

# UNIVERSITY OF CALIFORNIA



## DIVISION MEETING OF THE MERCED ACADEMIC SENATE

THURSDAY, MAY 1, 2014

3:00-5:00 p.m.

Chancellor's Conference Room

232 Kolligian Library

### ORDER OF BUSINESS

- I. ANNOUNCEMENTS** **40 min**
- A. Division Chair Ignacio López-Calvo
  - B. Chancellor Dorothy Leland
  - C. Provost and Executive Vice-Chancellor Thomas W. Peterson
- II. CONSENT CALENDAR**
- A. Approval of the Draft Minutes of the November 19, 2013 Meeting (**forthcoming**)
  - B. Approval of revisions to [UC Merced Regulation](#) 70.2 (Course Drop Policy) (**pp. 5-10**)
  - C. Approval of revisions to UC Merced Regulations- Incomplete Grade Policy (**pp. 11-14**)
- III. DISCUSSION ITEMS** **30 min**
- Proposed Revisions to the Merced Regulations (**pp. 15-40**) *Vice-Chair Peter Vanderschraaf & GC Chair Leppert*
- The proposed changes to Division Regulations codify Graduate Council approved policies for graduate education. These changes are in response to a single recommendation from WASC (**pp. 41-44**). As a result CRE is proposing additions to the Merced Regulations.
- IV. 2014-2015 DIVISION CHAIR, VICE CHAIR, AND SECRETARY/PARLIAMENTARIAN** **10 min**
- CoC Chair LiWang*
- V. STANDING COMMITTEE REPORTS** **30 min**
- [Committee on Academic Planning and Resource Allocation](#), Chair Anne Kelley (oral)
  - [Committee on Academic Personnel](#), Vice Chair David Kelley (oral)
  - [Committee on Committees](#), Chair Patricia LiWang (oral)
  - [Committee on Research](#), Chair Ruth Mostern (oral)
  - [Committee on Rules and Elections](#), Vice Chair Vanderschraaf (oral)
  - [Faculty Welfare, Diversity and Academic Freedom](#), Chair Rudy Ortiz (oral)
  - [Graduate Council](#), Chair Valerie Leppert (oral)
  - [Undergraduate Council](#), Chair Jay Sharping (oral)

**VI. PETITIONS OF STUDENTS**

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

**IX. SENATE AWARDS** -*Division Chair López-Calvo*

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Agenda items deemed non-controversial by the Chair and the Vice Chair of the Division, in consultation with the Divisional Council, may be placed on a Consent Calendar under Special Orders. Should the meeting not attain a quorum, the Consent Calendar would be taken as approved. (Quorum = the lesser of 40% or 50 members of the Division.) At the request of any Divisional member, any Consent Calendar item is extracted for consideration under “New Business” later in the agenda.

Rick Dale  
Secretary/Parliamentarian

## **Glossary of Senate Acronyms**

|         |   |
|---------|---|
| BOARS   | Board of Admissions and Relations with Schools              |
| CCGA    | Coordinating Committee on Graduate Affairs                  |
| UCAF    | University Committee on Academic Freedom                    |
| UCAP    | University Committee on Academic Personnel                  |
| UCAAD   | University Committee on Affirmative Action and Diversity    |
| UCCC    | University Committee on Computing and Communications        |
| UCEP    | University Committee on Educational Policy                  |
| UCOC    | University Committee on Committees                          |
| UCORP   | University Committee on Research Policy                     |
| UCFW    | University Committee on Faculty Welfare                     |
| UCIE    | University Committee on International Education             |
| UCOLASC | University Committee on Library and Scholarly Communication |
| UCPB    | University Committee on Planning and Budget                 |
| UCOPE   | University Committee on Preparatory Education               |
| UCPT    | University Committee on Privilege and Tenure                |
| UCRJ    | University Committee on Rules and Jurisdiction              |

