

ACADEMIC SENATE: SAN DIEGO DIVISION
UCSD, LA JOLLA, CA 92093-0002
(858) 534-3640
FAX (858) 534-4528

November 4, 2024

**PROFESSOR OLIVIA A. GRAEVE, Chair
Academic Senate, San Diego Division**

SUBJECT: Proposal to Amend to Senate Regulation 600.J

At its October 14, 2024 meeting, the Educational Policy Committee (EPC) reviewed a proposal from the Council of Provosts to amend Senate Regulation 600.J – Part-Time Study. The proposal to eliminate provost approval for part-time study was approved by EPC.

We submit this amendment to the Committee on Rules and Jurisdiction (CRJ) for review. We hope that CRJ will find this amendment consonant with the Code of the Academic Senate and ready for Representative Assembly review and approval. The red-line version of the proposed amendments to SD 600 and proposal are attached. If you have any questions about the proposal, please feel free to contact Senate Associate Director Ashley Hill at awelch@ucsd.edu.

Sincerely,

Carrie Wastal, Chair
Educational Policy Committee

cc: S. Dasgupta
L. Hullings
J. Lucius
R. Plant



May 9, 2024

Educational Policy Committee

Subject: Proposal to Amend Senate Regulation 600.J – Part-Time Study

In reply to EPC's April 11, 2024 response to our Proposal to Amend Senate Regulation 600J, the Council of Deans of Academic Advising (CDAA) would like to provide the following information about how students will be informed of potential impacts of part-time enrollment. Thank you for the ongoing discussion.

The Registrar's Office maintains the official webpage about Part-time Study - <https://students.ucsd.edu/academics/enroll/special-enrollment/parttime-halftime-study/part-time-study.html> and advisors will continue to refer students to this official site. College Advising will also collaborate with the Registrar's Office staff regarding updates and suggestions. For example, we requested that information about housing implications be added to the site, which has been done.

Every quarter the Registrar's Office sends enrollment reminder emails to students. This will continue. Colleges send similar messaging to remind students of deadlines. An example of the Spring 2024 message is enclosed.

Detailed information about the implications of part-time status, including financial aid, housing, and visa status, is also included on the official part-time application form. Please see enclosure for the current application form. The Registrar's Office is planning to build an attestation into the new version of the form as well. The form will require students to check a box that acknowledges that they understand the above mentioned implications.

College Advising will continue to advise students about the part-status option for students whose personal situations may necessitate this. However, students who do not seek advising about part-time enrollment may find information on the official website, in the quarterly reminder emails from the Registrar, and on the part-time application form itself. For students who reach out via the Virtual Advising Center, all Colleges reiterate the same standardized information. See enclosure.

Respectfully,

Council of Provosts/Council of Deans of Academic Advising

From: UC San Diego Registrar <registrar@ucsd.edu>
Sent: Thursday, March 28, 2024 12:11 PM
To: Gelle, Lora Lae
Subject: Academic Deadlines in April



Spring 2024 Academic Deadlines in April

See below for upcoming academic deadlines!

****All deadlines are at 11:59pm PST on the date specified.****

Waitlists Conclude

The waitlist process will run for the last time the evening of Thursday, April 11.

If you are not moved off a waitlist after April 11, you can enroll in the course if seats are available. Otherwise, please consider taking a different course.

Waitlisted classes will be **removed from Canvas** on April 15.

Add Deadline

The last day to [add a class](#) is Friday, April 12.

Requests to add a class after April 12 must be submitted as a 'Late Add' through [EASy](#). Approvals for 'Late Adds' are not guaranteed.

Part-Time Study Deadline

Friday, April 12 is the last day to apply for [part-time study](#). You must be enrolled in 10 or fewer units by April 12 to receive reduced tuition.

More Deadlines

View the [Enrollment and Registration calendar](#) for a complete list of deadlines.

University of California San Diego
Office of the Registrar
9500 Gilman Drive
Mail Code 0022
La Jolla, CA 92093
(858) 534-3150 | [Visit Our Webpage](#)



Office of the Registrar

9500 Gilman Drive
La Jolla, California 92093-0022
registrar.ucsd.edu

Undergraduate Part Time Study Application

* required

Student Info

PID A [REDACTED]
Full Name [REDACTED]
* E-mail [REDACTED]
* Phone [REDACTED]
(Enter 10-digit number only - No Dashes)

Note

Read the [Policy and Instruction](#). The deadline to apply is Friday of Week 2.

