

**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.

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## 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]

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## 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.

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## 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]

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**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]

**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]**

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

- 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.

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**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.

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**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]**

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

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## A) Membership

1) *Ex Officio* Membership

The *ex officio* voting 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, Am 5/19/20]

## 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, graduate or professional school without academic departments, and academic unit approved by Representative Assembly to offer degrees and to function as the primary department for Senate faculty, shall elect one representative to the Representative Assembly, up to a total of 3 representatives, for each 35 Senate members or a part thereof, based on primary department appointments. 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 or electronic ballot. All elections shall be held in time to announce the results by the end of the Spring Quarter. [Am 6/10/97, Am 5/19/20]

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.

**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 a minimum of once each academic quarter 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. [ 5/19/20]
- 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]

**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 published on the Senate's website and all Divisional Senate members notified. [Am 6/10/97] [Am 5/27/03]

Within 30 days of instruction after every meeting of the Representative Assembly, the actions approved are published on the Senate's website. Minutes are approved at the next Representative Assembly meeting. [Am 6/10/97] [Am 5/27/03] [Am 5/19/20]

**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 or Electronic Ballot Referral [Am 5/19/20]**

- 1) Action taken at a meeting of the Representative Assembly shall be submitted to a mail or electronic ballot of the full Division at the request of one-third of the members present and voting. [En 1/26/93, Am 5/19/20]
- 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 or electronic 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, Am 5/19/20]

## •• 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.

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

## 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]

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## 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 twothirds 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]

## •• PART 1: General

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

**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  
At least thirty calendar days before the date of such election, the Vice Chair of the Division shall distribute a notice of the election to each member of the Division. The notice shall state the positions to be filled in the election for the Officers of the Division (Vice Chair/Chair Designate and Divisional Representatives) and the Committee on Committees [See Bylaw 20 and Bylaw 185]. [Am 11/18/25]
- D) Nominations
- 1) Vice Chair of the Division (Chair Designate)  
Within ten calendar days after the election notice is distributed, it shall be the privilege of any twenty-five ordinary members of the Division, representing faculty from at least three schools, to nominate in writing a candidate. The nomination must be filed with the Vice Chair of the Division no later than ten days from the receipt of the election notice. The nomination must be signed by all twenty-five members, certify that the nominee will accept the nomination, and include a biography from the nominee that describes their relevant qualifications and suitability to represent the San Diego Division. All candidates nominated by petition will be on the election ballot. The Committee on Committees shall nominate at least two candidates and may choose to count any candidate submitted by nominating petition toward this requirement. [Am 2/27/90, Rt 3/14/90, Am 5/22/12, Am 11/18/25]
  - 2) Divisional Representatives  
Within ten calendar days after the election notice is distributed, it shall be the privilege of any five ordinary members of the Division to nominate in writing a candidate, or candidates if there is more than one position to be filled, not exceeding the number of positions to be filled. The nomination must be filed with the Vice Chair of the Division no later than ten calendar days from the receipt of the election notice. The nomination must be signed by all five members, certify that the nominee will accept the nomination, and include a biography from the candidate that describes their relevant qualifications and suitability to represent the San Diego Division. All candidates nominated by petition will be on the election ballot. The Committee on Committees shall nominate at least two candidates for each open position and may choose to count any candidate submitted by nominating petition toward this requirement. [En 11/18/25]

## •• PART 1: General

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

**115 ELECTIONS AND MAIL BALLOTS**

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## 3) Committee on Committees

Within ten calendar days after the election notice is distributed, it shall be the privilege of any five ordinary members of the Division to nominate in writing a candidate, or candidates if there is more than one position to be filled, not exceeding the number of positions to be filled. The nomination must be filed with the Vice Chair of the Division no later than ten calendar days from the receipt of the election notice. The nomination must be signed by all five members, certify that the nominee will accept the nomination, and include a biography from the candidate that describes their relevant qualifications and suitability to represent the San Diego Division. All candidates nominated by petition will be on the election ballot. Senate Council shall nominate at least two candidates for each open position and may choose to count any candidate submitted by nominating petition toward this requirement. Senate Council's slate of nominations is submitted to Representative Assembly for approval [see Bylaw 82 and Bylaw 242].

## E) Ballots

No less than ten calendar days before the date of the election, the Vice Chair of the Division shall provide to the members of the Division a ballot containing, in alphabetical order, the names of those persons who have been nominated as prescribed in Bylaw 115(D). Nominees of the Committee on Committees and Senate Council 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. [Am 5/22/12, Am 11/18/25]

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.

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]

## •• PART 1: General

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

**115 ELECTIONS AND MAIL BALLOTS**

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- 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). A candidate for Vice Chair (Chair Designate) of the Division (for the term starting September 1) is elected if they receive a majority vote on the first ballot. If no Vice Chair candidate receives a majority vote on the first ballot, the Vice Chair shall provide to the members of the Division a second ballot containing, in alphabetical order, the names of the two candidates who received the highest number of votes on the first ballot. If a tie occurs for the second position, the names of all candidates tied for that position shall be included. The candidate receiving the highest number of votes on the second ballot shall be declared elected. [Am 11/18/25]
- 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 calendar days 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 them within five calendar days after the meeting. The procedure for distributing and returning ballots shall be that described in (E) above. All ballots received within twenty calendar days after the meeting shall be counted by the Office, which shall report the results to the Vice Chair of the Division within twenty-two calendar days after 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, Am 11/18/25]

## •• 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

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**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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## Committee Composition and Guests [En 10/26/93, Am 5/19/20]

- A) The composition of a Senate committee is specified in the bylaw pertaining to that committee. [En 5/19/20]
- B) Only members of the Academic Senate may serve as *ex officio* members of committees of the San Diego Division of the Academic Senate. Unless specifically granted in the Senate bylaw pertaining to Senate committee, *ex officio* members serve without the privilege of voting. [En 5/19/20]
- C) The chair of a Senate committee may caucus or meet with only the voting members of the committee present. [En 5/19/20]
- D) Individuals who are not members, consultants, or representatives, as defined by these bylaws, or Senate staff assigned to support the committee, are guests at Senate committee meetings and may attend committee meetings only by invitation of the committee chair, unless the bylaw provision pertaining to that committee indicates otherwise. [En 5/19/20]

## •• 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 five 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, Am 6/1/21]
- 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, inclusive of 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. [Am 6/1/21]
- 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, Am 10/25/22]**

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- A) This committee shall consist of at least twelve, but no more than fourteen, ordinary members of the Division holding at least Associate 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, Am 1/15/19, Am 10/25/22]
- 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 Associate Vice Chancellor of Enrollment Management 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 the Director of Enrollment Management Analytics 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 Associate Vice Chancellor of Enrollment Management, shall be the San Diego member of the Senate Board of Admissions and Relations with School (BOARS). The BOARS member shall serve in that capacity for a term not to exceed four consecutive years, 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, Am 6/3/25]
- 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]

- A) This committee consists 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 Vice Chancellor for Organizational Transformation may serve as a consultant to the committee, without a vote, at the request of the committee. One member shall serve on the University Committee on Affirmative Action, Diversity, and Equity.

[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, Am 4/5/22]

With the concurrence of the Chancellor for Organizational Transformation, the chair of this committee shall serve on the Equity, Diversity, and Inclusion Advisory Council. [En 5/23/95, Am 10/26/99] [Am 06/17/2025]

- 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 to the Division on policies, practices, and the committee's actions and recommendations. [Am 06/17/2025]

•• 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 thirteen 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, Am 4/5/22]

The members of the Committee on Committees shall be apportioned by disciplinary areas as follows: one member from any of the biological science departments; one member from any of the physical sciences departments; two members 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, Am 4/5/22]

- 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, new members shall be elected to serve for three calendar years. The number of vacancies appearing on the ballot shall be determined by the number of committee members whose term has expired and shall not increase total committee membership beyond thirteen. 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, Am 4/5/22]
  - 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**

- 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

- 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]

The Committee on Committees may remove any appointed member of a standing or special committee of the Division for cause before the end of that member's appointment by a two-thirds (2/3) vote, provided that a statement of the reason or reasons is sent to the member proposed for removal at least fourteen (14) days before the vote is taken. The member proposed for removal shall be given an opportunity to be heard by the Committee on Committees before the vote is taken. [Am 4/16/19]

•• PART 2: Committees

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

## 185 COMMITTEE ON COMMITTEES

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- 2) It shall report its appointments in accordance with Bylaw 160.
- 3) In the manner described in Bylaw 115(D), the Committee on Committees shall nominate at least two candidates for each office which is to be filled in any Divisional election.
- 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]

## •• PART 2: Committees

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

**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

**187 COMMITTEE ON CAMPUS CLIMATE CHANGE**

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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.
- B) This committee shall have the following duties:
  - 1) It shall confer with and advise the Senate and administration on matters pertaining to campus decarbonization, climate change impacts and mitigation, climate change in educational programs, and climate change research.
  - 2) It shall study and collect data on the climate change impacts of campus activities.
  - 3) It shall develop recommendations for short-term, medium-term, and long-term changes to campus policy and behavior.
  - 4) It shall prepare and submit to the Division an annual report.
  - 5) One member of this committee, with the concurrence of the Chancellor, shall be designated as the faculty member on the Chancellor's Campus/Community Planning Committee. [see Bylaw 190(C) and Bylaw 228(B)(6)] **[En 5/30/23]**

## •• 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) Four 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. Four other members from this committee shall be official alternates for the four designated members 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, this committee, in consultation with other Senate committees with representatives on the Campus/Community Planning Committee, will work as one with the Campus/Community Planning Committee to conduct their business and will make one report to the Chancellor and the Senate. [see Bylaw 187(B)(5) and Bylaw 228(B)(6)] [En 1/29/85, Am 11/21/89, Am 10/26/93, Am 5/30/23]
- 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 and the AVC for Educational Innovation 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, Am 5/30/23]
- 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 as 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 Global Initiatives 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, Ec 6/3/25]
- 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 Education and Postdoctoral Affairs, the Dean of Undergraduate Education, and the University Registrar 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. One member of the committee shall serve on the University Committee on Educational Policy. [See Bylaw 185(C)(8), and SBL 170] [Am 5/24/77, Rt 6/8/77, Am 4/26/94, Am 2/24/04, Am 5/26/09, Am 3/1/11, Am 6/9/20, Ec 6/3/25]

## 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, Am 10/25/22]**

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- A) This committee shall consist of eleven 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. A member of the committee shall serve as Chair of the Diversity, Equity and Inclusion Course Requirement Committee. A member of the committee shall serve as Chair of the Jane Teranes Climate Change Education Requirement Committee. [See Bylaw 185(C)(8), Bylaw 211, Bylaw 170, and Bylaw 212] [Am 6/9/20, Am 10/25/22, Am 4/16/24, Ec 6/3/25]
- 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 that 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.

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**210 UNDERGRADUATE COUNCIL [En 3/1/11, Am 10/25/22]**

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- 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.
  - 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 that 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 that 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 Pedagogy and Learning Apprentices in accordance with Divisional Senate Regulation 525. [Ec 6/3/25]

## •• PART 2: Committees

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

**211 DIVERSITY, EQUITY, AND INCLUSION COURSE REQUIREMENT COMMITTEE**

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- A) This committee shall consist of five ordinary members of the Division. It shall also have two undergraduate student representatives, who shall not have the right to vote. The chair of the committee may invite the Dean of Undergraduate Education, a representative from the Office for Equity, Diversity, and Inclusion, and a College Provost, who shall be selected by the Council of Provosts, to serve as consultants to the committee, without the right to vote. The chair of the committee shall also serve as a member of the Undergraduate Council. [see *Bylaw 210*]
- B) Duties:
- 1) This committee shall make recommendations to the Undergraduate Council on proposed new undergraduate courses and existing undergraduate courses that may be used for the purpose of fulfilling the Requirement in Diversity, Equity, and Inclusion. [see *SD 600.G*]
  - 2) This committee shall make recommendations to the Undergraduate Council on the criteria that courses are expected to meet to be used for the purpose of fulfilling the Requirement in Diversity, Equity, and Inclusion.
  - 3) This committee will report to Undergraduate Council the number of courses submitted but not recommended for approval and the rationale.

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**212 JANE TERANES CLIMATE CHANGE EDUCATION REQUIREMENT COMMITTEE [En 10/10/23]**

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- A) This committee shall consist of five ordinary members of the Division. It shall also have two undergraduate student representatives, who shall not have the right to vote. The chair of the committee may invite the Dean of Undergraduate Education, a representative from the Committee on Campus Climate Change, and a College Provost, who shall be selected by the Council of Provosts, to serve as consultants to the committee, without the right to vote. A member of the Undergraduate Council will serve as the chair of this committee. [see Bylaw 210]
- B) Duties:
- 1) This committee shall make recommendations to the Undergraduate Council on proposed new undergraduate courses and existing undergraduate courses that may be used for the purpose of fulfilling the Climate Change Requirement. [see SD 600.H]
  - 2) This committee shall make recommendations to the Undergraduate Council on the criteria that courses are expected to meet to be used for the purpose of fulfilling the Climate Change Requirement.
  - 3) This committee will report to Undergraduate Council the number of courses submitted but not recommended for approval and the rationale.

•• 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 ten 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, Am 4/5/22]
- 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

**219 CRISIS MITIGATION [6/3/25 En]**

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- A) This committee consists of seven ordinary members of the Division. The committee will collaborate and consult with appropriate administrators as it carries out its duties. It shall also have one undergraduate student representative and one graduate student representative who shall not have the right to vote.

With the concurrence of the Chancellor, the Chair of this committee or a designee identified by the committee may serve as a member or advisor to an appropriate administrative entity in assisting with crisis management, such as the Executive Policy Group.

- B) This committee shall have the following duties:

- 1) In consultation with Senate Council, provide timely advice to the Chancellor and campus administration agencies on events, such as, but not limited to, demonstrations, protests, acts of civil disobedience, or other happenings such as natural disasters with the perceived potential to disrupt normal campus operations.
- 2) Facilitate communication between the faculty and the administration during a crisis and coordinate the Divisional response, consulting with Senate Council, the Chancellor, and campus administration agencies on immediate response efforts.
- 3) Identify faculty with experience relevant to a specific issue or crisis to act as consultants to the committee, the administration, and Senate Council.
- 4) In consultation with Senate Council, facilitate dialogue and ongoing communication to mitigate crises.
- 5) Consult with Senate Council on crisis-related communication to Senate faculty.
- 6) Study general practices and policies related to crisis prevention, mediation, and disciplinary measures and practices, and make recommendations to appropriate Senate and administrative bodies, including use of police.

•• 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 Education and Postdoctoral Affairs, 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, Ec 6/3/25]
- 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 (as linked to educational policy) for: [Ec 6/3/25]
    - 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.
  - 6) The council, if requested, shall make recommendations to the Dean of Graduate Education and Postdoctoral Affairs on the allocation of the Division of Graduate Education and Postdoctoral Affairs graduate student fellowship support funds to academic departments and programs. [Am 10/28/08, Ec 6/3/25]

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

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- 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 Education and Postdoctoral Affairs. [Am 3/1/11, Ec 6/3/25]
- 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 make rules governing the form of presentation and the disposal of dissertations.
- 13) 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.
- 14) 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]
- 15) 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.

