARINE SCIENCES RESEARCH GRANT COMMITTEE [En 11/27/90, Am 4/23/96 (formerly Bylaw 237), Am 3/12/13]**

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- A) This committee shall consist of three ordinary members of the Division from the Scripps Institution of Oceanography.
- B) This committee shall have the following duties:
  - 1) It shall formulate policies regarding the awarding of funds allocated to this committee.
  - 2) It shall allocate funds within its purview to applicant Division members for the support of research and for travel to attend scholarly meetings.



**240 RULES AND JURISDICTION**

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- A) This committee shall consist of three ordinary members of the Division.
- B) The duties of this committee shall be the following:
- 1) It shall prepare and report to the Division such changes and additions to the Bylaws and Regulations of the Division as may seem advisable.
  - 2) It shall review legislation proposed for adoption by the Division with a view to determining whether such legislation conflicts with the Bylaws and Regulations of the Academic Senate as a whole.
  - 3) It shall advise the Division regarding the scope of its jurisdiction and that of the Academic Senate as a whole.
  - 4) It shall determine the membership of the Division in accordance with these Bylaws. [En 5/25/76]
  - 5) It shall review the credentials of designated representatives to the Division to determine whether they have been selected in a representative manner. On the basis of that review it shall determine whether individual nominees may serve as representatives. [En 5/25/76]
  - 6) It shall hear appeals in accordance with Bylaw 155(B). [En 4/25/95]
  - 7) It shall make editorial and conforming nonsubstantive changes in the Bylaws and Regulations with regard to headings, crossreferences, organizational titles, details of style, insertion and deletion of square bracketed editorial comments, and similar items, reporting all such changes to the organizations directly concerned, and reporting them to members of the Division.
  - 8) [SBL 144(B)] It shall edit and publish, at such intervals as may seem necessary, the Manual of the Division which shall consist of
    - a) the Bylaws of the Division,
    - b) the Regulations of the Division,
    - c) such Appendices as the Division shall direct to be included,
    - d) the Bylaws of Faculties and committees directly responsible to the Division.
  - 9) It shall recommend to the Division from time to time such changes in its organization as seem desirable.

## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**241 SENATE AWARDS [En 1/31/12]**

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- A) This committee shall consist of seven ordinary members of the Division. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote except as noted below. The membership shall typically include past recipients of the Distinguished Teaching and Faculty Research Lecturer awards.
- B) The Committee shall have the following duties:
- 2) Faculty Research Lecturer Awards
    - a) It shall solicit nominations annually for members of the faculty or staff at San Diego whose research has made a significant contribution to the advancement of knowledge and present recommendations for recipients to the Representative Assembly, which shall accept or reject each recommendation.
      - i) It shall recommend up to two members, one in the Arts/Humanities/Social Sciences and one in the Sciences/Engineering, who shall present a public lecture on a topic of his or her choice.
      - ii) The recommendations shall be made to the Representative Assembly or the Division no later than its final meeting in the spring term, and the lectures shall be presented during the following academic year.
  - 1) Distinguished Teaching Awards
    - a) It shall solicit nominations annually for distinguished teaching awards, and present recommendations for recipients to the Representative Assembly, which shall accept or reject each recommendation.
      - i) It shall recommend up to five Academic Senate members, three non-Senate faculty members, and three graduate students.
      - ii) For the award to Senate Members, the committee shall recommend up to four members of the Faculties of the undergraduate Colleges, no more than one from each of the following disciplinary areas: arts or humanities; engineering; natural sciences; and social sciences. The committee may recommend one additional member from among the faculties of the graduate and professional schools.
      - iii) The undergraduate and graduate student representatives shall have the right to vote on nominees for distinguished teaching awards.
    - b) It shall consider general policies that will enlarge the possibilities for distinguished teaching and consider ways to improve the quality of instruction, including methods of evaluation.
  - 3) Donald F. Tuzin Award for Distinguished Service in the UCSD and Systemwide Academic Senate

**241 SENATE AWARDS [En 1/31/12]**

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- a) It shall solicit nominations biennially for Academic Senate members who have shown exceptional leadership by serving the Senate in a distinguished manner that reflects a deep commitment to shared governance and to the excellence of the University of California and present a recommendation to the Representative Assembly, which shall accept or reject the recommendation.
- 4) Academic Senate Service Award
    - a) It shall entertain nominations for a member of the UC San Diego administration who has not only provided extraordinary service to the campus, but has done so in a manner that honors and advances the tradition of shared governance and strengthens the partnership between the Academic Senate and the Administration, and present a recommendation to the Representative Assembly, which shall accept or reject the recommendation.

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**242 SENATE COUNCIL [En 5/22/90]**

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- A) This committee shall consist of the Chair and Vice Chair of the Division, who shall serve as chair and vice chair of this committee, and the chairs of the following committees: Academic Personnel, Admissions, Affirmative Action and Diversity, Campus & Community Environment, Committee on Committees, Educational Policy, Undergraduate Council, Faculty Welfare, Graduate Council, Planning & Budget, Privilege & Tenure, and Research; the two senior Divisional Representatives to the Assembly of the Academic Senate; the immediate past Chair of the Division; two elected members to the Representative Assembly chosen by the Representative Assembly; and any members of the Academic Council from the UCSD campus. When, in accordance with Bylaw 25(B)(9), a former Chair of the Division serves as a member of the Program Review Committee, that individual shall be a member of this committee. [Am 10/23/90, Am 5/28/91, Am 4/29/08, Am 3/1/11]
- B) Duties
- 1) This committee shall oversee the business of the Academic Senate and shall consider issues of general interest to the faculty. It shall monitor and adjust the work of the Senate's committees, and shall advise the Chair of the Division about campus business.
  - 2) This committee shall determine the agenda for meetings of the Representative Assembly and the Division. Agenda items deemed non-controversial by unanimous consent may be placed on a Consent Calendar under Special Orders in the call. Approval of all business on the Consent Calendar requires a single unanimous vote. At the request of any Representative Assembly member, any such Calendar item must be deferred until consideration of new business. [Am 10/23/90, Am 5/23/95]
  - 3) This committee shall prepare the agenda for meetings of the Division. [Am 10/23/90]
  - 4) The Senate Council may act for the Representative Assembly in case of emergency. [Am 10/23/90]
  - 5) This committee shall appoint the Chair and Vice Chair of the Committee on Committees prior to the beginning of Fall Quarter each year [see Bylaw 185(A)]. [En 5/23/95]
  - 6) This committee shall nominate two candidates for each vacancy of the Committee on Committees to be filled by election. [En 5/23/95]
  - 7) This committee shall perform any duties assigned to it by the Policy and Procedures on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and units. [En 5/23/95]

## •• PART 2: Committees

## ••• CHAPTER 3: Standing Committees of the Division

**244 SENATE-ADMINISTRATION COUNCIL [En 5/22/90, Am 5/26/15]**

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- A) This committee shall consist of the Chair of the Division and the Chancellor, who shall serve as co-chairs of the committee; the Vice Chair of the Division, who shall serve as vice chair of the committee; the chairs of the following committees: Academic Personnel, Admissions, Diversity and Equity, Campus & Community Environment, Committee on Committees, Educational Policy, Undergraduate Council, Faculty Welfare, Graduate Council, Planning & Budget, Privilege & Tenure, and Research; any members of the Academic Council from the UCSD campus; the immediate past Chair of the Division; the Executive Vice Chancellor for Academic Affairs, the Vice Chancellor-Chief Financial Officer; the Vice Chancellors for Advancement, Equity, Diversity & Inclusion, Health Sciences, Marine Sciences, Research, Resource Management & Planning, and Student Affairs; the Dean of Undergraduate Education; and the Dean of the Graduate Division. When, in accordance with Bylaw 25(B)(9), a former Chair of the Division serves as a member of the Program Review Committee, that individual shall be a member of this committee. [Am 5/28/91, Am 10/26/93, Am 11/22/94, Am 1/23/07, Am 4/29/08, Am 3/1/11, Am 5/26/15]
- B) This committee shall facilitate cooperation between the Academic Senate and the administration.

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**245 STUDENT AFFIRMATIVE ACTION [See Bylaw 177] [Am 1/27/87, Repealed 10/26/99]**

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## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**250 PREPARATORY EDUCATION [Am 5/22/84, Am 12/3/91, Am 10/24/00]**

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- A) This committee shall consist of five ordinary members of the San Diego Division. It shall also have one undergraduate student representative and one graduate student representative, who shall not have the right to vote. Representatives from the Basic Writing Program, the Office of Academic Support and Instructional Services (OASIS), and the Math Testing and Placement Office may serve as consultants, without vote, at the request of the committee. One member shall serve on the University Committee on Preparatory Education [see Bylaw 185(C)(8) and SBL 192]. [Am 5/24/77, Rt 6/8/77, Am 5/22/84, Am 5/28/85, Am 12/3/91, Am 4/28/92, Am 10/24/00, Am 2/24/04, Am 5/26/09]
- B) The duties of the committee shall be the following: [Am 5/22/84]
- 1) It shall monitor academic aspects of preparatory education. [Am 5/26/09]
  - 2) It shall conduct periodic reviews and evaluations of preparatory education. [Am 5/26/09]
  - 3) It shall initiate proposals for establishment, evaluation and termination of preparatory education. [Am 5/26/09]
  - 4) It shall supervise the implementation of the Regulations of the Division and the Senate [SR 636] concerning the University of California Entry Level Writing Requirement. [Am 5/26/09]
  - 5) It shall report on preparatory education to the Division and other Senate agencies. [Am 5/26/09]

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**255 UNDERGRADUATE SCHOLARSHIPS AND HONORS**

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- A) This committee shall consist of eight ordinary members of the Division and ex officio the Vice Chancellor for Student Affairs, who shall not be chair. It shall also have two undergraduate student representatives, who shall not have the right to vote. [Am 5/24/77, Rt 6/8/77, Am 1/29/02]
- B) The members of the Committee on Undergraduate Scholarships and Honors shall be apportioned by discipline as follows: two members for any of the biology sections; two members from any of the engineering departments; one member from any of the fine arts departments; one member from any of the humanities departments; one member from any of the social departments. Members will ordinarily serve a two or three-year term and half of the membership will be retained each year. The chair will be a member who is serving for the second or third year. [Am 1/29/02]
- C) It shall be the duty of this committee to recommend to the President, through the Chancellor at San Diego, the awarding of undergraduate scholarships, including competitive awards, according to the terms of the various foundations, subject to such conditions as the Division and the University Committee on Educational Policy may prescribe. The committee shall also establish minimum standards for undergraduate honors, shall remind the colleges and schools at appropriate times during the academic year of the program of awards of undergraduate honors, and shall ascertain that each college and school fulfills its obligations under that program. [See SR 640]



## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**260 EXTENDED STUDIES AND PUBLIC SERVICE [Am 1/28/92, Am 5/24/11]**

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- A) This committee shall consist of seven members of the San Diego Division, and the Associate Vice Chancellor for Extended Studies and Public Service, ex officio. [Am 1/28/92]
- B) The duties of this committee shall be the following: [Am 1/25/92]
- 1) University Extension
    - a) It shall advise the Chancellor and the Dean of the University Extension on the San Diego campus on any matters referred by them to the committee.
    - b) It shall initiate recommendations to the Chancellor and the Dean of University Extension on the San Diego campus concerning the functions and the educational and related budgetary and personnel policies of University Extension.
    - c) It shall serve as an advisory committee of the Division to consult with the Chancellor and the University Dean of University Extension regarding the appointment of the Dean of University Extension.
    - d) It shall advise the Dean of University Extension on the San Diego campus and the departments, colleges, and Graduate Division at San Diego with respect to the following:
      - i) establishment, continuance, and discontinuance of Extension programs,
      - ii) criteria for appointment and retention of Extension teaching staff,
      - iii) policy concerning acceptance of financial support for Extension programs from sources outside the University,
      - iv) establishment of requirements for admission to Extension courses yielding credit toward an academic degree,
      - v) coordination, in such respects as it may deem advisable, of the relations of University Extension on the San Diego campus with the San Diego Division.
  - 2) Public Service Programs [Am 5/24/11]
    - a) It shall advise the Associate Vice Chancellor for Extended Studies and Public Service on the following:
      - i) educational programs serving special interest populations,
      - ii) low-power television station,
      - iii) public service programs.

## •• PART 2: Committees

## •••• CHAPTER 3: Standing Committees of the Division

**260 EXTENDED STUDIES AND PUBLIC SERVICE [Am 1/28/92, Am 5/24/11]**

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- 3) It shall review the annual report of the Associate Vice Chancellor for Extended Studies and Public Service, and submit an annual report and such interim special reports as it may deem advisable to the San Diego Division. [Am 5/24/11]
- 4) It shall consider such other matters as are referred to it by the Academic Senate or the administration. [Am 5/24/11]

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**265 UNIVERSITY WELFARE [Replaced by Committee on Faculty Welfare (2/28/95) -- See Bylaw 218]**

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**270 FACULTIES OF THE DIVISION - DEFINITION**

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The Faculties of the Division are those of the various colleges, and of the graduate and professional schools. Faculties are thus parallel to administrative units with the same names. The members of a Faculty are those members of the Division who are assigned to the parallel administrative unit, members from other Faculties who have been invited to membership, and also [see SBL 45] the President of the University, and the Chancellor at San Diego. [Am 5/23/95]

**275 FACULTY ORGANIZATION AND AUTHORITY [SBL 50]**

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- A) Each Faculty is authorized to organize, select its officers and committees, and adopt any procedural rules and regulations consistent with the legislation of the Senate and the Division. The administrative head of the parallel administrative unit shall be ex officio a member of the executive committee of the Faculty, but he or she shall not be eligible to serve as chair of the Faculty. The chair of the Faculty and the members of the executive committee shall be selected by the Faculty.
- B) Each Faculty is authorized to present to the Division recommendations and proposals for modifying Divisional legislation, and, at its discretion, may delegate portions of its authority to its committees or executive officers. The Division or the Assembly may from time to time impose specific duties on a Faculty.
- C) Each college Faculty, upon approval of its academic plan by the Division [see Bylaw 200(B)(4)], shall implement the plan, subject to review by the Committee on Educational Policy and Courses on behalf of the Division. [Am 5/25/76]

**280 CURRICULUM CHANGES SUBMITTED TO FACULTIES [SBL 51] [Am 5/23/95]**

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No change in the curriculum of any Faculty shall be made by the Division until the proposed change has been submitted to the formal consideration of the Faculty concerned.

**500 GRADING POLICY [En 6/4/74, Rt by Assembly 12/4/75]**

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## A) Grades and Grade Points

- 1) The work of students will be reported in terms of the following grades: A (excellent), B (good), C (fair), D (poor), F (fail), I (incomplete), IP (in progress), P (pass), NP (not pass), S (satisfactory), U (unsatisfactory). The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. [Am 2/22/83, Rt by Assembly 5/25/83]
- 2) At the end of each quarter, the instructor of each course will assign a letter grade to each student who was enrolled in that course at the end of the ninth week of instruction on the basis of the work required for the entire course. An I grade may be assigned, if appropriate [see Regulation 500(B)]. [En 5/27/80, Rt by Assembly 3/11/81]
- 3) For each student the Registrar will calculate a grade point average (GPA) over courses taken at any campus of the University of California, not including Extension courses. Grade points per unit will be assigned as follows: A 4, B 3, C 2, D 1, F 0. When attached to the grades B and C, plus (+) grades carry threetenths of a grade point more per unit. The grade of A+, when awarded, represents extraordinary achievement but does not receive grade point credit beyond that received for the grade of A. When attached to the grades of A, B, and C, minus (-) grades carry threetenths of a grade point less per unit than the unsuffixed grades. Courses in which an I, IP, P, NP, S, U, or W grade has been awarded will be disregarded in grade point calculations. A graduate student's GPA will be calculated over courses taken while in graduate standing. [Am 5/27/80, Rt by Assembly 3/11/81, Rt by Assembly 5/25/83]

## B) The I Grade

- 1) The grade I may be assigned to a student's work when the work is of nonfailing quality, but is incomplete for good cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after final examination week. An instructor may not grant a request for an Incomplete for other than such good cause. [Am 5/25/93, Am 4/23/96]
- 2) The instructor shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the following quarter. If not replaced by this date, the I grade will lapse into a failing grade. The instructor may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work. [Am 10/25/77, Am 4/23/96, Am 2/23/10]
- 3) Except as provided under Academic Senate Regulation 634, the I grade shall be disregarded in determining a student's grade point average.

## C) The IP Grade

**500 GRADING POLICY [En 6/4/74, Rt by Assembly 12/4/75]**

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- 1) For exceptional and compelling reasons, a course extending over more than one quarter may be authorized with the prior approval of the Undergraduate Council (for undergraduate courses) or the Graduate Council (for graduate courses). In such courses an evaluation of a student's performance may not be possible until the end of the final term. In such cases the instructor may assign the provisional grade IP (in progress). [Am 3/1/11]
  - 2) IP grades shall be replaced by final grades if the student completes the full sequence. The instructor may assign final grades, grade points, and unit credit for completed terms when the student has not completed the entire sequence provided that the instructor has a basis for assigning the grades and certifies that the course was not completed for good cause. An IP not replaced by a final grade will remain on the student's record.
  - 3) In calculating a student's grade point average, grade points and units for courses graded IP shall not be counted. However, at graduation, courses still on the record as graded IP must be treated as courses attempted in computation of the student's grade point average in assessing a student's satisfaction of Senate Regulation 634.
- D) The P and NP Grades
- 1) Consistent with college policy, an undergraduate student in good academic standing may elect to be graded on a P/NP basis in a course. No more than one fourth of an undergraduate student's total UCSD course units may be in courses taken on a P/NP basis. Departments may require that courses applied toward the major be taken on a letter grade basis. [Am 5/24/77, Am 4/24/79, Am 5/26/81, Rt by Assembly 12/2/81, Am 4/27/93]
  - 2) Registration on a P/NP basis must take place before the end of the fourth week of the quarter. [Am 2/26/91]
  - 3) In any course, the minimum standard of performance for a grade of P shall be the same as the minimum for a grade of C. [EC 2/22/77, Am 5/24/83, Rt by Assembly 5/9/84]
  - 4) Units earned with the grade of P shall be counted in satisfaction of degree requirements, but units taken on a P/NP basis shall be disregarded in determining a student's gradepoint average.
  - 5) An undergraduate student's work in a noncredit course shall be reported on a P/NP basis. [En 5/23/78]
- E) The S and U Grades
- 1) With the approval of the Graduate Council, departments may offer graduate courses in which graduate students may be graded on an S/U basis, and courses in which graduate students shall be graded only on an S/U basis. [Am 5/24/77]
  - 2) A graduate student's work in a noncredit course may be reported on an S/U basis. [Am 5/24/77]



**500 GRADING POLICY [En 6/4/74, Rt by Assembly 12/4/75]**

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- 3) With the approval of the department and the instructor concerned, a graduate student may elect to have his/her work in any undergraduate course or in a graduate course outside his/her major graded on an S/U basis. [En 5/24/77, Am 11/28/78, Am 11/28/95]
  - 4) With the approval of the department and the instructor concerned, a graduate student who has advanced to candidacy for the Ph.D. degree may take any course on an S/U basis. [En 5/24/77, Am 5/23/78]
  - 5) The minimum standard of performance for a grade of S shall be the same as the minimum for a grade of B. [En 5/24/77, Am 5/24/83, Rt by Assembly 5/9/84]
  - 6) Registration on an S/U basis must take place at the beginning of the quarter.
- F) The NR Designation [Rp 4/25/95]
- F) The W Grade [En 5/27/80, Am 5/20/08]
- 1) When a student withdraws from the University or drops a course, other than a laboratory course, between the beginning of the fifth week of instruction and the end of the ninth week of instruction of a quarter, the Registrar will assign a W to the student for each course affected. A student who drops a laboratory course after the second laboratory session will receive a W for the course. Only the Registrar may assign a W. [Regulation 501] [Am 4/23/91]
  - 2) Courses in which a W has been entered on the student's transcript will be disregarded in determining a student's grade point average and will not be considered as courses attempted in assessing the student's satisfaction of Senate Regulation 634 for graduation.
  - 3) Except as provided in SD 501(C)(2), a student may receive a maximum of one W per course. [En 5/20/08]
- G) Blank on Students' Transcript [En 4/25/95]
- 1) If a student's name appears on the end of quarter course list for a course, but no grade is reported, the Registrar will leave a blank for that course on the student's transcript.
  - 2) A blank which is not replaced by a grade assigned by the instructor, after one quarter on a student's record, will then be replaced by an F, NP, or U grade.
- H) Grade Changes
- 1) All grades except I and IP are final when filed by an instructor in the end of term course report. However, a final grade may be corrected when a clerical or procedural error is discovered. No change of a final grade may be made on the basis of revision or augmentation of a student's work in the course. No term grade except Incomplete may be revised by further examination. No grade may be changed after one calendar year from the time the grade was recorded. [Am 4/27/76, Am 11/24/81, Rt by Assembly 5/26/82, 10/29/85]

**501 ADDING AND DROPPING COURSES AND WITHDRAWAL [En 5/27/80, Rt by Assembly 3/11/81, Am 3/2/82, Rt by Assembly 5/26/82]**

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- A) A student may add a course before the end of the second week of instruction of a quarter, and with the approval of the instructor and department add a course to the study list before the end of the final week of instruction. [Am 5/25/10]
- B) Except as provided in paragraph (D), a student may drop a course before the end of the ninth week of instruction by filing the appropriate form with the Registrar, after first notifying the instructor and/or department.
- 1) A course dropped before the end of the fourth week of instruction will not be entered on the student's transcript.
  - 2) If a student drops a course after the end of the fourth week of instruction and before the end of the ninth week of instruction, unless permitted to do so by paragraph (D)(1), the Registrar shall assign a final grade of W to the student for that course.
  - 3) A student may not drop a course after the end of the ninth week of instruction unless permitted to do so by paragraph (D)(1).
- C) A student may withdraw from the University before the end of the ninth week of instruction of a quarter. The Registrar is responsible for notifying the appropriate instructors and/or departments that the student has withdrawn.
- 1) If a student withdraws before the end of the fourth week of instruction, no course entries will appear on the student's transcript for that quarter unless such entries are required by paragraph (D).
  - 2) If a student withdraws after the end of the fourth week of instruction and before the end of the ninth week of instruction, the Registrar will assign a final grade of W to the student for each course in which the student was enrolled at the beginning of the fifth week of instruction unless a different grade is required by the provisions of paragraph (D).
- D)
- 1) A student who is charged with academic dishonesty in a course may not drop it before the final decision is rendered in the case in accordance with the UCSD Policy on Integrity of Scholarship. If the charges are not sustained, the student may either complete the course, and where appropriate change to P/NP or S/U grading, or drop the course; and if the student drops the course it shall not be listed on his or her transcript.
  - 2) The withdrawal of a student from the University shall not prevent the permanent entry on his or her transcript of grades assigned in accordance with the UCSD Policy on Integrity of Scholarship.

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15]**

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## A)

- 1) If a student believes that nonacademic criteria have been used in determining his/her grade in a course, he/she may follow the procedures described in this Regulation.
- 2) Nonacademic criteria means criteria not directly reflective of academic performance in the course. It includes discrimination on political grounds, or based on a protected trait, including but not limited to a student's gender, race, religion, national origin, sexual orientation, or disability. [Am 5/26/15]
- 3) Appeals to this committee [see (B)(4)] shall be considered confidential. Neither any member of the subcommittee nor the Academic Senate Office shall release any information about the appeal except as specifically provided in this Regulation [Am 6/10/97]
- 4) If a medical student wishes to appeal a grade in a School of Medicine course, he or she must follow procedures described in Regulation 503, instead of Regulation 502. [Am 1/28/14]

## B)

- 1) The student must attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter. [Am 6/10/97]
- 2) If the grievance is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the department chair or equivalent, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
- 3) If the grievance still is not resolved to the student's satisfaction, he/she may then attempt to resolve the grievance through written appeal to the provost of his/her college, or the Dean of Graduate Studies, who shall attempt to adjudicate the case with the instructor, the chair and the student within two weeks. [Am 1/28/14]
- 4) If the grievance is not resolved to the student's satisfaction by the provost or dean, the student may request consideration of his/her appeal by the Educational Policy Committees (hereinafter called the committee) according to the procedures outlined below. This request must be submitted before the last day of instruction of the quarter following the quarter in which the course was taken. [Am 3/1/11]

## C)

- 1) The student's request for committee consideration should include a written statement outlining the nature of the grievance, including copies of any and all documents in his/her possession supporting the grievance. The submission of the statement to the committee places the case before it and restricts any change of the challenged grade to a change initiated by the committee, unless the committee determines that all other avenues of adjudication have not been exhausted. [Am 6/10/97]

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15]**

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- 2) Upon receipt of the student's request, the committee shall immediately forward a copy of it to the instructor, the department chair or equivalent, and the provost or dean, with a request for written reports of their attempts to resolve the complaint. [Am 6/10/97]
  - 3) The committee, after having determined that all other avenues of adjudication have been exhausted, shall review the complaint and the reports to determine if there is substantial evidence that nonacademic criteria were used. [Am 6/10/97]
    - a) If the committee finds substantial evidence that nonacademic criteria were used, it shall follow the procedure in paragraph (D) below.
    - b) If the committee decides the allegations are without substance, it shall serve written notification of its findings to the complainant and to the instructor within two weeks. Within ten days the complainant or the instructor may respond to the findings. If there are no responses, or if after consideration of such responses the committee sustains its decision, the grade shall not be changed. [Am 6/10/97]
- D)
- 1) If the committee determines that there is evidence that nonacademic criteria were used, it shall interview any individual whose testimony might facilitate resolution of the case. The complainant shall make available to the committee all of his/her work in the course which has been graded and is in his/her possession. The instructor shall make available to the committee all records of student performance in the course and graded student work in the course which is still in his/her possession. At the conclusion of the case each document shall be returned to the source from which it was obtained. [Am 6/10/97]
  - 2) The committee shall complete its deliberations and arrive at a decision within two weeks of its determination that evidence of the use of nonacademic criteria had been submitted. A record of the committee's actions in the case shall be kept in the Senate Office for three years.
  - 3) If the allegations of the complainant are not upheld by a preponderance of the evidence, the committee shall so notify the complainant and the instructor in writing. Within one week of such notification, the complainant and the instructor shall have the opportunity to respond to the findings and the decision of the committee. If there are no responses, or if after considering such responses the committee sustains its decision, it shall so notify the complainant and the instructor in writing and the grade shall not be changed.

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15]**

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- 4) If the committee determines that nonacademic criteria were significant factors in establishing the grade, it shall give the student the option of either receiving a grade of P or S in the course or retro actively dropping the course without penalty. A grade of P or S awarded in this way shall be acceptable towards satisfaction of any degree requirement even if a minimum letter grade in the course had been required, and shall not be counted in the number of courses a student may take on a P/NP basis. If the student elects to receive a grade of P or S, the student may also elect to have a notation entered on his/her transcript indicating that the grade was awarded by the Divisional grade appeals committee.
  - a) The committee shall serve written notification of its findings and its decision to the complainant and the instructor. The complainant and the instructor may respond in writing to the findings and the decision of the committee within one week of such notification.
  - b) If there are no responses, or if after considering such responses the committee sustains its decision, the grade shall be changed; the committee shall then instruct the Registrar to change the grade to P or S or, if the student elected the drop option, to retroactively drop the course from the student's record. Copies of the committee's instruction shall be sent to the complainant and the instructor.
- E) These procedures are designed solely to determine whether nonacademic criteria have been used in assigning a grade, and if so to effect a change of that grade.
  - 1) No punitive actions may be taken against the instructor solely 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. The use of nonacademic 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 San Diego Division Bylaw 230(D). A complaint may be filed by the student or by others.
  - 2) No punitive actions may be taken against the complainant solely 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 file. The instructor may, if he/she feels that his/her record has been impugned by false or unfounded charges, file charges against the complainant through the Office of the Vice Chancellor for Student Affairs, or the Dean of Graduate Studies. [Am 1/28/14]
- F) Where a grade appeal is based on a claim that the grade was assigned based on a protected trait, including but not limited to a student's gender, race, religion, national origin, sexual orientation, or disability, the department chair or equivalent shall contact the Office for the Prevention of Harassment and Discrimination (OPHD). OPHD shall assist at any and all stages of a grade appeal in investigating and evaluating such claims of discrimination based on a protected trait. If the appeal is sent to the committee, the OPHD report and any other assistance that OPHD may provide will be made available to the committee. [En 5/26/15]

•• PART 1: General Regulations

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15]**

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- G) All decisions of the Committee shall be final, except as may otherwise be provided in San Diego Divisional Bylaw 205. [En 6/10/97, Am 5/26/15]

**503 GRADING POLICY - SCHOOL OF MEDICINE [En 10/29/85, Rt by Assembly 3/4/86, Am 1/28/14]**

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- A) Beginning in fall quarter, 2010, the work of all students in those courses designated by the Faculty of the School of Medicine as constituting the Preclerkship Core Curriculum, as well as in the Principles to Practice course, will be graded P (pass) or F (fail). Beginning in summer quarter, 2014, the work of all students in core clinical clerkships will be reported in terms of four grades: H (honors); NH (near honors); P (pass); F (fail). The work of all students in all other required courses will be reported in terms of three grades: H (honors); P (pass); F (fail). [Am 4/25/95, Am 1/29/02, Am 12/1/09, Am 1/28/14]
- B) In all preclerkship elective courses, grades shall be reported on a S (satisfactory) or U (unsatisfactory) grading scale. [Am 12/1/09]
- C) In all third year selective courses, grades shall be reported as P (pass) or F (fail). [En 1/25/11]
- D) In all fourth year elective courses, grades shall be reported as H (honors); P (pass); F (fail) unless the course director has designated a mandatory S (satisfactory) or U (unsatisfactory) grading scale and this has been approved by the Electives Committee. [En 12/1/09, Am 1/25/11]
- E) No gradepoints per unit shall be assigned.
- F) Grade Changes  
All grades except Incomplete (I), In Progress (IP), and Provisionally Unsatisfactory (Y) are final when filed by an instructor in the end of term course report. However, a final grade may be corrected at any time when a clerical or procedural error is discovered. No term grades except I and Y may be revised by further examination.
- G) Grade Appeals  
A medical student may appeal a course grade by following procedures described in the *UCSD School of Medicine Advisor and Student Handbook*.
- H) Definitions of Grades. Student evaluation is based on the following:
- 1) The H Grade:  
The grade H (Honors) is assigned to those students whose overall academic performance in a third-year core clerkship or a fourth-year elective is considered to be outstanding. Honors grades are not granted in preclerkship core or preclerkship elective courses or third-year selective courses nor in the Independent Study Project.
  - 2) The NH Grade:  
The grade NH (Near Honors) is assigned to those students whose overall academic performance in a third-year core clerkship is significantly higher than a Pass grade, but lower than an Honors grade. Near Honors grades are not granted in preclerkship core courses, preclerkship elective courses, third-year selective courses, fourth-year elective and core courses, or in the Independent Study Project.