## 2013-2014 SENATE COMMITTEE ASSIGNMENTS

### **DIVISION COUNCIL**

Ignacio López-Calvo, Chair (SSHA), COUNCIL  
Jian-Qiao Sun, Vice Chair (SOE)  
Rick Dale, CRE Chair, Secretary/Parliamentarian (SSHA)  
Jay Sharping, UGC Chair (SNS)  
Patricia LiWang, CoC Chair (SNS)  
Theofanis "Fanis" Tsoulouhas, CAP Member (SSHA)  
Valerie Leppert, GC Chair (SOE)  
Anne Kelley, CAPRA Chair (SNS)  
Rudy Ortiz, FWDAF Chair (SNS)  
Ruth Mostern, COR Chair (SSHA)  
Paul Maglio, At-Large (SOE) Assembly  
Robin DeLugan, At-Large (SSHA) Assembly Alternate

### **COMMITTEE ON ACADEMIC PERSONNEL**

Raymond Gibbs, Chair (UC Santa Cruz)  
David Kelley, Vice Chair (SNS), UCAP  
Theofanis "Fanis" Tsoulouhas (SSHA)  
Michelle Yeh (UC Davis)  
Gary Jacobson (UC San Diego)  
Richard Regosin (UC Irvine)  
John Leslie Redpath (UC Irvine)  
Rajiv Singh (UC Davis)

### **COMMITTEE ON ACADEMIC PLANNING AND RESOURCE ALLOCATION**

Anne Kelley, Chair (SNS), UCPB  
Mukesh Singhal, Vice Chair (SOE)  
Jan Wallander (SSHA)  
Marilyn Fogel (SNS)  
Jian-Qiao Sun, Senate Vice Chair, (SOE)  
Joshua Viers (SOE)

### **COMMITTEE ON COMMITTEES**

Patricia LiWang, Chair (SNS), UCOG  
Ashlie Martin, Vice Chair (SOE)  
Ajay Gopinathan, (SNS)  
Kara McCloskey (SOE)  
Linda Cameron (SSHA)  
Erik Menke, (SNS)  
Kevin Mitchell (SNS)  
Jinah Choi (SNS)

### **COMMITTEE ON RESEARCH**

Ruth Mostern, Chair (SSHA), UCORP & UCOLASC  
Roummel Marcia, Vice Chair (SNS)  
David Noelle (SSHA)  
Jason Hein (SNS)  
YangQuan Chen (SOE)  
*Ex-Officio:* Samuel Traina, VC for Research

### **COMMITTEE ON RULES AND ELECTIONS**

Rick Dale, Chair (SSHA), UCRJ  
Peter Vanderschraaf, Vice Chair (SSHA)  
Paul Almeida (SSHA)

### **FACULTY WELFARE, DIVERSITY AND ACADEMIC FREEDOM**

Rudy Ortiz, Chair (SNS), UCAAD  
Linda Cameron, Vice Chair (SSHA), UCFW  
Shawn Newsam (SOE)  
Sean Malloy (SSHA), UCAF  
Tanya Golash-Boza (SSHA)  
Asmeret Asefaw Berhe (SNS)  
*Ex-Officio:* David Ojcius, VP for Academic Personnel

### **JOINT UGC/GC PROGRAM REVIEW COMMITTEE**

Gregg Camfield, Chair (SSHA)  
Virginia Adan-Lifante (SSHA)  
Mike Dawson (SNS)  
Jeff Gilger (SSHA)  
Mukesh Singhal (SOE)  
*Ex-Officio:* Laura Martin, ALO and Coordinator of Institutional Assessment

### **PRIVILEGE AND TENURE**

Robert Hillman, Chair (UC Davis), UCPT  
Jodie Holt (UC Riverside)  
Tom Joo (UC Davis)

### **UNDERGRADUATE COUNCIL**

Jay Sharping, Chair (SNS), UCEP  
Jack Vevea, Vice Chair (SSHA), BOARS  
Virginia Adan-Lifante (SSHA), UCIE  
Teamrat Ghezzehei (SNS)-Fall only  
Florin Rusu (SOE)  
Kelvin Lwin (SOE)  
Anne Zanzucchi (SSHA)  
Elliott Campbell (SOE)  
Carrie Menke (SNS)  
*Ex Officio:* Jane Lawrence, VC Student Affairs  
Elizabeth Whitt, VP and Dean of Undergraduate Education  
*Liaisons:* Suzanne Sindi (SNS), UCOPE