•• PART 2: Committees

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

## 225 LIBRARY AND SCHOLARLY COMMUNICATION

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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 Committee on Library and Scholarly Communication [see Bylaw 185(C)(8)SBL 185] [Am 5/24/77, Rt 6/8/77, Am 5/24/83, Am 2/24/04, Am 2/27/24]
- B) The Committee on Library and Scholarly Communication shall have the following duties: [Am 2/27/24]
  - 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 eleven ordinary members normally serving three-year 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, Am 4/5/22]
- 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.
  - 6) One member of this committee, with concurrence of the Chancellor, shall be designated as a faculty member on the Chancellor's Campus/Community Planning Committee. One other member from this committee shall be designated as official alternate for the one designated member and shall be invited to attend all its meetings. [see Bylaw 190(C) and Bylaw 187(B)(5)] [En 5/20/23]

•• 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 unless the faculty member has legal representation related to a grievance, disciplinary, or early termination case. Such advisors will not serve as representatives of any complainant, nor may they be current members of the committee. **[Am 6/07/16, Am 6/3/25]**
  - 2) In accordance with University of California Academic Senate Bylaw 336, a majority of Hearing Committee members for disciplinary cases shall be current or former members of the Committee on Privilege and Tenure and will be appointed by the Chair of the Committee on Privilege and Tenure. The Chair of the Committee on Privilege and Tenure can request the Committee on Committees to nominate faculty at-large to serve on a hearing committee. **[Am 6/07/16, Am 6/3/25]**
  - 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]**

•• 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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- 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]
  - 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 twelve 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. It shall also have one graduate student representative, who shall not have the right to vote. 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, Am 4/5/22]
- 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]

•• PART 2: Committees

••• CHAPTER 3: Standing Committees of the Division

**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, Am 6/11/24]

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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 award recipients. [Am 5/19/20]
- B) The Committee shall have the following duties:
- 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 five awardees drawn from the General Campus, Health Sciences, Marine Sciences, and Undergraduate Colleges with no more than one from each school or division. [Am 11/18/25]
      - 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.

2) Distinguished Research Awards [Am 5/19/20]

    - 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 four members who shall present a public lecture on a topic of his or her choice. [Am 6/11/24]
      - 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.

3) Donald F. Tuzin Distinguished Service Award [Am 06/07/22]

    - a) It shall solicit nominations for up to two awards to be given annually to Academic Senate members who have shown an exceptional commitment broadly defined as university service, Academic Senate service, or public service and present a recommendation to the Representative Assembly, which shall accept or reject the recommendations. [Am 06/07/22]

•• 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, Campus & Community Environment, Committee on Committees, Crisis Mitigation, Diversity & Equity, 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; the chair of the Health Sciences Faculty; the chair of the Faculty of the Scripps Institution of Oceanography; and any members of the Academic Council from the UC San Diego campus. [Am 10/23/90, Am 5/28/91, Am 4/29/08, Am 3/1/11, Am 11/18/25]
- B) Duties [Am 11/18/25]
- 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) The Senate Council may act for the Representative Assembly in case of emergency. [Am 10/23/90]
  - 4) 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]
  - 5) This committee shall nominate two candidates for each vacancy of the Committee on Committees to be filled by election. [En 5/23/95]
  - 6) 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 & Equity, Campus & Community Environment, Committee on Committees, Crisis Mitigation, 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, Health Sciences, Marine Sciences, Research & Innovation, Operations Management & Capital Programs, Organizational Transformation, and Student Affairs & Campus Life; the Dean of the Division of Undergraduate Education; and the Dean of the Division of Graduate Education & Postdoctoral Affairs. [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, Am 11/18/25]
- 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 Analytical 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, Am 4/16/24]
- 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 biological/chemistry/pharmacy sections; three 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, Am 05/30/23]
- 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 [Am 1/28/92, Am 5/24/11, Am 5/30/23]**

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- A) This committee shall consist of seven members of the San Diego Division, and the Dean of the Division of Extended Studies, ex officio. It shall also have one undergraduate student representative who shall not have the right to vote. [Am 1/28/92, Am 10/12/21, Ec 5/30/23]
- 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 Dean of the Division of Extended Studies on the following: [Ec 5/30/23]
      - 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 [Am 1/28/92, Am 5/24/11, Am 5/30/23]**

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- 3) It shall review the annual report of the Dean of the Division of Extended Studies, and submit an annual report and such interim special reports as it may deem advisable to the San Diego Division. [Am 5/24/11, Ec 5/30/23]
- 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, Am 6/6/17, Am 10/25/22]****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 undergraduate student who was enrolled in that course at the end of the sixth week of instruction and each graduate 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, Am 6/6/17]
- 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) An instructor may file an I (Incomplete) only if the student has completed the majority of the coursework at a passing level and only for documented reasons beyond the student's control (illness, housing insecurity, family emergency, and U.S. service members called to active duty, training, or state service for example). An instructor may not grant a request for an Incomplete except as described above. The deadline for filing a request for an Incomplete shall be no later than the first working day after final examination week, with the exception of compulsory U.S. military service, which shall be requested no later than one week following the end date of active service. [Am 5/25/93, Am 4/23/96, Am 10/25/22, Am 06/03/25]
- 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, with the exception of compulsory U.S. military service. 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 or equivalent. The instructor and student are expected to remain in communication to make individual arrangements for the timely completion of the work before the last day of the finals week in the following quarter. [Am 10/25/77, Am 4/23/96, Am 2/23/10, Am 10/25/22, Am 06/03/25]

**500 GRADING POLICY [En 6/4/74, Rt by Assembly 12/4/75, Am 6/6/17, Am 10/25/22]**

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- 3) If the instructor assigns an Incomplete grade, without the student having requested it, the instructor must notify the student before the first working day after final examination week of the quarter the I grade is to be assigned. [En 10/25/22]
- 4) Except as provided under Academic Senate Regulation 634, the I grade shall be disregarded in determining a student's grade point average.
- 5) In the case of compulsory U.S. military service, an Incomplete grade may be granted for the duration of service. The student shall make arrangements with the instructor to complete the coursework at the earliest possible date, but no later than one year following the end date of active service. [En 06/03/25]

**C) The IP Grade**

- 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. With the exception of units earned in independent study courses (numbered 199), 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, Am 1/31/12, Variance Granted by Academic Assembly 6/12/19]
- 2) Registration on a P/NP basis must take place before the end of the sixth week of the quarter. [Am 2/26/91, Am 10/25/22]

## •• PART 1: General Regulations

**500 GRADING POLICY [En 6/4/74, Rt by Assembly 12/4/75, Am 6/6/17, Am 10/25/22]**

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- 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 grade point 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]
  - 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 before the end of the sixth week of the quarter. [Am 10/25/22]
- F) The NR Designation [Rp 4/25/95]
- F) The W Grade [En 5/27/80, Am 5/20/08, Am 6/6/17]
- 1) When an undergraduate or graduate student withdraws from the University or drops a course, other than a laboratory course with an early drop deadline, after the end of the fourth week of instruction, the Registrar will assign a W to the student for each course affected. A student who drops a laboratory course with an early drop deadline after the second laboratory session will receive a W for the course. A service member called to compulsory U.S. military service may withdraw at any time during the quarter without W grades in courses. Only the Registrar may assign a W. [Regulation 501] [Am 4/23/91, Am 6/6/17, Am 6/3/25]
  - 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]

**500 GRADING POLICY [En 6/4/74, Rt by Assembly 12/4/75, Am 6/6/17, Am 10/25/22]**

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## 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, Am 6/6/17]**

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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 class list before the end of the final week of instruction. [Am 5/25/10, Am 6/6/17]
- B) Except as provided in paragraph (D), an undergraduate student may drop a course before the end of the sixth week of instruction. Except as provided in paragraph (D), a graduate student may drop a course before the end of the ninth week of instruction. [Am 6/6/17]
  - 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, unless permitted to do so by paragraph (D)(1), the Registrar shall assign a final grade of W to the student for that course.  
[Am 6/6/17]
    - a) A service member called to compulsory U.S. military service may withdraw from any course at any time during the quarter without a W grade in the course. [En 6/3/25]
  - 3) An undergraduate student may not drop a course after the end of the sixth week of instruction unless permitted to do so by paragraph (D)(1) or by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. A graduate student may not drop a course after the end of the ninth week of instruction unless permitted to do so by paragraph D(1) or by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. For such petitions, approval may be granted by an appropriate authority. The petition must be supported by the instructor of record and approved by the appropriate Provost for undergraduate students or by the Dean of the Graduate Division for graduate students. [Am 6/6/17, Am 6/3/25]
  - 4) With the approval of the Educational Policy Committee, a laboratory course may require an early drop deadline. A student must drop by the end of the second laboratory session to prevent having the course appear on the student's transcript. For laboratory courses that receive approval for an early drop deadline, the Registrar shall assign a final grade of W if a student drops the course after the second laboratory session. [En 6/6/17]
- C) A student may withdraw from the University before the end of the sixth week of instruction of a quarter. [Am 6/6/17]
  - 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, the Registrar will assign a final grade of W to the student for each course in which the student was enrolled after the end of the fourth week of instruction unless a different grade is required by the provisions of paragraph (D). [Am 6/6/17]

**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, Am 6/6/17]**

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- a) A service member called to compulsory U.S. military service may withdraw from the University at any time during the quarter without W grades in courses. [En 6/3/25]
- 3) An undergraduate student may not withdraw from the University after the end of the sixth week of instruction unless permitted to do so by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. A graduate student may not withdraw from the University after the end of the ninth week of instruction unless permitted to do so by petition for emergency reasons before the end of the tenth week of instruction except in the case of compulsory U.S. military service. For such petitions, approval may be granted by an appropriate authority. The petition must be supported by each instructor of record and approved by the appropriate Provost for undergraduate students or by the Dean of the Graduate Division for graduate students. [En 6/6/17, Am 6/3/25]

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 their transcript. [EC 6/3/25]
- 2) The withdrawal of a student from the University shall not prevent the permanent entry on their transcript of grades assigned in accordance with the UCSD Policy on Integrity of Scholarship. [EC 6/3/25]

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15, Am 6/11/24]**

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**A) General**

- 1) If a student can provide evidence indicating that nonacademic criteria have been used in determining their grade in a course, they may follow the procedures described in this Regulation. [Am 6/11/24]
- 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 to all parties involved with the appeal. 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, Am 6/11/24]
- 4) If a medical student wishes to appeal a grade in a School of Medicine course, they must follow procedures described in Regulation 503, instead of Regulation 502. [Am 1/28/14]

**B) Process for Resolving Grievance [Am 6/11/24]**

- 1) The student is encouraged to first request to resolve the grievance with the instructor within the first month of the following regular academic quarter after the grade was assigned. [Am 6/10/97]
- 2) If the grievance is not resolved to the student's satisfaction, the student must request to resolve the grievance through written appeal to the department chair or equivalent, who shall attempt to mediate the case with the instructor and the student within two weeks. The department chair or equivalent must provide a written response to the student's appeal. When 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 forward such reports to the Office for the Prevention of Harassment and Discrimination (OPHD), as required by PPM 200-23 "Any Responsible Employee who receives a report of Prohibited Conduct shall forward all such reports to OPHD." The grade appeal and OPHD investigation may occur simultaneously.
- 3) If the grievance still is not resolved to the student's satisfaction, the student must request to resolve the grievance through written appeal to the provost of their college (undergraduate students), or the cognizant school dean (graduate students), who shall attempt to mediate the case with the instructor, the chair and the student within one month. For appeals from graduate students, the cognizant school dean may consult with the Dean of Graduate Education to help mediate the case. The provost or dean must provide a written response to the student's appeal. [Am 1/28/14]

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15, Am 6/11/24]**

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- 4) If the grievance still is not resolved to the student's satisfaction by the provost or dean, the student may request consideration of their 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 grade was assigned. [Am 3/1/11]

C) Committee Response to Grievance [Am 6/11/24]

- 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 their possession supporting the grievance. Unless the committee determines that another avenue of adjudication is still available, the submission of the written statement to the committee places the case before it and restricts any change of the challenged grade to a change initiated by the committee. [Am 6/10/97]
- 2) Upon receipt of the student's request, the committee shall 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]
- 4) The committee, after having determined that all other avenues of mediation have been exhausted, shall review the complaint and the reports to determine if there is evidence that nonacademic criteria were used. [Am 6/10/97]
- a) If the committee finds evidence that nonacademic criteria were used, it shall follow the procedure in paragraph (D) below.
- b) If the committee does not find evidence that non-academic criteria were used, it shall serve written notification of its findings to the student and to the instructor within two weeks. Within ten days the student 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]
- 3) The committee may consult with the Center for Student Accountability, Growth, and Education (SAGE) to determine whether the student's request is connected to a current or resolved non-academic student matter. The committee may use this consultation to determine whether other avenues of mediation have been exhausted and to inform its overall review of the student's request.
- D) Grievance Resolution [Am 6/11/24]

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15, Am 6/11/24]**

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- 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 student shall make available to the committee all of their work in the course which has been graded and is in their 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 their possession. At the conclusion of the case all written documents 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 one month 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 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 retroactively 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 student and the instructor. The student 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 student and the instructor.

## E) Policy Notes [Am 6/11/24]

- 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.
- 2) No punitive actions may be taken against the student 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 student's file. [Am 1/28/14]

**502 GRADE APPEALS [En 5/23/78, Am 6/10/97, Am 5/26/15, Am 6/11/24]**

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- 3) The use of non-academic criteria in assigning a grade is a violation of the Faculty Code of Conduct. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with University of California Academic Senate Bylaw 336. A complaint may be filed by the student or by others.
- 4) The instructor may, if they feel that their record has been impugned by false or unfounded charges, file charges against the student through the Office of the Vice Chancellor for Student Affairs, or the Dean of Graduate Education.
- 5) All decisions of the Committee shall be final, except as may otherwise be provided in San Diego Divisional Bylaw 200.

**503 GRADING POLICY - SCHOOL OF MEDICINE [En 10/29/85, Rt by Assembly 3/4/86, Am 1/28/14, Am 4/13/21]**

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- A) 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). In the Residency Transition course, grades shall be reported as P (pass) F (fail). 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). [Am 1/29/02, Am 12/1/09, Am 1/28/14, Am 4/13/21]
- B) In all preclerkship elective courses and Independent Study Project and independent study research courses, grades shall be reported on a S (satisfactory) or U (unsatisfactory) grading scale. [Am 12/1/09, Am 4/13/21]
- 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 clerkships and elective courses, grades shall be reported as H (honors); NH (near honors); P (pass); F (fail) unless the course/clerkship director has designated a mandatory S (satisfactory) or U (unsatisfactory) grading scale or a P(pass) or F (fail) grading scale, and this has been approved by the Electives Committee. [En 12/1/09, Am 1/25/11, Am 4/13/21]
- 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: [Am 4/13/21]
- 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 clerkship or fourth-year elective course 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. [Am 4/13/21]
  - 2) The NH Grade:  
The grade NH (Near Honors) is assigned to those students whose overall academic performance in a third-year core clerkship or a fourth-year elective clerkship or fourth-year elective course 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. [Am 4/13/21]

**503 GRADING POLICY - SCHOOL OF MEDICINE [En 10/29/85, Rt by Assembly 3/4/86, Am 1/28/14, Am 4/13/21]**

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## 3) The P Grade:

The grade P (Pass) is assigned to those students whose overall performance in a course is satisfactory.  
[Am 4/13/21]

## 4) The F Grade:

The grade F (Fail) is assigned to those students who overall performance in a 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. [Am 4/13/21]

## 5) The S Grade:

The grade S (Satisfactory) is assigned to those students whose overall performance in a preclerkship elective course, Independent Study Project course, or independent study research course is satisfactory.  
[Am 4/13/21]

## 6) The U Grade:

The grade U (Unsatisfactory) is assigned to those students whose overall performance in a preclerkship elective course, Independent Study Project course, or independent study research course is unsatisfactory. The assigned U (Unsatisfactory) grade will remain on the transcript. [Am 4/13/21]

## 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, Am 4/13/21]**

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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: [Am 5/19/20]

- 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, with the exception that a student who receives a grade of C- in a course that is approved to satisfy the Entry Level Writing Requirement may repeat the course as provided in Regulation 600(L). [Am 11/24/81, Rt by Assembly 5/26/82, Am 5/24/83, Rt by Assembly 5/9/84, Am 5/19/20]
- 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, with the exception that a student who receives a grade of D, F, or NP in a course that is approved to satisfy the Entry Level Writing Requirement or its prerequisite may repeat the course in accordance with Regulation 600(L) without approval of the appropriate provost. [Am 5/29/79, Am 11/24/81, Rt by Assembly 5/26/82, Am 5/19/20]
- 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) [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, Am 5/19/20]
  - 1) The first 16 units of courses, excluding courses approved to satisfy the Entry Level Writing Requirement or their prerequisites, that are repeated by an undergraduate student after receiving a grade of D, F, or NP shall not be used in grade-point calculations. In the case that a course is repeated by a student who has admitted to or been found guilty of academic dishonesty, both the units for the initial course and the repeated course shall be counted in grade-point calculations. [Am 5/19/20]
  - 2) Courses that are approved to satisfy the Entry Level Writing Requirement (see Regulation 600(L)) and their prerequisites that are repeated by an undergraduate student in which they receive a grade of C-, D, F, or NP shall not be used in grade-point calculations. In the case that a student has admitted to or been found guilty of academic dishonesty for one of these courses, the units for that course shall also be counted in grade-point calculations. If a student completes more than one of the courses approved to satisfy the Entry Level Writing Requirement, only the course in which the student earned a grade of C or above shall be used in grade-point calculations. [En 5/19/20]

**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**

- 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 notice if at the end of any term their 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 their GPA for that term is less than 1.5 or if they have completed two successive terms on academic notice 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, EC 10/29/24]
- 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 they left the University, a statement of the student's status shall accompany the transcript. [Am 4/1/75, EC 10/29/24]

**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 PEDAGOGY AND LEARNING APPRENTICE [En 5/25/76]**

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**A) Definition**

A Pedagogy and Learning 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) A Pedagogy and Learning 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) A Pedagogy and Learning Apprentice must have a minimum overall 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 a Pedagogy and Learning Apprentice. They have a responsibility for all grades given in the class. [Am 5/24/83]
- 5) The instructor is expected to meet regularly with the Pedagogy and Learning Apprentice to evaluate the student's performance and to provide the direction needed for a worthwhile educational experience.
- 6) A Pedagogy and Learning Apprentice may receive credit on a Pass/Not Pass basis only.
- 7) A student may not be a Pedagogy and Learning Apprentice more than once for the same course for credit.
- 8) A student may not be a Pedagogy and Learning Apprentice in more than one course in a quarter.
- 9) A student may not hold more than two Pedagogy and Learning Apprentice positions during their academic tenure. [En 6/11/24]
- 10) The total credit accumulated as a Pedagogy and Learning Apprentice shall not exceed eight units.