**503 GRADING POLICY - SCHOOL OF MEDICINE [En 10/29/85, Rt by Assembly 3/4/86, Am 1/28/14]**

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- 3) The P Grade:  
The grade P (Pass) is assigned to those students whose overall performance in a required course is satisfactory.
- 4) The F Grade:  
The grade F (Fail) is assigned to those students whose overall performance in a required course is unsatisfactory. The assigned F (Fail) grade will remain on the transcript. When an F grade is remediated by examination, a memorandum to that effect will be posted to the transcript. If the F grade is remediated by repetition of the course, the course will appear chronologically a second time on the transcript.
- 5) The S Grade:  
The grade S (Satisfactory) is assigned to those students whose overall performance in a preclerkship elective course is satisfactory.
- 6) The U Grade:  
The grade U (Unsatisfactory) is assigned to those students whose overall performance in a preclerkship elective course is unsatisfactory. The assigned U (Unsatisfactory) grade will remain on the transcript.
- 7) The Y Grade:  
The grade Y (Provisionally Unsatisfactory) is assigned as an initial grade. A Y grade is replaced either by a P (Pass) or S (Satisfactory) grade when the requirements for the course have been satisfied; or, if a student fails to complete the requirements satisfactorily within a period of time determined by the course instructor, an F (Fail) or U (Unsatisfactory) grade is assigned. The Y grade cannot be replaced by a Near Honors or an Honors grade.
- 8) The I Grade:  
The grade I (Incomplete) is assigned when a student's work is of passing quality but is incomplete for good cause (illness or family emergency, for example). The grade I will be replaced with a grade when the remaining course work is completed. The instructor shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than one year following the course. An extension to this deadline may be granted by the Associate Dean for Undergraduate Medical Education, if there are extenuating circumstances.
- 9) The IP Grade:  
For courses extending over more than one quarter, and in which evaluation of a student's performance is deferred until the end of the final quarter, a grade of "In Progress" (IP) shall be assigned and replaced by a final grade when the student completes the course sequence.



**503 GRADING POLICY - SCHOOL OF MEDICINE [En 10/29/85, Rt by Assembly 3/4/86, Am 1/28/14]**

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## 10) The W Grade:

The grade W (Withdraw) is assigned when a student has completed some portion of the course and for personal, medical, or other reasons must withdraw from the course. Students are not generally permitted to withdraw after the midpoint of a course. If a student withdraws after the midpoint of a course, the W grade will remain on the transcript. If the course is repeated at a later date, it will appear a second time on the transcript. The Withdraw grade must be approved by the Associate Dean for Undergraduate Medical Education. The Associate Dean for Undergraduate Medical Education may approve exceptions to the assignment of the W grade, including allowing a student to withdraw after the midpoint of a course if there are extenuating circumstances. [Am 12/9/14]

## 11) Blank on a Student's Transcript: [En 12/9/14]

- (1) If a student's name appears on the end of quarter course list (or roster) for a course, but no grade is reported, the Registrar will leave a blank for that course on the student's transcript.
- (2) If a blank on a student's transcript is not replaced by a grade that is assigned by the course instructor, then it will be automatically replaced by an F or U grade at the end of the following quarter.

**505 REPETITION OF COURSES**

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Repetition for credit of courses not so authorized by the appropriate Committee on Courses is allowed subject to the following limitations:

- A) A student may not repeat a course for which a grade of A+, A, A, B+, B, B, C+, C, C, I, P, or S is recorded on his or her transcript. [Am 11/24/81, Rt by Assembly 5/26/82, Am 5/24/83, Rt by Assembly 5/9/84]
- B) Courses in which a grade of D or F has been awarded may not be repeated on a P/NP or S/U basis. [Am 5/29/79]
- C) Undergraduate students may repeat a course in which a grade of NP has been awarded for a P/NP or letter grade, if applicable. Graduate students may repeat a course in which a grade of U has been awarded on an S/U basis only. [Am 11/24/81, Rt by Assembly 5/26/82]
- D) Repetition of a course for which a student's transcript bears two or more entries with grades among D, F, NP, or U requires the approval of the appropriate provost or dean. [Am 5/29/79, Am 11/24/81, Rt by Assembly 5/26/82]
- E) All grades received by a student shall be recorded on the student's transcript unless changed in accordance with Regulation 500(H). A student may receive degree credit for a course only once, unless the course has been approved for repetition. [En 11/24/81, Rt by Assembly 5/26/82, Am 4/25/95]
- F) The first 16 units of courses that have been repeated by an undergraduate student and for which the student has received a grade of D, F, or NP shall not be used in gradepoint calculations unless the course is repeated by a student who has admitted to or been found guilty of academic dishonesty; in which case the units for both the initial course and the repeated course shall be counted in grade-point calculations. [Am 4/1/75, Am 5/29/79, Am 11/24/81, Rt by Assembly 5/26/82, Am 4/25/95, Am 11/25/03]

**510 CREDIT BY EXAMINATION [Am 4/1/75, Am 5/22/84]**

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- A) Credit by examination may be authorized and given by the instructor for a course with the concurrence of the student's provost (or dean). The examination will cover work for the entire course.
- B) The student requesting credit by examination must not have already received a grade or a W in the course.
- C) The student requesting credit by examination must be registered and in good academic standing.
- D) A parttime student who, by registering to take a course credit by examination, surpasses the number of units allowed for parttime status, must register and pay fees as a fulltime student.
- E) If credit by examination is authorized, the student will receive a grade of A+, A, A, B+, B, B, C+, C, C, D, or F unless the student's petition for examination specifies the grade to be Pass or Not Pass. The student's record will indicate that the course was attempted through credit by examination.

**512 WRITING REQUIREMENT [En 5/27/80]**

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A student may register in an upper division course only if the student has satisfactorily completed the writing requirement of his or her college or has obtained the consent of the instructor of the upper division course. This requirement is waived for a student who has been admitted as a transfer student and has not completed three quarters of residence at UCSD.

**515 PROGRESS TOWARD DEGREES AND PROBATION**

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- A) [En 5/24/83, Rt by Assembly 5/9/84]
- 1) In order to apply the units of a course toward unit requirements for a degree, a student must receive an A+, A, A, B+, B, B, C+, C, C, D, P, or S grade in the course.
  - 2) Further, an undergraduate student must have a 2.0 or higher GPA to receive a Bachelor's degree and a graduate student must have a 3.0 or higher GPA to receive a higher degree. [Am 5/24/83, Rt by Assembly 5/9/84]
  - 3) With the approval of the Educational Policy Committee and when student demand exceeds any reasonable capacity to accommodate, departments and programs may require undergraduate students to achieve a GPA higher than 2.0 in a specific set of prerequisite courses and may limit admission to the major to students who have met that standard. No department or program may require a GPA higher than 2.0 for continuation in or graduation from any undergraduate major. [En 5/23/95, Am 3/1/11]
  - 4) With the approval of the Educational Policy Committee, departments and programs may set a minimum standard for the satisfaction of requirements within that department's or program's undergraduate curriculum. Except as may be provided for in Paragraph 3 of this Regulation, the minimum standard may not be set higher than C-. [En 5/23/95, Am 3/1/11]
  - 5) Nothing in this regulation shall be construed as prohibiting the establishment of higher standards in honors programs or independent majors. [En 5/23/95]
  - 6) With the approval of the Graduate Council, departments and programs may set higher standards for the satisfaction of that department's or program's graduate degree requirements. [Am 1/28/14]
- B) An undergraduate student is subject to academic probation if at the end of any term his or her GPA for that term or the cumulative GPA is less than 2.0. An undergraduate student is subject to academic disqualification from further registration if at the end of any term his or her GPA for that term is less than 1.5 or if he or she has completed two successive terms on academic probation without achieving a cumulative GPA of 2.0. Continued registration of an undergraduate who is subject to disqualification is at the discretion of the faculty of the student's college, or its authorized agent. [Am 4/1/75]
- C) A graduate student is subject to disqualification if the cumulative GPA in upper division and graduate course work taken as a graduate student is less than 3.0, or if more than a total of eight units of F and/or U grades has been accumulated. Continued registration of a graduate student is at the discretion of the Dean of Graduate Studies. [SR 904] [Am 2/27/79]
- D) If a student is not currently in scholastic good standing or has been denied registration for the next ensuing quarter on the date on which he or she left the University, a statement of the student's status shall accompany the transcript. [Am 4/1/75]

**516 MINIMUM PROGRESS**

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A fulltime undergraduate student is subject to disqualification from further registration if he or she does not complete 36 units each academic year. Continued registration of an undergraduate who is subject to disqualification is at the discretion of the faculty of the student's college, or its authorized agent. [En 11/24/81, Rt by Assembly 5/26/82, Am 4/29/14]

**520 SUPERVISED SPECIAL STUDIES COURSES FOR UNDERGRADUATES**

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- A) Subject to the limitations in (C) a student may earn credit for supervised special studies courses on topics of the student's own selection. An undergraduate taking one or more special studies courses must complete an application for each such course before the start of the course.
- B) Course Number  
Ordinarily special studies courses are numbered 97, 98, or 99 for lower division and 197, 198, or 199 for upper division. The 97 and 197 courses are for individually arranged field studies. The 98 and 198 courses are for directed group study. The 99 and 199 courses are for individual independent study. [Am 10/29/02]
- C) Limitations
- 1) Enrollment requires the prior consent of the instructor who is to supervise the study, and the approval of the department chair. The applicant shall show that his or her background is adequate for the proposed study.
  - 2) A student must have completed at least 30 units of undergraduate study at UCSD and must have attained a UCSD grade-point average of at least 3.0 to enroll in a lower division special studies course, and at least 90 units of undergraduate study and must have attained a grade-point average of at least 2.5 to enroll in an upper division special studies course. [Am 5/29/79, Am 3/30/82, Rt by Assembly 5/26/82, Am 10/29/02, Am 5/27/03]
  - 3) A student may enroll for no more than a total of four units of 98, 99, 198 and 199 special studies courses in one term. [Am 5/23/78, Am 5/28/85, Am 10/29/02]
  - 4) Except as may otherwise be authorized by the Undergraduate Council (e.g., for Honors Programs), only a grade of P or NP is to be assigned for undergraduates enrolled in any special studies course. [Am 4/27/76, Am 5/24/77, Am 5/28/96, Am 3/1/11]
  - 5) Subject to the approval of the Undergraduate Council, a department may impose additional limitations on its supervised special studies courses.
- D) Exceptions  
On the advice of the instructor(s) and the department chair concerned, the provost of a student's college may authorize exceptions to the limitations (2) and (3) listed above. [Am 4/25/95]

**525 UNDERGRADUATE INSTRUCTIONAL APPRENTICE [En 5/25/76]**

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## A) Definition

An Undergraduate Instructional Apprentice is an undergraduate student who serves as an assistant in an undergraduate course under the supervision of a faculty member. The purpose of the apprenticeship is to learn the methodology of teaching through actual practice in a regularly scheduled course.

## B) Guidelines

- 1) An Undergraduate Instructional Apprentice shall be an upper division student. [Am 2/24/09]
- 2) Students are not permitted to assist in courses in which they are enrolled.
- 3) An Undergraduate Instructional Apprentice must have a minimum grade point average of 3.0. Departments may establish higher grade point average requirements. [Am 5/24/83]
- 4) The faculty instructor is responsible for the course content and for maintaining the overall quality of instruction, including supervision of Undergraduate Instructional Apprentices. He/she has responsibility for all grades given in the class. [Am 5/24/83]
- 5) The instructor is expected to meet regularly with the Undergraduate Instructional Apprentice to evaluate the student's performance and to provide the direction needed for a worthwhile educational experience.
- 6) An Undergraduate Instructional Apprentice may receive credit on a Pass/Not Pass basis only.
- 7) A student may not be an Undergraduate Instructional Apprentice more than once for the same course for credit.
- 8) A student may not be an Undergraduate Instructional Apprentice in more than one course in a quarter.
- 9) The total credit accumulated as an Undergraduate Instructional Apprentice shall not exceed eight units.

## C) Procedure

All departments/programs using Undergraduate Instructional Apprentices shall submit to the Undergraduate Council a description of the role of the Undergraduate Instructional Apprentice, as part of the petition for approval. Any deviation from the guidelines above must be explained and justified in a memo accompanying the petition. Any major change in the function or duty of the apprentice in a course should also be approved by the Undergraduate Council. [Am 5/24/83, Am 3/1/11]



**600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]**

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- A) Every candidate for a Bachelor's degree must have completed a major. [En 11/27/90]
- 1) A major shall require the equivalent of 12 or more upper division courses (48 or more units).
  - 2) Requirements for majors shall be determined by departments and programs, subject to the approval of the Undergraduate Council. [Am 3/1/11]
  - 3) Double Majors  
With the approval of both departments or programs and of the college provost, a student in good standing may declare a double major. [Am 2/27/96]
    - a) A student with a double major must fulfill the separate requirements of each major, and the equivalent of at least ten upper-division courses (40 units) must be unique to each major. Courses taken in fulfillment of lower-division requirements may overlap to any degree. [Am 2/27/96]
    - b) The two majors may not be within the School of Engineering, nor, except with the approval of the Undergraduate Council, within a single department. [En 2/27/96, Am 3/1/11, Am 5/24/05, En 10/1/17]
    - c) A student who has declared a double major is not subject to the maximum-unit limitations of Regulation 600(C) and may accrue up to 240 units. [En 2/27/96]
    - d) A student with a double major may graduate only upon completion of all requirements for both majors. Both majors will be noted on the student's transcript and diploma. If the two majors lead to different degrees (B.A. and B.S.), that fact will be noted on the transcript, and the two degree designations will appear on one diploma. [Am 2/26/96, Am 2/27/96]
    - e) A student who has declared a double major may graduate in one major upon the completion of all requirements for that major, but may not continue in the University for completion of the second major. [Am 4/25/95, Am 2/27/96]
  - 4) An undergraduate student must have declared a major or pre-major upon completion of 90 units.
- B)
- 1) Other requirements for graduation shall be determined by the colleges in conformity with Universitywide regulations and subject to approval by the San Diego Division of the Academic Senate.
  - 2) Each college must set a minimum requirement for a bachelor's degree equivalent to at least 180 units, including not less than 60 at the upper division level. The minimum number of units required by a college must be the same for the degrees of Bachelor of Arts and Bachelor of Science. Except as may be otherwise provided in the Regulations of the Academic Senate or of the San Diego Division, no college may set a standard higher than passing for the satisfaction of any requirement for graduation. [Am 5/23/95]

**600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]**

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- 3) The value of a course in units ("quarter units" or "quarter credits") shall be reckoned at the rate of one unit for three hours' work per week per quarter on the part of the student, or the equivalent [SR 760] [Am 5/22/90, Am 11/27/90]
- C) Maximum Unit Limitation [En 11/27/90]
- 1) An undergraduate student may register for no more than 200 course units. An exception is permitted for candidates for B.S. degrees in engineering, for whom the limit is 240 units in Revelle and Eleanor Roosevelt Colleges and 230 units in all other colleges. Other exceptions will be granted only for compelling academic reasons and only with the approval of the college provost and the concurrence of the Educational Policy Committee. [Am 3/1/11]
  - 2) Transfer units applicable toward general education requirements or major requirements are to be included in the maximum unit calculation; all other transfer units are to be excluded. Advanced Placement and International Baccalaureate units are to be excluded.
- D) Special kinds of study e.g., laboratories, reading programs, studio work may be required in addition to the basic course work in given curricula.
- E) Minors [En 5/28/91, Am 5/28/96 (changes effective for students entering after January 1, 1998), Am 4/12/16]  
A minor is not required for graduation. A student in good standing may declare an optional minor. [Am 5/28/96]
- 1) A minor shall consist of at least 28 units, of which at least 20 units must be upper division. For sound academic reasons and with the approval of the Undergraduate Council a minor may be established with fewer than 20 upper-division units. [Am 5/28/96, Am 3/1/11]
  - 2) Requirements for minors shall be determined by departments and programs, subject to the approval of the Undergraduate Council. [Am 3/1/11]
  - 3) A student may apply the equivalent of two upper-division courses (a maximum of eight units) to fulfill the requirements for a minor that have also been used to satisfy the requirements of a major. [Am 5/26/92, Am 4/12/16]
  - 4) Double Minors
    - a) With the approval of both departments or programs and of the college provost, a student in good standing may declare a double minor.
    - b) A student with a double minor must fulfill the separate requirements of each minor, with no overlap of upper-division courses. Courses taken in fulfillment of lower-division requirements may overlap to any degree.

**600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]**

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- F) [SR 638] American History & Institutions Requirement [Am 1/26/71, Am 1/21/86, Rt by Assembly 5/6/86] Knowledge of American history and of the principles of American institutions under the federal and state constitutions is required of all candidates for the degree of A.B., B.Arch., or B.S. This requirement may be met in any one of the following ways:
- 1) One high school unit in American history, or high school unit in American history and high school unit in civics or American government, with a grade of C or better [Am 10/23/90]
  - 2) By completing, with a grade of C- or better or a grade of P, any onequarter UCSD course of instruction accepted as satisfactory by the Undergraduate Council. Courses suitable for fulfilling the requirement will be designated by the Undergraduate Council. The list of suitable courses will be indicated in the UCSD Catalog, or other official academic publications of the colleges. [EC 5/29/73, Am 10/23/90, Am 3/1/11]
  - 3) By presenting proof of having received a grade of 3 or higher on the Advanced Placement Test in American History administered by the Educational Testing Service of Princeton, New Jersey.
  - 4) By presenting proof of having satisfied the present requirement as administered at another collegiate institution within the state.
  - 5) By presenting proof of successful completion of a onequarter or onesemester course, with a grade of C or better, in either American history or American government at a junior college within the state.
  - 6) By presenting proof of successful completion of a onequarter or onesemester course, with a grade of C or better, in either American history or American government at a recognized institution of higher education, junior college included, in another state. [Am 2/25/69]
  - 7) An alien attending the University on an F1 or J1 student visa may, by showing proof of his or her temporary residence in the United States, petition for exemption from this requirement through the office of the student's college provost.
- G) Requirement in Diversity, Equity, and Inclusion [En 3/1/11, Am 4/12/16]  
A knowledge of diversity, equity, and inclusion is required of all candidates for a Bachelor's degree who begin their studies at UC San Diego in lower-division standing in Fall 2011 or thereafter, or in upper-division standing in Fall 2013 or thereafter.
- 1) This requirement shall be satisfied by passing, with a grade not lower than C- or P, a one-quarter, four-unit course expressly approved by the Undergraduate Council for that purpose. A list of approved courses will be provided in the UC San Diego General Catalog. [Am 4/12/16]

- PART 2: Requirements for the Bachelor's Degree at San Diego

## 600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]

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- 2) This requirement may be satisfied by presenting proof of having passed a one-quarter, four-unit transfer course, or its equivalent, at a recognized institution of higher education, community colleges included, that has been articulated to one of the courses approved by the Undergraduate Council for the purpose of meeting the Diversity, Equity, and Inclusion requirement. [Am 4/12/16]
- H) Residence
- Except as provided in SR 614, the minimum residence at the University of California required for a degree is three terms. Each summer session in which a student completes a course of at least two units may be used in satisfaction of half a term's residence. [Am 12/2/08]
- Except as otherwise provided in this section and SR 614, 35 of the final 45 units completed by each candidate for the Bachelor's degree must be earned in residence in the college or school of the University of California in which the degree is to be taken. A student who completes the graduation requirements while in the Education Abroad Program, the UC Washington, D.C. program, or the UC Center in Sacramento Program may satisfy the requirement with the final 45 units preceding the student's entrance into any of these programs. [Am 5/23/01, Am 12/2/08]
- Faculties may permit a student who is enrolled in the Education Abroad Program, the UC Washington, D.C. program, or the UC Center in Sacramento Program to satisfy the residence requirement by earning at least 35 of the final 90 units, including the final 12 units, in residence in the college or school of the University in which the degree is to be taken. [En 4/1/75, Am 12/2/08]
- I) Part-Time Study [En 11/24/92]
- 1) Degree programs in the University may be open to part-time students whenever there are good educational reasons for so doing. No majors or other degree programs will be offered only for part-time students, except as specifically authorized by the Academic Senate.
  - 2) A part-time undergraduate student is one who is approved to enroll for ten units or fewer, or an equivalent number of courses per quarter.
  - 3) The same admissions standards that apply to full-time students will apply to part-time students. Approval for individual students to enroll on a part-time basis will be given for reasons of occupation, family responsibilities, health, or for one quarter only graduating senior status. Approval to enroll as a part-time undergraduate student shall be given by the appropriate provost.
  - 4) Residence in any regular term is validated for a part-time student on the San Diego campus by a program of one or more courses. Part-time undergraduate students shall not be required to meet minimum progress requirements.
- {I} Subject A Requirement [Variance En 5/27/75, Rt by Academic Council 7/14/76, Rp 11/27/84 because variance rescinded by amendment of SR 636] [See SR 636] }

**600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]**

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- J) Standards for Award of Honors at Graduation [En 5/23/78, Rt by Assembly 3/28/79]
- 1) There shall be a campuswide requirement for the award of college honors at graduation. No more than fourteen percent of the graduating seniors on campus shall be eligible for college honors. Normally, no more than the top two percent shall be eligible for summa cum laude and no more than the next four percent for magna cum laude, although minor variations from year to year shall be permitted. The remaining eight percent are eligible for cum laude. The ranking of students for eligibility for college honors shall be based upon the grade point average. In addition, to be eligible for honors, a student must receive letter grades for at least 80 quarter units of course work at the University of California. Each college may award honors at graduation only to those who are eligible to receive college honors.
  - 2) Each department or program may award honors to a student at graduation in accordance with the following criteria:
    - a) The student must have completed a special course of study within the department or program. The requirements for this special course of study shall be approved by the divisional Undergraduate Council and published in the Catalog. The requirements must include 8-12 units of supervised research or other creative activity leading to the preparation of a paper or other appropriate project. Public presentation of the project, through performance, participation in the undergraduate research conference, or other appropriate means, shall explicitly be encouraged. [Am 4/23/96, Am 3/1/11]
    - b) The department or program shall establish formal procedures and criteria for application and admission to the program, which shall normally include a GPA of 3.5 in the major as a prerequisite. Students with a GPA lower than 3.5 may be admitted by exception if they show promise of success in research or creative activity. [Am 4/23/96]
    - c) Each student whose project earns the equivalent of a grade of B or better and who has maintained a GPA of at least 3.25 in the major shall be entitled to the designation with distinction on the diploma after the departmental or program name. Subject to the approval of the Undergraduate Council, each department or program shall establish criteria for the award of the designations with high distinction and with highest distinction. [Am 4/23/96, Am 3/1/11]
- K) University of California Entry Level Writing Requirement (formerly called the Subject A Requirement). [Variance En 5/27/75, Rp 11/27/84] [SR 636 governed campus practice from 1984 to 1966] [En 6/10/97 (also see 600H above)] [Am 5/26/15]
- 1) University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. [SR 636(A)] [Am 5/23/96] [Am 5/26/15]

**600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]**

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- 2) Satisfaction of the University of California Entry Level Writing Requirement is a prerequisite for every university level undergraduate course in English composition, including all courses approved as meeting the writing requirements of the undergraduate colleges at UCSD. [Am 5/26/15]
- 3) Prior to his or her first quarter of study at UCSD, each student may satisfy the University of California Entry Level Writing Requirement by any of the means approved by the Universitywide Committee on Preparatory Education and authorized under Universitywide Senate Regulation 636. [Am 5/26/15]
- 4) A student who has not satisfied the University of California Entry Level Writing Requirement prior to his or her first quarter of study at UCSD must satisfy the requirement by completing with a grade of "C" or better a course approved for this purpose by the divisional Committee on Preparatory Education. No baccalaureate credit will be awarded for completion of the course specified in this paragraph. Workload credit towards satisfaction of the Minimum Progress Requirement [SDR 516] will, however, be awarded. [Am 5/26/15]
- 5) A student who has not satisfied the University of California Entry Level Writing Requirement must register for the course specified in Paragraph 4 during each quarter of residence at UCSD until the University of California Entry Level Writing Requirement is satisfied. [Am 5/26/15]
- 6) In accordance with Universitywide Senate Regulation 636, a student who has not satisfied the University of California Entry Level Writing Requirement after three quarters of enrollment at any campus of the University of California will not be eligible to enroll for a fourth quarter. Exceptions to this regulation may be considered in accordance with Divisional Bylaw 200, but only within policies established by the Divisional Educational Policy Committee and the Divisional Committee on Preparatory Education. [Am 3/1/11, Am 5/26/15]

## • • PART 2: Requirements for the Bachelor's Degree at San Diego

**605 ACADEMIC REQUIREMENTS OF REVELLE COLLEGE [En 5/18/65, Am 11/14/67, Am 1/30/01, Am 6/07/16]**

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## A) Degrees

Revelle College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, designated as a major. [EC 1/18/80]

## B) General Requirements [Am 10/25/77, Am 1/30/01, Am 10/14/14, Am 6/07/16]

- 1) Revelle College students are required to demonstrate an acceptable level of basic knowledge in the humanities, fine arts, social sciences, language, mathematics, and the physical and biological sciences.
- 2) The General Requirements are:
  - a) A fivecourse sequence (24 units) in an interdisciplinary Humanities program including two (6unit) courses with intensive instruction in university level writing. Written work is also required in each of the remaining three (4unit) quarter courses. [Am 3/19/85]
  - b) One course in the Fine Arts.
  - c) Three courses in Mathematics which shall include two courses of integral and/or differential calculus, and one course chosen from an approved list.  
[Am 6/07/16]
  - d) Five courses in the Physical and Biological Sciences to include one course in biology, one course in chemistry, one course in physics, and two courses chosen from biology, chemistry, physics, or environmental science.  
[Am 6/07/16]
  - e) Basic conversational and reading proficiency in a modern foreign language, or advanced reading proficiency in a classical language. This requirement can be met by passage of a UCSD proficiency exam (in which case the result is posted to the transcript), or by completion of the fourth quarter (or third semester) of foreign language instruction with a passing grade, or with an equivalent Advanced Placement Exam score of 4 or 5 or an SAT II Language Exam score of 700 or higher. [Am 11/25/80, Am 2/28/95, Am 11/04/03]
  - f) Two courses in the Social Sciences, chosen from an approved list.  
[Am 11/27/90, Am 1/28/14, Am 6/07/16]
- 3) Transfer students accepted to Revelle College must meet the same general education requirements as students admitted as freshmen. Transfer students who have completed an approved Inter-segmental General Education Transfer Curriculum (IGETC-SR478) must meet the same mathematics and science requirements as students admitted as freshman. Courses taken prior to transfer that satisfy any or all of these requirements will be applied toward completion of the requirements. [Am 1/30/01, Am 10/14/14]

## • • PART 2: Requirements for the Bachelor's Degree at San Diego

**605 ACADEMIC REQUIREMENTS OF REVELLE COLLEGE [En 5/18/65, Am 11/14/67, Am 1/30/01, Am 6/07/16]**

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## C) Graduation Requirements

- 1) The minimum requirement for graduation will be satisfactory completion of 184 units; 60 units must be from the upper division. [Am 10/24/72, Am 6/10/97]
- 2) A major shall consist of not less than 12 upper division courses. [Am 10/25/77, Am 11/27/90]



**610 ACADEMIC REQUIREMENTS OF JOHN MUIR COLLEGE [En 3/22/66, Am 3/69, Am 1/25/72]**

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## A) General Requirements

- 1) Four threequarter sequences chosen from a list called the Muir General Education Plan.
  - a) Two of these sequences must be from two different categories in a group made up of the categories of Fine Arts, Humanities, or Language Learning.
  - b) One of these sequences must be from the Social Sciences. [Am 1/26/93]
  - c) One of these sequences must be from either Mathematics or Natural Sciences. [Am 1/26/93]
  - d) A sequence may be chosen from a seventh category, Experimental & Interdisciplinary Courses, to substitute for a sequence in any one of the other categories provided the subject matter is similar.