Approval for Part-Time study is granted for one academic year or the remaining part thereof. Graduating seniors can receive permission for one quarter only. Part-time requests for the next upcoming academic year can be submitted on or after July 1st. International students must receive additional authorization to drop below full time enrollment by submitting an [International Student Reduced Course Load Request](#). Contact the [International Students & Programs Office](#) with any questions regarding F-1 or J-1 status and reduced course load.

* I am applying for Part-Time Study for

Academic Year

2024-2025

Term(s)

 Fall Winter Spring

* Have you applied for or are you receiving Financial Aid?

 Yes No

* Please select the reason for your request, explain below, and attach required documentation. Failure to provide required documentation by 4:30 p.m. on Friday of Week 2 will result in your request being denied.

- Employment (Verification of 20 hours or more per week of employment on letterhead from employer)
- Medical (Verification from physician for serious or sustained illness or injury)
- Family Responsibilities (Documentation of immediate family responsibility)
- Graduating Senior (College will verify quarter of graduation; no documentation required)

* Explanation

Maximum Characters: 250

Please attach your documentation here

Only .pdf, .docx, .doc, .gif, .jpg, and .png file extensions allowed

 No file chosen

Attached Documents:

Part-time Information Virtual Advising Center message used in all Colleges

Full-time status is at least 12 units per quarter. You must apply for part-time status (10 units or less) in order to pay reduced fees for the quarter. ***If you are receiving financial aid, you must be enrolled in a minimum of 6 total units.*** You may only apply for part-time study for the following reasons:

- Employment (minimum 20 hours per week)
- Family Responsibility
- Medical
- Graduating Senior Status (permitted once in final three quarters)

****International students in F-1 or J-1 visa status may only be approved for medical reasons or graduating senior status. For graduating senior status, international students may only apply during their final graduating term.***

The deadline to submit your Part-Time Study Application is Friday of Week 2. ***If you are an international student or scholar-athlete, you must be approved by the International Services and Engagement Office (ISEO) or Athletic Advising to enroll in fewer than 12 units.***

Campus housing contracts require that students maintain full-time enrollment of a minimum of 12 units per quarter. If you live on campus and plan to enroll in less than 12 units, contact your [Residence Life Office](#) to request an exception.

The online application form can be found on TritonLink under Forms. If you do not qualify for part-time status, you may take less than 12 units for the quarter, but you will pay full-time fees.

For more information please view the following link: [Part-Time Status](#). Let us know if you have any questions.

April 11, 2024

**PROFESSOR LESLIE CARVER, Chair
Council of Provosts**

SUBJECT: Proposal to Amend Senate Regulation 600.J – Part-Time Study

At its March 18, 2024 meeting, the Educational Policy Committee (EPC) reviewed the proposal to revise Senate Regulation 600.J – Part-Time Study. The Committee expressed significant concerns regarding the implications of a student declaring part-time status without adequate advising or information about the potential negative consequences, such as impacts on financial aid, housing and dining etc. To finalize the review of the proposed revisions, the Committee requests that Colleges articulate a plan to clearly and effectively communicate considerations and potential impacts to declaring part-time status for students. This may take place in a standardized letter, checklist, or other document that can be shared with students.

Once safeguards there are established to ensure students are properly informed about the potential implications of part-time study, the Committee will finalize its review of the proposal to revise Senate Regulation 600.J. Please submit the response to Senate Associate Director Ashley (Welch) Hill, awelch@ucsd.edu.

Sincerely,

Geoffrey Cook, Chair
Educational Policy Committee

cc: C. Lyons
K. Michel

January 22, 2024

To: Educational Policy Committee
From: Council of Provosts

RE: Part-Time Study

We are writing to request a change to Senate Regulation 600, J (see below). The Council of Deans of Academic Advising has been in communication with the Office of the Registrar since Fall 2020 about changing the process for part-time status approvals. The current process requires a student to submit an online form and provide supporting documents, which are then reviewed by College advising staff. For international students, the International Services and Engagement Office reviews the online form, and if approved, it is routed to College advising. Upon approval, the Office of the Registrar processes the request and assesses part-time fees.

Moving forward, students will no longer be required to submit supporting documentation (a change that was already approved and implemented in December 2023), which will eliminate the need for documentation review by college advisors. In light of this change, CDAA has been in discussion with Registrar Cindy Lyons about removing college approval from the part-time workflow, which she and her team support.

The next step towards streamlining this administrative process requires a revision of Senate regulation 600.J – Part-Time Study:

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.~~

Please note that removing colleges from the part-time status application workflow will not prevent advisors from proactively advising students who may benefit from pursuing part-time status. They will continue to recommend part-time when appropriate and help students navigate the application process.

We are requesting your endorsement of this move toward a more streamlined and student-centered approach and are happy to address any questions or concerns you may have.