**C) Procedure**

All departments/programs using Pedagogy and Learning Apprentices shall review applications for the role to ensure that they meet the guidelines outlined above. A department finding any deviation from the guidelines above must explain and justify the deviation in a memo to the Undergraduate Council with the application attached.

**[Am 5/24/83, Am 3/1/11, Am 6/11/24]**

**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]
  - 4) Students may not complete 50 percent or more of the total units earned at UC San Diego through courses that are designated as distance education (e.g., R-courses), unless enrolled in a major that is approved as a distance education program. [En 6/3/25]
- 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]

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

## 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.

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]

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

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**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]
- 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.

**600 CAMPUSWIDE GRADUATION REQUIREMENTS [En 6/13/78]****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, Am 1/14/25]**

- 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.
- 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]**

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

- 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]
  - 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]

**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. 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]

**605 ACADEMIC REQUIREMENTS OF REVELLE COLLEGE [En 5/18/65, Am 11/14/67, Am 1/30/01, Am 6/07/16, Am 6/6/17, Am 2/21/23, Am 6/11/24]**

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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 one course of calculus, and two chosen from an approved list.

[Am 6/07/16, Am 6/11/24]

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, environmental science, or from an approved list.

[Am 6/07/16] [Am 6/9/20]

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]

**605 ACADEMIC REQUIREMENTS OF REVELLE COLLEGE [En 5/18/65, Am 11/14/67, Am 1/30/01, Am 6/07/16, Am 6/6/17, Am 2/21/23, Am 6/11/24]**

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- 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, except for the mathematics, natural science, and humanities requirements, stated below in (a), (b) and (c). Courses taken prior to transfer that satisfy any or all of these requirements will be applied toward completion of the requirements.
  - (a) One upper-division writing course (4 units) in an interdisciplinary Humanities program.
  - (b) Four courses in the Physical and Biological Sciences to include two courses from two different disciplines among biology, chemistry, and physics, and the remaining two chosen from biology, chemistry, physics or from an approved list.
  - (c) Three courses in mathematics to include one course of calculus, and two chosen from an approved list. [Am 1/30/01, Am 10/14/14, Am 2/21/23]

## C) Graduation Requirements

- 1) The minimum requirement for graduation will be satisfactory completion of 180 units; 60 units must be from the upper division. [Am 10/24/72, Am 6/10/97, Am 6/6/17]
- 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]****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, Am 6/6/17, Am 11/18/25]**

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**A) Degrees**

Thurgood Marshall College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, with designation as to major. [11/18/25 En]

**B) General Requirements [Am 4/24/79, Am 10/16/84, Am 11/27/90, Am 6/6/17, Am 5/19/20]**

- 1) Dimensions of Culture: 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 should be completed by the end of the first year in residence. [5/19/20 Am]
- 2) Humanities and Cultural Studies: Two courses (8 units) -- to be chosen from an approved list of courses in domestic and global cultures. [Am 6/6/17, Am 5/19/20]
- 3) Natural Science: Three courses (12 units) one course each in Biology, Chemistry, and Physics. [Am 5/19/20]
- 4) Mathematics, Statistics, and Logic: Two courses (8 units) to be fulfilled by option a, b, or c below: [Am 6/6/17, Am 5/19/20]
  - a) Two courses in Mathematics/Advanced Statistics
  - b) One course in Mathematics/Advanced Statistics and one course in either Introductory Statistics or Computer Programming and Logic
  - c) One course in Introductory Statistics and one course in Computer Programming and Logic
- 5) Fine Arts: One course (4 units) in Music, Theatre, or Visual Arts. [Am 5/19/20]
- 6) Disciplinary Breadth: Four courses (16 units) -- 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/Fine Arts; Foreign Languages; Social Sciences; Natural Science; Mathematics and Engineering and Interdepartmental/Interdisciplinary. Students may substitute fulfillment of the public service course option for one course in disciplinary breadth. [Am 4/29/03, Am 6/6/17, Am 5/19/20]

**615 ACADEMIC REQUIREMENTS OF THURGOOD MARSHALL COLLEGE [En 1/25/72, Am 4/30/74, Am 6/6/17, Am 11/18/25]**

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**C) Transfer Students**

All transfer students admitted to Marshall College must complete one 4-unit upper-division, college-approved, writing course and one 4-unit upper-division disciplinary breadth course noncontiguous to the student's major discipline.

For transfer students who have completed their lower-division General Education requirements at an accredited four-year institution and for students who have completed a systemwide or campuswide approved core curriculum in

a California community college prior to entering UCSD, lower-division general education requirements, as in (B), are considered complete upon submission of approved documentation. For all other transfer students, Marshall College

Academic Advising will work with incoming transfers to evaluate their courses on a case-by-case basis to determine applicability of prior coursework towards the lower-division general education requirements, as in (B).

**D) Graduation Requirements [Am 11/18/25]**

- 1) Satisfaction of the University of California requirements in American History and Institutions, Diversity, Equity and Inclusion, and UC Entry Level Writing Requirement. [En 11/18/25]
- 2) Completion of a minimum 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. [Ec 6/6/17, Am 11/18/25]
- 3) A minimum of sixty (60) units of the one-hundred eighty (180) units must be upper division courses. [Am 11/27/90, 4/29/03]
- 4) Thirty-five (35) of the last forty-five (45) units must be completed as a Marshall College student. [Am 11/18/25]
- 5) A departmental or interdisciplinary major must be completed.
- 6) The general education requirements shall be fulfilled.

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

- 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 one upper-division course non-contiguous to the discipline area of the major and one upper-division writing course. All other transfer students must complete the upper-division writing course and two Programs of Concentration or two Area Studies as described in (1) and (2). [En 2/26/91, Am 5/20/08, Am 10/14/14, Am 2/27/24]
- 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

**625 ACADEMIC REQUIREMENTS OF ELEANOR ROOSEVELT COLLEGE [En 2/28/89, Am 1/30/01]****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 have completed CalGETC prior to entering UCSD must complete one upper-division Making of the Modern World transfer course and must submit a CalGETC LOTE certification, or complete one college-level LOTE course, or demonstrate LOTE proficiency. All other transfer students must satisfy the other general education requirements applied to students admitted as freshmen and complete one Making of the Modern World transfer course. [Am 10/28/08, Am 3/1/11, Am 6/3/25]
  - a) With permission of the Director of MMW, transfer students may replace the MMW transfer course with an MMW Global Seminar. [Am 1/28/14, Am 6/3/25]
- 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]

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

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- 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.

**635 ACADEMIC REQUIREMENTS OF SEVENTH COLLEGE**

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**A) Degrees**

Seventh College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, with designations of major.

**B) General Education Requirements**

- 1) Synthesis: A three-course sequence that includes two lower-division courses of intensive instruction in university-level writing and one upper-division project-based course.
- 2) Arts: Two courses selected from an approved list.
- 3) Humanities: Two courses selected from an approved list.
- 4) Natural Sciences and Engineering: Two courses selected from an approved list.
- 5) Quantitative Reasoning: Two courses selected from an approved list.
- 6) Social Sciences: Two courses selected from an approved list.
- 7) High-Impact: One course selected from a variety of approved experiential learning options.

**C) Transfer Students**

Students who have completed their lower-division General Education requirements at an accredited four-year institution and students who have completed a system-wide or campus-wide approved core curriculum in a California community college prior to entering UC San Diego must complete one upper-division project-based course and one high impact course. All other transfer students must complete the same General Education requirements as in (B).

**D)**

- 1) Satisfaction of American History and Institutions; Diversity, Equity, and Inclusion; and the Entry Level Writing Requirement (ELWR).
- 2) Fulfillment of all general education requirements.
- 3) Completion of a departmental or program major.
- 4) A minimum of 180 units.
- 5) A minimum of 60 upper-division units.
- 6) At least 35 of the final 45 units completed at UC San Diego as an enrolled Seventh College student.
- 7) A cumulative grade point average of 2.0 or higher.

**640 ACADEMIC REQUIREMENTS OF EIGHTH COLLEGE [En 11/28/23]**

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**A) Degrees**

Eighth College will recommend candidates for the degrees of Bachelor of Arts or Bachelor of Science, with designations of major.

**B) General Education Requirements****1) Critical Community Engagement (CCE) Course Series (16 units):**

A four-course sequence that includes three lower-division courses (two in university-level writing), and one upper-division community project-based course.

**2) Breadth Requirements:**

Students select two courses from an approved list from each of five areas:

**1) Arts****2) Humanities****3) Natural Sciences****4) Quantitative Methods and Engineering****5) Social Sciences****C) Transfer Students**

Students who have completed their lower-division General Education requirements at an accredited four-year institution and students who have completed a system-wide or campus-wide approved core curriculum in a California community college prior to entering UC San Diego must complete Critical Community Engagement (CCE) 110 and 120. For all other transfer students, Eighth College Academic Advising will work with incoming transfers to evaluate their courses on a case-by-case basis to determine applicability of prior coursework towards the general-education requirements as in (B).

**D) Graduation Requirements****1) Satisfaction of American History and Institutions; Diversity, Equity, and Inclusion; and the Entry Level Writing Requirement (ELWR).****2) Fulfillment of all general education requirements.****3) Completion of a departmental or program major.****4) A minimum of 180 units.****5) A minimum of 60 upper-division units.**

**640 ACADEMIC REQUIREMENTS OF EIGHTH COLLEGE [En 11/28/23]**

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- 6) At least 35 of the final 45 units completed at UC San Diego as an enrolled Eighth College student.
- 7) A cumulative grade point average of 2.0 or higher.

**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.**

**701 REQUIREMENTS FOR THE MASTER OF PROFESSIONAL ACCOUNTANCY (MPAC) DEGREE [En  
02/19/19]**

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The degree of Master of Professional Accountancy (MPAc) 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 Graduate Dean, 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 30 quarter units constituting the MPAc core curriculum, a 4 unit Capstone, and 20 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 of 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.
- 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 professional accountancy Capstone Project is required of each candidate.
- 5) Credit may not be transferred from other graduate or undergraduate programs.

C) Residency

Students must register for at least three academic quarters.

**702 REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION (M.B.A.) DEGREE [En 6/8/06, Am 5/22/07, Am 3/12/13, Am 5/19/20, Am 2/21/23, Am 5/30/23]**

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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 the program of study as specified by the Rady School of Management and approved by the Graduate Council, subject to divisional and systemwide regulations. 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 will complete a capstone project during their program. [Am 5/22/07, Am 3/12/13, Am 5/19/20, Am 2/21/23, Am 5/30/23]

**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 18 quarter units constituting the Master of Finance core curriculum, a 4 unit Capstone, and 30 quarter units of electives of which no more than 12 quarter units may be taken outside of the Master of Finance program in another UC San Diego department with faculty departmental approval.  
[AM 12/1/20]
- 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 REQUIREMENTS FOR THE MASTER OF PUBLIC POLICY (MPP) [En 06/03/14, Am 10/16/18]**

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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 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. [EC 10/16/18]
- B) The candidate shall have completed at least one year of resident graduate study (48 units) at the University of California, San Diego. [Am 10/16/18]
- 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 School of Global Policy and Strategy, and shall pursue a program of study approved by his or her program advisory committee. [EC 10/16/18]
- 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 School of Global Policy and Strategy and the Dean of the Graduate Division. [EC 10/16/18]

**707 REQUIREMENTS FOR THE 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 REQUIREMENTS FOR THE 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 REQUIREMENTS FOR THE MASTER OF ADVANCED STUDIES**

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, Am 6/1/2021]****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 are 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) Doctoral Committees**

In consultation with their faculty dissertation advisor and following their Ph.D. program guidelines, candidates shall request to appoint a Doctoral Committee consisting of at least four members with faculty appointments at UC San Diego. Eligibility of faculty in different academic series at UC San Diego to serve on and/or chair Doctoral Committees is determined by the Graduate Council.<sup>i</sup> At least one Doctoral Committee member must have their primary appointment in a different department than the one in which the candidate's dissertation advisor/Doctoral Committee Chair holds their primary appointment. (Doctoral Committee Co-Chairs from different departments or programs satisfy this requirement; note that, even with evenly split appointments, faculty are primary in one department). At least two Doctoral Committee members must be from the department or program in which the student is enrolled and at least one Doctoral Committee member must be tenured or emeritus.

Additional committee members beyond the required four members can be requested to serve, including from another UC campus, non-UC academic institutions and industry. Appointment of such external members who will participate in Doctoral Committee decisions must be justified with a written explanation at the time of requesting committee constitution and must be approved by the Graduate Division. Willingness of external members to serve on the committee must be verified prior to nomination and efforts should be made to maintain continuity of service on the committee for the duration of candidacy.

The Doctoral Committee will be in charge of the student's advancement to candidacy, will oversee and approve the student's dissertation, and will conduct the oral dissertation defense, which will be public and so announced.

Guidelines on Doctoral Committee composition are modified for joint Ph.D. programs offered collaboratively by San Diego State University and UC San Diego with the approval of the Graduate Council.

**715 REQUIREMENTS FOR THE PH.D. DEGREE AT SAN DIEGO [En 5/18/65, Am 6/1/2021]****C) Advancement to Candidacy**

The Doctoral Committee is tasked with determining if the candidate is qualified to advance to candidacy for the Ph.D. degree. All preliminary requirements set by individual programs and by the Graduate Council must be completed by the candidate prior to advancement to candidacy. Following approval by the Doctoral Committee, the candidate must file their application and submit it to the Dean of the Graduate Division, 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 Ph.D. dissertation defense.

In cases where, even after consultation with graduate program leadership, a unanimous decision on advancement to candidacy is not reached by the Doctoral Committee, the Dean of the Graduate Division shall be called upon to review the case and report their findings to the Graduate Council, which shall determine appropriate action.

**D) Dissertations**

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 their ability to conduct 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 prior to the scheduled Ph.D. dissertation defense. 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. An official electronic copy of the approved dissertation must be filed for deposit in the University Library, with the title of the dissertation submitted to the Office of the Registrar.

**E) Dissertation Defense**

The candidate's oral Ph.D. dissertation defense shall be conducted by their Doctoral Committee. The Doctoral Committee will determine if the defense and the submitted dissertation meet the expectations for awarding the Ph.D. degree. In cases where the Doctoral Committee fails to achieve unanimity in approving the candidate for the Ph.D. degree, the Dean of the Graduate Division shall be called upon to review the case and report their findings to the Graduate Council, which shall determine appropriate action.