### **GRADUATE COUNCIL**

Valerie Leppert, Chair (SOE), CCGA  
Kathleen Hull, Vice Chair (SSHA)  
Erin Johnson (SNS)  
Sayantani Ghosh (SNS)  
Sachin Goyal (SOE)  
Paul Almeida (SSHA)  
*Ex Officio:* Chris Kello, Acting Dean of the Graduate Division

## UC Merced Regulation 70.2- Course Drop Policy

**Rationale:** The Course Drop Policy was approved by UGC in April 13, 2006 and sent to the Committee on Rules and Elections for forwarding to UCR&J. As the Division archives do not clarify if a formal UCM Division approval ever took place and UCR&J approved the revisions on February 19, 2014, CRE has placed this item on the consent calendar. The policy synchronizes the deadline to drop courses with the deadline to add courses at the end of the third week of instruction.

### Current language on the Division Regulations:

#### B. Dropping a Course

During the first four weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the fourth week of instruction and until the end of the tenth week of instruction (close of business on the Friday of that week), a student may drop for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Dean of the school with which the student is affiliated, provided: (1) the student is not on special probation (i.e. students who have successfully appealed disqualification), (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and Dean), and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4th and 10th weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note; recent death in the immediate family or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition that is approved by the dean of the school with which the student is affiliated.

All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the fourth week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear under the course grade on the student's permanent transcript. Courses in which a "W" has been entered on a student's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student's progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the fourth week of instruction. It does not indicate whether the student was passing or failing. (Am 22 May 08)

### Proposed Revisions:

#### B. Dropping a Course

During the first ~~four~~ **three** weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the ~~four~~ **third** week of instruction and until the end of the tenth week of instruction (~~close of business on the Friday of that week~~), a student may drop for emergency reasons or for good cause with the signed approval of the instructor of

record and confirmed by the Dean of the school with which the student is affiliated, provided: (1) the student is not on special probation (i.e. students who have successfully appealed disqualification), (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and Dean), and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4th and 10th weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note; recent death in the immediate family or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition that is approved by the dean of the school with which the student is affiliated.

All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the ~~fourth~~ **third** week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear ~~under the course grade~~ on the student's permanent transcript. Courses in which a "W" has been entered on a student's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student's progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the ~~fourth~~ **third** week of instruction. It does not indicate whether the student was passing or failing. (Am 22 May 08)



UNIVERSITY COMMITTEE ON RULES AND JURISDICTION (UCR&J)  
Anne Slavotinek, Chair  
[slavotia@peds.ucsf.edu](mailto:slavotia@peds.ucsf.edu)

Assembly of the Academic Senate  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, CA 94607-5200  
Phone: (510) 987-9466  
Fax: (510) 763-0309

February 19, 2014

**IGNACIO LOPEZ-CALVO, CHAIR  
MERCED DIVISION**

**RE: Proposed Revisions to UC Merced Course Drop Policy (UCM Reg 70.2)**

Dear Ignacio,

The University Committee on Rules and Jurisdiction has evaluated the enclosed proposal from the Merced division to revise their Course Drop Policy (UC Merced Regulation 70.2), which, when summarized, determines that the deadline to drop courses will be synchronized with the deadline to add courses at the end of the third week of instruction. By a vote of 4-0-1, the committee finds that the proposed revisions are reasonable, do not "substantially affect[ ] more than one Division or the statewide University" and are consistent with policy.

Please let us know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Slavotinek".