Thank you for your consideration!



May 9, 2024

Educational Policy Committee

Subject: Proposal to Amend Senate Regulation 600.J – Part-Time Study

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Office of the Registrar

9500 Gilman Drive
La Jolla, California 92093-0022
registrar.ucsd.edu

Undergraduate Part Time Study Application

* required

Student Info

PID A [REDACTED]
Full Name [REDACTED]
* E-mail [REDACTED]
* Phone [REDACTED]
(Enter 10-digit number only - No Dashes)

Note

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Please attach your documentation here

Only .pdf, .docx, .doc, .gif, .jpg, and .png file extensions allowed

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April 11, 2024

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Council of Provosts**

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Thank you for your consideration!

ACADEMIC SENATE: SAN DIEGO DIVISION
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December 2, 2024

Olivia Graeve, Chair
San Diego Divisional Academic Senate

SUBJECT: Proposed Amendment to San Diego Divisional Regulation 600, Section J *Part-Time Study*

Dear Chair Graeve,

The Committee on Rules and Jurisdiction (CRJ) reviewed the proposal to amend San Diego Divisional Regulation 600, Section J *Part-Time Study*, and found the proposed amendment consonant with the code of the Academic Senate.

Sincerely,

Steve Constable, Chair
Committee on Rules and Jurisdiction

Attachment

cc: R. Plant
L. Hullings

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

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, Am 6/5/18]
 - 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 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, Am 6/5/18]
 - d) A student who has declared a double major may graduate in one major upon the completion of all requirements for that major. [Am 4/25/95, Am 2/27/96, Am 6/5/18]
 - e) A student with a double major who has reached the quarter limits of paragraph C and needs additional time to complete all requirements for both majors will be required to submit a completion plan and have it approved by their college prior to enrolling for additional quarters to continue works towards the degree. [En 6/5/18]
- 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]

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) Quarter Limit and Enrollment Beyond the Quarter Limit [En 11/27/90, Am 6/5/18]

1) An undergraduate student who enrolls at UC San Diego as a freshman in Fall 2019 or thereafter will be allowed to enroll for 12 quarters to complete all requirements for a degree; if a student reaches this quarter limit and needs additional time to complete those requirements, they will be required to submit a completion plan and have it approved by their college prior to enrolling for additional quarters to continue work towards the degree. [Am 3/1/11, Am 6/5/18]

2) An undergraduate student who enrolls at UC San Diego as a transfer student in Fall 2019 or thereafter will be allowed to enroll for six quarters to complete all requirements for a degree; if a student reaches this quarter limit and needs additional time to complete those requirements, they will be required to submit a completion plan and have it approved by their college prior to enrolling for additional quarters to continue work towards the degree. [Am 6/5/18]

3) Summer sessions as well as quarters during which students are approved for part-time status or have withdrawn from all courses will not count toward the allowable number of quarters. [En 6/5/18]

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.

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

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.

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) A student attending the University on an F1 or J1 visa, by showing proof of temporary residence in the United States, petition for exemption from this requirement through the office of the student's college provost. [Am 4/13/21]

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]

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

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) Jane Teranes Climate Change Education Requirement [En 10/10/23]
A knowledge of climate change is required of all candidates for a Bachelor's degree who begin their studies at UC San Diego in lower-division standing in Fall 2024 or thereafter.

1) The requirement shall be satisfied by passing, with a grade not lower than C- or P, a one-quarter 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.

2) This requirement is required of all candidates for a Bachelor's degree who begin their studies at UC San Diego as a first-year student. Transfer students are not required to satisfy this requirement.

I) Residence [EC 10/10/23]
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, the UC Center in Sacramento Program, or the UC Natural Reserve System (NRS) California Ecology and Conservation Course 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] [Am 12/12/17]
Faculties may permit a student who is enrolled in the Education Abroad Program, the UC Washington, D.C. program, the UC Center in Sacramento Program, or the UC NRS California Ecology and Conservation Course 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] [Am 12/12/17]

{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] }

J) Part-Time Study [En 11/24/92, EC 10/10/23]

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

- 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.

K) Standards for Award of Honors at Graduation [En 5/23/78, Rt by Assembly 3/28/79, Am 6/6/17, EC 10/10/23]

- 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 72 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. [Am 6/6/17]
- 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]

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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]

L) 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] [Am 5/19/20, EC 10/10/23]

- 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]
- 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. A student who receives a final grade of "C-" or below has not satisfied the University of California Entry Level Writing Requirement and may repeat the course in accordance with Paragraph 6. [Am 5/26/15, Am 5/19/20]
- 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]