<sup>i</sup> Faculty eligibility rules are established by Graduate Council and posted by the Graduate Division:  
<https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-Committee-Membership-T>

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

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 (AU.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 REQUIREMENTS FOR THE DOCTOR OF MUSICAL ARTS DEGREE (DMA) [En 4/25/95]****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(B) 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 REQUIREMENTS FOR THE 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]****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.

**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 REQUIREMENTS FOR THE 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.

**722 REQUIREMENTS FOR THE MASTER OF PUBLIC HEALTH DEGREE (MPH) [En 11/29/2016, Am 02/19/19]**

The degree of Master of Public Health (MPH) will be granted on the following conditions:

A) Admission

The candidate shall have:

- 1) Received the Bachelor's degree and completed 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 the Graduate Division, except that:
  - a) The Medical College Admissions Test (MCAT) may be substituted for the Graduate Record Examination (GRE) in specified approved instances; or
  - b) The GRE/MCAT may be waived in specified approved instances;
- 2) Met additional requirements specified by the Admissions Committee of the Master of Public Health Program

B) Program of Study

- 1) The candidate must complete at least 64 quarter units, including 36 units of core requirements and at least 12 units of elective credit. In addition to the core and elective requirements, the candidate shall complete at least 12 units in a track of specialization approved for the Master of Public Health. [Am 02/19/19]
  - a) Upon approval from the Program Director, students with previous coursework and/or professional experience in public health may waive up to 16 units of coursework for which they already possess the equivalent. [Am 10/29/24]
- 2) A Capstone Project or Thesis is required of each candidate.
  - a) For those students choosing a Thesis, the thesis must be approved by a committee of at least three faculty members appointed by the Dean of the Graduate Division, which includes at least two members from the Department of Family Medicine and Public Health faculty.

C) Scholarship

- 1) 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.
- 2) 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.

D) Residency

**722 REQUIREMENTS FOR THE MASTER OF PUBLIC HEALTH DEGREE (MPH) [En 11/29/2016, Am 02/19/19]**

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- 1) The minimum residency requirement is four quarters. Residence is established by satisfactory completion of a minimum of eight units per quarter, which must be at the graduate level.
  - 2) Students must register and pay fees for a minimum of one winter, spring, fall and summer quarters.
- E) Faculty Advisor
- The program of work of each candidate shall be under the supervision of a faculty mentor.

**723 REQUIREMENTS FOR THE MASTER OF DATA SCIENCE (ONLINE) DEGREE [En 11/28/23]**

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The degree of Master of Data Science (online) will be granted on the following conditions:

- A) Admission: The candidate shall have received a Bachelor's degree in a relevant field; 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 program.
- B) Residency: The minimum residence requirement is three academic quarters. Academic residence is met by satisfactory completion of at least four units in a quarter.
- C) Scholarship: The candidate must maintain a 3.0 grade point average in all course work undertaken as a graduate student at the University of California.
- D) Program: The program will consist of 40 units, including a capstone course, which is a quarter long project that applies all the previous content into a large project.

## 1 LINKS TO STANDING ORDERS OF THE REGENTS, BYLAWS OF THE REGENTS, AND REGENTS POLICIES

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[Ec 6/3/25]

### **President of the University**

Standing Order 100.4 Duties of the President of the University  
Bylaw 30 President of the University

### **Special Provisions Concerning Officers, Faculty Members, and Employees of the University**

Standing Order 103.7 Severance Compensation  
Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix

### **Academic Senate**

Bylaw 40.1 Duties and Powers of the Academic Senate  
Bylaw 40.2 Organization of the Academic Senate  
Bylaw 40.3 Special Provisions Concerning Faculty

### **Academic Units and Related Activities of the University**

Standing Order 110.1 Academic Units and Functions, Affiliated Institutions, and Related Activities of the University  
Standing Order 110.3 Diplomas  
Regents Policy 3105: Regents Policy on Residency and Payment or Waiver of Tuition, Non-Resident Supplemental Tuition and Mandatory Systemwide Fees

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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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, 2/19/19, AM 12/1/20, AM 5/30/23]

Academic integrity is essential for an academic community, including UC San Diego. Academic integrity is built on a foundation of honest, responsible, fair and trustworthy scholarly activity.<sup>[i]</sup> Without it, the degrees we confer, the research we conduct, and our reputation all diminish in value.

Thus, the University expects that both faculty and students will adhere to its standards of academic integrity. The UC San Diego Academic Integrity Policy (herein the “Policy”) states the general rules associated with student integrity of scholarship. The Procedures for Resolving Alleged Violations of the Policy (herein the “Procedures”) are found at: /media/633239/ai-procedures.pdf and authorized by the San Diego Division of the Academic Senate’s Educational Policy Committee.

The Policy applies to all persons:

- matriculated at UC San Diego as undergraduate or graduate students
- enrolled as students in UC San Diego undergraduate or graduate courses

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. A separate policy exists governing integrity of research.

[i] Definition from the International Center for Academic Integrity, <https://www.academicintegrity.org/>

**I) Roles and Responsibilities for Upholding Academic Integrity****A) Students' Responsibility**

To uphold academic integrity, students shall:

- Complete and submit academic work that is an honest and fair representation of their knowledge and abilities at the time of submission.
- Be responsible for knowing and following the standards of the class and the institution.

Thus, no student shall engage in an activity that undermines academic integrity or facilitates academic integrity violations by others. This includes, but is not limited to, the following behaviors:

- a) No student shall procure, provide, or accept any material that contains questions or answers to any examination or assignment unless the student’s possession of the material has been authorized by the instructor.

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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- b) No student shall complete, in part or in total, any academic work (e.g., examination, assignment, paper) or obtain academic credit (e.g., attendance, participation) for another person.
- c) No student shall allow any academic work or academic credit to be completed or obtained, in part or in whole, for themselves by another (human or machine/artificial intelligence [i]).

[i] For examples of machine/artificial intelligence, go to: <https://academicintegrity.ucsd.edu>.

- d) No student shall plagiarize or copy the work of others (human or machine) and submit it as their own work.
- e) No student shall employ aids (including artificial intelligence) in undertaking course work or in completing any assessments [i] that are not authorized by the instructor.

[i] Assessments are any form of academic work that it is submitted for academic credit; examples of assessments include, but are not limited to, exams, quizzes, or assignments.

- f) No student shall alter graded assessments and then resubmit them for regrading without the instructor's permission.
- g) No student shall submit substantially the same material more than once without prior authorization from the instructor, such as a paper that was written and submitted in another class.

**B) Instructors' Responsibility**

The instructor shall state in writing[i] how graded assessments will contribute to the final grade in the course. If there are any course-specific rules required by an instructor for maintaining academic integrity, the instructor shall also inform students of these in writing.

[i] "In writing" is defined as correspondence delivered either on paper or electronically via e-mail for the purposes of this Policy and the corresponding Procedures.

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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**C) Instructional Assistants' (IA) Responsibility**

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 academic integrity and report suspected violations to the instructor. 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 any 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 assessments). An IA who violates these responsibilities may be subject to discipline under this Policy but also under employee policies.

**II) Roles and Responsibilities for Resolving Academic Integrity Violations**

The responsibility for resolving academic integrity violations rests with two University authorities: the faculty and the administration. Under the Standing Order 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 the UC San Diego administration to discipline students for academic misconduct (which are referred to as academic integrity violations in this Policy). Cases in which the student accepts or is found responsible for academic integrity violations will normally result in consequences, including but not limited to, academic integrity training, an academic sanction, and administrative sanction(s).

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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**A) Academic Responsibilities**

The instructor shall report all suspected academic integrity violations to the Academic Integrity Office (AIO), shall participate in the process according to this Policy and the corresponding Procedures, and, when the case is resolved, shall determine the academic sanction (the student's grade in the course). Any violation of this Policy by the student may be considered grounds for failure in the course, although lesser consequences may be incurred in less serious circumstances. An instructor shall not assign an academic sanction for an academic integrity violation unless they have submitted an Allegation Report[i] to the AIO and there is an acceptance or final finding of responsibility. If the course concludes before a resolution is reached, the instructor will assign an "X" code for the course.

An instructor may withdraw an academic integrity allegation if they determine they have insufficient evidence to proceed and/or no longer suspect a violation occurred. An instructor cannot withdraw a charge if a student has already accepted responsibility or has been found responsible for an academic integrity violation. It is recommended that Instructors consult with the AI Office before withdrawing an allegation.

In cases where an academic integrity violation is reported in independent exams (exams held outside of coursework), such as placement exams and qualifying exams, or culminating academic work, such as undergraduate or graduate theses, dissertations, and independent study projects, the academic sanction will be determined by the faculty member or by the faculty committee that maintains ultimate responsibility for evaluating the exam or work. The sanction will establish both of the following:

1. Evaluation of the exam results or work. This may include granting a student full, partial, or no credit.
2. Provision to allow or deny a student the ability to repeat the exam or resubmit the culminating work.

[i] See the corresponding Procedures.

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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**B) Administrative Responsibilities**

There are many different administrators who have roles in the process of resolving academic integrity violations; in this Policy and the corresponding Procedures, they are all referred to as the Appropriate Administrative Authority (AAA). The responsibilities and title designations of the AAAs are as follows:

- **Decision and Resolution Phase:** the Resolution AAA may be an AIO staff member, a college Dean of Student Affairs or their designee, or the Graduate Education and Postdoctoral Affairs (GEPA) Assistant Dean of Student Affairs or their designee.
- **Sanctioning Phase:** the Resolution AAA imposes administrative sanctions unless the sanction is: (1) Suspension (not deferred), (2) Dismissal, or (3) there is any deviation from the Sanctioning Guidelines; in that case, the Resolution AAA presents the proposed sanction to the Sanctioning Body (comprised of the Council of Deans of Student Affairs, and the GEPA Assistant Dean when the case involves a graduate student), which must approve the sanction.
- **Appeal Phase:** the Appeal AAA is the student's college Provost (undergraduates), the Chair of the Council of Provosts (summer session and extension), or the GEPA Dean (graduate students). The Appeal AAA presents the appeal to the Appellate Body (comprised of the Council of Provosts for undergraduates, summer session and extension students, and the GEPA Dean when the case involves a graduate student) for a decision.

If students from two or more different units (e.g., colleges, Summer Session, Extension, or the Graduate Division) are allegedly involved in the same incident, one Resolution AAA will normally resolve all of the allegations.

The Resolution AAA will impose Administrative Sanctions in accordance with guidelines authorized by the Educational Policy Committee. Administrative sanctions range in severity, but can be applied only when a student has accepted responsibility or has been held responsible.<sup>[i]</sup> Students with multiple confirmed academic integrity violations shall be subject to dismissal from the University.

Decisions by the Appellate Body are final.

[i] Sanctioning guidelines can be found at <https://academicintegrity.ucsd.edu/>. [Am 6/9/20, Am 12/1/20]

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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**C) Academic Integrity Office (AIO) Responsibilities**

The AIO is the administrative manager for this Policy and for the processing of reported academic integrity violations, and the coordinator of the AI review and appeal process. The AIO may gather the materials necessary to fully document suspected academic integrity violations, resolve allegations as an AAA, and advise faculty and students throughout the process. The AIO oversees training of all persons serving as AAAs, Academic Integrity Review Board panelists and Presiding Officers, Review Advisors, A.S. Student Advocates, Instructors conducting Instructor-Student Resolution Meetings, and any others who are routinely involved the process for resolving academic integrity violation allegations. The AIO may extend any timelines in the Procedures when practical exigencies so dictate, in which case all involved parties will normally be notified in writing. The AIO shall maintain a record of all cases and shall report annually to the Educational Policy Committee 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. The AIO is responsible for monitoring and reviewing the procedures that accompany this Policy and chairs the committee that reviews and updates the procedures on an annual or bi-annual basis. Proposals from the AIO to revise the Procedures will be submitted to the Educational Policy Committee for approval.

**III) Policies Governing the Procedures for Resolving Suspected Academic Integrity Violations**

The Procedures for resolving alleged academic integrity violations are found at:/media/633239/ai-procedures.pdf. The Procedures must be in agreement with the following Policy requirements.

- A) Instructors shall report all suspected academic integrity violations to the AIO so that the formal procedures can be initiated. The Procedures explain the rights of students, which include the right to be notified of the alleged violation, the right to be heard, the right to accept or deny responsibility, the right to have the case evaluated by a Review Panel, and the right to appeal. If an instructor imposes an academic sanction without reporting the suspected academic integrity violation to the AIO, the student has the right to refer the case to the AIO to determine if formal procedures should be initiated.
- B) If a student does not follow the Procedures within the established timelines, or fails to attend scheduled meetings, they can be presumed to have decided to accept responsibility.
- C) If it is a multiple student case, the outcome[i] for each student must be known before the cases proceed to the sanctioning phase or an AI Review.

[i] Outcomes are defined in Procedures 2.3

- 1) If one of the involved students is non-responsive and any of the other involved students are proceeding to an AI Review, the Resolution AAA should proceed with Procedures 2.4.a.1 for the non-responsive student.

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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- D) If the student does not accept responsibility, the case proceeds to an AI Review. If the possible administrative sanctions do not include suspension or dismissal from the University, the case will be scheduled for an AI Review I. If the possible administrative sanctions do include suspension or dismissal from the University, the case will be scheduled for an AI Review II.
  - 1) If during an AI Review I, the Review Panel determines that the violation is different than originally classified and may result in administrative sanctions that do include suspension or dismissal from the University, the case will be referred back to the AIO for an assessment of the case. If the Review Panel's assessment is supported by the AIO and the AAA, the case will be scheduled for an AI Review II.
- E) If the student is held not responsible through an AI Review I or II, the matter shall be dismissed without further action against the student and the student shall be permitted either to complete the course without prejudice or to retroactively withdraw from it without indication on the student's transcript. However, if the student does not notify the AIO of their decision within the timeline specified in the Procedures, it will be assumed that they are electing to receive the earned grade.
- F) If a case of an alleged academic integrity violation might also be a violation of the Policy on Integrity of Research, then the AIO will consult with the Office of Research Affairs (ORA). If the AIO and the ORA concur that the alleged violation falls under both policies, the Executive Vice Chancellor for Academic Affairs, in consultation with the AIO, may make modifications to procedure as are necessary to coordinate the two inquiries.
- G) A student may appeal a responsibility determination of an AI Review I or II, the academic sanction determined by the instructor, and/or an administrative sanction of suspension or dismissal.
  - 1) The basis for appeal of the AI Review I or II determination shall be: (i) the stated procedures were not followed; and/or (ii) there exists newly discovered important evidence that has substantial bearing on the determination of the Review Panel. If an AI Review appeal is granted, the student will receive a new Review in front of new Panel members.
  - 2) If an AI Review appeal is not granted, the determination of the AI Review I or II shall be final and no further AI Review appeals may be submitted.
  - 3) Appeals of the academic sanction will be considered in accordance with San Diego Senate Regulation 502. Grade Appeals.
  - 4) The basis for appeal of the administrative sanctions shall be the student's sanctions are out-of-line with the sanctioning guidelines. Only one administrative sanction appeal per case is allowed.
- H) A record of the administrative sanction(s) shall be maintained by the AIO and the appropriate AAA.