## B) Graduation Requirements

- 1) The minimum requirement for graduation shall be onehundredeighty (180) units.
- 2) Sixty (60) of the onehundredeighty (180) units must be in the upper division. [Am 5/26/15]
- 3) The general requirements shall be fulfilled.
- 4) A special project that focuses the student's studies must be completed; a major is an acceptable form of this project.
- 5) In addition to the Subject A requirement, the student must meet the Muir College requirement in writing proficiency by demonstrating an ability to write English according to standards appropriate for all college work. Ordinarily this will be met by the successful completion of a two-quarter sequence in writing. [En 5/25/76, Am 1/26/93]

**615 ACADEMIC REQUIREMENTS OF THURGOOD MARSHALL COLLEGE [En 1/25/72, Am 4/30/74]**

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- A) General Requirements [Am 4/24/79, Am 10/16/84, Am 11/27/90]
- 1) Diversity, Justice and Imagination: A three-course sequence (16 units), the six-unit courses in Justice and Imagination offer intensive instruction in university-level expository writing. The sequence must be completed by the end of the first year in residence.
  - 2) Humanities and Culture: Two courses (8 units) -- one course each from Ethnic Studies and Third World Studies.
  - 3) Natural Science: Three courses one course each in Biology, Chemistry, and Physics.
  - 4) Mathematics and Logic: Two courses either two courses in Mathematics, or one course in Mathematics and one course in Computing.
  - 5) Fine Arts: One course in Music, Theatre, or Visual Arts.
  - 6) Disciplinary Breadth: Four courses -- to be chosen from disciplinary areas noncontiguous to the student's major. Two of the courses must be upper-division; at least one course must include significant writing. The disciplinary areas include: Humanities/Foreign Language; Social Sciences; Natural Sciences; Mathematics/Engineering. Students may substitute fulfillment of the public service course option for one course in disciplinary breadth. [Am 4/29/03]
- B) Graduation Requirements
- 1) The minimum requirement for graduation shall be the satisfactory completion of fortyfive (45) courses or the equivalent of one hundred eighty (180) total units, with a cumulative grade point average of 2.0 (C) or higher.
  - 2) A minimum of sixty (60) units of the one-hundred eighty (180) units must be upperdivision courses. [Am 11/27/90, 4/29/03]
  - 3) A minimum of nine (36 units) of the last eleven courses must be taken as a Marshall College student.
  - 4) A departmental or interdisciplinary major must be completed.
  - 5) The general education requirements shall be fulfilled.

**620 ACADEMIC REQUIREMENTS OF WARREN COLLEGE [En 4/27/76]**

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## A) Degrees

Warren College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, with designation as to major

## B) General Education Requirements [Am 5/22/84]

## 1) For B.A. Majors and B.S. Majors in Arts and Sciences [Am 2/26/91]

- a) A two-course sequence in writing.
- b) Two courses in "Ethics and Society" [Am 5/20/08]
- c) Two courses in a subject that requires formal or algorithmic reasoning (Formal Skills), which may be fulfilled as a major requirement or in the Program of Concentration. [Am 5/20/08]
- d) Two noncontiguous Programs of Concentration. [Am 5/22/12]
  - i) Each Program is to come from a different discipline area, with both Programs to be noncontiguous to the area of the major. The discipline areas are defined as: Natural Studies, Mathematics, and Engineering; Humanities and Fine Arts; and Social Sciences. [Am 5/20/08]
  - ii) Each Program is to consist of six courses, generally three lowerdivision and three upperdivision courses.
  - iii) No upperdivision course overlap is to be allowed between the major and Program(s) of Concentration, or between the two Programs of Concentration.
  - iv) Warren Writing, or Ethics and Society courses may not be used to satisfy the Programs of Concentration requirement. [Am 5/20/08]
  - v) Double majors will be required to include all three discipline areas in their total academic plan. Thus, if the two majors are noncontiguous, one Program of Concentration noncontiguous to both majors will be required. If the two majors are contiguous, two Programs will be required from the two discipline areas noncontiguous to the majors.
  - vi) At least two courses for each Program of Concentration must be taken at UCSD, except that all six courses may be taken at the same Education Abroad center, or five courses may be taken at the same Education Abroad center and one course at UCSD. [Am 5/28/96]
  - vii) Individually designed Programs of Concentration should follow the general model outlined above, and must be approved by the College Executive Committee.
  - viii) A maximum of one interdisciplinary Program of Concentration may be taken from Education Abroad; Science & Technology; Perspectives in Social Sciences; and Humanities. [En 5/20/08]

**620 ACADEMIC REQUIREMENTS OF WARREN COLLEGE [En 4/27/76]**

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- 2) For B.S. Majors in Engineering [Am 2/26/91]
  - a) A twocourse sequence in writing
  - b) Two courses in "Ethics and Society" [Am 5/20/08]
  - c) Two courses in a subject that requires formal or algorithmic reasoning (Formal Skills), which may be fulfilled as a major requirement or Area Study [Am 5/20/08]
  - d) Two noncontiguous Area Studies [Am 5/22/12]
    - i) Each Area Study is to come from a different discipline area, with both Area Studies to be noncontiguous to the area of the major. [Am 2/26/91]
    - ii) Each Area Study is to consist of three courses, at least two of which must be upper-division, generally taken in the same academic department, chosen from a collegeapproved list of Humanities and Fine Arts, and Social Science options. [Am 2/26/91]
    - iii) Warren Writing and Ethics and Society courses may not be used in satisfaction of the Area Study requirement. [Am 5/20/08]
    - iv) Double majors must meet the same criteria that apply to the B.A. in terms of noncontiguous studies.
    - v) Individually designed Area Study proposals should follow the general model outlined above, and must be approved by the College Executive Committee.
- 3) Transfer Students

For students who have completed their lower-division General Education requirements at an accredited four-year college and for students who have completed a systemwide or campuswide approved core curriculum in a California community college prior to entering UCSD, the only additional general education requirements are two upper-division courses non-contiguous to the discipline area of the major and one upper-division writing course. All other transfer students must complete the same GE requirements as in (1) and (2). [En 2/26/91, Am 5/20/08, Am 10/14/14]
- C) Graduation Requirements [Am 5/22/12]
  - 1) Satisfaction of the University of California requirements in American History and Institutions and in Entry Level Writing. [Am 5/20/08]
  - 2) The general education requirements shall be fulfilled.
  - 3) Attainment of a C average (2.0) or better in all work attempted at the University of California.

**620 ACADEMIC REQUIREMENTS OF WARREN COLLEGE [En 4/27/76]**

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- 4) Satisfaction of the College residency requirement. Thirty-five of the final forty-five units passed must be taken as a student in the College. [Am 5/20/08]
- 5) The completion of a major. The requirements established by Warren College for degrees are: [Am 2/26/91]
  - a) Bachelor of Arts  
  
Total number of courses: 45  
Upper Division Courses in Major: Minimum of 12
  - b) Bachelor of Arts with Honors  
  
Total number of courses: 45  
Upper Division Courses in Major: To be agreed with department
    - i) Be in at least the top half of his or her class in the department; the exact fraction to be established with the concurrence of the department and the Warren College Executive Committee.
    - ii) Demonstrate individual achievement by completing an acceptable project appropriate to the major field (thesis, exhibition, performance, etc.); the form and method of evaluation of the appropriate individual achievement is to be established with the concurrence of the department and the Warren College Executive Committee.
  - c) Bachelor of Science [Am 4/25/95]  
  
Total number of courses: Minimum of 45  
Upper Division Courses in Major: Minimum of 12

## • • PART 2: Requirements for the Bachelor's Degree at San Diego

**625 ACADEMIC REQUIREMENTS OF ELEANOR ROOSEVELT COLLEGE [En 2/28/89, Am 1/30/01]**

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## A) Degrees

Eleanor Roosevelt College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, with designations as to major.

## B) General Education Requirements [Am 10/28/08, Am 1/30/01]

- 1) The Making of the Modern World (24 units): A five-course interdisciplinary sequence including two (six-unit) courses in university-level writing. Substantial written work is also required in the remaining four-unit courses. [Am 3/1/11]
- 2) Foreign Language: Basic conversational and reading proficiency in a modern foreign language, or advanced reading proficiency in a classical language. This requirement can be met by passage of a UCSD proficiency exam (in which case the result is posted to the transcript), or by completion of the fourth quarter (or third semester) of foreign language instruction with a passing grade.
- 3) Fine Arts: One four-unit course, to include study of music, theatre, dance, and/or visual arts, including performance and studio courses. [Am 10/14/14]
- 4) Mathematics/Computer Science: Two courses to be chosen from Eleanor Roosevelt College approved offerings in the pre-calculus, statistics, symbolic logic and computer sciences.
- 5) Natural Science: Two fundamental or basic science courses selected from a list of Eleanor Roosevelt College approved courses in the physical and biological sciences.
- 6) Regional Specialization: Three courses dealing with a single designated geographic region. At least two of the three courses required must be taken at the upper-division level.
- 7) Upper-Division Writing: At least one upper-division course in each student's program must include a significant writing component (4500-5000 words or 18-20 double-spaced pages).

## C) Transfer Students [En 1/28/92]

- 1) Transfer students who can certify that they have completed the lower-division general education requirements at an accredited four-year college, and students who have completed a systemwide or campuswide approved core curriculum in a California community college prior to entering UCSD, must take a two-course sequence in "The Making of the Modern World" specifically designed for transfer students. All other transfer students must satisfy the other general education requirements applied to students admitted as freshmen. [Am 10/28/08, Am 3/1/11]
  - a) With permission of the Director of MMW transfer students may replace the second course in the transfer sequence with either the fourth or the fifth course in the five-course sequence described in 625 (B)(1). [Am 1/28/14]

**625 ACADEMIC REQUIREMENTS OF ELEANOR ROOSEVELT COLLEGE [En 2/28/89, Am 1/30/01]**

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- 2) Students who have not met the freshman writing requirement elsewhere must complete it by taking either or both of the six-unit MMW courses in university-level writing. [Am 10/28/08, Am 3/1/11]
  - 3) Students who have transferred into UCSD and subsequently wish to change their college affiliation to Eleanor Roosevelt College will be held to the same requirements stated above. [Am 10/28/08]
- D) Graduation Requirements
- 1) The University of California requirements in American History and Institutions and in Entry Level Writing must be satisfied. [Am 10/28/08]
  - 2) The general education requirements of the college shall be fulfilled.
  - 3) A departmental or interdepartmental major must be completed.
  - 4) A minimum of nine of the last eleven courses (36 of the last 44 units) passed must be completed as a registered Eleanor Roosevelt College student.
  - 5) The minimum requirement for graduation shall be completion of 180 units, with a cumulative grade point average of 2.0 (C) or higher. [Am 4/25/95]
  - 6) For a B.A. degree, a minimum of 15 (60 units) must be upper-division courses. [Am 4/25/95]

**630 ACADEMIC REQUIREMENTS OF SIXTH COLLEGE [En 4/29/03]**

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- A) Degrees:  
Sixth College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, with designations of major.
- B) General Education Requirements: [Am 10/14/14]
- 1) Culture, Art and Technology (CAT): A three-course sequence that includes two six-unit courses of intensive instruction in university writing.
  - 2) Computing: One course in computing.
  - 3) Modes of Inquiry: Seven courses, including two courses in social sciences, two courses in humanities, two courses in science, and one course in mathematics or logic.
  - 4) Exploring Data: One course in probability or applied statistics.
  - 5) Art Making: Two courses in music, theatre (including dance), and/or visual arts.
  - 6) Practicum: An upper division practicum, a faculty guided experience in which the student is involved in original, creative work. A final report about the project is required.
- C) Graduation Requirements
- 1) Satisfaction of the University of California requirements in American History and Institutions, Diversity, Equity and Inclusion and UC Entry Level Writing Requirement. [Am 10/14/14]
  - 2) The general education requirements must be fulfilled.
  - 3) A minimum of 180 units must be completed.
  - 4) A minimum of 15 courses (60 units) must be upper-division courses.
  - 5) Thirty-five (35) of the last forty-five (45) units must be completed as an enrolled Sixth College student.
  - 6) A 2.0 cumulative grade point average and a 2.0 major grade point average.



**700 REQUIREMENTS FOR THE MASTER OF ARTS AND MASTER OF SCIENCE DEGREES AT SAN DIEGO**  
**[En 5/18/65]**

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Requirements for the M.A. and M.S. degrees shall be determined by the departments, subject to approval by the Graduate Council, and in conformity with the following minimum requirements.

- A) **Residence and Candidacy**  
The minimum residence requirement is three quarters. Residence is established by satisfactory completion of six units per quarter, some of which must be at the graduate level. [Am 12/9/14]
- B) **Language Requirements**  
Language requirements, if any, adopted by individual departments shall be administered by the Dean of Graduate Studies, as the Graduate Council shall direct.
- C) **All Master's degree programs must be in conformity with one of the following two plans:**  
Plan I. Thesis Plan Credit must be obtained for 36 quarter units distributed as follows: at least 12 units must be in graduate courses in the major field, no more than 12 units may be in upperdivision courses, and there must be at least 6 research units which lead to a Master's thesis to be approved by a committee of three faculty members appointed by the Dean of Graduate Studies. [Am 12/9/14]  
Plan II. Comprehensive Examination Plan Credit must be obtained for 36 quarter units of which at least 14 must be in graduate courses in the major field, 10 additional units in graduate courses, and 12 units in graduate or upperdivision courses. A comprehensive final examination, designated as a Master's examination, must be passed.
- D) **Only courses in which the student is assigned grades A, B, C, D, P, or S are counted in satisfaction of the requirements for the Master's degree. In addition, a student must maintain a minimum grade point average (GPA) of 3.0 in all courses taken after admission to graduate status. This requirement may be waived in special cases by the Graduate Council, acting through the Dean of Graduate Studies. [EC 6/4/74]**
- F) **Each Master's program must contain a statement of the maximum number of research units which can be used in satisfaction of the Master's requirements under each plan.**

**702 REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.) DEGREE [En 6/8/06, Am 5/22/07, Am 3/12/13]**

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**A) Admission**

The candidate shall have:

- 1) Fulfilled the normal requirements for admission to the Graduate Division of the University of California, San Diego, as specified by the Graduate Council and the Dean of Graduate Studies, except that
  - a) the Graduate Management Admission Test (GMAT) may be substituted for the Graduate Record Examination (GRE);
  - b) the GMAT may be waived in specified approved instances, and
- 2) Met additional requirements that may be specified by the Rady School of Management.

**B) Program of Study**

The candidate shall complete at least 40-quarter units constituting the core curriculum and at least 52-quarter units of electives, of which no more than 12-quarter units may be taken outside the Rady School of Management. Only courses in which the candidate is assigned grades of A, B, C, or S, may be counted in satisfaction of the requirements for the M.B.A. degree. All students must complete a capstone project in the final year of the program. [Am 5/22/07, Am 3/12/13]

**C) Residency**

The candidate must register for at least six academic quarters.

**703 REQUIREMENTS FOR THE MASTER OF FINANCE (MF) DEGREE [En 4/9/14, Effective 9/29/14, Am 1/31/17]**

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The degree of Master of Finance (MF) will be granted on the following conditions:

A) Admission

The candidate shall have:

- 1) Fulfilled the normal requirements for admission to the Graduate Division of the University of California, San Diego, as specified by the Graduate Council and the Dean of Graduate Studies, except that
  - a) the Graduate Management Admissions Test (GMAT) may be substituted for the Graduate Record Examination (GRE);
  - b) the GRE/GMAT may be waived in specified approved instances, and
- 2) Met additional requirements that may be specified by the Rady School of Management.

B) Program of Study

- 1) The candidate must complete 16 quarter units constituting the Master of Finance core curriculum, a 4 unit Capstone, and 32 quarter units of electives of which no more than 4-quarter units may be taken outside of the Rady School of Management School in another UC San Diego department.
- 2) Only courses in which the candidate is assigned grades A, B, C, or S may be counted in satisfaction of the requirements for the Master's degree. No more than 12 units of S grades may be counted in satisfaction of the requirements for the Master's degree. [Am 1/31/17]
- 3) The candidate must maintain a "B" average (3.0 GPA) in all courses taken during her or his residence at the University of California as a graduate student.
- 4) An applied quantitative finance Capstone Project is required of each candidate.
- 5) Credit may not be transferred from other graduate or undergraduate programs.

C) Residency

Students must register and pay fees for the winter, spring, fall and summer quarters.

**704 REQUIREMENTS FOR THE MASTER OF EDUCATION (M.ED) DEGREE [En 11/01/03]**

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The degree of Master of Education will be granted on the follow conditions:

A) Admission

- 1) Completion of the normal requirements for admission to the Graduate Division of the University of California, San Diego, as specified by the Graduate Council and approved by the Dean of Graduate Studies.
- 2) Submission of Graduate Record Exam (GRE) scores.
- 3) Completion of three quarters of a foreign language, or equivalent.
- 4) Completion of an approved subject matter preparation program or passing of the appropriate subject matter exam.

B) Program

- 1) The course of study requires a total of 62-quarter units for elementary credential candidates and 60-quarter units for secondary credential candidates, including, for either credential, a minimum of 24-quarter units of 200-level course work.
- 2) The candidate must maintain a 3.0 grade point average in all course work undertaken as a graduate student at the University of California.
- 3) Each candidate in the M.Ed. program must complete the requirements in accordance with California Commission on Teacher Credentialing standards operative for the program at the time of admission.
- 4) The program of work of each candidate shall be under the supervision of a faculty mentor.
- 5) A comprehensive final examination, designated as Teaching Performance Assessment Portfolio, must be completed.

C) Residency

The normative time for completion will be 15 months. The program entails full time study during the academic year and during the summer preceding the following the academic year of study.

**705 REQUIREMENTS FOR THE MASTER OF FINE ARTS DEGREE [En 6/71, Rt by Academic Council  
9/15/71, Am 5/23/95]**

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The degree of Master of Fine Arts will be granted on the following conditions:

- A) Admission to the program is predicated on:
  - 1) Completion of the normal requirements for admission to the Graduate Division of the University of California, San Diego, as specified by the Graduate Council and approved by the Dean of Graduate Studies.
  
- B) Program
  - 1) To qualify for the Master of Fine Arts degree, at least 72 units will be required of all students.
  - 2) The MFA degree will be granted under the Modified Thesis Plan.
  
- C) Residency Requirements
  - 1) The student will be in residence for a minimum of six quarters. When, in exceptional circumstances, the student is given a leave of absence the period involved will not count off the residence period, although the student may be given appropriate credit for the work he or she does.

**706 MASTER OF PUBLIC POLICY (MPP) [En 06/03/14]**

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The degree of Master of Public Policy will be granted on the following conditions:

- A) The candidate shall have received the Bachelor's degree; have fulfilled the requirements for admission to the Graduate Division and the Graduate School of International Relations and Pacific Studies; and shall meet any additional requirements that may be specified by the Admissions Committee of the Graduate School of International Relations and Pacific Studies.
- B) The candidate shall have completed two years of resident graduate study (92 units) at the University of California, San Diego.
- C) In addition to the Core Requirements, the candidate shall select at least one Area of Specialization from those approved for inclusion in the MPP graduate program by the Graduate School of International Relations and Pacific Studies, and shall pursue a program of study approved by his or her program advisory committee.
- D) The candidate must maintain a GPA of 3.0 in all course work undertaken as a graduate student at the University of California.
- E) The program of work of each candidate shall be under the supervision of a faculty committee appointed by the Dean of the Graduate School of International Relations and Pacific Studies and the Dean of Graduate Studies.

**707 MASTER OF INTERNATIONAL AFFAIRS (MIA) [En 11/18/86, Rt by Assembly 5/7/87, Am 10/7/14]**

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The degree of Master of International Affairs will be granted on the following conditions:

- A) The candidate shall have received the Bachelor's degree; have fulfilled the requirements for admission to the Graduate Division and the School of Global Policy and Strategy; and shall meet any additional requirements that may be specified by the Admissions Committee of the School of Global Policy and Strategy
- B) The candidate shall have completed at least one year of resident graduate study (48 units) at the University of California, San Diego.
- C) In addition to the Core Requirements the candidate shall select a regional and a career specialization from those approved by the School of Global Policy and Strategy for inclusion in the MIA degree program, and shall pursue a program of study approved by his or her program advisory committee. The program of study shall constitute at least three quarters of work appropriate to the approved region or career specialization in which the candidate seeks qualification.
- D) The candidate shall demonstrate language proficiency in the language of the regional specialization.
- E) The candidate must maintain a 3.0 grade point average in all course work undertaken as a graduate student at the University of California.
- F) The program of work of each candidate shall be under the supervision of a faculty committee appointed by the Dean of the School of Global Policy and Strategy and the Dean of Graduate Studies.

**708 MASTER OF ENGINEERING (M. ENG) [En 10/26/99]**

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## A) Admission

- 1) Admission requirements for the M. Eng. are in accordance with the general requirements of the Graduate Division of the University of California, San Diego, as specified by the Graduate Council and approved by the Dean of Graduate Studies.
- 2) For acceptance, applicants must have an overall GPA of 3.0, and strong letters of recommendation are necessary.
- 3) Applicants must submit Graduate Record Exam (GRE) general test scores.
- 4) Test of English as a Foreign Language (TOEFL) scores are required for international students whose native language is not English.

## B) Program

The program requires 48 quarter units of course credit. At least 36 units must be at the graduate level, of which 20 must be taken at UCSD.

## C) Scholarship

The 48 units of required course work must be taken for a letter grade (A-F), except for Research (299 courses) for which only Satisfactory/Unsatisfactory (S/U) grades are allowed. Courses for which a D or F is received may not be counted. Students must maintain a 3.0 grade point average overall.

## D) Residency

The minimum residence requirement is three academic quarters. Academic residence is met by satisfactory completion of at least four units per quarter.

## E) Faculty Advisor

The program of work shall be under the supervision and subject to the approval of a member of the faculty of the department.



**709 MASTER OF ADVANCED STUDIES**

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The degree of Master of Advanced Studies will be granted on the following conditions:

A) Admission

The candidate shall have received the Bachelor's degree; have fulfilled the requirements for admission to the Graduate Division of the University of California, San Diego; and shall meet any additional requirements that may be specified by the Admissions Committee of the MAS program.

B) Residency

The minimum residency requirement is three quarters. Residence is established by satisfactory completion of four units per quarter, some of which must be at the graduate level. [Am 12/9/14]

C) Program

The MAS program shall be structured in accordance with one of the following:

Thesis or Project Plan – Credit must be obtained for a minimum of 36 quarter units distributed as follows: at least 12 units must be in graduate courses in the major field, no more than 12 units may be in upper-division courses, and there must be at least 6 units which lead to a Master's thesis or project under the direction of a UCSD faculty member. The thesis or project will be reviewed and approved by a three-member committee, appointed by the Dean of Graduate Studies, which includes at least one UCSD faculty member. [Am 1/23/07, Am 12/9/14]

Comprehensive Examination Plan – Credit must be obtained for a minimum of 36 quarter units of which at least 14 must be in graduate courses in the major field, 10 additional units in graduate courses, and 12 units in graduate or upper-division courses. No more than 6 units of research may be applied toward fulfillment of these requirements. A comprehensive final examination, designated as a Master's examination, must be passed. The examination will be administered and approved by a three-member committee, appointed by the Dean of Graduate Studies, which includes at least one UCSD faculty member. [Am 1/23/07, Am 12/9/14]

Alternative Plan – Credit must be obtained for a minimum of 36 quarter units of which at least 14 must be in graduate courses in the major field, 10 additional units in graduate courses, and 12 units in graduate or upper-division courses. No more than 6 units of research may be applied toward fulfillment of these requirements. Up to 6 units may be applied to a capstone requirement that differs from a thesis or comprehensive examination. [Am 1/23/07, Am 12/9/14]

D) Scholarship

Only courses in which the student is assigned grades A, B, C, D, P, or S are counted in satisfaction of the requirements for the Master's degree. In addition, a student must maintain a minimum graduate point average (GPA) of 3.0 in all courses taken after admission to graduate status.

E) Faculty Advisor

The program of work of each candidate shall be under the supervision of a faculty mentor.

**710 REQUIREMENTS FOR THE CANDIDATE IN PHILOSOPHY (C. PHIL.) DEGREE AT SAN DIEGO [En  
3/14/69]**

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Departments or comparable administrative units that have been authorized to confer the degree of Doctor of Philosophy may recommend the award of the degree of Candidate in Philosophy (C. Phil.) upon a student's advancement to candidacy for the degree of Doctor of Philosophy. The degree award shall specify the student's field of specialization. The following requirements pertain to the award of degree of Candidate in Philosophy:

- A) Residence  
The minimum residence requirement is four quarters of academic residence, at least three of which must be spent in continuous residence at the University of California, San Diego.
- B) The C. Phil. may not be conferred after, or simultaneously with, the award of the Ph.D.
- C) A department may not require additional accomplishments for the C. Phil. degree beyond those required for advancement to candidacy for the degree of Doctor of Philosophy.
- D) The C. Phil. degree shall not be specified as a terminal degree. This means that a department cannot recommend a student for advancement to candidacy and at the same time disqualify him or her for continued registration and further study or research on his or her dissertation. If a student withdraws from the University after advancement to candidacy and award of the C. Phil., the department must be willing to readmit him or her at some subsequent date, provided the period of absence has not exceeded the maximum time limit which the department has officially set with the Graduate Council between advancement to candidacy and the award of the Ph.D. Any student may decide not to proceed beyond the C. Phil.

**715 REQUIREMENTS FOR THE PH.D. DEGREE AT SAN DIEGO [En 5/18/65]**

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**A) Residency**

The minimum residence requirement for the Ph.D. degree is six quarters, three of which must be spent in continuous residence at the San Diego campus, except in the case of a joint Ph.D. program, in which the residence requirements will be defined by the Graduate Council. Residence is established by the satisfactory completion of six units per quarter, some of which must be at the graduate level.

**B) Language Requirement [En 2/15/66]**

Departments giving graduate instruction shall submit the language requirements needed in their field to the Graduate Council, as well as the proposed means by which students will demonstrate their language proficiency. Upon approval by the Graduate Council, the departmental language requirements will become part of the official program for graduate degrees. [Am 5/23/95]

Students are strongly urged to acquire the best possible language preparation before entering graduate studies, since otherwise their programs may be seriously delayed. The student must have satisfied all the language requirements in his or her field of study before taking the qualifying examination for advancement to candidacy for the Ph.D. degree.

**C) Qualifying Examinations**

Before admission to candidacy for the Doctor's degree, a student must have satisfied all preliminary requirements set by his or her major department and by the Graduate Council and must have passed the Qualifying Examination conducted by the Doctoral Committee.

**D) Doctoral Committees [Am 2/20/73]**

A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department. [Am 10/26/93]

Normally, the members of the committee shall be nominated by the student's department or interdepartmental group, but the Dean of Graduate Studies may appoint additional members. Willingness of each person to serve on the committee shall be verified prior to nomination. Efforts should be made to maintain continuity of service on the committee for the duration of candidacy.

The Doctoral Committee shall conduct the qualifying examination, supervise and pass on the student's dissertation, and conduct the final oral examination, which shall be public and so announced. Unless the reports of the committee to the Graduate Council concerning the examinations and the dissertation are unanimous, the Dean of Graduate Studies shall be called upon to review the case and report his or her findings to the Graduate Council, which shall determine appropriate action.