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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- I) Until an allegation of an academic integrity violation has been resolved, the assigned "X" grade for the course will remain, but the student's transcript will show a blank grade for the course. The Office of the Registrar will note in the text attached to the course (i.e., not on the student's transcript) that the grade was held due to a "Pending Charge of Academic Dishonesty". The grade hold will not be removed until notification from the AIO that the case has been resolved.
  - J) A student shall not be allowed to make any changes to a course (e.g., change grading options, change units, or withdraw) if the instructor has filed an Intent to Report[i] or an Allegation Report to the AIO within the timeline specified in the Procedures. If a student does make any such changes, the change will be administratively reversed by the Office of the Registrar. A student may make changes to a course if the instructor does not submit an Intent to Report and the change occurs between the instructor's deadline for filing an Intent to Report and the filing of the Allegation Report. However, in such cases the resolution process will proceed as described even if no academic sanction will be applied.
- [i] See the corresponding Procedures. [AM 12/1/20]
- K) If a student has been found responsible for an academic integrity violation, the grade assigned by the instructor will be counted in the GPA even if the course is retaken. The Office of the Registrar 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".
  - L) If a passing grade is assigned to a student found responsible for an academic integrity violation 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, the Office of the Registrar 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.
  - M) If an involved student was enrolled at UC San Diego at the time the alleged violation occurred but ceases to be enrolled at any point during the resolution of a case, the process will continue as indicated in this Policy and the Procedures. If the student graduated before the allegation was filed, the Academic Integrity Office can elect to not initiate an allegation if there would be no academic or administrative sanctions imposed.
  - N) If the administrative sanction is suspension or dismissal, the fact that a student was suspended or dismissed for academic dishonesty must be posted on the academic transcript for the duration of the sanction.
  - O) The AAAs and the AIO may place Holds on the transcripts, admission, awarding of degree and registration when students have unresolved cases, overdue administrative sanctions, or imposed Suspensions or Dismissals. When Holds are placed the student will be notified in writing of the Hold, the reason for the Hold, and the process for requesting the removal of the Hold. [EN 12/1/20]

**2 UC SAN DIEGO ACADEMIC INTEGRITY POLICY**

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- P) If there is evidence that a student fabricated information and/or furnished false information at any point during the process of resolving an academic integrity violation allegation, the student may be reported to the Office of Student Conduct for a non-academic conduct code violation and administrative sanctions may be imposed.
- Q) For records retention purposes, a case pursuant to this Policy is considered closed when the outcome is decided and the student has no further appeals that could alter the outcome.

**IV) Review of this Policy & its Associated Procedures**

The Educational Policy Committee shall periodically review this Policy and the associated Procedures as it deems necessary. In addition, the Academic Integrity Office and Committee on Academic Integrity Policy and Procedures (CAIPP) can review and propose changes for approval by EPC. All Policy changes approved by the EPC will be forwarded to Academic Senate Representative Assembly for official approval before implementation.

**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.

## 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 20 members of the faculty, whichever is smaller, shall constitute a quorum [Am 1/28/14, Am 6/9/20]

### 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 two year 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]

**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 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, Am 6/9/20]

**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 upon the advice of faculty, and by electronic ballot, 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. Electronic ballots shall include arguments for and against any proposed changes. [Am 3/1/11, Am 1/28/14, Am 6/9/20]

**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 twothirds majority is required. Faculty may be apprised of proposed amendments to the Bylaws via mail or electronic notification. Amendments to the Bylaws can be voted on by electronic ballot of the faculty as deemed appropriate by the Executive Committee of the Faculty. [Am 1/28/14, Am 6/9/20]

## 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.

## 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 twothirds 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]

## 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 15% or a minimum of ten (10) of the members, whichever is greater, shall constitute a quorum.

[AM 12/1/20]

### 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.

## 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 shall constitute a quorum. **[Am 5/22/12, Am 1/19/21]**

### 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. The Provost may neither vote on nor serve as the Chair of the Executive Committee. This Committee shall serve as an advisory body to the Provost in order 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, Am 1/19/21]**

The elected faculty members of the Executive Committee of the Faculty also serve as faculty representatives to the Warren College Steering Committee, which also includes student and staff representatives and which is chaired by the Provost. The College Steering Committee provides more holistic advice on Warren College affairs. **[Am 2/28/95, 10/23/06, 1/19/21]**

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.

**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 twothirds 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.

**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 15% of the membership or a minimum of fifteen members of the faculty, whichever is fewer, shall constitute a quorum. [Am 6/1/21]

**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 College Deans may be invited to join as non-voting members.

The elected members of the Executive Committee shall normally serve two-year terms. The faculty members should represent the academic divisions of the UCSD General Campus, and none, apart from the Provost or 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. [Am 6/1/21]

**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 be solicited in the Spring Quarter. Election may be by anonymous mail or electronic ballot. Elections to the Executive Committee shall be conducted in such a manner that at least two members who have served for one year are continued 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 6/1/21]

**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 simple majority vote at a faculty meeting or by an anonymous mail or electronic faculty vote, 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, Am 6/1/21]

**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) FUNCTION

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

The SOM Faculty shall also be responsible for selecting, training, and certifying SOM graduate students to the Dean of Graduate Education and Postdoctoral Affairs for other advanced degrees in the SOM. The SOM Faculty shall also participate in the training of other UC San Diego students, trainees, and professionals in partnership with faculty from other UC San Diego Schools.

### 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, and who devote at least 51% of their professional effort in support of the programs of the SOM. For purposes of committee service as outlined in SOM bylaws, paragraph VI, "Committees," these are considered full-time SOM Faculty.
- B) Salaried HS Clinical Faculty, Adjunct Faculty and Professors of Practice who have appointments in SOM Departments and who devote at least 51% of their professional effort in support of the programs of the SOM. For purposes of committee service as outlined in SOM bylaws, paragraph VI, "Committees," these are considered full-time SOM Faculty.
- C) Emeritus faculty whose primary appointment was in SOM when they retired and Return to Active Duty (RTAD) faculty who have appointments in SOM Departments and who devote a significant proportion of their professional effort to the programs of the SOM. RTAD faculty are subject to annual approval by the SOM Faculty Council. For purposes of committee service as outlined in SOM bylaws, paragraph VI, "Committees," these are considered full-time SOM Faculty.
- D) Faculty from other UC San Diego Schools with academic appointments in SOM who devote a significant proportion of their professional effort to the programs of the SOM; subject to annual approval by the SOM Faculty Council on recommendation of the SOM Nominating Committee, which shall solicit their nomination from SOM Faculty. For purposes of committee service as outlined in SOM bylaws, paragraph VI, "Committees," these are not considered full-time SOM Faculty.

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

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The SOM Faculty shall be invited to attend and participate in all meetings of the SOM Faculty and serve as voting members of standing committees or subcommittees of the SOM Faculty, except in such cases in which voting privileges are restricted only as indicated in SOM bylaws, paragraph III, "Voting Membership," immediately below.

### III) VOTING MEMBERSHIP

The voting members of the SOM Faculty shall consist of those who are also members of the Health Sciences Compensation Plan (HSCP); salaried physicians or academic staff at one of the University's major affiliates (e.g., Veterans Administration San Diego Healthcare, Rady Children's Hospital-San Diego) who hold a faculty appointment in the SOM, subject to academic review; and SOM emeritus faculty with the provision that voting privileges shall be exercised in compliance with Legislative Ruling 12.75 of the Academic Senate of the University of California.

All members of the SOM 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 transmitted as separated tallies.

### IV) OFFICERS

The Officers of the SOM Faculty shall consist of a Chair and a Vice Chair, who are both members of the Academic Senate. The Chair and Vice Chair shall serve as Chair and Vice Chair of the SOM Faculty Council, respectively. Administrative Officers as defined in SOM bylaws, paragraph VII, "Participation of the Administration on Committees," shall be ineligible for nomination as either Chair or Vice Chair.

- A) The SOM Nominating Committee shall propose at least three nominees to the SOM Faculty for Chair and Vice Chair of the SOM Faculty each year, as needed. Additional nominations for either role may be made by petition of at least five members of the SOM Faculty. When a Vice Chair is in place to assume the Chair position, then the slate will be used only to select a new Vice Chair.
- B) Typically, the Vice Chair shall become Chair of the SOM Faculty at the end of their first year in office, or at any earlier time should the Chair become vacated. In cases where the Vice Chair is not able to so serve, the SOM Faculty shall elect a Chair from a slate of at least three nominees proposed by the SOM Nominating Committee, which shall solicit their nominations from the SOM Faculty. Additional nominations may be made by petition of at least five members of the SOM Faculty.
- C) All Officers of the SOM Faculty, as well as Chairs and members of the Faculty Committees (except those serving ex officio), shall serve from September 1 of each year.

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

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- D) The Dean of the SOM is requested to designate an administrative staff member to provide support for the SOM Faculty Council, including maintaining proper records, sending advance notice (call) for meetings and/or presentations to the SOM Faculty with adequate information regarding matters to be considered, recording and distributing the minutes of each meeting, conducting all elections and keeping a valid roster of voting members of the SOM Faculty. The administrative staff are not officers and shall not have the privilege of vote.
- E) Duties: The Chair shall preside at all meetings of the SOM Faculty and SOM Faculty Council and shall serve as liaison officer of the Faculty to the Dean of the SOM. The Vice Chair shall preside in the absence of the Chair at meetings of the SOM Faculty and SOM Faculty Council.

**V) MEETINGS**

The SOM Faculty shall meet at least once during the academic year and, in addition, on written request by at least twenty of its members. Notice of an SOM Faculty meeting must be given at least five calendar days in advance of each meeting. Twenty members of the SOM Faculty constitute a quorum.

**VI) COMMITTEES**

Each standing committee will have a Chair and Vice Chair, and the Vice Chair will fulfill the responsibilities of the Chair in the absence of the Chair. Each committee Chair and Vice Chair appointed shall serve a two-year term, with the possibility of reappointment to one additional term, unless otherwise specified in the bylaws.

Each standing committee shall meet at least once during the academic year and, in addition, on written request to the committee chair by a majority of its total members. A committee quorum shall consist of one-half the voting membership plus one.

Standing committees common to the SOM include:

- A) SOM Faculty Council (hereinafter called the Faculty Council)

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

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## a) Voting Membership:

1. Elected Members: The Faculty Council shall consist of a Chair, Vice Chair, and at least six full-time SOM Faculty members who shall be elected by the SOM Faculty (at least two of whom must be members of the Academic Senate and no more than two of whom should be from the same Department)
2. Ex Officio Members: The Faculty Council shall also include, by virtue of position, the immediate past Chair of the Faculty Council and the Chairs of the SOM Nominating Committee, SOM Committee on Academic Personnel, and SOM Committee on Education Policy.

An ex officio committee chair may be replaced at a Faculty Council meeting by the Vice Chair or another designated member of that committee. Elected members of the Faculty Council may not send substitutes to meetings.

SOM Faculty elected to the Faculty Council may serve concurrently on the Health Sciences Faculty Council.

## b) Non-Voting Membership:

1. The Chair of the UC San Diego Health Board of Governors; Dean of the SOM; and Vice Chancellor for Health Sciences may serve as ex officio.
2. The Dean of the SOM may invite a representative from the Veterans Administration San Diego Healthcare and Rady Children's Hospital-San Diego to serve as ex officio.
3. The Faculty Council may approve additional Committee Chairs (e.g. Chair of Graduate Programs Education Committee) as members of the Faculty Council, and may also approve additional ex officio members, subject to annual renewal.

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

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## c) Duties:

The Faculty Council may act for the SOM Faculty with respect to any subject delegated to it by the SOM Faculty and may advise the Dean of the SOM on policy, governance, or other matters upon request. The Faculty Council, on recommendation of the SOM Nominating Committee, shall appoint all Chairs, Vice Chairs and committee members as outlined in the SOM bylaws, paragraph IX, "Elections," unless otherwise specified in the bylaws.

The appointment of Chairs, Vice Chairs and members of standing committees is subject to approval by a majority of the Faculty Council. The Faculty Council shall also nominate at least two candidates for each existing or pending vacancy on the School of Medicine Nominating Committee.

Special committees or task forces of the faculty may be authorized by the Faculty Council. Such special committees members shall be appointed by the Faculty Council, and shall be inclusive of Senate and non-Senate faculty representation.

The Faculty Council may establish and maintain liaison with the Faculties of other UC San Diego Schools.

The Faculty Council shall report to the SOM Faculty at least annually at a meeting of the SOM Faculty, which may be in conjunction with a meeting of the Health Sciences Faculty.

## B) School of Medicine Nominating Committee (SOM/NC)

a) Voting Membership: The SOM/NC shall consist of a Chair, Vice Chair, and nine full-time SOM Faculty members (at least five of whom must be members of the Academic Senate and no more than two of whom should be from the same Department) who shall be elected by the SOM Faculty from among those nominated by the Faculty Council.

The current members of the SOM/NC shall elect the Chair and Vice Chair from among its membership each year. Committee members shall serve staggered three-year terms.

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

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- b) Duties: The SOM/NC shall nominate all Chairs, Vice Chairs, and committee members for SOM standing committees, in consultation with the current committee Chairs and relevant School administrators (e.g. Dean of the SOM), except those specified to be elected by the SOM Faculty as a whole, or as otherwise specified in the bylaws. [Am 2/6/18]

Upon request of the Dean of the SOM, the SOM/NC shall also recommend the names of SOM Faculty for service on administrative committees. It shall make other nominations from time to time as requested by the Faculty Council or the Dean of the SOM.

The SOM/NC may remove any appointed member of a standing or special committee of SOM for cause before the end of that member's appointment by a two-thirds vote, provided that a statement of the reason or reasons is sent to the member proposed for removal at least fourteen calendar days before the vote is taken. The member proposed for removal shall be given an opportunity to be heard by the SOM/NC before the vote is taken.

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

- a) Voting Membership: The SOM/CAP shall consist of a Chair, Vice Chair, and seven full-time SOM Faculty members (all holding at least Associate rank and five of whom must be members of the Academic Senate) appointed as specified in Article VI.B (paragraph 2).

The Chair and Vice Chair shall be Senate members. Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered. [Am 4/13/21, Am 1/14/25]

- b) Duties: The SOM/CAP shall review all salaried SOM Faculty in the Health Sciences Clinical and Clinical X series for appointments, accelerations, appraisals, career reviews, promotions, or terminations. The committee also reviews the non-salaried Health Sciences Clinical Faculty for appointment and promotion, when proposed at the Associate or Full Professor rank. The committee then makes recommendations to the Assistant/Associate Vice Chancellor for Academic Affairs in Health Sciences based on these reviews. Faculty in the Clinical X series are then reviewed by the Committee on Academic Personnel for the UC San Diego Division of the Academic Senate before review and approval from the Executive Vice Chancellor for Academic Affairs. [Am 1/14/25]

The committee reviews and revises as necessary the criteria for appointment and advancement for the SOM Faculty series in its purview in alignment with APM-275 and APM-278.

The committee reports to the Faculty Council annually.

D) School of Medicine Committee on Educational Policy (SOM/CEP)

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

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a) Voting Membership:

1. Elected Members: The SOM/CEP shall consist of a Chair; Vice Chair; the Chairs or representatives of the SOM/Core Curriculum Committee, SOM/Electives Committee, SOM/Recruitment and Admissions Committee, Comprehensive Longitudinal Equitable Assessment and Reporting Committees A and B, Standards Committee, and SOM/Student Affairs Committee; and three at-large SOM Faculty members appointed as specified in Article VI.B. (paragraph 2).
2. Ex Officio Members: The SOM/CEP shall also include at least four course or clerkship directors who are recommended by the Associate Dean for Undergraduate Medical Education and appointed as specified in Article VI.B. (paragraph 2).

The Chair shall be a past Chair of the Core Curriculum Committee, Electives Committee, Standards Committee, or someone who has served on SOM/CEP for a minimum of two years. The Vice Chair shall be the current Chair of the Core Curriculum Committee, Electives Committee, or Standards Committee. At any given time, no less than eight members must be members of the Academic Senate. Committee members shall serve staggered three-year terms.

b) Non-Voting Membership:

1. The Vice Dean of Medical Education and SOM Faculty holding Assistant or Associate Dean positions may serve as ex officio.
2. At the request of SOM/CEP, additional ex officio members may be invited to serve one-year, renewable terms. {0}
3. Medical student representatives, one from each class year (four total) may serve one-year, renewable terms.

These student representatives shall be elected by their peers. [Am 1/28/14, Am 2/21/23, Am 6/11/24]

c) Duties: The SOM/CEP shall represent the SOM Faculty in all educational matters relating to undergraduate medical education. The SOM/CEP shall have the responsibility and final authority for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated curriculum for medical students.

The SOM/CEP reviews and approves all policies relevant to medical student education. The SOM/CEP shall ensure that the medical student curricula are aligned with the Medical Education Program Objectives (MEPOs) and accreditation standards.

The SOM/CEP shall establish liaison and coordination with the Academic Senate Educational Policy Committee, Graduate Council, and appropriate student organizations.

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

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- d) The SOM/CEP shall have the following subcommittees:
- 1) School of Medicine Core Curriculum Committee (SOM/CCC)
    - a) Voting Membership: The SOM/CCC shall consist of a Chair, Vice Chair, and a minimum of twelve other members, at least ten of whom must be full-time SOM Faculty, appointed as specified in Article VI.B. (paragraph 2).

Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered.

    - b) Non-Voting Membership: SOM Faculty holding Assistant or Associate Dean positions may serve as ex officio.
- At the request of SOM/CCC, additional ex officio members may be invited to serve one-year, renewable terms. **[Am 2/6/18, Am 2/21/23]**
- Medical student representatives, one from each class year (four total) may serve one-year, renewable terms.
- These student representatives shall be elected by their peers. Students may be awarded privilege of vote as specified in Article VIII.
- c) Duties: The SOM/CCC shall recommend to the SOM/CEP that curriculum which shall be required of all undergraduate medical students. The SOM/CCC shall oversee the design, management, integration, evaluation, and continuous quality improvement of the core curriculum, including all required courses and clerkships. The SOM/CCC shall identify the time that shall be allocated to each required course or clerkship. The SOM/CCC shall approve a Course Chair, who will act as the instructor of record and provide oversight for each required course or clerkship. The SOM/CCC shall regularly review the medical education program at the course, phase, and whole curriculum levels to ensure adequate horizontal and vertical integration, and that core competencies and Medical Education Program Objectives (MEPOs) can be met.
- The SOM/CCC shall have joint responsibility with the SOM Electives Committee for those courses that fulfill the requirements for direct patient care responsibility, as described in Article VI.D.c.2.
- 2) School of Medicine Electives Committee (SOM/EC)

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

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- a) Voting Membership: The SOM/EC shall consist of a Chair, Vice Chair, and a minimum of twelve other members, at least ten of whom should be full-time SOM Faculty, appointed as specified in Article VI.B. (paragraph 2).

Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered.

- b) Non-Voting Membership: SOM Faculty holding Assistant or Associate Dean positions may serve as ex officio.

At the request of SOM/EC, additional ex officio members may be invited to serve one-year, renewable terms. [Am 2/16/18]

Medical student representatives, one from each class year (four total) may serve one-year, renewable terms.

These student representatives shall be elected by their peers. Students may be awarded privilege of vote as specified in Article VIII.

- c) Duties: 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. The SOM/EC shall regularly review new and existing preclinical electives, third-year selectives, fourth-year electives, elective concentrations and SOM graduate course proposals that pertain to medical students. The Chairs of SOM/EC, SOM/GPEC, and the Associate Dean for Undergraduate Medical Education will determine which graduate course proposals are appropriate for SOM/EC review. [Am 1/28/14, Am 2/21/23]

Those graduate courses in which there is a clear time conflict that 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 School of Medicine Graduate Programs Education Committee.

- E) School of Medicine Graduate Programs Education Committee (SOM/GPEC)

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

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## a) Voting Membership:

1. Elected Members: The SOM/GPEC shall consist of a Chair, Vice Chair, and a minimum of three at-large members, all of whom must be full-time SOM Faculty, appointed as specified in Article VI.B. (paragraph 2).
2. Ex Officio Members: The Vice Dean for Graduate Education may serve as an ex officio member. Elected committee members shall serve staggered three-year terms.

## b) Non-Voting Membership:

1. A Health Sciences representative to the Divisional Academic Senate Graduate Council may serve as ex officio.
2. At the request of SOM/GPEC, additional ex officio members may be invited to serve one-year, renewable terms.

## c) Duties: The SOM/GPEC shall monitor and make recommendations on support of SOM graduate programs; the learning environment for SOM graduate students, postgraduate academic trainees and medical students pursuing research; and new SOM graduate programs or major changes or expansions in existing programs. These recommendations and proposals will be presented to the Faculty Council.

Proposals for new or changed/expanded graduate programs shall be submitted to Graduate Council. The committee reports to the Faculty Council annually for approval and action.

The SOM/GPEC shall perform reviews of new and existing SOM graduate courses that would pertain only to graduate students, and not medical students. The Chairs of the SOM/EC, SOM/GPEC, and the Associate Dean for Undergraduate Medical Education will determine which graduate courses should be referred to the SOM/GPEC for review, as described in Article VI.D.c.2.

[Am 1/28/14]

Periodic reviews of graduate programs involving the SOM are conducted by the Division of Graduate Education and Postdoctoral Affairs on behalf of Graduate Council. The SOM/GPEC is available as needed to assist in these reviews.

## d) The Chair of the SOM/GPEC may appoint an ad hoc subcommittee to solicit expertise to review parts of programs that have components outside of the scope of the typical review (e.g., clinical rotations, practical applications of trade).

## F) School of Medicine Recruitment and Admissions Committee (SOM/RAC)

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

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## a) Voting Membership:

1. Elected Members: The SOM/RAC shall consist of a Chair, Vice Chair, and fourteen at-large SOM Faculty members nominated by the Associate Dean for Student Affairs and Admissions and reviewed and appointed by the Faculty Council.
2. Ex Officio Members: Up to two SOM Faculty holding Assistant or Associate Deans positions may be nominated by the Vice Dean for Medical Education to serve as ex officio for one-year, renewable terms.

Elected committee members may serve a four-year term, renewable once, subject to approval by the Faculty Council. Faculty members may restart the limit on service if they are not members of the SOM/RAC for two years. Ex officio members shall be reviewed and appointed by the Faculty Council.

## b) Non-Voting Membership

1. At the request of SOM/RAC, additional ex officio members (e.g., PRIME Director) may be invited to serve one-year, renewable terms.
2. Students, residents, and fellows in good standing may be invited by the SOM/RAC to serve one-year, renewable terms.

## c) Duties: The SOM/RAC shall have the responsibility and final authority for accepting medical students into the undergraduate medical education program, including any special programs (e.g., Medical Scientist Training Program). The SOM/RAC shall determine the conditions for admission of medical students, including but not limited to educational requirements, policies and procedures for selection, sequence for admission of candidates, and all other aspects of the admissions process. The SOM/RAC shall determine which applicants will be granted immediate acceptance, which will be placed on the waitlist (and where on the waitlist each applicant resides), and which will not be offered admission.

The SOM/RAC may delegate authority for specific operational aspects of waitlist decision-making to the Associate Dean for Admissions and Student Affairs, the Assistant Dean for Admissions, or to an admissions subcommittee, such as the Medical Scientist Training Program admissions committee, or ad hoc subcommittee of SOM/RAC.

The SOM/RAC is responsible for ensuring that there are no conflicts of interest in the admission process and that no admission decisions are influenced by political or financial factors.

## G) School of Medicine Comprehensive Longitudinal Equitable Assessment and Reporting Committees (SOM/CLEAR A and SOM/CLEAR B)

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

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- a) Voting Membership: The SOM/CLEAR A and SOM/CLEAR B shall each consist of a Chair, Vice Chair, and twenty at-large SOM Faculty members, appointed as specified in Article VI.B. (paragraph 2).

No faculty member may serve as a voting member on both SOM/CLEAR A and SOM/CLEAR B in the same academic year, nor may they serve on School of Medicine Standards Committee in the same academic year as they have served on SOM/CLEAR A or SOM/CLEAR B. Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered.

- b) Non-Voting Membership:

1. SOM Faculty holding Assistant or Associate Dean positions may serve as ex officio.
2. At the request of the SOM/CLEAR A and SOM/CLEAR B, additional ex officio members (e.g., Director of Wellness Initiatives) may be invited to serve one-year, renewable terms.

- c) Duties: SOM/CLEAR A reviews the academic performance of students expected to graduate in odd numbered calendar years. SOM/CLEAR B reviews the academic performance of students expected to graduate in even numbered calendar years. SOM/CLEAR A and SOM/CLEAR B make decisions regarding their respective students' academic standing (i.e., good standing or probation). Using all available data on their respective students' performance, SOM/CLEAR A and SOM/CLEAR B are charged with determining whether each student under their charge is ready for promotion to subsequent years.

If SOM/CLEAR A or SOM/CLEAR B has persistent concerns regarding one of their respective students' abilities to successfully meet MD program requirements or the SOM's Technical Standards, that committee shall refer the student to the SOM/Standards Committee for further review.

- d) SOM/CLEAR A and SOM/CLEAR B shall examine the records of each of their respective students prior to graduation and recommend to the SOM/Standards Committee those students who have met the requirements for the MD degree. [En 2/21/23, Am 6/11/24]

H) School of Medicine Standards Committee (SOM/SC)

- a) Voting Membership: The SOM/SC shall consist of a Chair, Vice Chair, and fourteen at-large faculty members, appointed as specified in Article VI.B. (paragraph 2).

Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered.

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

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## b) Non-Voting Membership:

1. SOM Faculty holding Assistant or Associate Dean positions may serve as ex officio.
2. At the request of SOM/SC, additional ex officio members may be invited to serve one-year, renewable terms. {0}

c) Faculty currently serving in Core Course leadership roles are ineligible to serve on SOM/SC to avoid any conflict of interest for reviewed students. [Am 1/28/14, Am 2/6/18, Am 2/21/23, Am 6/11/24]

d) Duties: The SOM/Standards Committee reviews the academic performance of students who may be at risk of not meeting MD program requirements or the SOM's Technical Standards. The SOM/SC has the final authority to make decisions regarding sanctions or adverse actions, including dismissal/denial of further registration. Any appeals are referred to the Dean of the SOM. All decisions require a quorum as specified in Article VI (paragraph 1). For dismissal, a two-thirds majority vote is required. The SOM/SC also has the final authority to certify candidates for the MD degree to the Dean of the SOM for graduation. [Am 2/21/23, Am 6/11/24]

SOM/CLEAR A or SOM/CLEAR B or two or more Associate or Assistant Deans may refer students to the SOM/SC for review. Student appeals concerning SOM/CLEAR A and SOM/CLEAR B decisions are also referred to the SOM/Standards Committee.

## I) School of Medicine Student Affairs Committee (SOM/SAC)

a) Voting Membership: The SOM/SAC shall consist of a Chair, Vice Chair, and five other at-large faculty members, appointed as specified in Article VI.B. (paragraph 2).

Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered.

## b) Non-Voting Membership:

1. SOM Faculty holding Assistant or Associate Dean positions may serve as ex officio. The Associate Dean for Admissions and Student Affairs may also appoint an Academic Community Director as ex officio for one-year, renewable terms.
2. At the request of SOM/SAC, additional ex officio members may be invited to serve one-year, renewable terms {0}
3. Medical student representatives, one from each class year (four total) may serve one-year, renewable terms. These student representatives shall be elected by their peers. Students may be awarded privilege of vote as specified in Article VIII.

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

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- c) Duties: The SOM/SAC shall provide oversight of wellness initiatives, student health and mental health support, academic communities, advising, learning environment optimization, student welfare, resiliency, professional development opportunities, access to resources and facilities, and milestone events (e.g., White Coat Ceremony, Match Day, Graduation). The SOM/SAC will hear issues raised by students and work with other units toward solutions.

J) School of Medicine Associated Health Professions Education Committee (SOM/AHPEC)

- a) Voting Membership:

1. Elected Members: The SOM/AHPEC shall consist of a Chair, Vice Chair, and four other at-large SOM Faculty members, appointed as specified in Article VI.B (paragraph 2).
2. Ex Officio Members: The Director of the Department of Nursing at UC San Diego Health; Chief of Staff of the Veterans Affairs San Diego Healthcare System; and Dean of the SOM; or their respective representatives may serve as ex officio members.

Typically, the Vice Chair shall become Chair of the SOM/AHPEC at the end of their first year in office, or at any earlier time that the Chair should be vacated. In cases where the Vice Chair is not able to so serve, the Faculty Council shall elect a Chair from among the other members of SOM/AHPEC. The Vice Chair shall be appointed by the SOM/NC from among the other members of SOM/AHPEC.

Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered.

- b) Non-Voting Membership: Additional ex officio members may be appointed by the Dean of the SOM to provide expertise in contracts and other issues regarding specific sites and affiliates for one-year, renewable terms as needed.

At the request of SOM/AHPEC, additional ex officio members may be invited to serve one-year, renewable terms.

- c) Duties: The SOM/AHPEC performs the academic review of existing and new programs for education in the associated health professions which do not grant degrees in the School and are not part of a UC San Diego graduate medical education program. The committee assesses each program's quality and its impact on other medical education programs, both existing and new.

The committee advises the Chief Executive Officer of UC San Diego Health, Dean of the SOM, or other appropriate officials regarding the impact of these programs on UC San Diego clinical facilities. The committee reports to the Faculty Council annually.

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

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**VII) PARTICIPATION OF THE ADMINISTRATION ON COMMITTEES**

The Dean of the SOM may appoint members of their staff to serve on standing committees of the SOM Faculty. These appointments may be made annually in consultation with the Chair-Elect of the SOM Faculty Council and the Chairs of the respective committees.

Any faculty holding one of the following administrative titles in any of the Health Sciences Schools or Office of the Vice Chancellor for Health Sciences shall be deemed an Administrative Officer:

- a. Vice Chancellor
- b. Associate/Assistant Vice Chancellor
- c. Dean
- d. Department Chair
- e. Vice Dean
- f. Associate/Assistant Dean

**VIII) PARTICIPATION OF STUDENTS ON SOM COMMITTEES**

Students in good standing may be elected by their peers to represent their class as members of SOM/CEP, SOM/CCC, SOM/EC, and SOM/SAC. **[2/6/18 Am]**

The privilege of voting on a committee may be awarded each year to student members on the basis of a majority vote by the faculty members of that committee or subcommittee, unless otherwise specified in the bylaws. 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 of the Academic Senate of the University of California.

**IX) ELECTIONS**

Except for special elections, election of Officers of the Faculty for any given academic year will be held no later than March 31 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 Faculty Council, if 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.

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

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**X) AMENDMENTS**

Initiative for amendment of the bylaws may be taken either by the Faculty Council or by petition signed by five or more members of the SOM Faculty. Amendments must be submitted to the SOM Faculty via the Faculty Council in writing at least five calendar days prior to a Faculty Council meeting.

The Chair and Vice Chair of the Faculty Council will determine if the request is for a minor or major amendment. Approval of a minor amendment (e.g., changing the number of committee members) requires two-thirds of the voting members of Faculty Council. Approval of a major amendment (e.g., adding an SOM standing committee) must be presented to the entire SOM Faculty requires two-thirds vote of those members responding to the ballot. No change in the bylaws may be made that will conflict with the bylaws, regulations, or legislative rulings of the Academic Senate.

At the request of thirty-five members of the SOM Faculty, submitted in writing to the Chair of the Faculty Council within ten calendar days after the posting of the minutes of a Faculty Council meeting to its website, any action of the Faculty Council shall be submitted to the vote of the full SOM Faculty. The results of any such referendum are conclusive, and the matter may not be reconsidered for a period of fifty calendar days.

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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### I) FUNCTIONS

The bylaws will establish the organization and operational procedures of Health Sciences to foster a culture of respect, professionalism, and excellence in all aspects of health sciences education, research, clinical practice, and service. The authority to set criteria for admissions, curricula and degree requirements will reside with the Faculty within the individual Schools of the Health Sciences.

The Health Sciences Faculty shall form and conduct the governance of the Health Sciences, subject to the Bylaws and Regulations of the Academic Senate of the University of California and the San Diego Division of the Academic Senate Bylaws and Regulations and in compliance with State and Federal law. The Health Sciences Faculty will discharge its duties as specified by the Standing Orders of the Regents of the University of California and advise the Vice Chancellor for Health Sciences and Deans in Health Sciences concerning various matters, including the resources necessary to perform its missions and implement the curricula as part of the shared governance process of Health Sciences.