**715 REQUIREMENTS FOR THE PH.D. DEGREE AT SAN DIEGO [En 5/18/65]**

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**E) Advancement to Candidacy**

The candidate must file his or her application, properly approved by the Doctoral Committee, and submit it to the Dean of Graduate Studies who determines if all formal requirements have been met. A minimum period of resident study equivalent to three quarters must intervene between the date of formal advancement to candidacy and the date of the final examination. [Am 5/23/95]

**F) Dissertations [Am 2/27/70]**

A dissertation is required of every candidate for the Ph.D. degree. It must bear on the candidate's major area of study, show evidence of his or her ability to do independent research, and be approved by the candidate's doctoral committee.

A draft of the dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination. The final form of the dissertation must be in accord with the "Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses" which are established by the Graduate Council. Two official copies of the approved dissertation must be filed with the Registrar for deposit in the University Library.

**G) Final Examinations**

The candidate's final examination shall be conducted by his or her Doctoral Committee. The examination is oral and deals primarily with the relationship of the dissertation to the general field in which the subject lies.

**716 REQUIREMENTS FOR THE DOCTOR OF AUDIOLOGY (AU.D.) DEGREE [En 6/8/06, Am 5/22/07]**

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The degree of Doctor of Audiology will be granted on the following conditions:

A) Admission

The candidate shall have:

- 1) Fulfilled the normal requirements for admission to the Graduate Division of the University of California, San Diego as specified by the Graduate Council and the Dean of Graduate Studies; and
- 2) Met additional requirements that may be specified by the Audiology Program.

B) Program

The candidate shall be required to take the equivalent of four years of study at UCSD and SDSU. The program is structured as follows:

- 1) The first year of study is at SDSU, the second year is at UCSD; the third year is at SDSU, and the fourth year is a full-time clinical externship at an agency approved by the program;
- 2) Clinical experiences at each campus and community clinical sites over the first three years under the supervision of licensed audiologists; and
- 3) At least two terms participating in research with program faculty, preferably one term at each campus.

C) Residency

The minimum residency requirement for the Au.D. degree is six quarters, at least three of which must be spent in continuous residence at UCSD.

D) Qualifying Examinations

The candidate must:

- 1) Pass exams in year one and year two in order to enroll in the subsequent year's courses; and
- 2) Pass a written comprehensive examination in year three before registering for the externship.

E) Advancement to Candidacy

The candidate will advance to candidacy after:

- 1) Successful completion of all course, research, and clinical practicum requirements for the first and second years with a minimum GPA of 3.0;
- 2) Satisfactory performance on the first and second year examinations;
- 3) Selection of a doctoral project committee comprised of two Au.D. program faculty, one from UCSD, one from SDSU, and at least one additional tenured outside faculty member from either UCSD or SDSU, with the chair of the committee being from either campus; and [Am 5/22/07]

**716 REQUIREMENTS FOR THE DOCTOR OF AUDIOLOGY (A.U.D.) DEGREE [En 6/8/06, Am 5/22/07]**

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- 4) Approval of the doctoral project summary proposal.
- F) Doctoral Project
- The candidate shall:
- 1) Enroll in the appropriate doctoral project course depending on the campus in which their chair resides; and
  - 2) Complete the doctoral project which must be approved by the student's doctoral project committee.

**717 DOCTOR OF MUSICAL ARTS DEGREE (DMA) [En 4/25/95]**

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**A) Admission**

Admission to the DMA program will be based upon acceptance to graduate study at UCSD and the following criteria. Applicants should:

- 1) hold a Master's degree in a music-related field with experience in performance comparable to the UCSD M.A. degree or equivalent;
- 2) demonstrate a high level of academic achievement, as evidenced by grade transcripts, letters of recommendation, and scholarly papers;
- 3) present a performance audition;
- 4) have taken the Graduate Record Examination General Test, as well as the Music Subject Test.

**B) Program of Study**

Students will be required to take:

- 1) seminars and directed research group courses in one major area of vocal/instrumental specialization and two secondary areas of specialization;
- 2) performance seminars and other required courses.

**C) Foreign Language Requirement**

A demonstrated reading proficiency of one modern foreign language must be proven by the time of advancement to candidacy.

**D) Doctoral Committee**

A committee will be formed to supervise the student's educational progress toward the qualifying examinations and final requirements. Each committee shall be constituted following the same procedures as are provided for in Regulation 715(D) for the Ph.D. degree.

**E) Qualifying Examination**

The Qualifying Examination consists of two parts:

- 1) A written and oral defense of questions provided by the Doctoral Committee; plus
- 2)
  - a) an abstract of the thesis or research project to be given to the Doctoral Committee at the qualifying exams; or
  - b) a presentation of a substantial portion of the works to be performed on the student's "Major Recitals" will be performed as part of the qualifying exams.

**717 DOCTOR OF MUSICAL ARTS DEGREE (DMA) [En 4/25/95]**

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## F) Final Requirements

## 1) Two Major Recitals, plus one of the following:

- a) thesis or research project;
- b) a concert that is innovative in design and/or content, which is supported by a document containing extensive stylistic or analytical discussion of the program; or
- c) a lecture/concert, pertaining to innovative and/or original material, with appropriate documentation as determined by the committee.

## G) Residence Requirement

The minimum residence requirement for the DMA is two years.



**718 REQUIREMENTS FOR THE DOCTOR OF EDUCATION (ED.D.) DEGREE AT SAN DIEGO [En 3/12/13]**

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## A) Admission

The candidate shall have:

- 1) fulfilled the normal requirements for admission to the Graduate Division of the University of California, San Diego as specified by the Graduate Council and the Dean of Graduate Studies;
- 2) met additional requirements that may be specified by the Department of Education Studies;

## B) Program of Study

Students shall take the equivalent of twelve quarters of study. The program consists of:

- 1) core courses that address fundamental issues in educational practice;
- 2) core courses that focus on the analysis of educational reform and innovation;
- 3) broad training in research methods appropriate to topics in education; and
- 4) preparation for doctoral dissertation research.

## C) Doctoral Committee

- 1) The standard Ed.D. dissertation committee consists of three or more faculty members appointed by the Dean of Graduate Studies under the authority of the Graduate Council. Each committee will have no fewer than two faculty members at the level of Associate Professor or above or Lecturer with Security of Employment or above (those granted approval by the Office of Graduate Studies).
- 2) The Doctoral Committee shall supervise and pass on the student's dissertation, and conduct the final oral examination, which shall be public and so announced. Unless the reports of the committee to the Graduate Council concerning the examination and the dissertation are unanimous, the Dean of Graduate Studies shall be called upon to review the case and report his or her findings to the Graduate Council, which shall determine appropriate action.

## D) Advancement to Candidacy

- 1) Before application to candidacy for the Doctor's degree, a student must have satisfied all preliminary requirements set by the program and by the Graduate Council and must have written a qualifying paper approved by the faculty.

**718 REQUIREMENTS FOR THE DOCTOR OF EDUCATION (ED.D.) DEGREE AT SAN DIEGO [En 3/12/13]**

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- 2) The oral and written presentation of the dissertation proposal shall serve as the candidate's Advancement to Candidacy Examination. The Examination will be administered by the student's Dissertation Committee. The candidate must file his or her application, properly approved by the Doctoral Committee, and submit it to the Dean of Graduate Studies who shall determine if all formal requirements have been met. A minimum period of resident study equivalent to three quarters must intervene between the date of formal advancement to candidacy and the date of the final examination.
- E) Dissertation
- 1) A dissertation is required of every candidate for the Ed.D. degree. The dissertation must contain original research on a significant issue in educational leadership and practice affecting K-12 or post-secondary institutions and be approved by the candidate's doctoral committee.
  - 2) A draft of the dissertation must be submitted to each member of the Doctoral Committee at least four weeks before the final examination. The final form of the dissertation must be in accord with the "Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses" which are established by the Graduate Council. A copy of the approved dissertation must be filed for deposit in the University Library.
- F) Final Examination
- The candidate's final examination shall be conducted by his or her Doctoral Committee. The examination is oral and deals primarily with the relationship of the dissertation to the general field in which the subject lies.
- G) Residency
- The minimum residence requirement for the Ed.D. is six quarters, three of which must be spent in continuous residence at UCSD.

## •• PART 3: Requirements for Higher Degrees

**720 TEACHING AND RESEARCH ASSISTANCE REQUIREMENT FOR GRADUATE DEGREES [ 11/23/65]**

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Upon approval of the Graduate Council, a department may establish as a requirement for graduate degrees that all candidates for such degrees serve periods either as teaching or research assistants or both. Exceptions to such a requirement may be made by the Dean of Graduate Studies, after approval by the department and the Graduate Council.

**721 MASTER OF CHINESE ECONOMIC AND POLITICAL AFFAIRS (MCEPA) [En 03/29/15]**

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The degree of Master of Chinese Economic and Political Affairs will be granted on the following conditions:

- A) The candidate shall have received the Bachelor's degree; have fulfilled the requirements for admission to the Graduation and the Graduate School of International Relations and Pacific Studies; and shall meet any additional requirements that may be specified by the Admissions Committee of the Graduate School of International Relations and Pacific Studies.
- B) Admission will require demonstration of second year proficiency in Mandarin Chinese.
- C) The candidate shall have completed two years of resident graduate study (96 units) at the University of California, San Diego.
- D) In addition to the Core Requirements, the candidate must complete 24 units in required China centered courses; 24 units in a chosen area of concentration, 12 units of Sources and Methods courses, and 8 total units in a two-quarter Capstone Seminar.
- E) The candidate must maintain a 3.0 grade point average in all course work undertaken as a graduate student at the University of California.
- F) The program of each candidate shall be under the supervision of a faculty committee appointed by the Dean of the Graduate School of International Relations and Pacific Studies and the Dean of Graduate Studies.

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 100: Officers of the University

#### 100.4 DUTIES OF THE PRESIDENT OF THE UNIVERSITY

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- b) The President is authorized in the name of The Regents to award degrees to candidates recommended by the Academic Senate for degrees in course and certified by the respective registrars, and to confer honorary degrees, the award of which has been approved by the Board. In the absence of the President, or when specifically delegated by the President, the Chancellors on the respective campuses of the University shall confer the honorary degrees so awarded by The Regents. Degrees in course, awarded by the President as prescribed above, may be conferred by any Officer of the University, including Officers of the respective campuses, on delegation by the President. The President shall seek the advice of the Academic Senate, through committees appointed in a manner which the President shall determine, in connection with the award of all honorary degrees.
- c) The President of the University, in accordance with such regulations as the President may establish, is authorized to appoint, determine compensation, promote, demote, and dismiss University employees, except as otherwise provided in the Bylaws and Standing Orders and except those employees under the jurisdiction of the Secretary, Treasurer, and General Counsel of The Regents. Before recommending or taking action that would affect personnel under the administrative jurisdiction of Chancellors, Senior Vice Presidents, Vice Presidents, or Directors of the Ernest Orlando Lawrence Berkeley Laboratory, the Ernest Orlando Lawrence Livermore National Laboratory, and the Los Alamos National Scientific Laboratory, the President shall consult with or consider recommendations of the appropriate Officer. When such action relates to a Professor, Associate Professor, or an equivalent position; Assistant Professor, a Professor in Residence, an Associate Professor in Residence, or an Assistant Professor in Residence; a Professor of Clinical (e.g. Medicine), an Associate Professor of Clinical (e.g. Medicine) or an Assistant Professor of Clinical (e.g. Medicine); a Senior Lecturer with Security of Employment, or a Lecturer with Security of Employment, the Chancellor shall consult with a properly constituted advisory committee of the Academic Senate.
- h) The President shall fix the Calendar of the University, provided that no session of instruction shall be established or abolished except with the advice of the Academic Senate and the approval of the Board.
- i) The President is authorized to make awards of fellowships, scholarships, and prizes with the advice of the Chancellors and the Academic Senate, and to approve expenditures from appropriations, gifts, and endowments for these purposes.
- j) The President shall consult with the Chancellors and the Academic Senate regarding the educational and research policies of the University, and shall keep the Chancellors and the Academic Senate informed about significant developments within the University and within the State and Federal governments which may have serious consequences for the conduct of education and research within the University. The President shall present recommendations to the Board concerning the academic plans of the University and of the several campuses. The President shall transmit to the Board any memorial which the Academic Senate may address to The Regents.

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 101: Faculty Members and Other Employees of the University

### 101.1 EMPLOYMENT STATUS

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- b) Dismissal of an academic appointee who holds tenure or security of employment shall be voted by the Board upon recommendation of the President of the University, following consultation with the appropriate Chancellor. Prior to recommending dismissal, the Chancellor shall consult with the appropriate advisory committee(s) of the Division of the Academic Senate.

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 103: Special Provisions Concerning Officers, Faculty Members, and Employees of the University

### **103.2 PRIVILEGE OF A HEARING BEFORE THE ACADEMIC SENATE**

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Any member of the Academic Senate shall have 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.

- APPENDIX 1: Excerpts for Standing Order of the Regents

- STANDING ORDER 103: Special Provisions Concerning Officers, Faculty Members, and Employees of the University

### 103.5 EMERITUS STATUS

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- a) The title Professor Emeritus shall be conferred, upon retirement, on every Professor and Associate Professor. The title suffix Emeritus for positions held at the time of retirement shall be conferred, upon retirement, on every member of the Academic Senate. With the approval of the President, Emeritus status shall be conferred, upon retirement, on every academic appointee who is not a member of the Academic Senate but who meets specific criteria established by the President.



- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 103: Special Provisions Concerning Officers, Faculty Members, and Employees of the University

### **103.7 SEVERANCE COMPENSATION**

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The principle of severance compensation is approved in the case of premature and compulsory retirement of a faculty member with acquired tenure whose removal from service seems to be in the interest of the University; and, in such cases, the President shall make a recommendation to the Board, after discussing the propriety of severance with the Chancellor concerned and with the appropriate Committee on Privilege and Tenure of the Academic Senate. In establishing the amount of severance compensation, each case shall be dealt with upon its merits.

- APPENDIX 1: Excerpts for Standing Order of the Regents

- STANDING ORDER 103: Special Provisions Concerning Officers, Faculty Members, and Employees of the University

### 103.9 TENURE

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All appointments to the positions of Professor and Associate Professor and to positions of equivalent rank are continuous in tenure until terminated by retirement, demotion, or dismissal. The termination of a continuous tenure appointment or the termination of the appointment of any other member of the faculty before the expiration of the appointee's contract shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, except as otherwise provided in a Memorandum of Understanding for faculty who are not members of the Academic Senate.

An Assistant Professor who has completed eight years of service in that title, or in that title in combination with other titles as established by the President, shall not be continued after the eighth year unless promoted to Associate Professor or Professor. By exception, the President may approve appointment of an Assistant Professor beyond the eighth year for no more than two years.

- APPENDIX 1: Excerpts for Standing Order of the Regents

- STANDING ORDER 103: Special Provisions Concerning Officers, Faculty Members, and Employees of the University

### 103.10 SECURITY OF EMPLOYMENT

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Except as otherwise provided in a Memorandum of Understanding for faculty who are not members of the Academic Senate, a Lecturer-Potential Security of Employment or Senior Lecturer-Potential Security of Employment appointed at more than half time who has completed eight years of service in that title, or in that title in combination with other titles as established by the President, shall not be continued in that title after the eighth year unless given appointment with security or employment.

By exception, the President may approve appointment of a Lecturer-Potential Security of Employment or Senior Lecturer-Potential Security of Employment on more than half time beyond the eighth year without security of employment, but such appointment may not extend beyond two years.

An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate.

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 105: Academic Senate

## 105.1 ORGANIZATION OF THE ACADEMIC SENATE

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- a) The Academic Senate shall consist of the President, Vice Presidents, Chancellors, Vice Chancellors, Deans, Provosts, Directors of academic programs, the chief admissions officer on each campus and in the Office of the President, registrars, the University Librarian on each campus of the University, each lecturer who has full-time teaching responsibilities in any curriculum under the control of the Academic Senate and whose academic title is Senior Lecturer with Security of Employment or Lecturer with Security of Employment, and each person giving instruction in any curriculum under the control of the Academic Senate whose academic title is Instructor, Instructor in Residence; Assistant Professor, Assistant Professor in Residence, Assistant Professor of Clinical (e.g. Medicine); Associate Professor, Associate Professor in Residence, Associate Professor of Clinical (e.g. Medicine), Acting Associate Professor; Professor, Professor in Residence, Professor of Clinical (e.g. Medicine), or Acting Professor; however, Instructors and Instructors in Residence of less than two (2) years' service shall not be entitled to vote. Members of the faculties of professional schools offering courses at the graduate level only shall be members also of the Academic Senate, but, in the discretion of the Academic Senate, may be excluded from participation in activities of the Senate that relate to curricula of other schools and colleges of the University. Membership in the Senate shall not lapse because of leave of absence or by virtue of transference to emeritus status.
- b) The Academic Senate shall determine its own membership under the above rule, and shall organize, and choose its own officers and committees in such manner as it may determine.
- c) The Academic Senate shall perform such duties as the Board may direct and shall exercise such powers as the Board may confer upon it. It may delegate to its divisions or committees, including the several faculties and councils, such authority as is appropriate to the performance of their respective functions.

•• APPENDIX 1: Excerpts for Standing Order of the Regents

•••• STANDING ORDER 105: Academic Senate

## 105.2 DUTIES, POWERS, AND PRIVILEGES OF THE ACADEMIC SENATE

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- a) The Academic Senate, subject to the approval of the Board, shall determine the conditions for admission, for certificates, and for degrees other than honorary degrees. It shall recommend to the President all candidates for degrees in course and shall be consulted through committees appointed in such manner as the President may determine in connection with the award of all honorary degrees.
- b) The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board, except that the Senate shall have no authority over courses in the Hastings College of Law, San Francisco Art Institute, in professional schools offering work at the graduate level only, or over non-degree courses in the University Extension. No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned.
- c) The Academic Senate shall determine the membership of the several faculties and councils, subject to the provisions of Standing Order 105.1(c), except the faculties of Hastings College of Law, and San Francisco Art Institute, provided that the several departments of the University, with the approval of the President, shall determine their own form of administrative organization, and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two (2) years' service shall have the right to vote in department meetings.
- d) The Academic Senate is authorized to select a committee or committees to advise a Chancellor concerning a campus budget and to select a committee or committees to advise the President concerning the University budget.
- e) The Academic Senate shall have the right to lay before the Board, but only through the President, its views on any matters pertaining to the conduct and welfare of the University.
- f) The Academic Senate is authorized to advise the President and the Chancellors concerning the administration of the libraries of the University.
- g) The Academic Senate is authorized to select a committee or committees to approve the publication of manuscripts by the University of California Press.

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 110: Academic Units and Related Activities of the University

#### **110.1 ACADEMIC UNITS AND FUNCTIONS, AFFILIATED INSTITUTIONS, AND RELATED ACTIVITIES OF THE UNIVERSITY.**

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The Board has established the colleges, schools, graduate divisions, certain other major academic units, affiliated institutions, and related activities at the several campuses and facilities of the University of California, and, upon the recommendation of the President of the University, with the advice of the Academic Senate, has established the degrees awarded by the several academic units of the University. Detailed provisions of this establishment shall be set forth in the minutes of the Board. The Board may amend these provisions by resolution, upon recommendation of the President of the University.

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 110: Academic Units and Related Activities of the University

## 110.2 MATTERS RELATING TO RESIDENCY

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- a) The residence of each student shall be determined in accordance with the rules governing residence prescribed by the provisions ... of the Education Code of the State of California. Each nonresident student at the University of California shall pay a nonresident tuition fee for each term of attendance at the University, except that such fee, with the approval of the President of the University, may be remitted or waived in whole or in part ... in the case of a nonresident student who is an unmarried dependent son or daughter under age twenty-one, or a spouse of a member of the University faculty who is a member of the Academic Senate. ...

- APPENDIX 1: Excerpts for Standing Order of the Regents
- STANDING ORDER 110: Academic Units and Related Activities of the University

### 110.3 DIPLOMAS

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- a) The form for all diplomas issued by the University of California, including the Hastings College of the Law, shall be prescribed by the President, after consultation with the Academic Senate.



## 2 UCSD POLICY ON INTEGRITY OF SCHOLARSHIP

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[Enacted 5/23/78, Amended 3/2/82, 5/28/85, 1/27/87, 5/22/90, 5/28/91, 4/26/94, 11/22/94, 4/23/96, 11/25/97, 5/27/03, Effective 9/25/03, 4/25/06, 5/26/09, 3/1/11, 1/31/12, 6/3/14, Effective 9/29/14]

Integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind.

Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

The UCSD Policy on Integrity of Scholarship (herein the "Policy") states the general rules and procedures associated with student integrity of scholarship. This Policy applies to undergraduate and graduate students enrolled at UCSD and/or enrolled in a UCSD course. A separate policy exists governing integrity of research. Medical students are governed by policies specified in the Handbook for School of Medicine Advisors and Students, as formulated by the School of Medicine Committee on Educational Policy. Pharmacy students are governed by the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) Policy on Integrity of Scholarship as formulated by the SSPPS faculty. In this Policy, the term "in writing" is defined as communications delivered either on paper or electronically via email.

### l) **Instructors' Responsibility**

The Instructor shall state in writing how graded assignments and exams will contribute to the final grade in the course. If there are any course-specific rules required by the Instructor for maintaining academic integrity, the instructor shall also inform students of these in writing.

## 2 UCSD POLICY ON INTEGRITY OF SCHOLARSHIP

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### II) **Students' Responsibility**

Students are expected to complete the course in compliance with the instructor's standards. No student shall engage in an activity that involves attempting to receive a grade by means other than honest effort; for example:

- No student shall knowingly procure, provide, or accept any unauthorized material that contains questions or answers to any examination or assignment that is being, or will be, administered.
- No student shall complete, in part or in total, any examination or assignment for another person.
- No student shall knowingly allow any examination or assignment to be completed, in part or in whole, for himself or herself by another person.
- No student shall plagiarize or copy the work of another person and submit it as his or her own work.
- No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.
- No student shall alter graded class assignments or examinations and then resubmit them for regrading.
- No student shall submit substantially the same material in more than one course without prior authorization.

### III) **The Instructional Assistant's (IA) Responsibilities**

A student acting in the capacity of an Instructional Assistant (IA), a category including but not limited to teaching assistants, readers, and tutors, has a special responsibility to safeguard integrity of scholarship. In this role the student functions as an apprentice instructor, under the tutelage of the responsible instructor. An IA shall equitably grade student work in the manner agreed upon with the course instructor. An IA shall not provide a student with any information or collaboration that would aid the student in completing the course in a dishonest manner (e.g., providing access to unauthorized material related to tests, exams, and homework).

### IV) **Responsibility for Resolution of Cases of Violation of the Policy**

The responsibility for maintaining the standards of academic honesty rests with two University authorities: the faculty and the administration. Under the Standing Orders of the Regents, authority over courses and curricula is delegated to the faculty through the Academic Senate. The University of California's Policy on Student Conduct and Discipline authorizes UCSD administration to discipline students for academic misconduct. All cases in which the Student is found responsible for violating the Policy will result in both an academic and an administrative sanction.

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### A) Academic Responsibilities and Sanctions

The Instructor shall report the alleged violation to the Academic Integrity Office, shall participate in the process according to the Policy, and when the case is resolved, shall determine the Student's grade in the course. Any violation of the Policy by the Student may be considered grounds for failure in the course, although less serious consequences may be incurred in less serious circumstances. An Instructor shall not assign an academic sanction for academic dishonesty unless he or she has submitted a report of an alleged violation of the Policy and the Student has either admitted responsibility for, or has been found responsible for, violating the Policy.

### B) Administrative Authority and Sanction

The appropriate administrative authority shall impose an administrative sanction in accordance with guidelines authorized by the Educational Policy Committee. For undergraduates, the appropriate administrative authority is the Council of Deans of Student Affairs. For graduate students, the appropriate administrative authority is the Assistant Dean of Graduate Studies. For non-matriculated students enrolled in a UCSD course through Summer Session, the appropriate administrative authority is the Director of Summer Session. For non-matriculated students enrolled in a UCSD course through University Extension, the appropriate administrative authority is the Student Affairs Manager. Administrative sanctions range in severity from administrative probation to dismissal from the University. Students found responsible for multiple cases of academic dishonesty shall be subject to dismissal from the University. Sanctioning guidelines can be found at <http://academicintegrity.ucsd.edu>.

### C) The Academic Integrity Office (AI Office)

The AI Office is the initial contact for the Instructor and the administrative manager for the processing of cases of Policy violations. The AI Office may extend any timelines in the Policy when practical exigencies so dictate, in which case all involved parties will normally be notified in writing. The AI Office shall maintain a record of all cases and shall report annually to the Academic Senate Educational Policy Committee, to the Council of Provosts, and to the Executive Vice Chancellor for Academic Affairs on the number, nature, and type of cases; the pattern of decision-making; the severity and type of academic and administrative sanctions; and other relevant matters as directed by the Educational Policy Committee.

## V) **Procedures for Resolution of Cases of Violations of the Policy**

The procedure for resolution of cases of violating the Policy is divided into three phases: A, Reporting Phase; B, Decision and Resolution Phase; C, Appeals Phase.

### A) **The Reporting Phase**

When an Instructor has reason to believe that a Student has violated the Policy, the Instructor should proceed in one of two ways:

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- I) Meet with the Student to discuss the suspected violation. If the Instructor decides that there is evidence of a Policy violation, he or she must submit a formal charge describing the suspected violation to the AI Office.
- II) Submit a formal charge to the AI Office describing the alleged violation.

All alleged cases of academic dishonesty must be reported. To file a charge of violating the Policy with the AI Office, an Instructor must submit in writing the following information: the Student's name, the Student's PID, the course name and number, the date of the alleged incident, and a description of the incident. Upon receiving the charge, the AI Office will initiate the resolution process, as described in Section B below.

If the Instructor has submitted a formal charge of violating the Policy, he or she will refrain from assigning a course grade for the Student until the charge has been resolved. If the course concludes before the charge is resolved, the Instructor will assign an "X" code for the course in eGrades, which indicates that the X is due to a "Pending Charge of Academic Dishonesty".

If there is insufficient time to submit a charge of violating the Policy before grades are due (e.g., suspected violation occurred during the final exam), then the Instructor may assign an X code for the course before a charge is filed with the AI Office. In this case, the Instructor must:

- i) assign an X code in eGrades, which indicates that the X is due to a "Pending Charge of Academic Dishonesty". eGrades will automatically notify the AI Office that a formal charge is forthcoming, and
- ii) file a formal charge to the AI Office as soon as possible, normally within fifteen (15) business days of the grades due date.

If, after reporting a charge to the AI Office, the Instructor decides to withdraw the charge, the Instructor shall notify the AI Office in writing of his or her decision. The Instructor shall determine the grade for the course based on the student's academic work. The AI Office shall notify the Student, the appropriate administrative authority, the department chair/program director, and Academic Records that the charge against the Student has been withdrawn by the Instructor. All notations of the charge shall be removed from the Student's academic record. If an X has been assigned, the Instructor shall assign a grade for the course in eGrades once Academic Records has removed all notations of the charge. The charge may be reinstated in accordance with this Policy should new evidence become available.

An instructor may not withdraw a charge if a student has accepted responsibility of violating the Policy or has been found responsible for violating the Policy.

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### B) The Decision and Resolution Phase

Once the Instructor has reported a charge of violating the Policy to the AI Office, the AI Office shall immediately notify the appropriate administrative authority in writing, with a copy to the Instructor and to Academic Records that the Student is charged with violating the Policy. Within two (2) business days, the administrative authority shall notify the Student in writing of the charge and copy the AI Office and the Instructor.

If Students from two or more undergraduate colleges are allegedly involved in the same incident, the AI Office will direct the case to the chair of the Council of Deans of Student Affairs. The chair will then appoint one of the Deans to proceed with the case for all Students, regardless of undergraduate college. If the charge involves both undergraduate and graduate Students, the chair of the Council of Deans of Student Affairs and the Assistant Dean of Graduate Studies shall consult and agree on how to proceed with the case. If the charges involve non-matriculated students enrolled through Summer Session or Extension, please refer to Section IV.B. on the appropriate administrative authority to be consulted.

#### 1) The Student's deadline for responding to charge(s) of violating the Policy

Within ten (10) business days of the date of notification by the appropriate administrative authority, the Student must respond to the administrative authority acknowledging receipt of the charge and arranging to meet (either in person or via telephone) with the administrative authority to discuss the charge(s) and possible administrative sanctions. The administrative authority shall review the charge(s) with the Student and may advise and assist the Student regarding possible administrative sanctions and the process for resolution of the charge(s) of violating the Policy. Within twelve (12) business days of the date of notification by the administrative authority, the Student must report to the administrative authority his or her decision either to accept the charge of violating the Policy or to contest the charge and request an Academic Integrity Review.

If the Student does not meet with or notify the Dean of his or her decision by the end of the twelfth (12) business day following the date of notification by the Dean, he or she will be presumed to have decided to accept the charge(s) of violating the policy.