The Health Sciences Faculty shall engage in research in biomedical science, pharmaceutical science, health care, public health, or related fields, to fulfill the responsibility of the University to develop, transmit, and apply new knowledge in the health sciences. [Am 4/13/21]

### II) MEMBERSHIP

The Health Sciences Faculty shall be invited to attend and participate in all meetings of the Health Sciences Faculty and serve as voting members of standing committees or subcommittees of the Health Sciences Faculty, except in such cases in which voting privileges are restricted only as indicated in Health Sciences bylaws, paragraph III, "Voting Membership," immediately below.

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) or the Herbert Wertheim School of Public Health and Human Longevity Science (HWSPH). [Am 4/13/21]
- B) Salaried HS Clinical Faculty, Adjunct Faculty and Professors of Practice who have appointments in Health Sciences Schools and who devote at least 51% of their professional effort in support of the programs of the Health Sciences Schools. [Am 4/13/21]

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- C) Faculty from other UC San Diego Schools with academic appointments in Health Sciences who devote a significant proportion of their professional effort to the programs of the School of Medicine, Herbert Wertheim School of Public Health and Human Longevity Science, 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, and the HWSPH, which shall solicit their nomination from Health Sciences Faculty. [Am 4/13/21]
- D) The Health Sciences Faculty shall be invited to attend and participate in all meetings of the Health Sciences Faculty and serve as voting members of Standing Committees or Subcommittees of the Health Sciences Faculty, except in such cases in which case voting privileges are restricted only as indicated in Bylaw paragraph III "Voting Membership", immediately below. [Am 5/25/10]

**III) VOTING MEMBERSHIP**

The voting Members of the Health Sciences Faculty shall consist of those 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, SSPPS, HWSPH subject to academic review, and SOM, SSPPS, or HWSPH 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. [Am 5/25/10, Am 4/13/21]

**IV) OFFICERS**

The Officers of the Health Sciences Faculty shall consist of a Chair and a Vice-Chair who are both members of the Academic Senate. The Chair and Vice-Chair shall serve as Chair and Vice-Chair of the Faculty Council, respectively. Department Chairs and Administrative Officers of the Schools or Health Sciences shall be ineligible for nomination as either Chair or Vice-Chair. [Am 4/13/21]

- A) The Health Sciences Faculty shall elect the Vice-Chair of the Health Sciences Faculty each year. The Nominating Committee, in consultation with the SOM, SSPPS and HWSPH nominating committees, shall propose at least three nominees. Additional nominations may be made by petition of five members of the Health Sciences Faculty.  
[Am 5/25/10, Am 4/13/21]
- B) The Vice-Chair shall become Chair of the Health Sciences Faculty at the end of their first year in office, or at any earlier time that the Chair should be vacated. In cases where the Vice-Chair is not able to so serve, the Health Sciences Faculty shall elect a Chair from a slate of at least three nominees proposed by the Nominating Committee, in consultation with the SOM, SSPPS and HWSPH nominating committees, which shall solicit their nominations from their individual School Faculty. Additional nominations may be made by petition of at least five members of the Health Sciences Faculty. [Am 4/13/21]

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- C) All Officers of the Health Sciences Faculty as well as Chairs and members of the Faculty Committees (except those serving ex officio) shall serve from September 1 of each year.
- D) The Vice Chancellor for Health Sciences is requested to designate an administrative staff member to provide support for the Faculty Council including maintaining proper records, sending advance notice (call) for meetings and/or presentations to the Health Sciences Faculty with adequate information regarding matters to be considered, recording and distributing the minutes of each meeting, conducting all elections and keeping a valid roster of voting members of the Health Sciences Faculty. The administrative staff shall not have the privilege of vote.
- E) Duties: The Chair shall preside at all meetings of the Health Sciences Faculty and Faculty Council and shall serve as liaison officer of the Faculty to the Vice Chancellor for Health Sciences. The Vice-Chair shall preside in the absence of the Chair at meetings of the Health Sciences Faculty and Faculty Council. The Chair shall also serve ex officio without vote on the UC San Diego Health Board of Governors.

**V) MEETINGS**

The Health Sciences Faculty shall meet at least once during the academic year and, in addition, on written request by twenty of its members. Notice of a Health Sciences Faculty meeting must be given at least five days in advance of each meeting. Twenty members of the Health Sciences Faculty constitute a quorum.

**VI) COMMITTEES**

For aspects of shared governance that are the responsibility of the Academic Senate as defined in Regents Standing Order 105, only voting members of the Academic Senate are eligible to vote. Non-senate faculty members may vote on matters put before the faculty but their votes will be recorded as "advisory," and transmitted as a separate tally from the votes recorded from Academic Senate members. All members of Standing Committees (see below) and any ad hoc committees appointed by the Health Sciences Faculty Council, unless otherwise indicated by these bylaws, may vote on questions that will be referred to the Health Sciences Faculty Council for approval, and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to Faculty who are non-members of the Academic Senate to the fullest degree permitted by legislative ruling 12.75.

Standing committees common to the Health Sciences include:

- A) Health Sciences Faculty Council

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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

Voting members of the Faculty Council include the Chair; the Vice-Chair (Chair-Elect); one member of the Associate Faculty nominated by the Nominating Committee; at least one Senate and one non-Senate member from each of the Health Sciences Schools, in consultation with their individual nominating committees, and approved by the balance of the Council; and four other members of the General Faculty elected by ballot of the Health Sciences Faculty; at least one of whom must be a senate member. No two of such four members should be from the same Department. The ballot shall consist of a slate of two candidates for each open position proposed by the Nominating Committee, in consultation with the SOM, SSPPS and HWSPH nominating committees, plus any nominations made by petition of at least five members of the Faculty following circulation of the proposed slate. The election slate may be separated by School as needed. Directly elected members of the Faculty Council shall serve staggered three-year terms. Faculty Council members may not serve more than two consecutive terms with exception for those that serve as Vice Chair/Chair/Immediate past chair in consecutive years. [Am 5/25/10, Am 1/28/14, Am 4/13/21]

In addition, the Faculty Council shall include the immediate past Chair of the Faculty Council with privilege of vote. [Am 5/25/10, Am 1/28/14, Am 4/13/21]

The Faculty Council shall also include the Chairs of the following Health Sciences standing committees as ex officio without privilege of vote:

**Health Sciences**

- Nominating Committee
- Health Sciences Compensation Plan Advisory Committee
- Faculty Professionalism

**SOM**

- Committee on Academic Personnel
- Committee on Educational Policy

**SSPPS**

- Committee on Academic Personnel
- Committee on Educational Policy

**HWSPH**

## 5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY

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- Committee on Academic Personnel
- Committee on Educational Policy

Chair of the UC San Diego Health Board of Governors; Chief of Staff of the VA San Diego Healthcare System; Deans of SOM, SSPPS and HWSPH; an Assistant Vice Chancellor or Associate Vice Chancellor from each Vice Chancellor for Health Sciences office; Vice Chancellor for Health Sciences and the San Diego Divisional Academic Senate Chair and the Vice Chair as ex officio without privilege of vote.

The Faculty Council may approve more or different Committee Chairs as members of Faculty Council as individual Schools evolve and change their committee structure. The Faculty council may also approve additional ex officio members without privilege of vote subject to annual renewal. [Am 1/28/14, Am 4/12/16, Am 4/13/21]

A member of the Faculty Council who holds a position by virtue of being a Chair of one of the above standing committees may be replaced at a Faculty Council meeting by the Vice-Chair of that committee or another member designated by the committee. Elected members of the Faculty Council may not send substitutes to meetings. [Am 5/25/10]

Five voting members, with the Chair or Vice-Chair present, shall constitute a quorum.

- b) Duties: The Faculty Council shall advise the Vice Chancellor for Health Sciences and Deans and represent the Health Sciences Faculty on matters related to the education, research, and service programs of the Schools. It shall also resolve all tie votes in connection with runoff elections specified by the bylaws.

The Faculty Council shall approve matters that must by regulation receive final action by the Academic Senate, including proposals for the creation of endowed chairs in Health Sciences. [Am 5/25/10, Am 1/28/14]

The Faculty Council shall meet at least once during each month of the regular academic year.

The Faculty Council shall be responsible for coordinating and integrating the activities of the other Health Sciences standing committees (Health Sciences bylaws, paragraphs VI.B, VI.C, VI.D and VI.E). To facilitate this, the minutes of each of the other committees shall be distributed to the Faculty Council. The Faculty Council shall be the final decision-making body of the Health Sciences Faculty for all matters except for those requiring full Faculty vote. At any given time, no less than seven members of Faculty Council must be Senate faculty. [Am 5/25/10]

- B) Health Sciences Compensation Plan Advisory Committee

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- a) Membership: The voting members of the Compensation Plan Advisory Committee shall consist of at least five full-time Health Sciences Faculty proposed by the Nominating Committee, in consultation with the SOM, SSPPS and HWSPH nominating committees and confirmed by the Faculty Council. At least one member must have a Ph.D. with no clinical responsibilities. Each of the Health Sciences Schools should be represented by at least one member with a primary faculty appointment in their School. The election slate may be separated by School as needed.

The Vice Chancellor for Health Sciences will nominate for approval by the Faculty Council at least one Assistant Vice Chancellor or Associate Vice Chancellor from the Vice Chancellor for Health Sciences office and up to six members representing Department Chairs and School Administrators or Health Sciences Administrators for one year renewable terms as ex officio without privilege of vote. The Faculty Council may also approve additional ex officio members without privilege of vote subject to annual renewal.

A Chair and Vice Chair will be nominated by the current committee members and confirmed by the Faculty Council annually. Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered to ensure committee continuity. The Chair shall preside at all meetings and serve as a member of Faculty Council.

Three voting members, with the Chair present, shall constitute a quorum.

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- b) Duties: The Compensation Plan Advisory Committee shall assist the Vice Chancellor for Health Sciences in periodically evaluating the Health Sciences Compensation Plan and plans from all Health Sciences academic units (i.e., Departments and Schools). It will also review and provide recommendations to the Vice Chancellor to assist in resolving issues regarding compensation or benefits of Health Sciences Faculty.

The committee's responsibilities also include:

- i. Advising the Vice Chancellor on the assessment and revisions of the Health Sciences Compensation Plan Implementation Procedures and Health Sciences Good Standing Criteria;
- ii. Evaluating the processes for developing and approving Departmental Implementation Procedures and School Implementation Procedures, including methods for obtaining Health Sciences Faculty input and for determining consistency with Health Sciences Implementation Procedures;
- iii. Developing mechanisms for hearing Health Sciences Faculty grievances with regard to the implementation or administration of these Departmental, School or Health Sciences implementation procedures; and
- iv. Assisting in updating the Health Sciences Compensation Plan in response to new policies from the University of California or the California Legislature that require addenda to the approved Implementation Procedures for the Health Sciences Compensation Plan and/or Health Sciences Good Standing Criteria.

Clinical compensation plans are excluded from the committee's duties as these compensation plans are distinct from the policy-driven HS Compensation Plan.

The committee shall meet at least four times per academic year. Typically, it will evaluate the compensation plans of at least five Health Sciences academic units to review their Departmental or School implementation procedures for compliance with the Health Sciences Compensation Plan, and every Health Sciences academic unit should be reviewed at least every five years.

In addition, referrals to the committee can come from other standing or ad hoc committees in the Health Sciences, a Dean from one of the Health Sciences Schools or an Assistant Vice Chancellor or Associate Vice Chancellor in the Vice Chancellor for Health Sciences office. Such referrals must be submitted to the Chair in writing. The Chair shall distribute the referral to committee members, and a majority voting members must agree to bring the referral forward to the full committee. [Am 4/13/21]

- C) Health Sciences Faculty Professionalism Committee

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- a) Membership: The voting members of the Faculty Professionalism Committee shall consist of at least eight full-time Health Sciences Faculty proposed by the Nominating Committee, in consultation with the SOM, SSPPS and HWSPH nominating committees and confirmed by the Faculty Council. To ensure broad participation, no more than six members from the same School, and no more than two members from the same Department may serve simultaneously. At least two members must have an M.D. or D.O degree with clinical responsibilities. Each of the Health Sciences Schools should be represented by at least one member with a primary faculty appointment in their School. The election slate may be separated by School as needed.

Membership shall also include at least one Assistant Vice Chancellor or Associate Vice Chancellor from the Vice Chancellor for Health Sciences office and up to six members representing Department Chairs and School Administrators or Health Sciences Administrators as ex officio without privilege of vote.

A Chair and Vice Chair will be nominated by the current committee members and confirmed by the Faculty Council annually. Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered to ensure committee continuity. The Chair shall preside at all meetings and serve as a member of Faculty Council. [Am 4/12/16, Am 4/13/21]

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- b) Duties: The Faculty Professionalism Committee shall assist the Vice Chancellor for Health Sciences in periodically evaluating professionalism and wellbeing programs in Health Sciences academic units (i.e., Departments and Schools). It will also review and provide recommendations to the Vice Chancellor and the Faculty Council on matters related to the wellbeing of Health Sciences Faculty.

The committee's responsibilities also include:

- i. Advising the Vice Chancellor on the creation, implementation and assessment of wellbeing and professionalism programs for Health Sciences Faculty;
- ii. Reviewing regular and ad hoc reports (i.e., results of faculty surveys) related to topics including Faculty morale; fairness and skill related opportunity; and professionalism in the academic environment;
- iii. Developing recommendations on new initiatives to build a respectful academic environment in the Health Sciences; and
- iv. Additional activities as requested by the Vice Chancellor for Health Sciences.

The committee shall meet at least four times per academic year.

In addition, referrals to the committee can come from other standing or ad hoc committees in the Health Sciences, a Dean from one of the Health Sciences Schools, the Chief Executive Officer of UC San Diego Health, or an Assistant Vice Chancellor or Associate Vice Chancellor in the Vice Chancellor for Health Sciences office. Such referrals must be submitted to the Chair in writing. The Chair shall distribute the referral to committee members, and a majority voting members must agree to bring the referral forward to the full committee.

Formal disciplinary actions, including individual grievances from Faculty, are excluded from the committee's duties.

- D) Nominating Committee

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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- a) Membership: The Nominating Committee shall consist of seven full-time Health Sciences Faculty (three of whom shall be non-Senate Faculty and not more than five of whom shall be from any one School) who shall be elected by the Health Sciences Faculty from among those nominated by the Faculty Council (two nominees for each open position).

A Chair and Vice Chair will be nominated by the current committee members and confirmed by the Faculty Council annually. This Committee shall submit a slate from which the Faculty Officers will be elected as indicated Health Sciences bylaws, paragraph IV, "Officers," above.

Committee members are limited to three consecutive, one-year terms, and initial terms will be staggered to ensure committee continuity. The Chair shall preside at all meetings and serve as a member of Faculty Council.

Four voting members, with the Chair present, shall constitute a quorum.

- b) Duties: This Committee shall nominate all Chairs, Vice-Chairs and committee members for standing committees of the Health Sciences Faculty, in consultation with current standing committee Chairs (excluding ad hoc committees), Academic Deans and members of the Vice Chancellor for Health Sciences office, except those specified to be elected by the Faculty as a whole, or as otherwise specified in the Bylaws. **[Am 2/16/18]**

The Faculty Council, on recommendation of the 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 Faculty Council. Each Committee Chair appointed shall serve a one-year term, with the possibility of reappointment to one additional year.

The Nominating Committee may remove any appointed member of a standing or special committee of Health Sciences for cause before the end of that member's appointment by a two-thirds (2/3) vote, provided that a statement of the reason or reasons is sent to the member proposed for removal at least fourteen (14) days before the vote is taken. The member proposed for removal shall be given an opportunity to be heard by the Nominating Committee before the vote is taken.

**5.8 BYLAWS OF THE HEALTH SCIENCES FACULTY**

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**F) Special Committees, Commissions and Task Forces**

From time to time, the 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 Faculty Council, and their terms shall normally not exceed three years without re-authorization by the Faculty Council. Depending on circumstances, the Faculty Council may appoint a Chair of such a body to serve on Faculty Council as either a voting or ex officio member.

**VII) ELECTIONS**

Except for special elections, election of Officers of the Faculty for any given academic year will be held no later than March 31 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 Faculty Council, if 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 Faculty Council or by petition signed by thirty-five or more members of the Faculty. Such amendments are to be submitted to the Chair of the Faculty Council in writing at least five days prior to a Faculty Council meeting. Approval of a minor amendment (e.g. changing the number of committee members) may be by two thirds of the voting members of Faculty Council. Approval of a major amendment (e.g., adding a committee or a School) requires a two thirds vote of those faculty members responding to the ballot.