#### 2) Decision I: Student accepts charge(s) of violating the Policy

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a) Administrative Sanction

Administrative sanctions range from administrative probation to dismissal from the University, depending on the severity of the case, any previously recorded offenses, and any mitigating circumstances.

For undergraduate students, the appropriate Dean shall make a recommendation of the administrative sanction(s) to the Council of Deans of Student Affairs. The Council of Deans of Student Affairs shall determine the administrative sanction(s) and shall notify the AI Office of the decision within thirty (30) calendar days from the date of the AI Office notification of the charge.

For graduate students, the Assistant Dean of Graduate Studies shall determine the administrative sanction(s) and shall notify the AI Office of the administrative decision within thirty (30) calendar days from the date of the AI Office's notification of the charge.

For non-matriculated student enrolled in a UCSD course through Summer Session or UCSD Extension, the appropriate administrative authority identified in Section IV.B. shall determine the administrative sanction(s) and shall notify the AI Office of the administrative decision within thirty (30) calendar days from the date of the AI Office's notification of the charge.

A record of the administrative sanction(s) shall be maintained by the AI Office, the appropriate administrative authority, the Council of Deans of Student Affairs (for undergraduates), and Academic Records.

b) Academic Sanction

Within ten (10) business days of being notified of the administrative sanction(s), the AI Office shall notify the Instructor, the department chair/program director, and Academic Records of the administrative sanction(s). Academic Records shall update or remove all notations of the charge from the Student's academic record and direct the Instructor to assign a grade for the course in eGrades.

The Instructor shall determine the grade for the course. If an X has been assigned, the Instructor shall assign a grade for the course by submitting the grade in eGrades. If the outcome is not determined within the calendar year, Academic Records shall direct the Instructor to submit a clerical error form to assign a grade and Academic Records will post the assigned grade. Upon notification from Academic Records that the final grade has been recorded, the AI Office will notify the Instructor, the appropriate administrative authority, and the department chair/program director of the resolution of the case with a report of both the administrative and academic sanctions.

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- 3) Decision II: The Student contests the charge of violating the Policy and requests an Academic Integrity Review

If the Student contests the charge of violating the Policy (Decision II), he or she must submit to the appropriate administrative authority a written request for an Academic Integrity Review with an explanation of why the charge is contested.

- a) This request must be received by the appropriate administrative authority within twelve (12) business days of the date of the notification of the charge.
  - b) Within two (2) business days of receiving the Student's written request for an Academic Integrity Review, the administrative authority shall transmit the written request to the AI Office along with any additional relevant documentation.
  - c) Within two (2) business days of receiving the administrative authority's request, the AI Office shall notify the Student, the Instructor, and the administrative authority in writing that the request for an Academic Integrity Review was received.
- 4) The Academic Integrity Review (AIR)

The purpose of an Academic Integrity Review is to explore and investigate the incident giving rise to the charge and to reach an informed, evidence-based conclusion as to whether the Policy was violated.

- 5) Composition of the Academic Integrity Review Board and the Review Panel

The composition of the Academic Integrity Review Board (AIRB) shall be as follows:

- a) Twenty-five (25) faculty members appointed by the Academic Senate Committee on Committees.
- b) At least six (6) graduate students appointed by the Graduate Student Association in collaboration with the Assistant Dean of Graduate Studies.

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- c) At least twelve (12) upper division undergraduate students, two from each college, appointed by the college Dean.

For each AIR request, the AI Office shall select from the AIRB five (5) members (the "Review Panel"), which shall normally be composed of three faculty members, one graduate student, and one undergraduate student. The AI Office shall also select a college Dean or the Assistant Dean of Graduate Studies, who is not the Dean or Assistant Dean of the Student, to serve as the Presiding Officer. The Presiding Officer shall conduct the review and advise the Review Panel on procedure, but shall not vote. In the event that a five-member Review Panel is not available (e.g., during the summer months or due to unforeseen circumstances, a recusal or challenge of a Review Panel member, or last minute absences), the Student shall be given the option of electing to proceed with a reduced Review Panel. If the Student elects to proceed with a reduced Review Panel, the Presiding Officer, or the AI Office when appropriate, may agree to proceed with not less than two (2) faculty members and one (1) student (either undergraduate or graduate).

A Review Panel member may recuse himself or herself or the Student may challenge the participation of a Review Panel member only when a reasonable person would recognize a conflict of interest or an inability of the Review Panel member to be unbiased; for example, when there is a personal or authoritative relationship between the Student and a Review Panel member. The Presiding Officer shall make the final determination on challenges to Review Panel composition. In the event that the AIR cannot proceed due to Review Panel composition, the Presiding Officer shall call for a continuance until such time as an appropriate Review Panel can be constituted.



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### 6) Notice of the Academic Integrity Review

As soon as possible, and normally no longer than one quarter after receipt of the request for an AIR, the AI Office shall schedule a review of the case by a Review Panel. The AI Office shall normally provide at least ten (10) business days' notice to the Student and the Instructor of the time, date, and location of the AIR, although exceptions can be made if both the Student and the Instructor agree.

The notice shall include a statement that the UCSD Policy on Integrity of Scholarship is alleged to have been violated and a statement that an AIR has been scheduled. If the time and place of the AIR are not known, the notice shall include a statement indicating that a subsequent notice will be sent specifying same. In the event that the time or place is adjusted after the original notice is sent, an email notifying the parties to this effect shall be deemed sufficient notice.

Objections to the time and date of the AIR will be ruled on by the Presiding Officer no later than five (5) business days before the AIR. Academic Integrity Reviews shall not normally be rescheduled to accommodate the Student's work, class, or personal conflicts unless undue hardship would otherwise be experienced by the Student. Academic Integrity Reviews shall not normally be rescheduled to accommodate the availability of Relevant Parties.

### 7) The Review Packet

Once an AIR has been requested by the Student, the relevant documents will be collected, including the facts of the charge by the Instructor and the Student's dispute of the facts of the charge. The Student or the Instructor may also submit to the AI Office additional documents relevant to the charge, or the names and contact information of any additional people (e.g., classmates, teaching assistants) who have knowledge relevant to the charge (Relevant Parties). All documents must be submitted to the AI Office within ten (10) business days of the receipt of the review request by the AI Office.

The AI Office will make available to the Presiding Officer, the Instructor, and the Student a copy of the documents relevant to the charge (the Review Packet) no later than five (5) business days before the date of the AIR.

Newly available documents not included in the Review Packet can be presented at the AIR subject to the approval of the Presiding Officer. In such circumstances, the Presiding Officer should provide the Review Panel, the Student, and the Instructor with adequate time to review the new information.

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### 8) Parties Attending the AIR

A Relevant Party is one with direct and material understanding of the case.

Normally, the Instructor bringing the charge forward and the Student requesting the AIR must be present for the AIR. However, in lieu of attending the AIR, the Instructor and/or the Student may forfeit in-person participation and provide a written statement.

The Student's absence from or silence during the AIR shall not imply acceptance of responsibility. The University will normally conduct a single AIR to address the charges made against multiple Students in the same incident unless the Students would experience substantial prejudice as a result of a joint AIR. The appropriate administrative authority with whom the Students meet to request an AIR will, in consultation with the AI Office, hear and decide on prejudice concerns.

Recognizing their formal role in the University instruction, in cases where an Instructional Assistant (IA) is involved, the IA may also be present for the entire AIR rather than partially as a Relevant Party.

The Student may be accompanied by an Associated Students Student Advocate in the AIR. The Student should present his or her own case, but the Advocate may assist the Student with questioning and procedural issues. The Advocate may not normally appear at the AIR in lieu of the Student, but in the event that the Advocate is present but the Student is not, the AIR may continue at the discretion of the Presiding Officer, questions may be asked of the Advocate, and the Advocate may address procedural issues on behalf of the Student. Prior to the AIR, the AI Office shall be available to advise the Instructor of the procedures and options for presentation of the case, but the Instructor may be accompanied in the AIR only by a faculty colleague acting under the same restrictions as a Student Advocate.

The Instructor and the Student shall have the right to present Relevant Parties and question all Relevant Parties present at the AIR. In lieu of Relevant Parties attending the AIR, the Instructor and/or the Student may submit written statements from Relevant Parties as part of the Review Packet. Normally, Relevant Parties are present at the AIR only for the time they are presenting their statements and being questioned by the Instructor, the Student, and the Review Panel.

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## 9) The Academic Review Process

The Review Panel shall hold an AIR and decide based on the preponderance of evidence presented at the AIR whether or not the Student is responsible for violating the Policy. Academic Integrity Reviews are fundamentally educative and investigative in nature, and thus the rules of evidence used in legal proceedings do not apply.

The Presiding Officer shall conduct the AIR in such a manner as to ensure fairness to the Student and to the Instructor, to maintain order and decorum, to facilitate presentation of evidence, and to provide an opportunity for questions to be asked by the Review Panel.

No AIR shall be undertaken without a reliable recording. The Presiding Officer shall provide for either a reliable audio recording of the AIR or keep written minutes summarizing the AIR. Any recording shall be retained as part of the permanent record by the Student's administrative authority. Transcripts of the AIR will not be made by the University, but if either the Instructor or the Student makes a transcript at his or her own expense, copies should be provided to the other party for the cost of the copy or ten cents per page, whichever is less. Procedures for such record keeping are covered by the UCSD Student Records Policy as implemented by PPM 160-2.

No other recording or broadcasting devices shall be allowed in the AIR.

The final determination of the case shall rest with the Review Panel. The Instructor and the Student, along with any other parties to the AIR, will be excused before the Review Panel begins its deliberations. Review Panel deliberations shall always be confidential and conducted in private with only the Review Panel members and the Presiding Officer present. The responsibility of the Review Panel is only to determine whether the Student violated the Policy, although the Review Panel can make recommendations regarding administrative sanctions to be considered by the appropriate administrative authority. In AIRs where there is more than one Student charged, the Review Panel must make a separate determination for each Student.

Within five (5) business days from the date on which the AIR is completed, the Presiding Officer shall forward via email the Review Panel's determination to the appropriate administrative authority, with copies to the AI Office, the department chair/program director, the Instructor, and the Student.

## 10) Determination of Sanctions

If the student is found responsible for violating the Policy, sanctions shall be determined as follows:

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## a) Administrative Sanction

If an undergraduate Student is found responsible for violating the Policy, the appropriate Dean shall make a recommendation of the administrative sanction(s) to the Council of Deans of Student Affairs. The Council of Deans of Student Affairs shall determine the administrative sanction(s) and shall inform the Student and the AI Office in writing within ten (10) business days after the receipt of the notice of the Review Panel's determination.

If a graduate Student or non-matriculated Student enrolled in a UCSD course through Summer Session or University Extension is found responsible for violating the Policy, the appropriate administrative authority identified in Section IV.B. shall determine the administrative sanction(s) and shall inform the Student and the AI Office in writing within ten (10) business days after the receipt of the notice of the Review Panel's determination.

A record of the administrative sanction(s) shall be maintained by the AIC, the appropriate Dean or administrative authority, the Council of Deans of Student Affairs (for undergraduates), and Academic Records.

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### b) Academic Sanction

The AI Office shall notify the Instructor, the department chair/program director, and Academic Records of the administrative sanction(s) and shall direct the Instructor to assign a grade for the course in eGrades if an X has been assigned.

Within ten (10) business days after receiving the official notice from the AI Office, the Instructor shall determine the grade for the course. Academic Records shall update or remove all notations of the charge from the Student's academic record and direct the Instructor to assign a grade for the course in eGrades. If the outcome is not determined within the calendar year, Academic Records shall direct the Instructor to submit a clerical error form to assign a grade and Academic Records will post the assigned grade. Upon notification from Academic Records that the final grade has been recorded, the AI Office will notify the Instructor, the appropriate administrative authority, and the department chair/program director of the resolution of the case with a report of both the administrative and academic sanctions and that the case is closed.

If the Review Panel finds the evidence insufficient to sustain the charge of violating the Policy, the administrative authority and the Instructor shall dismiss the matter without further action against the Student, who shall be permitted either to complete the course without prejudice or to withdraw from it. The AI Office shall notify the Student of his or her options and, within five (5) business days of the date of the letter, the Student shall notify the AI Office of his or her decision. If the Student does not notify the AI Office within this timeframe, it shall be assumed that the Student is electing to complete the course without prejudice. The AI Office shall then notify the Instructor and Academic Records of the Student's decision. If the Student withdraws from the course, the course shall not be listed on his or her transcript.

### C) **The Appeals Phase**

The Student may appeal the determination of the Review Panel, the academic sanction determined by the Instructor, and/or the administrative sanction(s) determined by the appropriate administrative authority.

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### 1) Appeal of the Determination of the Review Panel:

An undergraduate student may appeal the Review Panel's determination by submitting a written appeal to the AI Office, within five (5) business days of formal notification of the determination of the Review Panel. The AI Office will forward the student's appeal to the appropriate Provost. Council of Provosts will consider the appeal within ten (10) business days from the date the appeal was received. The decision of the Council of Provosts regarding the student's appeal shall be sent to the student in writing and copied to the Student's Dean, the AI Office, and Academic Records.

A graduate student may appeal the Review Panel's determination by submitting a written appeal to the AI Office within five (5) business days of formal notification of the determination of the Review Panel. The AI Office will forward the student's appeal to the Dean of Graduate Studies. The Dean of Graduate Studies will consider the appeal within ten (10) business days from the date the appeal was received. The decision of the Dean of Graduate Studies shall be sent directly to the Student in writing and copied to the Assistant Dean of Graduate Studies, the AI Office, and Academic Records.

A non-matriculated student enrolled in a UCSD course through Summer Session or UCSD Extension may appeal the Review Panel's determination by submitting a written appeal to the AI Office within five (5) business days of formal notification of the determination of the Review Panel. The AI Office will forward the student's appeal to the Council of Provosts for students enrolled through Summer Session and the Dean of Extension for students enrolled through UCSD Extension. The designated authority will consider the appeal within ten (10) business days from the date the appeal was received. The decision of the designated authority shall be sent directly to the Student in writing and copied to the appropriate administrative authority, the AI Office, and Academic Records.

The basis for appeal of the Review Board's determination shall be: (i) that standards of procedural fairness were violated, e.g., that the Student did not have sufficient opportunity to present his or her side of the case; or (ii) that there exists newly discovered important evidence that has substantial bearing on the determination of the Review Panel. If the appeal is sustained, the case shall be referred back to the AI Office to schedule a new AIR before a new Review Panel. Except for such appeals, the determination of the Review Panel shall be final.

### 2) Appeal of the Academic Sanction:

Appeals must be submitted to the Educational Policy Committee within five (5) business days of receiving notice from the AI Office of the academic sanction assigned. If the case was reviewed by a Review Panel, the Committee shall receive the determination of the Review Panel and accept its determination as to the facts of the case. The Educational Policy Committee shall consider the appeal in accordance with its established procedures.

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### 3) Appeal of Administrative Sanction:

An appeal of the administrative sanction(s) shall be submitted by an undergraduate student to the Council of Provosts with a copy to the AI Office within five (5) business days of receiving notice of the administrative sanction. The Council of Provosts shall evaluate the Student's appeal and make a final decision within ten (10) business days of receiving the appeal. The decision of the Council of Provosts shall be sent by the Chair of the Council of Provosts to the Student in writing and copied to the Dean, the AI Office, and Academic Records. [EC 2/10/17]

An appeal by a graduate student shall be directed to the Dean of Graduate Studies with a copy to the AI Office within five (5) business days of receiving notice from the AIC of the administrative sanction. The Dean of Graduate Studies shall evaluate the Student's appeal and make a decision within ten (10) business days of receiving the appeal. The decision of the Dean of Graduate Studies shall be sent to the Student in writing and copied to the Assistant Dean of Graduate Studies, the AI Office, and Academic Records.

An appeal by a non-matriculated student enrolled in a UCSD course shall be directed to the Council of Provosts for students enrolled through Summer Session and the Dean of Extension for students enrolled through UCSD Extension, with a copy to the AI Office within five (5) business days of receiving notice from the AIC of the administrative sanction. The designated authority shall evaluate the Student's appeal and make a decision within ten (10) business days of receiving the appeal. The decision of the designated authority shall be sent to the Student in writing and copied to the appropriate administrative authority, the AI Office, and Academic Records.

A decision of the Council of Provosts, the Dean of Graduate Studies, or Dean of Extension regarding an appeal is final.

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### VI) Policy Regarding Student Academic Records

- Until a charge of violating the Policy has been resolved, the student's transcript will show a blank grade for the course. Academic Records will note in attached text to the course (i.e., not on the student's transcript) that the hold is for a "Pending Charge of Academic Dishonesty".
- Once a charge is filed with the AI Office, the student shall not drop or withdraw from the course. If the Student drops the course before the charge of violating the Policy has been resolved, he or she will be administratively reenrolled in the course by Academic Records. If a student drops or withdraws from a course before a charge is filed with the AI Office, the resolution process will proceed as described in the Policy but no academic sanction will be applied.
- The "Pending Charge of Academic Dishonesty" notation shall not be removed by Academic Records until notification from the AI Office that the case has been resolved or that the Instructor has withdrawn the charge.
- If a passing grade is assigned to a student found responsible for violating the Policy and a conflict arises because of the Student's enrollment in a duplicate, cross listed, or equivalent course taken after the charge has been resolved, Academic Records shall ensure that the grade given in the course with the Academic Dishonesty charge is not removed from the GPA. All other academic regulations pertaining to duplicate course enrollment will be enforced.
- If the student has been found responsible for violating the Policy, the grade assigned by the Instructor will be counted in the Student's GPA even if the course is retaken. Academic Records will permanently note in text attached to the course (i.e., not on the Student's transcript) that the grade was given as a result of "Academic Dishonesty".
- If the student withdraws from UCSD before the final resolution of the case, the following policy shall govern. If the student is found responsible for violating the Policy and the Instructor assigns the student a final grade in the course, this grade shall be permanently entered on the transcript. If the administrative sanction is dismissal, the transcript shall bear a notation that readmission is contingent upon approval from the Chancellor. Any administrative penalty less severe than dismissal shall be imposed if and when the student returns to the University.
- If a case of alleged Policy violation is also the subject of an administrative inquiry under the Policy on Integrity of Research, then the Executive Vice Chancellor for Academic Affairs, in consultation with the Review Panel, may make such modifications in procedure as are necessary to coordinate the two inquiries.
- If the administrative sanction is suspension or dismissal, the fact that the student was suspended or dismissed for violating the Policy must be posted on the academic transcript for the duration of the sanction.

### VII) Review of this Policy

The Educational Policy Committee shall periodically review this Policy and propose changes as it deems necessary.



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### VIII) **Academic Dishonesty in Independent Exams**

In cases where academic dishonesty is reported in independent exams (exams held outside of coursework), such as placement exams and qualifying exams, the procedures described above shall apply, with exception to the language regarding administration of a grade as an academic sanction in section V.B.10.b and appeals of the academic sanction (section V.C.2).

#### A) Academic Sanctions

The academic sanction will be determined by the faculty member or faculty committee with ultimate responsibility for evaluating the exam. The sanction will establish the following:

- 1) Evaluation of exam results. This may include granting the student full, partial, or no credit for the exam.
- 2) Provision to allow or deny the student the ability to repeat the exam.

The responsible party shall report the academic sanction to the Student and the AI Office, which shall notify the appropriate administrative offices of the sanction (per Section V.B.10.b).

#### B) Appeals of the Academic Sanctions

Appeals of academic sanctions must be submitted to the Educational Policy Committee following the timelines specified in the section V.C.2 of the Policy.

### 3 POLICY ON STUDENTS WITH DISABILITIES AND STEPS FOR ACADEMIC ACCOMMODATION

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[Approved by Representative Assembly 4/26/94, Amended 2/27/01, 3/1/11]

The following guidelines define procedures for obtaining academic accommodations for students at the University of California, San Diego (UCSD). These procedures are designed to be consistent with the requirements of Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act as well as the academic mission of UCSD. Section 504 regulations state that:

No qualified handicapped student shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any post-secondary education program or activity... [34 C.F.R. Section 84.43(a) ]

[An institution] ... shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student... Modification may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted [34 C.F.R. Section 84.44(a) ].

Academic accommodations are defined as adjustments or modifications to coursework, course requirements (such as final examinations) and program requirements (such as comprehensive or qualifying examinations) that allow students with disabilities to accomplish the fundamental and essential components of the course of study. The guidelines that follow refer only to academic accommodations. The Office for Students with Disabilities (OSD) is the source for assistance and guidance in using these procedures. Access to facilities is addressed in the UCSD Disability Access Guidelines, Policy and Procedures Manual Section 200-9. Other University policies, guidelines and procedures are available to students who wish to address issues regarding disabilities other than academic accommodation. For example, complaints regarding discriminatory practices based upon disability should be addressed to the Office of Student Policies and Judicial Affairs, and the UCSD Policies and Procedures Applying to Student Activities and Student Conduct Code, Section 23.10.12 Student Grievance Procedures. For assistance with locating appropriate offices and processes, contact the Director, Office for Students with Disabilities, Building 202 University Center.

#### **Responsibilities of Students**

- 1) It is the responsibility of a student who has been diagnosed as having a disability, or who believes that he or she may have a disability, and who believes he or she will desire accommodation to register promptly with OSD. It is the responsibility of OSD to provide certification if the student's disability causes a significant functional limitation in the academic environment. The student must cooperate with OSD in its evaluation of the disability for certification and accommodation needs that is based on the student's limitations arising from a certified disability. Information and documentation of disabilities are held in confidence. The disability is not identified in the letter of certification/recommendation and information about the disability is not provided to other parties without the written consent of the student.

### 3 POLICY ON STUDENTS WITH DISABILITIES AND STEPS FOR ACADEMIC ACCOMMODATION

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- 2) A student must present an OSD letter of certification and OSD accommodation recommendation to the appropriate faculty member in order to initiate the request for accommodation in classes, examinations, or other academic program activities. No accommodations can be implemented retroactively.
  - a) A student must acquire an OSD accommodation recommendation for each course or academic activity in which he or she wants accommodation.
  - b) With regard to a course accommodation request, the student should meet with the course instructor within the first two weeks of instruction. If the student receives the OSD accommodation recommendation for a specific course or activity at any time after the first two weeks of instruction, becomes disabled during the quarter, or registers for classes late, the instructor should be contacted as early as possible within the quarter to allow reasonable time for implementation.
  - c) Prior to provision of any academic accommodation, a graduate student who is undertaking dissertation or thesis research, or preparing for written or oral qualifying exams must acquire OSD certification and accommodation. It is the student's responsibility to make arrangements for accommodation approval with the faculty member responsible for organizing and conducting the activity reasonably in advance of the time that the accommodation is needed.
- 3) The student is expected to complete all fundamental and essential academic requirements. A student may do this by completing program or major course work or by completing substitutions authorized by the department, program, or college.
- 4) If a student is not able to reach agreement on accommodations with the faculty members on an issue of immediate concern, the student may request that OSD schedule a joint meeting of OSD, the faculty member, and the department chair, program director or college provost as appropriate in order to expedite a review of the request. If the faculty member involved is also the department chair the student should request participation at the next higher level by the appropriate dean (or the person designated by the dean). The student may simultaneously initiate the formal appeals process.

#### **Responsibilities of Faculty Members**

- 1) When a student who has not been certified by OSD presents a course instructor, dissertation/thesis advisor, or examiner with a request for accommodation, the faculty member should immediately refer the student to the OSD. The faculty member shall not diagnose or evaluate the disability and shall not request or require additional information regarding the actual diagnosis or confidential information regarding the nature of the disability. Accommodations cannot be made retroactively.

### 3 POLICY ON STUDENTS WITH DISABILITIES AND STEPS FOR ACADEMIC ACCOMMODATION

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- 2) When presented with a request for accommodation by a student with OSD certification, the faculty member or advisor should provide accommodations recommended by OSD, unless in the faculty member's judgment the accommodations are unreasonable because they will fundamentally alter an academic requirement. In the event of questions or concerns related to the accommodation recommendations or student needs, or if assistance is needed to implement an accommodation, the faculty member should seek OSD assistance. A faculty member who cannot meet the student's request should seek to resolve the matter promptly in consultation with OSD and the department chair, program director, or college provost, as appropriate.
- 3) Requests for substitution of a required course or any other modification of a program requirement should be approved by the appropriate academic authority (department chair or provost) only after consultation with OSD.

#### **Appeals**

Students who disagree with the response to their request for accommodation may appeal the faculty decision or action at any time during the quarter to the Educational Policy Committee. This is a standing committee of the Academic Senate. Appeals shall be submitted in writing, addressed to the Educational Policy Committee, c/o Academic Senate, Mail Code 0002, or delivered in person to the Academic Senate Office, Building 214/215 University Center, no later than 30 calendar days after the faculty decision or action. A decision will be rendered within 30 days of the filing date of the appeal. The ruling of the Committee may be appealed by either the student or the faculty member to the Senior Vice Chancellor-Academic Affairs, whose decision shall be rendered within 30 days and shall be final. Appeals shall be submitted in writing to the Senior Vice Chancellor-Academic Affairs Office, Building 105 University Center, no later than 30 calendar days after the Committee's decision.

#### 4 POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

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[Approved by San Diego Division 6/29/83, Am 3/1/11]

The quality of intellectual life at the University of California rests not only on the strength of individual academic departments and organized research units, but also on the breadth of offerings and opportunities for study available on each campus. The disestablishment of academic programs and units is a grave matter that is the direct responsibility of the Academic Senate and its appointed committees. Because it affects a segment of the academic community in particular, and the whole academic community in general, disestablishment should be undertaken only after the most serious consideration. The Undergraduate Council and the Graduate Council should make every effort to correct deficiencies in an academic program or unit before undertaking deliberation of its disestablishment.

Programs and academic units should not be disestablished in order to cope with temporary or transitory financial difficulties, and every effort should be made to deal with these in an equitable manner. Before proposing the disestablishment of academic programs or units, the administration is expected to demonstrate that the financial exigency is not temporary and cannot be met by reduction in administration staff and personnel. If cuts in the academic functions of the university are unavoidable, first consideration should be given to dividing the necessary budget reductions equitably among all departments and programs in such a way as to minimize permanent damage to the vital educational and research missions of the University.

These procedures for the San Diego Division of the Academic Senate have been established pursuant to the Systemwide Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units, dated September 19, 1979.

For purposes of this policy an academic program is defined as a sequence of courses and examinations leading to a degree; it does not include a concentration within a major, but it does include an established interdepartmental program. An academic unit is defined as a school, college, department, or division within a school, college, or department. It does not include an organized research unit; procedures for organized research units are those established on a Systemwide basis.

In what follows the word "disestablish" and its derivatives will be used to simplify reference to any of the four possibilities: transfer, consolidation, disestablishment, or discontinuance.

- I) General Provisions
  - A) Any issues pertaining to these procedures, but not covered explicitly by this policy, shall be resolved by the Senate Council.

#### 4 POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

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- B) Any decision or recommendation to transfer, consolidate, disestablish, or discontinue an academic program or unit shall be preceded by an ad hoc review of the program or unit. All proposals for the disestablishment of academic programs or units shall be considered by an ad hoc committee of five members, which shall comprise one person delegated by each of the following standing committees: Committee on Academic Personnel, Undergraduate Council, Graduate Council, and Committee on Planning & Budget, from among its members, and a fifth member at large to be appointed by the Committee on Committees. The ad hoc committee shall have the authority to request documentation pertinent to the proposed disestablishment from both the administration and all related academic groups. It may seek expert advice from persons within or outside the University. It shall submit its report to the Senate Council within thirty days of its appointment. A copy of the report shall immediately be sent to the chair or other principal officer of the program or unit concerned.
- C) Academic programs may be disestablished for academic or financial reasons.
- 1) If the Senate Council decides that academic considerations principally apply, the ad hoc committee shall undertake a broad investigation to ascertain the quality and effectiveness of the academic unit or program in question.
  - 2) If the Senate Council decides that financial and budgetary considerations principally apply, the ad hoc committee is charged to elicit from the Chancellor and his administrative officers, at the minimum, a budgetary and fiscal analysis showing a consideration of the following:
    - a) Whether the budgetary deficiency is a temporary or short-term financial perturbation.
    - b) Whether the disestablishment of the academic program or unit in question is the most feasible way of meeting the alleged financial exigency, and
    - c) Whether cuts across the board are feasible and can be equitably made. These cuts may include terminating temporary appointments and dismissing non-tenured faculty members of programs and units.