At the request of thirty-five members of the Faculty, submitted in writing to the Chair of the Faculty Council within ten calendar days after the posting of the minutes of a Faculty Council meeting to its website, any action of the Faculty 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 fifty 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 twothirds 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, Am 2/6/18]

### 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) [EC 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.

## 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

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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 accordance with the Progression Policy, in Year 4, the Advanced Pharmacy Practice Experience (APPE) in which the student received an F grade must be repeated. The timing of the repeated APPE will be at the discretion of the Associate Dean for Experiential Education. If a course is repeated, the course will appear a second time on the transcript. [Am 4/12/16, Am 5/30/23]

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- 4) The S (satisfactory) Grade [Am 4/12/16]
  - 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 Pharmacy Education 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, Am 1/14/25]
- 7) The I (incomplete) Grade [Am 4/12/16, Am 2/6/18]
  - a) The grade I (incomplete) shall be assigned when a student's work is of passing quality but is incomplete. [EC 4/12/16]

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

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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 Pharmacy Education allowing a further specified period. [Am 4/12/16, Am 2/6/18]
  - 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 Pharmacy Education, 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, Am 2/6/18]
- 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, Am 2/6/18]
- 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 Pharmacy Education. The Associate Dean for Pharmacy 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 2/6/18]
  - 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.

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

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### 250) Academic Review

- 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, Am 2/6/18]

- A) Students may drop a required course only with the approval of the Associate Dean for Pharmacy Education. 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, Am 2/6/18]
- B) Students may drop a pre-clinical elective course through the end of the 10th week during the quarter with no course entry appearing on the transcript. [Am 2/6/18]
- 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.

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

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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]

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

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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 described in the SSPPS Guidelines on the Evaluation of Professionalism.

## 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.

**5.12 BYLAWS OF THE FACULTY OF SEVENTH COLLEGE**

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**I) MEMBERSHIP**

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

**II) FUNCTION**

The faculty shall be concerned with the academic program of Seventh College and all aspects of the college that bear directly on that program.

**III) FACULTY MEETINGS**

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

**IV) QUORUM**

The presence of 20 percent of the membership or ten members of the faculty, whichever is the smaller, shall constitute a quorum.

**V) OFFICERS****Chair**

A member of the Faculty of Seventh College shall be elected by the Faculty to serve as Chair of the Faculty for a one-year term beginning September 1. Elections may be by mail or electronic ballot. Nominations for election as Chair of the Faculty shall be solicited from the Faculty in the Spring of each year. The Chair of the Faculty shall preside at all meetings of the Faculty and of the Executive Committee.

**Secretary**

The Chair shall request that the Provost appoint a person from the administrative staff of the College who is not a member of the Faculty to serve as Secretary of the Faculty and be responsible for recording and distributing minutes.

**VI) COMMITTEES**

**A)** The Executive Committee of the Faculty of Seventh College shall consist of the Chair of the Faculty, the Provost, and five additional elected faculty representatives. Both the Provost and the Chair serve as ex officio members. In addition, two Seventh College students shall be appointed annually to serve one- year terms as non-voting members of the Executive Committee. The College Deans may also serve as non-voting ex officio members of the Executive Committee.

**5.12 BYLAWS OF THE FACULTY OF SEVENTH COLLEGE**

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- B) The elected faculty representatives to the Executive Committee normally shall serve two-year terms, with elections staggered so that at least one member remains in office for another year. Nominations for faculty representatives shall be solicited from the Faculty in the Spring of each year, generally at the same time as nominations for the Chair of the Faculty. Whenever possible the faculty representatives shall be from different academic areas (e.g. humanities, social sciences, fine arts, physical sciences, etc.), and no two elected faculty representatives shall be from the same academic department. If any vacancy occurs through death, resignation or otherwise before the expiration of the two- year term, the faculty representative elected to fill the vacancy shall serve for the unexpired term. No elected faculty representative shall serve on the Executive Committee for more than 4 consecutive years.
- C) The Executive Committee shall have authority to appoint ad hoc committees, as needed, to implement the functions set forth in Paragraph II.

**VII) 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 Seventh College.

**VIII) ACADEMIC PLAN**

Changes in the Seventh College Academic Plan shall be approved for submission to the Academic Senate Undergraduate Council by a simple majority vote at a faculty meeting or by anonymous mail or electronic ballot, as deemed appropriate by the Executive Committee of the Faculty, provided the faculty has been notified of the proposed change at least five days of instruction prior to the vote. Mail or electronic ballots shall include arguments for and against any proposed changes.

**IX) 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.

**5.13 BYLAWS OF THE FACULTY OF THE SCHOOL OF PUBLIC HEALTH**

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**I) Functions**

All faculty of the School of Public Health (SPH), School of Medicine (SOM), and Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) are considered Health Sciences (HS) faculty and are thus subject to HS Bylaws.

The Faculty of the UC San Diego School of Public Health (SPH) shall govern and supervise the School (SBL 50). The Faculty shall be concerned with the academic programs, governance, and all related aspects of the School's academic environment. The Faculty shall authorize and supervise all courses and curricula for SPH program students and 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 UC San Diego. The Faculty shall be responsible for determining the conditions for admission, testing, and promotion of students, and determining the requirements for awarding the degrees offered in the School. The Faculty shall be responsible for and participate in selecting, training, and certifying students in SPH programs to either the Dean of Undergraduate Education or the Graduate Dean for degrees. The Faculty shall also be responsible for recommending to the President candidates for each degree.

The Faculty shall also participate in the training of other professionals.

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

**II) Membership**

The members of the SPH Faculty shall consist of:

A) Members of the Academic Senate who hold primary or secondary appointments in the School of Public Health:

- i) Ladder Rank
- ii) In Residence
- iii) Clinical "X"
- iv) Lecturers with Security of Employment, Lecturers with Potential Security of Employment (i.e., Teaching Professors)

B) NonSenate faculty who hold primary or secondary appointments in the School of Public Health:

- i) Adjunct
- ii) HS Clinical

**5.13 BYLAWS OF THE FACULTY OF THE SCHOOL OF PUBLIC HEALTH**

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- iii) Professor of Practice
  - iv) NonSalaried Adjunct: Not invited to regular meetings of the faculty and do not hold voting privileges.
  - v) Voluntary and NonSalaried HS Clinical: Not invited to regular meetings of the faculty and do not hold voting privileges.
  - vi) Unit 18 NonSenate Lecturers: Do not hold voting privileges.
- C) RTAD Senate and nonSenate faculty who hold active appointments in the School of Public Health.
- iii) Voting Membership
- Faculty as defined in Bylaw II shall have the privilege of voting, with the exceptions provided in Bylaw II and 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. 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 nonSenate 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, campus Graduate Council, or campus Undergraduate Council.
- IV) Officers
- Two SPH faculty members (at least one appointed in an Academic Senate title) will serve as representatives to the Health Sciences Faculty Council for a minimum term of one year.
- V) Meetings
- 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 except under need to address urgent issues. The number equal to 25% of the voting faculty shall be considered a quorum. In compliance with the desire of the SPH and HS faculty to take advantage of efficiencies where possible, meetings may be in conjunction with all of the HS Faculty or specific to the Faculty of the SPH.
- VI) Committees
- For all standing SPH committees of the Faculty, if not otherwise specified by the committee, a quorum shall consist of the next whole number of voting members above 50%.
- The standing committees of the Faculty shall consist of:

**5.13 BYLAWS OF THE FACULTY OF THE SCHOOL OF PUBLIC HEALTH**

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**A) Committee on Educational Policy (CEP)**

The Committee on Educational Policy shall consist of the Education Program Directors (or their designee as approved by the committee or the SPH Dean) and a minimum of three (3) and a maximum of four (4) at large members of the Faculty of the SPH who lead a course in the SPH programs. One member will serve as Chair (Senate Faculty only) by committee vote. Atlarge member positions will be filled by the Chair soliciting volunteers and nominations from the SPH Faculty and voted upon by the SPH Faculty and will serve staggered 3year terms. The Associate Dean for Education (or equivalent) will serve on the committee ex officio with no voting privileges.

The function of the Committee on Educational Policy shall be to represent the Faculty in all educational matters, especially regarding the determinations for the conditions for admission, curricula, testing, promotion of students, and awarding the degrees offered in the School and for review of continuing education programs 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.

CEP shall represent the Faculty in its role in all educational matters, especially regarding the curriculum for undergraduate, graduate, and continuing education and other aspects of educational policy. The committee is charged with continuous review and evaluation of admission requirements, curricula, testing, and requirements for promotion / advancement of students leading to the degrees offered within the School.

The Committee on Educational Policy shall appoint subcommittees as necessary to achieve its goals of review. The Committee on Educational Policy shall make recommendations to the Faculty of the School, regarding initiation or discontinuance of degree programs. The SPH Committee on Education reports to the HS Faculty Council for information or to resolve difficult problems, on request of more than one member of SPH CEP, or on matters that must be presented to the full HS Faculty. The Committee on Educational Policy shall establish liaison and coordination with the Academic Senate, Faculty Council, campus Graduate Council, campus Undergraduate Council, and appropriate student organizations.

**5.13 BYLAWS OF THE FACULTY OF THE SCHOOL OF PUBLIC HEALTH**

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**B) Committee on Academic Personnel (CAP)**

The SPH Committee on Academic Personnel (SPH CAP) shall consist of a Chair (Senate Faculty only), a Vice Chair, and at least three (3) members of the fulltime faculty, with consideration for representation across the Divisions / Departments. At least three (3) members of the committee must be members of the Academic Senate. The Chair and Vice Chair will be appointed by committee vote. For vacant positions, the SPH Faculty shall be asked for nominations, including selfnominations, by the committee Chair; candidates will be voted upon by the SPH Faculty. The members shall serve staggered 3year terms.

The SPH CAP will review SPH appointed faculty and nonfaculty academics (Project Scientist, Research Scientist, Academic Administrators, Academic Coordinators, and Specialists) files in the School for appraisals, accelerations, career reviews, promotions, terminations, and establishment of end dates for Senateseries appointees. SPH CAP will provide recommendation to the Faculty on reviewed files.

In addition, SPH CAP will review Health Sciences Clinical and Clinical X files in the SPH for appointments. The SPH CAP will not review Voluntary or nonSalaried HS Clinical files. The SPH CAP will make recommendations to the SPH Dean and Associate Dean for Academic Affairs (or equivalent) on academic personnel matters, including the establishment and revision, as necessary, of the criteria for appointment and advancement for faculty and academic appointees.

**C) Finance Committee**

The Faculty shall establish a Finance Committee to be advisory to the Dean in the areas of budget and fiscal planning. The committee will consist of four (4) members of the Faculty of the School with consideration for diversity and inclusion and the Assistant / Associate Dean for Administration (or equivalent), who will serve as an ex officio member without voting privileges. The Chair and Vice Chair will be appointed by committee vote. For vacant positions, the SPH Faculty shall be asked for nominations and selfnominations by the committee Chair and the Dean; candidates will be voted upon by the SPH Faculty. The members shall serve staggered 3year terms.

**D) Ad Hoc Committees**

The Faculty may appoint ad hoc committees for specific purposes and identified shortterm needs.

**VII) Participation of the Administration on Committees**

The Dean of the SPH may appoint and revoke the appointment of members of their staff to serve on each Committee of the Faculty of the SPH (without voting privileges unless otherwise indicated). These appointments shall be made annually in consultation with the Chairs of the respective committees. Ex officio membership of the Assistant / Associate Dean for Administration (or equivalent) on the Finance Committee is not subject to revocation of appointment by the Dean.

**5.13 BYLAWS OF THE FACULTY OF THE SCHOOL OF PUBLIC HEALTH**

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**VIII) Participation of Students on SPH Committees**

Students play a major role in their own education; therefore, students in good standing may be appointed by their Class Steering Committee, or other duly constituted body, representing students as nonvoting members of the SPH Committee on Educational Policy or ad hoc committees that directly affect students as deemed appropriate by the SPH Dean or committee Chair. Each committee shall determine the number of student members to maintain appropriate participation.

The privilege of voting on a SPH Committee may be awarded each year to student members on the basis of a majority vote by the faculty members of that committee. 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 nonSenate members may only vote on questions that will be referred for final Senate action to another Senate agency, such as the HS/Faculty Council, the campus Graduate Council, or the campus Undergraduate Council.

**IX) Elections**

Elections of Officer representatives to the Health Sciences Faculty Council will be by vote of the Faculty.

**X) Amendments**

Initiative for amendments to these bylaws may be taken by the Faculty. Initiative for amendment of these Bylaws may be advanced by petition signed by five or more members of the Faculty of the SPH. 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 twothirds majority vote of the Faculty by mail or electronic ballot.

No change in these 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.

**5.14 BYLAWS OF THE FACULTY OF EIGHTH COLLEGE [En 11/28/23]**

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**I) MEMBERSHIP**

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

Eighth College is committed to being in conversation with local communities to inform and shape the implementation of its mission. As such, due to the unique nature of the College surrounding community partnership, involvement, related to areas that directly impact their work with students, will also be extended to community stakeholders.

**II) FUNCTION**

The faculty shall be concerned with the academic program of Eighth College and all aspects of the college that bear directly on that program.

**III) FACULTY MEETINGS**

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

**IV) QUORUM**

The presence of 20 percent of the membership or ten members of the faculty, whichever is the smaller, shall constitute a quorum.

**V) OFFICERS**

Chair

A member of the Faculty of Eighth College shall be elected by the Faculty to serve as Chair of the Faculty for a one-year term beginning September 1. Elections may be by mail or electronic ballot. Nominations for election as Chair of the Faculty shall be solicited from the Faculty in the Spring of each year. The Chair of the Faculty shall preside at all meetings of the Faculty and of the Executive Committee.

Secretary

The Chair shall request that the Provost appoint a person from the administrative staff of the College who is not a member of the Faculty to serve as Secretary of the Faculty and be responsible for recording and distributing minutes.

**VI) COMMITTEES**

**5.14 BYLAWS OF THE FACULTY OF EIGHTH COLLEGE [En 11/28/23]**

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- A) The Executive Committee of the Faculty of Eighth College shall consist of the Chair of the Faculty, the Provost, and five additional elected faculty representatives. Both the Provost and the Chair serve as ex officio members. In addition, two Eighth College students shall be appointed annually to serve one- year terms as non-voting members of the Executive Committee. The College Deans may also serve as non-voting ex officio members of the Executive Committee.
- B) The elected faculty representatives to the Executive Committee normally shall serve two-year terms, with elections staggered so that at least one member remains in office for another year. Nominations for faculty representatives shall be solicited from the Faculty in the Spring of each year, generally at the same time as nominations for the Chair of the Faculty. Whenever possible the faculty representatives shall be from different academic areas (e.g., humanities, social sciences, fine arts, physical sciences, etc.), and no two elected faculty representatives shall be from the same academic department. If any vacancy occurs through death, resignation or otherwise before the expiration of the two-year term, the faculty representative elected to fill the vacancy shall serve for the unexpired term. No elected faculty representative shall serve on the Executive Committee for more than 4 consecutive years.
- C) The Executive Committee shall have authority to appoint ad hoc committees, as needed, to implement the functions set forth in Paragraph II.
- D) Community stakeholders will be involved in targeted areas where their input is most needed, particularly around the Engagement component for Eighth College.

**VII) 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 Eighth College.

**VIII) ACADEMIC PLAN**

Changes in the Eighth College Academic Plan shall be approved for submission to the Academic Senate Undergraduate Council by a simple majority vote at a faculty meeting or by anonymous mail or electronic ballot, as deemed appropriate by the Executive Committee of the Faculty, provided the faculty has been notified of the proposed change at least five days of instruction prior to the vote. Mail or electronic ballots shall include arguments for and against any proposed changes.

For decisions related to community partnerships, community involvement will occur on an issue-to-issue basis, as decided by the Executive Committee of the Faculty and in consultation with community members.

**IX) 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.