The ad hoc committee shall closely examine the implications of this information and solicit whatever additional material is required in order to present a complete report to the Senate Council. In all cases arising from financial exigency, it should examine and explore other ways of solving the fiscal problems.
- D) Agencies of the Academic Senate charged with making recommendations or decisions pertaining to disestablishment of academic programs or units shall:
- 1) extensively consult students and faculty who are affected by the proposed change;
  - 2) consider whether arrangements for peer review from outside the University shall be requested; and

#### 4 POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

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- 3) notify the Chancellor and consult with the President early in the process
    - a) if the academic program or unit under consideration appears to be unique to the University, or
    - b) if it is believed that the disestablishment may have systemwide effects or effects on higher education programs in California other than within the University of California.
  - E) If the disestablishment of an undergraduate or graduate academic program includes disestablishment of a degree, final decision with respect to the degree shall be made by the Regents on the recommendation of the President.
  - F) In any case in which disestablishment of an academic program or unit would involve intercampus transfer or consolidation, the procedures set forth in sections I, II, III, and IV shall apply. As appropriate, the Chancellor will arrange for coordination with other campuses and the President.
  - G) Arrangements shall be made for the orderly and appropriate accommodation of academic and staff employees whose positions are affected by a decision to disestablish or discontinue or to transfer to another campus or to combine with another program or programs on a different campus. These arrangements shall be in accordance with existing personnel policies to the extent that they are adequate for each specific decision. Where existing policies are not adequate, supplemental policies shall be developed by the Systemwide Administration through appropriate consultation with the Academic Senate. Until such policies are adopted, historical precedent and established practice shall supplement existing personnel policies.
  - H) The campus shall report such transfers, consolidations, and discontinuances annually in its Academic Program inventory.
- II) Procedures for the Disestablishment of Undergraduate Programs
- Proposals for the disestablishment of undergraduate programs, including undergraduate major curricula, may be initiated by departments, by review committees, by the Academic Senate through the Undergraduate Council or the Senate Council, by the Senate-Administration Council, or by the Chancellor. Such proposals shall be submitted to and screened by the Undergraduate Council before any further action is taken.
- A) Before any action is taken by the Undergraduate Council, it shall submit the proposal to an ad hoc committee for review and recommendation as provided in Section I.B.
  - B) The Undergraduate Council shall send notification of the proposal to those faculty members and students concerned.

#### 4 POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

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- C) Any member of the faculty of the department or interdisciplinary program concerned, or any other interested parties, may petition for a hearing before the Undergraduate Council within thirty days of notification. The hearing must be scheduled by the Undergraduate Council within fifteen days of receipt of the report of the ad hoc committee. Representatives of the Educational Policy Committee, Graduate Council and the Committee on Planning & Budget shall attend the hearing.
  - D) Upon completion of the procedures prescribed in part C, and after the report of the ad hoc committee has been received, the proposal shall be considered at a meeting of the Undergraduate Council to which the members of the Educational Policy Committee, Graduate Council and Committee on Planning & Budget are invited. Whatever decision or recommendation is made by the Undergraduate Council shall be immediately transmitted to the chair or other principal officer of the program or unit concerned. Undergraduate Council shall transmit its recommendation to the Senate Council.
  - E) The final decision of the Senate Council shall be transmitted to the Chancellor and shall immediately be reported to the Division through a notice sent to each member. It may be appealed in accordance with the provisions of Bylaw 155(A).
  - F) Students enrolled in any program to be disestablished shall be accommodated in a fashion that will ensure completion to the degree.
- III) Procedures for the Disestablishment or Discontinuance of Graduate Programs.
- Proposals for the disestablishment or discontinuance of graduate programs may be initiated by departments, by review committees, by the Academic Senate through the Education Policy Committee or the Graduate Council or the Senate Council, by the Senate-Administration Council, or by the Chancellor. Such proposals shall be submitted to and screened by the Graduate Council before any further action is taken.
- A) Before any action is taken by the Graduate Council, it shall submit the proposal to an ad hoc committee for review and recommendation as provided in Section I.B.
  - B) The Graduate Council shall send notification of the proposal to those faculty members and students concerned.
  - C) Any member of the faculty of the department or interdepartmental program concerned, or any other interested parties, may petition for a hearing before the Graduate Council within thirty days of notification. The hearing shall be scheduled by the Graduate Council within fifteen days of receipt of the report of the ad hoc committee. Representatives of the Educational Policy Committee, Undergraduate Council and Committee on Planning & Budget shall attend the meeting.



#### 4 POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

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- D) Upon completion of the procedures prescribed in part C, and after the report of the ad hoc committee has been received, the proposal shall be considered at a meeting of the Graduate Council to which the members of the Educational Policy Committee, Undergraduate Council and the Committee on Planning & Budget are invited. Whatever decision or recommendation is made by the Graduate Council shall be immediately transmitted to the chair or other principal officer of the program or unit concerned.
  - E) The recommendation of the Graduate Council shall be submitted to the Representative Assembly or the Division at its next meeting. If either the Graduate Council or the program or unit concerned requires additional time to prepare an adequate presentation, the Chair of the Division may grant a postponement until the next regularly scheduled Representative Assembly or Divisional meeting or until a special meeting to be held not more than thirty days thereafter. At that meeting at which the presentation of the case is completed, the Division shall take final action on the Graduate Council's recommendation. The decision of the Representative Assembly or the Division shall be reported to the Chancellor and to the Coordinating Committee on Graduate Affairs.
  - F) Students enrolled in any program to be disestablished shall be accommodated in a fashion that ensures completion to the degree.
- IV) Procedures for Disestablishment or Discontinuance of Academic Units

Proposals for the disestablishment or discontinuance of academic units may be initiated by the Chancellor, the Vice Chancellor for Academic Affairs, a dean, the Council of Provosts, the Senate-Administration Council, the chair of the unit, or faculty members in the unit, or -- generally, but not exclusively, as a consequence of a Senate review of an academic program -- by the Division through the Undergraduate Council, Educational Policy Committee, the Graduate Council, the Committee on Planning & Budget, or the Senate Council. Proposals originating from other than the Senate Council shall be submitted to and screened by the Senate Council, which is the agency of the Division responsible for overseeing these procedures for the disestablishment of academic units.

- A) Before any action is taken by the Senate Council, it shall submit the proposal to an ad hoc committee for review and recommendation, as provided in Section I.B.
- B) The Senate Council shall send a notice of the proposal to the faculty members and students involved.
- C) While considering such a proposal, the Senate Council may request that appropriate Senate committees review various aspects of the proposal and report to it.

#### 4 POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

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- D) Any member of the faculty of the unit concerned, or any other interested parties, may petition for a hearing before the Senate Council within thirty days of notification. The hearing must be scheduled by the Senate Council within fifteen days of receipt of the report of the ad hoc committee. At this hearing, interested administrative officers, faculty members, and students shall have an opportunity to present their views on the proposal.
- E) Upon completion of the above procedures and after the report of the ad hoc committee has been received, the proposal shall be considered at a meeting of the Senate Council to which the members of the appropriate Senate committees are invited.
- F) The final decision of the Senate Council shall be transmitted immediately to the Chancellor, to the chair or other principal officer of the unit concerned, and to the Division by a notice sent to each member. Students and faculty members of the unit shall be notified.
- G) The recommendation of the Senate Council shall be submitted to the Representative Assembly or the Division at its next meeting. If either the Senate Council or the unit concerned requires additional time to prepare an adequate presentation, the Chair of the Division may grant a postponement until the next regularly scheduled Representative Assembly or Division meeting or until a special meeting to be held not more than thirty days thereafter. All objecting parties shall have an opportunity to present their views to the Representative Assembly or the Division. At that meeting at which presentation of the case is completed, the Representative Assembly or the Division shall take final action on the Senate Council's recommendation. The Representative Assembly or the Division shall report to the Chancellor whether it recommends approval, disapproval, or modification of the proposal.
- H) The Chancellor shall decide whether to recommend disestablishment of the unit to the President.
- I) The final decision on the disestablishment of schools and colleges shall be made by the Regents upon the recommendation of the President. The President shall make a final decision on the disestablishment of other academic units after consultation with the Assembly of the Academic Senate and students as appropriate.
- J) If an academic unit is disestablished, arrangements shall be made to allow students enrolled in the unit to complete their degree.

Approved by the San Diego Division of the Academic Senate October 26, 1982. Approved by President Gardner, following consultation with systemwide Academic Senate committees, on August 17, 1984. Amended by the Representative Assembly October 26, 1993.

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.1 BYLAWS OF THE FACULTY OF REVELLE COLLEGE**

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## I) MEMBERSHIP

All members of the San Diego Division of the Academic Senate appointed to Revelle College are voting members of the Revelle College Faculty.

## II) FUNCTION

The faculty shall be concerned with the academic program of Revelle College and all related aspects of its educational environment.

## III) FACULTY MEETINGS

At least one Faculty meeting per year shall be called. Meetings can also be called by the Executive Committee or by the written request of ten members of the Revelle Faculty. [Am 5/75]

## IV) QUORUM

The presence of 15% of the faculty in residence or a minimum of 10 members of the faculty, whichever is smaller, shall constitute a quorum [Am 1/28/14]

## V) OFFICERS AND COMMITTEES

A) A member of the Faculty of Revelle College shall be elected by the Faculty each year to serve as Chair of the Faculty, effective from September 1<sup>st</sup>. The Chair of the Faculty shall preside at all meeting of the Faculty and of the Executive Committee. [Am 11/4/03]

B) The Executive Committee of the Faculty of Revelle College shall consist of the Provost and the Chair of the Faculty, ex officio, and four elected faculty members. Two students, selected by the Revelle students in a representative manner, shall be student representatives to the Executive Committee and shall be invited to meet regularly with it. [Am 5/75, Am 11/4/03]

The elected Faculty members of the Executive Committee shall normally serve twoyear terms. [Am 5/75, Am 11/4/03]

The Executive Committee, or any member of it, may call meetings of the Revelle College Faculty. The Executive Committee shall have authority to appoint ad hoc committees which, like those appointed at Faculty meetings, shall report to the Revelle College Faculty and may be instructed to report to the Executive Committee. The Executive Committee may appoint some of its members as faculty representatives to the Revelle College student government in accordance with its Bylaws. [Am 5/75]

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.1 BYLAWS OF THE FACULTY OF REVELLE COLLEGE**

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- C) In the Spring of each year, the Executive Committee shall solicit from the members of the Faculty nominations for election as Chair of the Faculty and members of the Executive Committee. If fewer than two persons are nominated for each position to be filled by election, the Executive Committee shall make such additional nominations as necessary. Election shall be by mail or electronic ballot. Elections to the Executive Committee shall be conducted in such a manner that at least one member remains in office for another year. If an elected member of the Executive Committee, who has served for less than two years, is elected as Chair of the Faculty, another member of the Faculty shall be elected to the Executive Committee for a new two-year term. [Am 1/28/14]
- VI) RULES OF ORDER  
Robert's Rules of Order shall govern the transaction of business, except for modification of these Bylaws or the Academic Plan of Revelle College. The procedure for such modifications is stipulated in Bylaws VII and VIII. [Am 1/28/14]
- VII) ACADEMIC PLAN  
Changes in the Revelle College Academic Plan shall be approved for submission to the Undergraduate Council by a simple majority vote at a faculty meeting, or by mail or electronic ballots, as deemed appropriate by the Executive Committee of the Faculty, provided that the faculty has been notified of the meeting and the proposed change at least five days of instruction prior to the meeting. Mail and electronic ballots shall include arguments for and against any proposed changes. [Am 3/1/11, Am 1/28/14]
- VIII) AMENDMENT OF BYLAWS  
The procedure for amendment of these Bylaws shall be the same as for changes in the Academic Plan, except that a two-thirds majority is required. Faculty may be apprised of proposed amendments to the Bylaws via mail or electronic notification, and if no faculty member objects, amendments to the Bylaws via mail or electronic ballot of the faculty as deemed appropriate by the Executive Committee of the Faculty. [Am 1/28/14]

## 5.2 BYLAWS OF THE FACULTY OF JOHN MUIR COLLEGE

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[Approved by Muir Faculty 11/19/68, Am by The San Diego Division 5/25/04, AM 5/25/04]

### I) MEMBERSHIP

The Faculty of John Muir College shall consist of all members of the San Diego Division of the Academic Senate who are affiliated with John Muir College.

The Associated Faculty of John Muir College shall consist of Acting Assistant Professors and Lecturers affiliated with the College. The Associated Faculty may attend all meetings of the Faculty and participate in all discussions, but it shall not vote on matters covered by Ruling 12.75 of the Manual of the Academic Senate.

### II) FUNCTION

Under the rules of the Academic Senate and the San Diego Division, the faculty is responsible for the academic program and concerned with all aspects of the college that bear directly on that program.

### III) FACULTY MEETINGS

At least one faculty meeting per academic year shall be called by the Chair of the Faculty, who may call more. Meetings can also be called by the Executive Committee or at the written request of ten members of the faculty.

### IV) QUORUM

The presence of 20% of the membership of the faculty in residence shall constitute a quorum.

### V) OFFICERS AND COMMITTEES

- A) A member of the Faculty of Muir College shall be elected by the Faculty each year to serve as Chair of the Faculty, effective from September 1<sup>st</sup>. The Chair of the Faculty shall preside at all meetings of the Faculty and of the Executive Committee.
- B) The Executive Committee shall consist of five elected members of the faculty in addition to the Chair of the Faculty, and the Provost, ex officio. No more than two members of the committee, apart from the Provost, may be members of the same department. This committee shall have the power to recommend ad hoc committees, as needed, to implement the function set forth in Paragraph II.
- C) Nominations for Chair of the Faculty, and members of the Executive Committee shall take place at the last annual meeting of the faculty and shall be submitted for election by a mail ballot. Elections to the Executive Committee shall be conducted in such manner that at least one member remain in office for another year. If an elected member of the Executive Committee, who has served for less than two years, is elected as Chair of the Faculty, another member of the Faculty shall be elected to the Executive Committee for a new two-year term.

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.2 BYLAWS OF THE FACULTY OF JOHN MUIR COLLEGE**

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## VI) RULES OF ORDER

Robert's Rules of Order shall govern the transaction of business, except for modification of these Bylaws or the Academic Plan of Muir College. At the request of five of the voting members present at a faculty meeting, the question before the meeting shall be submitted to a mail ballot of the faculty.

## VII) ACADEMIC PLAN

Changes in the Muir College Academic Plan shall be approved for submission to the San Diego Division's Undergraduate Council by a majority of the faculty in residence and voting, provided that the faculty has been notified of the meeting and the proposed change at least five days prior to the meeting at which it will be discussed. Voting on changes to the Academic Plan may take place by mail or electronic ballot as deemed appropriate by the Executive Committee. [Am 12/1/09, Am 3/1/11]

## VIII) AMENDMENT OF BYLAWS

The procedure for amendment of these Bylaws shall be the same as for changes in the Academic Plan, except that a two-thirds majority is required. Voting on changes to the Bylaws may take place by mail or electronic ballot as deemed appropriate by the Executive Committee. [Am 12/1/09]

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.3 BYLAWS OF THE FACULTY OF THURGOOD MARSHALL COLLEGE**

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## I) MEMBERSHIP

All members of the faculty and affiliated faculty who are members of the Academic Senate are voting members of this body.

## II) FUNCTION

The faculty shall be concerned with all academic programs of Thurgood Marshall College.

## III) CHAIR

The Chair of the faculty (who is not the Provost) is the presiding officer of this body. The Chair is elected during the spring quarter by a majority of the faculty and serves for one year.

## IV) MEETINGS

At least one meeting per month shall be called by the Chair. Meetings can also be called by the written request of five (5) members.

## V) QUORUM

The presence of 20% or a minimum of ten (10) of the members shall constitute a quorum.

## VI) REPORTS

At the regular meetings there shall be reports from the following individuals, committees or course groups:

- 1) Provost
- 2) Dean
- 3) Science and Technology
- 4) Third World Studies
- 5) Communication
- 6) Urban Studies and Planning
- 7) Faculty Recruitment
- 8) Admissions
- 9) Other Groups

### 5.3 BYLAWS OF THE FACULTY OF THURGOOD MARSHALL COLLEGE

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#### VII) COMMITTEES

The Executive Committee shall consist of the elected faculty members of the Board of Directors, the Provost and the Chair of the faculty. This committee shall have the power to appoint ad hoc committees, as needed, to implement the function set forth in Paragraph II.

Two students will be members of both the TMC Executive Committee and the TMC Curriculum Committee. Student members must be Marshall College students, will be selected by the Marshall students in a representative manner, will serve a one year term, and will be afforded voting privileges when such action is in compliance with Legislative Ruling 12.75 and does not involve personnel decisions. Student members may serve additional year(s) subject to reelection. [Am 10/27/09]

#### VIII) RULES OF ORDER

Robert's Rules of Order shall govern the transaction of business, except for modifications of these Bylaws or the Academic Plan of Thurgood Marshall College.

#### IX) ACADEMIC PLAN

Changes in the Academic Plan of Thurgood Marshall College must be approved by a majority of the Faculty for submission to the San Diego Division's Undergraduate Council [EC 5/25/76, Am 3/1/11].

#### X) AMENDMENT OF BYLAWS

These Bylaws may be amended by a twothirds majority vote of the faculty.



## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.4 BYLAWS OF THE FACULTY OF EARL WARREN COLLEGE**

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## I) MEMBERSHIP

All members of the San Diego Division of the Academic Senate appointed to Warren College are voting members of the Warren College Faculty.

## II) FUNCTION

Under the rules of the Academic Senate and the San Diego Division, the faculty is responsible for the academic program and concerned with all aspects of the college that bear directly on that program.

## III) FACULTY MEETINGS

Faculty meetings shall be called by the Provost as the need arises. Meetings can also be called by the Executive Committee or at the written request of ten members of the faculty. [Am 2/28/95]

## IV) QUORUM

The presence of 20 members of the faculty in residence shall constitute a quorum. [Am 5/22/12]

## V) COMMITTEES

The Executive Committee of the Faculty shall consist of an elected member from each of the undergraduate academic areas represented by a division, and the Provost, and they shall elect a Chair. This Committee shall serve as a steering committee to implement the function set forth in Paragraph II and shall have the power to appoint committees as needed. [Am 2/28/95, 10/23/06]

The elected faculty members of the Executive Committee of the Faculty also serve as faculty representatives in the Warren College Executive Committee, which also includes student and staff representatives and which is chaired by the Provost. The College Executive Committee advises the Provost on Warren College affairs. [Am 2/28/95, 10/23/06]

Nominations for members of the Executive Committee of the Faculty shall be made by the faculty annually and shall be submitted for election by mail or electronic ballot. Elected Executive Committee members shall serve for two years. These Executive Committee members shall also serve as Warren College representatives (or alternates) to the Academic Senate Representative Assembly. [Am 2/28/95, 5/22/12]

## VI) RULES OF ORDER

Robert's Rules of Order shall govern the transaction of business, except for modifications of these Bylaws or the Academic Plan of Warren College. The procedure for such modifications is stipulated in Bylaws VII and VIII.

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.4 BYLAWS OF THE FACULTY OF EARL WARREN COLLEGE**

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## VII) ACADEMIC PLAN

Changes in the Warren College Academic Plan shall be approved for submission to the Division by a simple majority vote at a Warren College faculty meeting or by anonymous mail or electronic ballots, as deemed appropriate by the Executive Committee of the Faculty, provided that the faculty has been notified of the meeting and the proposed change at least five days of instruction prior to the meeting. Mail and electronic ballots shall include arguments for and against any proposed changes. [Am 5/22/12]

## VIII) AMENDMENT OF BYLAWS

The procedure for amendment of these Bylaws shall be the same as for changes in the Academic Plan, except that a two-thirds majority is required. Faculty may be apprised of proposed amendments to the Bylaws via mail or electronic notification, and if no faculty member objects, amendment may be voted upon via anonymous mail or electronic ballot of the faculty as deemed appropriate by the Executive Committee of the Faculty. [Am 5/22/12]

## 5.5 BYLAWS OF THE FACULTY OF ELEANOR ROOSEVELT COLLEGE

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### I) MEMBERSHIP

All members of the San Diego Division of the Academic Senate appointed to Eleanor Roosevelt College are voting members of the Eleanor Roosevelt College Faculty.

### II) FUNCTION

The Faculty shall be concerned with the academic program of Eleanor Roosevelt College and all related aspects of its educational environment.

### I) FACULTY MEETINGS

Normally at least one Faculty meeting a year shall be called. Meetings may be called by the Provost, the Executive Committee, or on the written request of five Faculty members.

### II) QUORUM

The presence of 20% of the Faculty, or a minimum of 10 Faculty members, shall constitute a quorum.

### III) COMMITTEES

The Executive Committee of the Faculty of Eleanor Roosevelt College shall consist of the Provost and a minimum of four elected Faculty representatives. The Director of Academic Advising, and the Dean of the College will serve as advisors to the committee. Two student representatives will also meet with the committee.

Faculty representatives shall serve two-year terms, two or more to be elected each academic year. The Provost shall solicit nominations from the Faculty and ask at least four faculty to stand for election each spring for the following two-year term. Whenever possible the Faculty representatives will be from different academic areas (e.g. humanities, social sciences, fine arts, physical sciences, etc.), and no two Faculty representatives shall be from the same academic department.

Student representatives shall serve terms of one year.

When an Eleanor Roosevelt College faculty member is appointed to the Committee on Education Abroad Program and International Education of the Academic Senate, he or she will be asked to sit on the college executive committee as a voting member or ex officio.

### IV) RULES OR ORDER

Robert's Rules of Order shall govern the transaction of business, except for modification of these Bylaws or the Academic Plan of Eleanor Roosevelt College. The procedure for such modifications is stipulated in Bylaws VII and VIII.

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.5 BYLAWS OF THE FACULTY OF ELEANOR ROOSEVELT COLLEGE**

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## V) ACADEMIC PLAN

Change in the Eleanor Roosevelt College Academic Plan shall be approved for submission to the Undergraduate Council by a majority vote at a Eleanor Roosevelt College Faculty meeting or by mail ballot, provided that the Faculty have been notified of the meeting and the proposed change at least five days of instruction before the meeting. Mail ballots shall include arguments for and against any proposed changes. [Am 3/1/11]

## VI) AMENDMENT OF BYLAWS

The procedure for amendment of these Bylaws shall be the same as for changes in the Academic Plan, except that a two-thirds majority is required.

## 5.6 BYLAWS OF THE FACULTY OF SIXTH COLLEGE

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### I) MEMBERSHIP

All members of the San Diego Division of the Academic Senate appointed to Sixth College are voting members of the Sixth College Faculty.

### II) FUNCTION

The faculty shall be concerned with the academic program of Sixth College and all related aspects of its educational environment.

### III) FACULTY MEETINGS

At least one Faculty meeting per year shall be called by the Provost. Meetings can also be called by the Executive Committee, or by the written request of ten members of the Sixth College Faculty.

### IV) QUORUM

The presence of 20% of the membership or a minimum of ten members of the faculty shall constitute a quorum.

### V) OFFICERS AND COMMITTEES

A) A member of the Faculty of Sixth College shall be elected by the Faculty each year to serve as Chair of the Faculty effective from September 1<sup>st</sup>. The Chair of the Faculty shall preside at all meetings of the Faculty and of the Executive Committee.

B) The Executive Committee of the Faculty of Sixth College shall consist of the Chair of the Faculty, five additional elected faculty members and, ex officio, the Provost. Two students, selected by the Sixth students in a representative manner, shall be student representatives to the Executive Committee and shall be invited to meet regularly with it.

The elected members of the Executive Committee shall normally serve two-year terms. The faculty members should represent the five academic divisions of the UCSD General Campus, and none, apart from the Provost and the Chair of the Faculty, may be members of the same department. Student representatives shall serve no more than two one-year terms.

The Executive Committee, or any member of it, may call meetings of the Sixth College Faculty. The Executive Committee shall have authority to appoint ad hoc committees, which, like those appointed at Faculty meetings, shall report to the Sixth College Faculty and may be instructed to report to the Executive Committee.

## 5.6 BYLAWS OF THE FACULTY OF SIXTH COLLEGE

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C) Nominations for election as Chair of the Faculty and members of the Executive Committee shall take place at the annual meeting of the faculty. Election shall be by mail ballot. Elections to the Executive Committee shall be conducted in such a manner that three members who have served for one year are continued in office for another year and three new members replace those who have served for two years. If an elected member of the Executive Committee, who has served for less than two years, is elected as Chair of the Faculty, another member of the Faculty shall be elected to the Executive Committee for a new two-year term.

### VI) RULES OF ORDER

*Robert's Rules of Order* shall govern the transaction of business, except for modification of these Bylaws or the Academic Plan of Sixth College. At the request of a majority of the voting members present at a faculty meeting, the question before the meeting shall be submitted to a mail ballot of the faculty.

### VII) ACADEMIC PLAN

Changes in the Sixth College Academic Plan shall be approved for submission to the Academic Senate Undergraduate Council by a majority vote at a faculty meeting, provided that the faculty has been notified of the meeting and the proposed change at least five days of instruction prior to the meeting. [Am 3/1/11]

### VIII) AMENDMENT OF BYLAWS

The procedure for amendment of these Bylaws shall be the same as for changes in the Academic Plan, except that a two-thirds majority is required.

### IX) MAIL BALLOTS BY THE FACULTY OF SIXTH COLLEGE

Throughout the Bylaws the term "mail ballot" or "ballot" shall denote either a mail or electronic ballot. [Am 6/3/14]

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### I) FUNCTIONS

All faculty of the School of Medicine (SOM) and Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) are considered Health Sciences (HS) faculty. Therefore, the HS Faculty Council and standing committees assume some duties for the SOM and SSPPS when they are not specifically required for the operation and accreditation of the individual school, as detailed in the HS Bylaws. Standing committees required for the operation and accreditation of the SOM are described in the SOM Bylaws below.

The primary function of the Faculty of the UCSD School of Medicine shall be to authorize and supervise all courses and curricula for medical students, and to advise the Dean of the School concerning various matters, including the resources necessary to perform its missions and to implement the curricula as part of the shared governance process of UCSD Health Sciences. The SOM Faculty shall be responsible for determining the conditions for admission, testing, and promoting medical students, and determining the conditions for awarding the degree of Doctor of Medicine and recommending to the President candidates for the degree.

The SOM Faculty shall be responsible for selecting, training, and certifying students in Graduate Medical Education Programs. The SOM Faculty shall participate in selecting, training, and certifying health sciences graduate students to the Graduate Dean for research degrees. The SOM Faculty shall also participate in the training of other professionals.

### II) MEMBERSHIP

The members of the SOM Faculty shall consist of:

- A) Those members of the San Diego Division of the Academic Senate who hold appointments in SOM Departments or who hold an FTE, or portion thereof, assigned to the SOM.
- B) Other Faculty and Academics, i.e., Clinical Professors, Adjunct Professors, Project Scientists, Research Scientists, Lecturers and any other series approved by HS/Faculty Council, who have appointments in SOM Departments and who devote 100% of their professional effort in support of the programs of the SOM.
- C) Other UCSD Faculty who devote a significant proportion of their professional effort to the programs of the SOM; subject to annual approval by the HS/Faculty Council on recommendation of the HS/Nominating Committee, which shall solicit their nomination from SOM Faculty.

All other individuals who hold academic titles in Departments of the SOM shall be designated SOM Associate Faculty.

## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE**

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- D) The Associate Faculty of the SOM shall be invited to attend all meetings of the General SOM Faculty and to participate in all discussions. Associate members may also be appointed to serve as voting members of Standing Committees or Subcommittees of the SOM Faculty, including the HS/Faculty Council, in which case voting privileges are restricted only as indicated in Section III of the Bylaws of the Health Sciences Faculty.

**III) VOTING MEMBERSHIP**

The voting Members of the Faculty of the School of Medicine shall consist of those members of the School of Medicine Faculty who are also members of the Health Sciences Compensation Plan (HSCP), salaried physicians or academic staff at the VA who hold a faculty appointment in the SOM subject to academic review, academics in the Research Scientist series in the SOM who hold 51% or greater appointments, and SOM emeritus faculty; with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75. All members of the Faculty, as defined above, shall have the privilege of voting. To ensure compliance with Legislative Ruling 12.75, on those occasions when the Faculty is either taking final action on any matter for the Academic Senate or advising in the name of the Senate, votes of Senate and of non-Senate members shall be recorded separately and only votes of Senate members will be transmitted. Compliance with Legislative Ruling 12.75 also allows that all eligible faculty can vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or campus Graduate Council.

**IV) OFFICERS**

In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, the Officers of the Faculty of the SOM shall consist of the Officers of the Health Sciences Faculty Council, as described in "Section IV Officers" of the Bylaws of the Health Sciences Faculty.

**V) MEETINGS**

The Faculty of the SOM shall meet at least once during the academic year and, in addition, on written request by twenty of its members as described in "Section V. Meetings" of the Bylaws for the Faculty of Health Sciences. In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, meetings may be in conjunction with all of the Health Sciences Faculty or specific to the Faculty of the SOM.

**VI) COMMITTEES**

In compliance with the desire of the SOM and the HS faculty to take advantage of efficiencies where possible, the Standing Committees of the Faculty of the SOM include the following Standing Committees of the Faculty of the Health Sciences, as described in "Section VI. Committees" of the Bylaws of the Faculty of Health Sciences; which section addresses quorum requirements for all Standing Committees:

- A) Health Sciences Faculty Council



## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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- B) Health Sciences Committee on Planning and Budget
- C) Health Sciences Faculty Rights and Welfare Committee

Although the Standing Committees listed above are described in the Bylaws of the Faculty of Health Sciences, they are essential to the function of the Faculty of the SOM. No change in these Bylaws may be made that will be in conflict with the Bylaws of the Health Sciences faculty, or with the Bylaws, Regulations, or legislative rulings of the Academic Senate of the University of California or of its San Diego Division.

In addition, the following Standing Committees are necessary for the specific functions of the Faculty of the SOM.

- D) School of Medicine Committee on Academic Personnel (SOM/CAP)

The SOM/Committee on Academic Personnel shall consist of a Chair, a Vice-Chair, and three members of the full-time Faculty, three of whom must be Senate members appointed as specified in Article VI. F (paragraph 3). The members shall serve staggered 3-year terms.

This Committee shall review all salaried Clinical Faculty in the School of Medicine for appointments, accelerations, appraisals, career reviews, promotions or terminations, who may not otherwise be reviewed by the Divisional Committee on Academic Personnel; makes recommendations to the SOM/Associate Dean for Academic Affairs on the basis of these reviews; reviews and revises as necessary the criteria for appointment and advancement for the Faculty series in its purview. The committee also reviews the non-salaried Clinical Faculty for appointment and promotion at the Associate or Full Professor rank. The committee reports to the HS/Faculty Council annually.

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### E) SOM/Committee on Educational Policy (SOM/CEP)

The SOM/CEP shall consist of a Chair ( to be selected from a past Chair of the SOM/Core Curriculum Committee or the SOM/Electives Committee or someone who has served on the SOM/CEP for a minimum of two years); a Vice-Chair ( the Chair of either SOM/Core Curriculum Committee or SOM/Electives Committee), the Chairs or representatives of the SOM/Core Curriculum Committee, SOM/Electives Committee, SOM/Associated Health Professions Education Committee, SOM/Continuing Medical Education, SOM/Graduate Medical Education Committee, SOM/Graduate Programs Education Committee, SOM/Recruitment and Admissions Committee, SOM/Standing and Promotions Committee, and SOM/Student Affairs Committee; the Vice-Chair of the SOM/Core Curriculum Committee, Vice-Chair of the SOM/Electives Committee, and three at-large members, two of whom shall be elected by a vote of the SOM Faculty according to Bylaws of the Health Sciences Faculty, Section IV A. The at-large members shall serve staggered 3-year terms. At any given time, no less than seven members of CEP must be Senate faculty. [AM 1/28/14]

To provide appropriate liaison with other faculty committees performing activities of relevance to the SOM/CEP mission, the following individuals will serve as ex officio members without vote: Dean for Medical Education, the SOM Associate Deans for Admissions and Student Affairs, Undergraduate Medical Education, Graduate Medical Education, and Continuing Medical Education; Assistant Deans for Educational Support Services and for Student Affairs; the Chair of the Skaggs School of Pharmacy and Pharmaceutical Sciences EPAOC or Chair or Co-Chair of SSPPS CEP, and the SSPPS Associate Dean for Academic Affairs. The SOM/CEP shall also include, ex officio without vote the Director of the Biomedical Library, the Assistant Dean for Educational Development and Evaluation, the Assistant Dean for Educational Computing and the Assistant Dean for Curriculum. [Am 1/28/14, Am 4/12/16]

The function of the SOM/CEP shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing medical education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. SOM/CEP reports to the HS/Faculty Council for information or to resolve difficult problems, on request of more than one member of SOM/CEP, or on matters that must be presented to the full Faculty. The SOM/CEP shall establish liaison and coordination with the Academic Senate Committee on Educational Policy, Graduate Council, and appropriate student organizations.

The SOM/CEP shall have the following subcommittees:

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### 1) SOM/Associated Health Professions Education Committee (SOM/AHPEC)

The SOM/AHPEC shall consist of a Chair, a Vice-Chair (chosen from among the other members of SOM/AHPEC by the HS/Nominating Committee) and four full-time Faculty members, including one based on the La Jolla campus and at least one based at the UCSD Medical Center, appointed as specified in Article VI. F. (paragraph 3). Membership shall also include the Director of the Department of Nursing at the UCSD Medical Center; the Dean of the SOM and the Chief of Staff Veterans Affairs San Diego Healthcare System, or their respective representatives. All members shall have the right to vote. Members shall serve staggered 2-year terms.

The Chair of SOM/AHPEC is a member of SOM/CEP, and shall be a member of the full-time Faculty. This is a joint committee of the Faculty and the Administration of UCSD Medical Center that reports to the SOM/CEP for approval and action.

SOM/AHPEC is charged with responsibility to perform the academic review of existing and new programs for education in the associated health professions which do not grant UCSD Health Sciences' degrees and are not part of the Medical Doctor residency. The work of the committee includes an assessment of each program's quality and its impact on other medical education programs both existing and new. The committee also advises the Chief Executive Officer, University of California San Diego Medical Center or other appropriate official regarding the impact of these programs on UCSD facilities.

### 2) SOM/Core Curriculum Committee (SOM/CCC)

The SOM/CCC shall consist of a Chair (appointed for a two year term), a Vice-Chair and a minimum of twelve other members, at least ten of whom should be full-time Faculty, appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms.

The function of the SOM/CCC shall be to recommend to the SOM/CEP that curriculum which shall be required of all undergraduate medical students. The SOM/CCC shall identify and recommend to the SOM/CEP the time that shall be allocated to each course. It will focus its duties on the core courses of the SOM. SOM/CCC shall approve a Course Chair who will act as the instructor of record and provide oversight for each course.

The SOM/CCC shall have joint responsibility with the SOM/Electives Committee (SOM/EC) for those courses that fulfill the requirements for direct patient care responsibility, as described in Article VI.E.3.

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### 3) SOM/Electives Committee (SOM/EC)

The SOM/EC shall consist of a Chair (appointed for a two-year term), a Vice-Chair and a minimum of twelve other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms.

The SOM/EC shall make recommendations to the SOM/CEP concerning elective courses and administration of the undergraduate requirement for satisfactory completion of the elective component of the curriculum (including the Independent Study Project). The SOM/EC shall review new preclinical electives, third-year electives, fourth-year electives, and SOM graduate course proposals that pertain to medical students. Those graduate courses in which there is a clear time conflict which would prohibit medical students from enrolling in the courses, or are deemed to be specialized to the point that medical students would not enroll except in rare and specialized situations will be reviewed by the SOM/GPEC. The Chair of SOM/EC and the Associate Dean for Undergraduate Medical Education will determine which graduate course proposals are appropriate for SOM/EC review. [Am 1/28/14]

The SOM/EC shall have the primary responsibility to perform reviews of new and existing advanced senior clerkships and all elective courses, including those with direct patient care. The SOM/EC shall meet with the SOM/CCC at least once per year to discuss the portfolio of all electives, including those with direct patient care, and shall consult with the SOM/CCC on the status of direct patient care electives at other times as needed. The Chair of the SOM/EC will consult with the Chair of the SOM/CCC on electives for which a determination needs to be made as to whether they involve direct or non-direct patient care responsibility; if necessary, the proposals shall be reviewed by two SOM/CCC members who will assist the SOM/EC in making this determination.

SOM/EC shall also have joint responsibility with the SOM/CCC as described in Article VI.E.2.

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### 4) SOM/Graduate Medical Education Committee (SOM/GMEC)

The SOM/GMEC shall consist of a Chair, a Vice Chair and a minimum of six other members, at least five of whom shall be full-time Faculty, appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms.

Additional voting membership on the SOM/GMEC shall also include the Associate Dean for Graduate Medical Education (GME) and Accreditation Council for Graduate Medical Education (ACGME) Designated Institutional Official (DIO), residents nominated by their peers, representative Program Directors, the Director of GME, and GME administrators in order to comply with ACGME requirements. The Chief of Staff Veterans Affairs San Diego Healthcare System and the Chief Medical Officer of the UC San Diego Health System, or their designees, are invited to attend all meetings.

The function of the SOM/GMEC shall be to ensure that clinical graduate training programs offered by departments of the SOM meet institutional and national performance standards, including ACGME and American Board of Medical Specialties (ABMS) standards. The SOM/GMEC shall assume all functions not otherwise specified herein as required by ACGME. The SOM/GMEC shall report to the SOM/CEP and shall advise the Vice Chancellor Health Sciences. The Dean of the SOM/GMEC may create subcommittees or task forces in order to maintain compliance with ACGME requirements.

The SOM/GMEC receives input regarding institutional and ACGME guidelines from the SOM/GMEC Executive Committee, which meets monthly. Membership of the SOM/GMEC Executive Committee includes the SOM/GMEC Chair and Vice-Chair, subcommittee Chairs, the Associate Dean for GME/DIO, the Director of GME, and GME administrators as needed. The SOM/GMEC Executive Committee has a reporting responsibility to SOM/GMEC.

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### 5) SOM/Graduate Programs Education Committee (SOM/GPEC)

The SOM/GPEC shall include ex-officio, with vote, the Associate Vice Chancellor for Scientific Affairs, a minimum of three other SOM Faculty, appointed as specified in Article VI. F. (paragraph 3), plus the Health Sciences representative to the campus-wide Graduate Council. At large faculty members shall serve staggered 3-year terms

The SOM/GPEC shall monitor and make recommendations on 1) SOM financial and other support of graduate programs; 2) SOM learning environment for graduate students, postgraduate academic trainees and medical students pursuing research; and 3) new SOM graduate programs or major changes or expansions in existing programs. These recommendations and proposals will be presented to SOM/CEP, after which the Chair of the SOM/CEP shall present them to the HS/Faculty Council. Proposals for new or changed/expanded graduate programs shall then be submitted to Graduate Council.

The SOM/GPEC shall have the responsibility to perform reviews of new and existing SOM graduate courses that would pertain only to graduate students, and not medical students. The SOM/EC is responsible for reviewing SOM graduate courses that pertain to medical students. The Chair of the SOM/EC and the Associate Dean for Undergraduate Medical Education will determine which graduate courses are appropriate for the SOM/EC to review, and which courses should be referred to the SOM/GPEC for review, as described in Article VI.E.3. [Am 1/28/14]

Periodic reviews of graduate programs involving the SOM are conducted by the Office of Graduate Studies on behalf of Graduate Council. The SOM/GPEC is available as needed to assist in these reviews.

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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6) SOM/Recruitment and Admissions Committee (SOM/RAC)

The SOM/RAC shall consist of a Chair a Vice Chair and members appointed as specified in Article VI. F. (paragraph 3). The SOM/RAC may also provide for student participation. In addition, a representative from the Administration shall be appointed with the privilege to vote. Members shall serve staggered two-year terms. [Am 1/28/14]

The SOM/RAC shall determine the conditions for the admission of undergraduate medical students, including but not limited to the educational requirements, policies and procedures for selection, the sequence for admission of candidates, and shall participate in other aspects of admissions process. [Am 1/28/14]

An Executive Committee shall be established with duties as set forth in the Policies and Procedures of the SOM/RAC as approved by the SOM/CEP. It shall consist of the Chairperson of the SOM/RAC, a representative from the Administration other faculty members, and SOM students to be selected by the Chairperson of the SOM/RAC and approved by the SOM/CEP. [Am 1/28/14]

7) SOM/Standing and Promotions Committee (SOM/SPC)

The SOM/SPC shall consist of a Chair a Vice Chair and fifteen other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. [Am 1/28/14]

This Committee will be concerned with the academic performance of students in both clinical and non-clinical courses. At the end of each quarter the SOM/SPC is charged with examining the records of all students and making decisions regarding the future course of action. Using all available data on student performance, the SOM/SPC is also charged with determining that a student is ready for promotion to subsequent years. It is also to examine the records of each student prior to graduation and certify to the HS/Faculty Council that the requirements for the M.D. degree at the UCSD SOM have been met. [Am 1/28/14]

8) SOM/Student Affairs Committee (SOM/SAC)

The SOM/SAC shall consist of a Chair a Vice Chair and five other members appointed as specified in Article VI. F. (paragraph 3). Members shall serve staggered 3-year terms. Additionally, the Assistant Dean for Diversity will serve ex officio without vote.

This committee shall deal with student affairs other than those concerned with the admissions process or academic performance.

## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### F) SOM/Nominating Committee (SOM/NC)

The SOM/Nominating Committee shall consist of seven full-time Faculty members (two of whom shall be non-Senate faculty and not more than two of whom shall be from any one department) who shall be elected by the Health Sciences Faculty from among those nominated by the HS/Faculty Council (two nominees for each open position). The current members of the Committee shall elect the Chair from among the Committee membership each year. The members shall serve staggered 3-year terms.

This Committee shall submit a slate from which the Faculty Officers will be elected, as specified in Health Sciences Bylaws Article IV A and SOM Bylaws Article VI. F. (paragraph 3).

This Committee shall nominate all Chairs, Vice-Chairs and committee members for standing committees of the Health Sciences and School of Medicine faculty, in consultation with the current committee Chairs, except those specified to be elected by the Faculty as a whole, or as otherwise specified in the Bylaws. The HS/Faculty Council, on recommendation of the HS/Nominating Committee, shall appoint all Chairs, Vice-Chairs and committee members prior to the September 1 start of their term of office. Appointment of Chairs, Vice-Chairs and members of these committees is subject to approval by a majority of the HS/Faculty Council. Each Committee Chair appointed shall serve a one-year term, with the possibility of reappointment to one additional year.

The SOM/Nominating Committee shall also recommend to the Health Sciences Deans the names of Faculty for service on Administrative Committees, as needed. It shall make other nominations from time to time as required by the HS/Faculty Council or the Health Sciences Deans.

### VII) PARTICIPATION OF THE ADMINISTRATION ON COMMITTEES

The Dean of the SOM shall appoint members of his or her staff to serve on each Committee of the Faculty of the SOM (without privilege of vote, except as provided above for the SOM/RAC). These appointments shall be made annually in consultation with the Chairperson-Elect of the Faculty of Health Sciences and the Chairs of the respective SOM committees.



## 5.7 BYLAWS OF THE FACULTY OF THE SCHOOL OF MEDICINE

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### VIII) PARTICIPATION OF STUDENTS ON SOM COMMITTEES

Students in good standing may be appointed by their Class Steering Committee or other duly constituted body to represent their class as members of SOM/CEP and its associated subcommittees. Student members of the SOM/GMEC shall be postgraduate medical students (residents or fellows) appointed by the Interns and Residents Association. Each standing committee shall determine the number of student members to maintain appropriate participation.

The privilege of voting on a SOM Committee shall be awarded each year to student members on the basis of a majority vote by the faculty members of that committee or subcommittee. The faculty members shall determine the number of student votes appropriate to each committee each year. Voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may only vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council or the campus Graduate Council.

### IX) ELECTIONS

Except for special elections, election of Officers of the Faculty for any given academic year will be held as described in "Section VIII Elections" in Bylaws for the Faculty of Health Sciences.

### X) AMENDMENTS

Initiative for amendment of the SOM Bylaws may be taken either by the HS/Faculty Council or by petition signed by five or more members of the Faculty of the SOM. Such amendments are to be submitted to the Faculty of the SOM in writing at least five days prior to a meeting, but approval of the amendment requires a two-thirds majority vote of those faculty responding to a mail ballot.

At the request of thirty-five (35) members of the faculty, submitted in writing to the Chair of the Health Sciences Faculty Council within ten calendar days after the posting of the minutes of a Council meeting to the Council's website, any action of the Council shall be submitted to the vote of the full faculty of the Health Sciences. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of 50 days.

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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### I) FUNCTIONS

The primary function of the Health Sciences Faculty shall be to authorize and supervise all courses and curricula for health science students and to advise the Vice Chancellor Health Sciences concerning various matters, including the resources necessary to perform its missions and to implement the curricula as part of the shared governance process of UCSD Health Sciences. The Faculty shall be responsible for determining the conditions for admission, testing, and promoting medical and pharmacy students, and determining the conditions for awarding the degree of Doctor of Medicine and the degree of Doctor of Pharmacy, and recommending to the President candidates for each degree.

The Faculty shall be responsible for selecting, training, and certifying students in Health Sciences Graduate Education Programs. The Faculty shall participate in selecting, training, and certifying health sciences graduate students to the Graduate Dean, for research degrees. The Faculty shall also participate in the training of other professionals.

The Faculty shall engage in research in biomedical science, health care, or related fields, to fulfill the responsibility of the University to develop, transmit, and apply new knowledge in the health sciences.

### II) MEMBERSHIP

The members of the Health Sciences Faculty shall consist of:

- A) Those members of the San Diego Division of the Academic Senate who hold appointments in Departments of Health Sciences Schools or who hold an FTE, or portion thereof, assigned to the School of Medicine (SOM) or Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS).
- B) Other Faculty and Academics, i.e., Clinical Professors, Adjunct Professors, Project Scientists, Research Scientists, Lecturers and any other series approved by Faculty Council, who have appointments in Health Sciences Departments and who devote 100% of their professional effort in support of the programs of the Health Sciences Schools.
- C) Other UCSD Faculty who devote a significant proportion of their professional effort to the programs of the School of Medicine or Skaggs School of Pharmacy and Pharmaceutical Sciences; subject to annual approval by the HS/Faculty Council on recommendation of the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, which shall solicit their nomination from Health Sciences Faculty.
- D) The Associate Faculty of the Health Sciences Schools shall be invited to attend all meetings of the General Faculty and to participate in all discussions. Associate members may also be appointed to serve as voting members of Standing Committees or Subcommittees of the Health Sciences Faculty, including the HS/Faculty Council, in which case voting privileges are restricted only as indicated in Bylaw paragraph III "Voting Membership", immediately below. [Am 5/25/10]

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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### III) VOTING MEMBERSHIP

The voting Members of the Health Sciences Faculty shall consist of those members of the School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences Faculty who are also members of the Health Sciences Compensation Plan (HSCP), salaried physicians, pharmacists, or academic staff at the VA who hold a faculty appointment in the SOM or SSPPS subject to academic review, academics in the Research Scientist series in the SOM or SSPPS who hold 51% or greater appointments, and SOM or SSPPS emeritus faculty; with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75. All members of the Faculty, as defined above, shall have the privilege of voting. To ensure compliance with any matter for the Academic Senate or advising in the name of the Senate, votes of Senate and non-Senate members shall be recorded separately and only votes of Senate members will be transmitted. Compliance with Legislative Ruling 12.75 allows that all eligible faculty can vote on questions that will be referred for final Senate action to another Senate agency, such as the campus Graduate Council. [Am 5/25/10]

### IV) OFFICERS

The Officers of the Faculty shall consist of a Chair and a Vice-Chair.

- A) The Chair shall be assumed by the Vice-Chair of the preceding year. In case the Vice-Chair is not able to so serve, the Faculty shall elect a Chair from a slate of two nominees proposed by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee. Additional nominations may be made by petition of five members of the Faculty. The Chair of the Faculty shall serve also as Chair of the HS/Faculty Council. He/she shall serve ex officio without vote on the UCSD Medical Center Board of Governors. [Am 5/25/10]
- B) The Faculty shall elect the Vice-Chair of the Faculty each year. The SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, shall propose two nominees. Additional nominations may be made by petition of five members of the Faculty. The Vice-Chair of the Faculty shall serve as Vice-Chair of the HS/Faculty Council. He/she shall become Chair of the Faculty at the end of his/her first year in office, or at any earlier time that the Chair should be vacated.
- C) The Vice Chancellor Health Sciences shall designate a Secretary of the HS/Faculty Council, annually from the Health Sciences Administrative staff. The Secretary shall not have the privilege of vote, and shall be responsible for the recording and distribution of Minutes.

Department Chairs and Administrative Officers of the Schools shall be ineligible for nomination as either Chair or Vice-Chair of the Faculty. All Officers of the Faculty as well as Chairs and members of the Faculty Committees (except those serving ex officio) shall serve from September 1 of each year.

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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### V) MEETINGS

The Faculty shall meet at least once during the academic year and, in addition, on written request by twenty of its members. Notice of a Faculty meeting must be given at least five days in advance of each meeting. The number equal to 25% of the Faculty shall represent a quorum. The Associate Faculty shall be invited to attend all Faculty meetings of the School. The HS/Faculty Council shall meet at least once during each month of the regular academic year.

### VI) COMMITTEES

As required by Legislative Ruling 12.75, all votes conducted by any standing committee of the Health Sciences where non-Senate faculty have a vote will be submitted to the Health Sciences Faculty Council for final approval by its Senate membership. For all Standing Committees of the Faculty, a quorum shall consist of one half the voting membership, plus one. The Standing Committees of the Faculty shall consist of committees that are both common and specific to the individual schools, i.e., Medicine and Pharmacy and Pharmaceutical Sciences. Standing Committees common to the Health Sciences include:

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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### A) HS/Faculty Council

The HS/Faculty Council shall consist of the positions described herein below. [Am 5/25/10]

The HS/Faculty Council is composed of the Chair; the Vice-Chair (Chair-Elect); one member of the Associate Faculty nominated by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, and approved by the balance of the Council; and six other members of the Faculty elected by ballot of the Health Sciences faculty. Not more than two of such six members may come from the same department. The ballot shall consist of a slate of two candidates for each open position proposed by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, plus any nominations made by petition of five members of the Faculty following circulation of the proposed slate. Directly elected members of the HS/Faculty Council shall serve staggered three-year terms. [Am 5/25/10]

The HS/Faculty Council shall also include the Chairs of the following committees from SOM and SSPPS: SOM Committee on Educational Policy; both the SOM and SSPPS Committees on Academic Personnel and the SSPPS Educational Policy and Academic Oversight Committee (EPAOC). In addition, the HS/Faculty Council shall include the immediate past Chair of the HS/Faculty Council, the Chair of the SOM/Nominating Committee, Chair of the HS/Faculty Rights and Welfare Committee, and Chair of the HS/Planning and Budget Committee. [Am 5/25/10, Am 1/28/14]

The Dean for Medical Education, the Chair of the Board of Governors, the Chief of Staff Veterans Affairs San Diego Healthcare System, the Dean of the Skaggs School of Pharmacy and Pharmaceutical Sciences, the Associate Vice Chancellor for Academic Affairs, Health Sciences, and the Vice Chancellor Health Sciences shall also serve, ex officio without privilege of vote. In future, the HS/Faculty Council may approve more or different Committee Chairs as members of HS/Faculty Council as individual Schools evolve and change their Committee structure. [Am 1/28/14, Am 4/12/16]

The HS/Faculty Council shall advise the Vice Chancellor Health Sciences and represent the Faculty on matters related to the education, research, and service programs of the Schools. It shall review proposals for the creation of endowed chairs in the SOM. It shall also resolve all tie votes in connection with runoff elections specified by the HS/Bylaws. The HS/Faculty Council shall approve matters that must by regulation receive final action by the Academic Senate. [Am 5/25/10, Am 1/28/14]

A member of the HS/Faculty Council who holds a position by virtue of being a Chair of a Committee of the Faculty may be replaced at a HS/Faculty Council meeting by the Vice-Chair of that committee or another member designated by the committee, who will have the right to vote under the Voting regulations detailed in paragraph III above. Elected members of the HS/Faculty Council may not send substitutes to meetings. [Am 5/25/10]

The HS/Faculty Council shall be responsible for coordinating and integrating the activities of the other Faculty Committees. To facilitate this, the minutes of each of the other Committees shall be distributed to

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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the HS/Faculty Council. The HS/Faculty Council shall be the final decision making body of the Health Sciences Faculty for all matters save those requiring full Faculty vote. At any given time, no less than nine members of HS/Faculty Council must be Senate faculty. [Am 5/25/10]

B) Health Sciences Committee on Planning and Budget (HS/CPB)

The HS/Committee on Planning and Budget shall consist of a Chair and Vice-Chair, and two other members selected in accordance with SOM Bylaws Article VI.F. (paragraph 3). The Deans of the School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences, or their representatives shall serve ex-officio, without vote. The members shall serve staggered 3-year terms.

The HS/Planning and Budget Committee shall provide faculty input on resources necessary for the Faculty to fulfill its missions. This committee shall review and comment on Administration plans in regard to School of Medicine and Skaggs School of Pharmacy and Pharmaceutical Sciences budgets, plans for new and existing programs and facilities, and other resources that affect the functioning of the Faculty.

C) Health Sciences Faculty Rights and Welfare Committee (HS/FRWC)

The HS/Faculty Rights and Welfare Committee shall consist of six full-time Health Sciences faculty members proposed by the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, and elected by the Faculty in accordance with Article VI.A. To ensure broad representation on the HS/FRWC, the SOM/Nominating Committee, in consultation with the SSPPS/Nominating Committee, shall, when possible, consider nomination of individuals from all faculty series. The Chair and Vice-Chair of the Committee shall be selected in accordance with VI.A. The Assistant Vice Chancellor for Faculty Affairs, Health Sciences, and the Associate Dean for Academic Affairs of SSPPS serve ex-officio without vote. The members shall serve staggered 4-year terms. [Am 4/12/16]

The HS/FRWC shall consider and make recommendations to the HS/Faculty Council on matters pertaining to the welfare of the Health Sciences Faculty in general or of specific faculty groups having shared concerns. The HS/Faculty Council will develop specific charges as issues arise. While individual faculty members may propose such issues, it is not intended that the HS/FRWC act as a grievance committee for individual problems.

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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### D) Special Committees, Commissions and Task Forces

From time to time HS/Faculty Council may create special Committees, Commissions, or Task Forces to address issues that either do not fall under the jurisdiction of standing committees, or which require effort, resources, or expertise beyond the capabilities of standing committees. Such bodies shall be created by vote of the HS/Faculty Council, and their terms shall normally not exceed three years without re-authorization by the HS/Faculty Council. Depending on circumstances, HS/Faculty Council may appoint the Chair of the Special Committee, Task Force, or Commission to the HS/Faculty Council as either a voting or nonvoting member.

### VII) ELECTIONS

Except for special elections, election of Officers of the HS/Faculty for any given academic year will be held in the spring quarter of the preceding academic year. Terms of office shall commence September 1 of each year. In the election of the Vice-Chair/Chair-Elect of the Faculty, or membership on the HS/Faculty Council, whenever there are more than two candidates and no candidate obtains a majority of the votes cast, a runoff election shall be conducted between the two candidates with the greatest number of votes.

### VIII) AMENDMENTS

Initiative for amendment of the Bylaws may be taken either by the HS/Faculty Council or by petition signed by thirty-five (35) or more members of the Faculty. Such amendments are to be submitted to the Faculty in writing at least five days prior to a meeting, but approval of the amendment requires a two-thirds majority vote of those faculty members responding to a ballot.

At the request of thirty-five (35) members of the faculty, submitted in writing to the Chair of the Health Sciences Faculty Council within ten calendar days after the posting of the minutes of a Council meeting to the Council's website, any action of the Council shall be submitted to the vote of the full faculty of the Health Sciences. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of 50 days.

## 5.9 BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY

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### 1) FUNCTIONS

The Faculty of the Scripps Institution shall conduct the government of the Graduate School of the Scripps Institution of Oceanography, subject to the rules and coordinating powers of the Graduate Council. The Faculty shall also advise the Director of Scripps Institution of Oceanography on matters of research organization, planning and budget, and academic personnel. As designated by Senate Bylaw 30, the Faculty of the Scripps Institution of Oceanography is a Committee of the San Diego Division of the Academic Senate. [Am 5/24/05]

### 5) MEMBERSHIP

The Faculty of the Scripps Institution of Oceanography shall consist of:

- A) Members of the San Diego Division of the Academic Senate who hold appointments in the Graduate School of the Scripps Institution of Oceanography. [Am 5/24/05]
- B) Associate Faculty, comprising all individuals who hold Academic titles in the Professional Research Series at the Scripps Institution of Oceanography. The Associate Faculty shall be invited to attend all meetings of the Faculty and to participate in all discussions. Associate members may be appointed as voting members of Standing Committees of Subcommittees of the Faculty. [Am 5/24/05]

### 6) VOTING MEMBERSHIP

All members of the Faculty, as defined in Bylaw 5, shall have the privilege of voting. Votes of Senate and of non-Senate members shall be recorded separately. On those occasions when this Faculty is either taking final action on any matter for the Academic Senate or advising in the name of the Senate, only votes of Senate members will be transmitted (in accordance with Legislative Ruling 12.75). [Am 5/24/05]

### 10) OFFICERS

#### Chair and Vice Chair

The Chair shall be elected annually by the Faculty through a mail ballot during the first half of the calendar year to serve as Vice Chair beginning September 1 of the year of the election and Chair of the Faculty on September 1 in the year following the election. The Chair shall be an Academic Senate member. The tenure of office as Chair shall be for one year. The duties of the Chair shall be as specified in these bylaws. In addition, the Chair shall attend meetings at the invitation of the Vice Chancellor for Marine Sciences as the representative of the Faculty. The Vice Chair may also attend meetings at the invitation of the Vice Chancellor for Marine Sciences in an advisory capacity when the Chair is also present.

### 12) Secretary

The Chair shall request that the Vice Chancellor for Marine Sciences appoint a person from the administrative staff who is not a member of the Faculty to serve as Secretary of the Faculty and be responsible for the recording and distribution of minutes. [En 10/30/01, Am 5/24/05]



## 5.9 BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY

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### 15) MEETINGS

The Faculty shall meet at least two times each academic year, first at the beginning of the fall quarter and second during the spring quarter and at such times as it may determine, or at the call of the Chair or Vice Chair, or by written request signed by five members of the Faculty. Notice of a Faculty meeting must be given at least five days in advance. The Chair or Vice Chair shall meet with the Staff Council of the Scripps Institution of Oceanography for informal consideration and consultation when matters of common interest arise. [Am 5/24/05]

20) Twenty-five Academic Senate members of the Faculty, including emeriti, shall constitute quorum. [Am 10/30/01, Am 5/24/05]

### 25) COMMITTEES

#### Appointment and Tenure

The Chair shall appoint committees of the Faculty not otherwise provided for. Committees shall be appointed each year and shall serve for a period of one year.

### 30) Standing Committees

#### Executive Committee

A) The Executive Committee consists of (1) the Dean, Scripps Institution of Oceanography; (2) the Chair and Vice Chair of the Faculty; and (3) three Academic Senate members and two Associate Faculty members elected from the Faculty in accordance with section 30(C-F) of these Bylaws, (4) the immediate former Chair of the Faculty, and (5) the Chairs of the Committee in Sections 33, 35 and 36. During extended absence of an elected member, the Chair may call upon an elected alternate to serve on the Executive Committee in the member's stead. The Chair of the Faculty shall serve as the Chair of the Executive Committee. [Am 2/23/72, Am 4/26/94, Am 10/30/01, Am 10/29/02, Am 5/24/05]

B) The Committee shall aid and advise the Dean at his request, shall make recommendations to the Faculty on matters of instruction, and shall act for the Faculty on such matters as are delegated to it by the Faculty. [Am 5/24/05]

**5.9 BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY**

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- C) SIO members of the Representative Assembly of the San Diego Division of the Academic Senate shall consist of five Academic Senate members and five alternate Academic Senate members. In addition SIO shall have an advisor to the Representative Assembly taken from the SIO Associate Faculty, as described in section 65(B)1c of the Bylaws of the San Diego Division of the Academic Senate, and an alternate advisor also taken from the Associate Faculty. [Am 2/23/72, Am 4/26/94, Am 5/24/05]
  - D) All members discussed in 30(C) shall serve two-year terms staggered to the extent that is practical. A mail ballot during the first half of the calendar year will elect members for the vacant positions. No member shall serve longer than four consecutive years. A ballot of SIO Academic Senate members will select the SIO Representative Assembly members and alternates, with the vacant member positions being filled by those receiving the next highest numbers of votes. A ballot of Associate Faculty members will select the SIO Representative Assembly advisor and alternate. In the case where both positions are vacant during the same election, the advisor position will be filled by the candidate receiving the most votes and the alternate will be filled by the candidate with the second highest number of votes. [Am 5/24/05]
  - E) The three Academic Senate members of the SIO Executive Committee shall be taken from the five SIO Representative Assembly members. The two Associate Faculty members of the SIO Executive Committee shall be the SIO Representative Assembly advisor and alternate advisor. In both cases the vacant positions will go to the candidates receiving the most votes in the mail ballot of 30(D). [Am 5/24/05]
  - F) The chair of the SIO Faculty will resolve the tie votes or any other ambiguities in the outcome of the mail ballot. [Am 2/23/72, Am 4/26/94, Am 10/29/02, Am 5/24/05]
- 33) COMMITTEE ON ACADEMIC PERSONNEL
- A) The Scripps Committee on Academic Personnel (SIO CAP) consists of ten members, including one who shall act as Chair. Members of this committee serve for a period not to exceed three consecutive years. The elected members of the Executive Committee appoint members of SIO CAP.
  - B) SIO CAP reviews most academic files for completeness of documentation and reasonableness in support of the proposed action. For non-instructional title series, where final action has been delegated to the Vice Chancellor-Marine Sciences (Director, SIO), the Committee reviews the proposed action itself and recommends on the final action. SIO CAP shall present to the Executive Committee an annual written report, which will also be made available to the members of the SIO Faculty. [Am 5/24/05]
- 35) Educational Policy Committee

**5.9 BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY**

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- A) The Educational Policy Committee consists of eight members appointed by the elected members of the Executive Committee, who shall serve on this committee for a period not to exceed four consecutive years, ex officio the Chair of the SIO Graduate Department, ex officio the SIO Graduate Council Representative, and two SIO student representatives. The Chair of the SIO Faculty will appoint the committee chair from the above members. [En 4/26/94, Am 10/30/01, Am 10/29/02, Am 5/24/05]
- B) The committee provides advice to the Chair of the Faculty on general educational policies of the Institution, for the SIO core courses, for student admission requirements, and for oversight on departmental and qualifying examination procedures of each of the curricular groups. The committee shall present to the Chair of the Faculty an annual written report, which will also be made available to the members of the SIO Faculty. [En 4/26/94, Am 5/24/05]
- 36) Committee on Planning and Budget [En 5/25/04]
- A) The committee shall consist of five academic members serving three-year staggered terms plus one SIO graduate student representative. Three of the members shall be SIO faculty with membership in the San Diego Division of the Academic Senate and two shall be SIO members of the Associate Faculty. Members, including the committee chair, shall be appointed by the elected members of the SIO Faculty Executive Committee. [Am 5/24/05]
- B) The committee shall have the following duties:
- 1) It shall confer with and advise the Vice Chancellor, Marine Sciences and other administrative entities, and represent the SIO Faculty on matters concerning planning, budget, development, and resource allocations at SIO.
  - 2) It shall initiate studies in planning and budget matters and, if necessary to accomplish these studies, authorize establishment of ad hoc committees.
  - 3) It shall consider matters of long range academic planning, educational policy, development, and resource allocation.
  - 4) It shall maintain liaison with the San Diego Division Committee on Planning and Budget, either through overlapping membership or through consultation between committee chairs, and shall maintain liaison with the SIO Committee on Educational Policy.
  - 5) It shall report to the SIO Faculty Chair and the SIO Faculty on no less than an annual basis.

## 5.9 BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY

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### 40) ORDER OF BUSINESS

All meetings of the Faculty shall be governed by procedures specified in Academic Senate Bylaw 315.C. The Chairs of Departments at SIO shall always be invited to make an informational report under "Other Announcements." Questions of order not covered by these Bylaws or the Bylaws of the Academic Senate and the San Diego Division shall be governed by Robert's Rules of Order. [Am 10/30/01, Am 5/24/05]

### 45) RECOMMENDATIONS TO THE ACADEMIC SENATE

The Faculty shall make recommendations to the Academic Senate as to new legislation in the Senate, or as to the amendment or repeal of Senate legislation, only upon written notice of the recommendation to each member of the Faculty at least five days previous to the meeting at which the recommendation is to be moved.

### 50) AMENDMENT OF BYLAWS

The foregoing Bylaws may be added to, amended, or repealed at any meeting of the Faculty by a two-thirds vote of all voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate.

## 5.10 BYLAWS OF THE FACULTY OF THE GRADUATE SCHOOL OF INTERNATIONAL RELATIONS & PACIFIC STUDIES

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### I) MEMBERSHIP

Membership in the Faculty of the Graduate School of International Relations and Pacific Studies (IR/PS) is defined by the San Diego Academic Senate Division Bylaw 270, and are voting members of the Faculty.

### II) FUNCTION

The Faculty shall be concerned with the academic program, governance, and all related aspects of its educational environment.

### III) FACULTY MEETINGS

At least one Faculty meeting per quarter shall be called. Meetings can also be called by the written request of ten members of the IR/PS Faculty.

### IV) QUORUM

The presence of 50% of the membership of the Faculty shall constitute a quorum.

### V) STANDING COMMITTEES

The MPIA Curriculum Committee and the Ph.D. Curriculum Committees shall be advisory to the Faculty of IR/PS.

Other committees shall be reconstituted on a yearly basis, e.g. Admissions, Faculty Recruitment, Library, Placement, and Language.

### VI) ORDER OF BUSINESS

All meetings of the Faculty shall be governed by procedures specified in Academic Senate Bylaws 120 and 315.

### VII) ACADEMIC PLAN

Changes in the Academic Plan shall be approved for submission to the Graduate Council by a majority vote of the Faculty provided that the Faculty has been notified of the meeting and the proposed change at least five working days prior to the meeting.

### VIII) AMENDMENT OF BYLAWS

The procedure for amendment of these Bylaws shall be the same as for changes in the Academic Plan, except that a two-thirds majority is required.

## 5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

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[Approved by the Faculty of the School 11/20/02, Approved by The San Diego Division 2/25/03, Am 10/28/08, Am 4/12/16]

### I) FUNCTIONS

The Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) shall govern and supervise the School (SBL 50). The Faculty shall authorize and supervise all courses and curricula for Doctor of Pharmacy students and advise the Dean on resources necessary to implement the curriculum. The Faculty shall be responsible for determining the conditions for admission, for testing and promotion of students, for determining the requirements for being awarded the Doctor of Pharmacy degree, and recommending to the President candidates for the degree.

The Faculty shall be responsible for selecting, training, and certifying students in Graduate Pharmacy Education Programs. The Faculty shall participate in selecting, training, and certifying graduate students to the Graduate Dean, for research degrees. The Faculty shall also participate in the training of other professionals.

The Faculty shall engage in teaching, research and service in the biomedical and pharmaceutical sciences, health care or related fields, so as to fulfill the responsibility of the University to develop, transmit and apply new knowledge in the health sciences.

### II) MEMBERSHIP [Am 4/12/16]

The Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences shall consist of:

- A) Members of the Academic Senate who hold appointments in the Skaggs School of Pharmacy and Pharmaceutical Sciences.
- B) Members of the Academic Senate who hold appointments in the departments affiliated with the Skaggs School of Pharmacy and Pharmaceutical Sciences and are engaged primarily in instruction for the school.
- C) Other faculty who hold appointments in the Skaggs School of Pharmacy and Pharmaceutical Sciences and who devote most of their professional effort in support of the School.

### III) VOTING MEMBERSHIP

Faculty as defined in Bylaw II shall have the privilege of voting, with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75, in that non-Senate members may vote only on questions that will be referred for final Senate action to another Senate agency.

### IV) OFFICERS [Am 4/12/16]

Two SSPPS faculty, "Senate Faculty Only" shown as (SFO) in these By-Laws will serve as representatives to the Health Sciences Faculty Council for a minimum one year term.

## 5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

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### V) MEETINGS [Am 4/12/16]

The Faculty shall meet at least twice during the academic year and, in addition, on written request of at least five members of the Faculty. Notice of a faculty meeting must be given at least five days in advance of each meeting. The number equal to 25% of the voting faculty shall be considered a quorum.

### VI) COMMITTEES [Am 4/12/16]

For all standing committees of the Faculty, if not otherwise specified by the committee, a quorum shall consist of one half of the voting membership, plus one.

The standing committees of the Faculty shall consist of:

#### A) Committee on Educational Policy (CEP) [Am 4/12/16]

The CEP shall consist of a chair (SFO) and at least four faculty members.

The function of the CEP shall be to represent the Faculty in all educational matters, especially regarding the curriculum for undergraduate, graduate and continuing education and other aspects of educational policy. It has authority to take action on all educational matters that do not require a vote of the Faculty. The committee is charged with continuous study of the curriculum leading to the Doctor of Pharmacy degree and of the postgraduate professional programs.

The CEP shall review and evaluate the curriculum leading to the Doctor of Pharmacy degree and the Postgraduate Pharmacy Education programs. CEP shall represent the Faculty in its role in all educational matters, especially regarding the curriculum for undergraduate, graduate, and continuing pharmacy education and other aspects of educational policy. The CEP shall maintain an ongoing evaluation of the curriculum leading to the Doctor of Pharmacy degree and Postgraduate Pharmacy Education programs. The CEP shall appoint subcommittees, as necessary to achieve its goals of review. The CEP shall make recommendations to the Faculty of the School, regarding initiation or discontinuance of core courses of instruction. The CEP shall have authority to take action on educational matters which do not require a vote of the Faculty. The CEP shall establish liaison and coordination with the Academic Senate, Faculty Council and School of Medicine Committee on Educational Policy, the Graduate Council, and appropriate student organizations.

## 5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

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B) Academic Oversight Committee (AOC) [Am 4/12/16]

The Academic Oversight Committee shall consist of a chair (SFO) and at least four faculty members.

The committee will be concerned with the academic performance of students. The AOC is charged with examining the records, at the end of each quarter, of all students and determining if a student is in good academic standing and is ready for promotion. Prior to graduation, the committee will review all student records to certify to that each graduating student has met the requirements for the Doctor of Pharmacy degree at the UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences.

The committee shall also deal with student affairs matters (for example, student life, academic dishonesty, ethical and professional behavior) other than those concerned with the admissions process.

C) Admissions Committee (AC) [Am 4/12/16]

The Admissions Committee shall consist of a chair (SFO) and at least four faculty members.

The AC will develop and implement the terms and conditions for the admission of Doctor of Pharmacy students, including the educational requirements, policies, and procedures for their selection. AC shall have responsibility for determining the sequence or admission of qualified candidates, and shall participate in and oversee all aspects of the admissions process. AC shall report to the Faculty at least annually.

D) Skaggs School of Pharmacy and Pharmaceutical Sciences Committee on Academic Personnel (SSPPSCAP) [Am 4/12/16]

The SSPPSCAP shall consist of a chair (SFO) and at least four members of the full-time faculty. All members of the committee must be members of the Academic Senate. The SSPPS Dean shall recommend two candidates for each open position on the committee.

The SSPPSCAP will review Clinical X and Health Sciences Clinical faculty files in the SSPPS for appointments, appraisals, promotions, and accelerations. The SSPPSCAP will advise the SSPPS Dean on academic personnel matters.

E) Ad Hoc Committees [Am 4/12/16]

The SSPPS Dean and Faculty may appoint ad hoc committees for specific purposes and identified short-term needs.



## •• APPENDIX 5: Bylaws of the Faculties of UCSD

**5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES**

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## VII) PARTICIPATION OF STUDENTS ON COMMITTEES

Students play a major role in their own professional education; therefore, it is desirable to have student representation on all faculty committees that directly affect students. Students in good academic standing may be appointed to standing and ad hoc committees of the Faculty. Student representatives will be appointed by the student association or other duly constituted groups representing the students. In the absence of students so identified, students may be nominated by the Associate Dean for Student Affairs (or equivalent) and approved by the committee on which they will serve. [EC 4/12/16]

## VIII) ELECTIONS

Elections will be by mail or electronic ballot to all voting members of the Faculty. [Am 4/12/16]

## IX) VACANCIES

If a vacancy occurs, the position will be filled by a vote of the Faculty. [Am 4/12/16]

## X) AMENDMENTS

Initiative for amendments to these bylaws may be taken by the Faculty. Such amendments are to be submitted to the Faculty at least five days prior to a meeting at which the proposed amendment will be discussed. Approval of the amendment requires a two-thirds majority vote of the Faculty by mail or electronic ballot.

No change in the Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University or of the San Diego Division. [Am 4/12/16]

**REGULATIONS**

## 100) Requirements of the Doctor of Pharmacy Degree (Pharm.D) [Am 4/12/16]

Requirements for the Doctor of Pharmacy (Pharm.D) Degree shall be determined by the Faculty of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS). The following minimum requirements pertain to the award of the Pharm.D. Degree. [EC 4/12/16]

## A) Admission [EC 4/12/16]

To be admitted to the program an applicant must

- 1) be eligible for admission to the University of California
- 2) complete the pre-requisite subject requirements as determined by the Faculty and published annually by the SSPPS [EC 4/12/16]
- 3) meet the minimum grade point average requirement established by the Faculty [EC 4/12/16]
- 4) demonstrate a high level of academic achievement, leadership and professional potential, as evidenced by transcripts and letters of recommendation, and

## 5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

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5) be evaluated and accepted for admission by the Admissions Committee of the School.

B) Time Limitations

The normative registered time to complete the requirements for the Pharm.D. degree is four years. [Am 4/12/16]

- 1) The maximum registered time to complete the requirements for the degree is five years. [Am 4/12/16]
- 2) A course may be repeated only one time. [Am 4/12/16]
- 3) The maximum calendar time allowed to complete the requirements for the Pharm.D. degree is six years. Time spent pursuing other interests, if approved by the Associate Dean for Student Affairs will not be counted as part of this six year limit. [Am 4/12/16]

C) Program [Am 4/12/16]

- 1) Students must complete the required curriculum as determined by the Faculty of the School. [EC 4/12/16]
- 2) Students must complete each required curriculum course with a grade of (H) honors or (P) pass. [Am 4/12/16]
- 3) Courses taken prior to admission to the School which are deemed by the instructors of record for a particular required curriculum course to be equivalent to the required course, and for which the student demonstrates required competencies, may be credited toward the degree. The maximum number of units credited for a course may not exceed the number of units assigned for the course in the curriculum. [Am 4/12/16]
- 4) Elective courses to fulfill the unit requirement for the degree must be taken after admission to the School. Courses taken prior to admission to the School may not be applied toward the elective requirements. [Am 4/12/16]

D) Satisfactory Professional Qualifications [Am 4/12/16]

- 1) Students must demonstrate throughout the curriculum that they possess the professional, ethical, and moral characteristics necessary for professional practice.

150) Evaluation

A) Student evaluation is based on the following:

- 1) Oral and written examinations
- 2) Performance in laboratory and discussion group activities

## 5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

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- 3) Clinical performance
- 4) Other tools deemed appropriate by the Faculty

### 200) Grading Policy [Am 4/12/16]

#### A) Grades [EC 4/12/16]

- 1) The work of all students in those courses designated by the Faculty of SSPPS as required courses will be reported in terms of the following grades: H (honors), P (pass), F (fail), Y (provisionally unsatisfactory), I (incomplete), IP (in progress).
- 2) The work of all students in those courses designated by the Faculty of SSPPS as elective courses will be reported in terms of the following grades: S (satisfactory), U (unsatisfactory), Y (provisionally unsatisfactory), I (incomplete), IP (in progress).
- 3) No grade points per unit shall be assigned.

#### B) Definitions of Grades [Am 4/12/16]

- 1) The H (honors) Grade
  - a) The grade H (honors) shall be assigned to those students whose overall performance in a required course is considered to be outstanding.
- 2) The P (pass) Grade [Am 4/12/16]
  - a) The grade P (pass) shall be assigned to those students whose overall performance in a required course meets at least the minimum standard established by the Faculty and is considered satisfactory.
- 3) The F (fail) Grade [Am 4/12/16]
  - a) The grade F (fail) shall be assigned to those students whose overall performance in a required course is unsatisfactory. The F grade will remain on the transcript. [EC 4/12/16]
  - b) In years 1-3, in order to progress through the curriculum, all grades of F must be remediated by repeating the course by the end of next term in which the course is normally given. In year 4, the APPE in which the student received an F grade must be repeated after completing the remaining scheduled APPEs. If a course is repeated, the course will appear a second time on the transcript. [Am 4/12/16]
- 4) The S (satisfactory) Grade [Am 4/12/16]

## 5.11 BYLAWS AND REGULATIONS OF THE FACULTY OF THE SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

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- a) The grade S (satisfactory) shall be assigned to those students whose overall performance in an elective course meets at least the minimum standard established by the faculty and is considered satisfactory.
- 5) The U (unsatisfactory) Grade [EC 4/12/16]
    - a) The grade of U (unsatisfactory) shall be assigned to those students whose overall performance in an elective course is unsatisfactory. The U grade will remain on the transcript.
    - b) The U grade in an elective course may be remediated by repeating the course. If a course is repeated, the course will appear a second time on the transcript.
    - c) Courses in which a student receives a final grade of U will not be applied toward meeting the requirements for the Pharm.D. degree.
  - 6) The Y (provisionally unsatisfactory) Grade [Am 4/12/16]
    - a) The grade Y (provisionally unsatisfactory) shall be assigned as an initial grade when a student has not performed to a satisfactory level in a course but the instructor wishes to provide for an additional finite period of time for the student to demonstrate competency in the course. [EC 4/12/16]
    - b) The Y grade is replaced with a P (pass) grade for required courses or an S (satisfactory) grade for elective courses when the course requirements have been satisfied within the time determined by the instructor. [EC 4/12/16]
    - c) The Y grade is replaced with an F (fail) grade or U (unsatisfactory) grade if the requirements have not been satisfied within the time determined by the instructor. [EC 4/12/16]
    - d) The time period for satisfactory completion of the course requirements should normally not extend beyond the start of the next academic year, unless a petition, prior to that time, has been approved by the Associate Dean for Student Affairs allowing a further specified period. Should a student not complete the work to the satisfaction of the instructor by the end of the specified period, a grade of F (fail) or U (unsatisfactory) shall be assigned. In order to progress through the curriculum, all grades of F must be remediated. [Am 4/12/16]
  - 7) The I (incomplete) Grade [Am 4/12/16]
    - a) The grade I (incomplete) shall be assigned when a student's work is of passing quality but is incomplete. [EC 4/12/16]

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- b) The student should normally complete the work of the course by the end of the next term in which the student is registered unless a petition, prior to that time, has been approved by the Associate Dean for Academic Affairs allowing a further specified period. [Am 4/12/16]
  - c) Should the student not complete the work by the end of the next term or not be granted an extension by the Associate Dean for Academic Affairs, a grade of F (fail) or U (unsatisfactory) shall be assigned. In order to progress through the curriculum, all grades of F must be remediated. [Am 4/12/16]
- 8) The IP (in progress) Grade [EC 4/12/16]
- a) The grade IP (in progress) shall be assigned for courses extending over more than one quarter and in which evaluation of a student's performance is deferred until the end of the final quarter of the course. The IP grade shall be replaced by a final grade when the student completes the course sequence.
- 9) The W (withdraw) Grade [Am 4/12/16]
- a) The grade W (withdraw) shall be assigned when a student has completed some portion of the course (generally up to the first half) and for personal or other reasons, must withdraw from the course. Generally students are not permitted to withdraw after the course midpoint.
  - b) The W (withdraw) grade must be approved by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may approve exceptions to the assignment of the W grade, including allowing a student to withdraw after the midpoint of a course if there are extenuating circumstances.
  - c) The W grade will remain on the transcript. If the course is repeated, it will appear a second time on the transcript.
- C) Blank on Students' Transcript [En 4/12/16]
- 1) If a student's name appears on the end of quarter course list for a course, but no grade is reported, the Registrar will leave a blank for that course on the student's transcript.
  - 2) A blank which is not replaced by a grade assigned by the instructor, after one quarter on a student's record, then will be replaced by an F or U grade.
- D) Grade Appeals [EC 4/12/16]
- A pharmacy student may appeal a course grade by following procedures described in the SSPPS Grade Appeal Policy.

### 250) Academic Review

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- A) A student with an F (fail) grade in a required course or a student experiencing continued academic difficulties or first time difficulties in multiple courses in a given year may be referred to the Academic Oversight Committee for either an informal academic review or an in-depth academic review, as deemed appropriate by the Associate Dean for Student Affairs.
  - B) Failure to pass a required course normally results in a one-year deceleration of a student's progress in the curriculum.
- 300) Dropping Courses [Am 4/12/16]
- A) Students may drop a required course only with the approval of the Associate Dean for Academic Affairs. If a student drops a required course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned. [Am 4/12/16]
  - B) Students may drop a pre-clinical elective course prior to the beginning of the fourth week of instruction with no course entry appearing on the transcript. If a student drops a pre-clinical elective course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.
  - C) Students may drop a clinical elective course prior to the beginning of the fourth week of instruction with no course entry appearing on the transcript. If a student drops a clinical elective course after the beginning of the fourth week of instruction and prior to the beginning of the ninth week of instruction, the W grade will be assigned.
- 350) Withdrawal, Leaves of Absence, and Discontinuance Without Notice [Am 4/12/16]
- A) **Withdrawal:** A withdrawal may be requested by a student when a student has no intention of returning to the Pharm.D. program. Unless approved by the Associate Dean for Student Affairs, a student who is subject to dismissal for any reason, may not withdraw.
  - B) **Leave of Absence:** A student who intends to return to the Pharm.D. program may request a leave of absence for personal, professional or medical reasons. A request for a leave of absence must be approved by the Associate Dean for Student Affairs. A student who does not return at the end of an approved leave of absence is considered to be dismissed from the School.
  - C) **Discontinuance without Notice:** ONce enrolled, students are expected to continue in the program without interruption, unless approval of a leave of absence is obtained. A student who (1) withdraws from the School without notice, or (2) fails to report after a specified leave of absence, or (3) fails to register for any term within one month after the beginning of that term, is considered academically dismissed from the School without further notice.

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- D) Readmission: A student who has withdrawn from the School may reapply through the regular admissions process. If re-accepted, that student would start the program over as a first year pharmacy student. Students who have discontinued without notice, or have been dismissed for any reason, are not eligible for readmission.

### 400) Academic Disqualification [Am 4/12/16]

- A) Academic Probation. A student shall be placed on academic probation
- 1) Upon receipt of one grade of F (fail) in a required course
  - 2) Upon receipt of two Y (provisionally unsatisfactory) grades in one academic year.
  - 3) Upon failure to remediate a Y grade to a P grade before another Y grade is received.
  - 4) If the student's overall performance at any time is determined by the Academic Oversight Committee to be marginal or unsatisfactory. [Am 4/12/16]
  - 5) A student placed on probation is subject to supervision by the Faculty.
- B) Academic Dismissal. A student is subject to dismissal [Am 4/12/16]
- 1) Upon receipt of the F (fail) grade for a course that the student had taken previously and had earned a grade of F (fail), or
  - 2) Upon receipt of two F (fail) grades, or [Am 4/12/16]
  - 3) Upon being placed on academic probation a second time, or [EC 4/12/16]
  - 4) If the student's overall performance at any time is determined by the Academic Oversight Committee to be marginal or unsatisfactory, or [Am 4/12/16]
  - 5) If the student is pursuing a program of study that, upon projection, cannot be accomplished within five registered years or six calendar years of the date he/she entered as a first year student, or [Am 4/12/16]
  - 6) If in the opinion of the Academic Oversight Committee the student, while on academic probation, is continuing to perform in a marginal or unsatisfactory manner. [EC 4/12/16]
- C) Academic Misconduct. Upon discovery of substantive evidence of academic misconduct, a student may be subject to suspension or dismissal. The procedures leading to discipline will guarantee procedural minima of due process in accordance with Faculty, School, Academic Senate, and University policies.

### 450) Professional Disqualification [Am 4/12/16]

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- A) A student shall be subject to professional disqualification, leading to probation or dismissal, if after review by the Academic Oversight Committee of the Faculty of the alleged charges, it is found that the student:
- [Am 4/12/16]
- 1) Has manifested or threatened violence against a patient, a fellow student, a fellow professional, staff personnel, faculty member, or others in carrying out his/her professional assignments, or [EC 4/12/16]
  - 2) Has abused professional privileges by taking advantage of professional relationships with patients or others, or has abused other privileges of the profession, such as access to drugs and equipment, or [EC 4/12/16]
  - 3) Has failed to meet professional responsibilities by reason of being mentally incompetent, or by being under the influence of alcohol and/or controlled substances, or [EC 4/12/16]
  - 4) Has been negligent in carrying out professional duties in such a way that harm to a patient has or could result. [Am 4/12/16]
  - 5) Has engaged in other misconduct or violated a policy of the School or the University. [En 4/12/16]

### 550) Evaluation of Professionalism [Am 4/12/16]

Pharmacy students are required to demonstrate professionalism as part of the requisite clinical competency. Many attributes of professionalism cannot be observed on one rotation, thus patterns of behavior, as observed throughout the continuum of training and within the education environment, play an important role in making these determinations. The demonstration by a pharmacy student of satisfactory professional and personal attributes is necessary to successfully complete the curriculum. Therefore, these attributes will be evaluated throughout the student's enrollment.

It is the intent of the School, in placing this policy into effect, to give all manner of assistance to the student to remedy any deficiencies. It is the School's hope that the student may, subsequently, be successful and move forward in his/her profession with utmost confidence.

### 600) Amendments

- A) The Regulations of the School may be amended at any meeting of the Faculty provided the proposed modification has been distributed to the Faculty at least five days before the meeting. Approval requires a majority of the voting members present.
- B) Amendments of Regulation 100 (Requirements of the Pharm.D. Degree) and Regulation 200 (Grades) are subject to approval by the San Diego Division Representative Assembly.
- C) No change in the Regulations may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University or of the San Diego Division.