Anne Slavotinek, UCR&J Chair

Copy: UCR&J  
Mary Gilly, Vice Chair, Academic Council  
Fatima Paul, Executive Director, UC Merced Academic Senate  
Martha Winnacker, Executive Director, Academic Senate

# UNIVERSITY OF CALIFORNIA, MERCED

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE ACADEMIC SENATE  
SUSAN AMUSSEN, CHAIR  
[samussen@ucmerced.edu](mailto:samussen@ucmerced.edu)

UNIVERSITY OF CALIFORNIA, MERCED  
5200 NORTH LAKE ROAD  
MERCED, CA 95343  
(209) 228-7954; fax (209) 228-7955

May 22, 2012

**UC MERCED REGISTRAR LAURIE HERBRAND**

**RE: COURSE DROP POLICY**

At its meeting on May 16, 2012, the Division Council reviewed the proposed changes to the Course Drop Policy (UC Merced Regulation 70.2) and unanimously approved it for implementation in the fall 2012 semester.

Sincerely,

A handwritten signature in cursive script that reads "Susan Amussen".

Susan Amussen  
Chair

cc: Divisional Council  
Senate Executive Director Susan Sims



# UNIVERSITY OF CALIFORNIA, MERCED

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SANTA BARBARA • SANTA CRUZ

ACADEMIC SENATE, MERCED DIVISION  
UNDERGRADUATE COUNCIL (UGC)  
GREGG CAMFIELD, CHAIR  
[gcamfield@ucmerced.edu](mailto:gcamfield@ucmerced.edu)

UNIVERSITY OF CALIFORNIA, MERCED  
5200 NORTH LAKE ROAD  
MERCED, CA 95343  
(209) 228-7930; fax (209) 228-7955

**May 4, 2012**

**To: Susan Amussen, Chair, Divisional Council**

**Re: Proposed Changes to the Course Drop Policy (UCM Regulation 70.2)**

At its meeting on April 25, 2012, UGC considered the Registrar's proposal to revise the Course Drop Policy (Senate Regulation 70.2). UGC had no concerns about the proposal and unanimously approved the proposed changes effective Fall 2012.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregg Camfield".

Gregg Camfield  
Vincent Hillyer Professor of Literature  
Chair, Undergraduate Council

Copy: UGC Members  
Registrar  
DivCo Members  
Senate Office

Encl. (1)



To: Senate Chair Susan Amussen
From: Laurie Herbrand, University Registrar
Date: March 24, 2012
Subject: Proposal for Course Drop Policy (UC Merced Regulation 70.2) Revision Effective Fall 2012

Thank you for considering this proposal to revise the course drop policy. School Advising representatives and the Vice Provost for Undergraduate Education as well as representatives from Financial Aid and Scholarship, Institutional Planning and Analysis, and the Students First Center support the proposal, since it will clarify the course schedule change process for students and enhance student support services and business processes.

Proposal: Synchronize the deadline to drop courses with the deadline to add courses at the end of the third week of instruction (Census). When UC Merced opened in 2005, the deadline to drop courses was at the end of the third week of instruction (Census). Effective Fall 2006 Undergraduate Council changed the deadline to drop courses to the fourth week of instruction.

Rationale: The present discrepancy between the last day to add courses (end of the third week) and the last day to drop courses (end of the fourth week):

- Confuses students
Creates challenges for students who want to drop a class during the fourth week and realize too late that they can no longer add another course in its place
Creates open seats during the fourth week of instruction that students could have added if the seats would have been available during the previous week when course additions were allowed
Results in issues for financial aid recipients who drop courses after the third week (Census), are no longer enrolled full time, and no longer meet Satisfactory Academic Progress
Produces inconsistent enrollment data that the Office of the Registrar and Institutional Planning and Analysis report to the University of California Office of the President. Student data reported at the end of the third week (Census) reflects inaccurate enrollments, since course drop activity has not yet ended

Proposed changes to the present policy are noted below. Please let me know if you have any questions or concerns.

cc: Fatima Paul, Principal Analyst, Academic Senate

\*\*\*\*\*

70. COURSE SCHEDULE CHANGES

2. Dropping a Course

a. During the first ~~threefour~~ weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the ~~thirdfourth~~ week of instruction and until the end of the tenth week of instruction (~~close of business on the Friday of that week~~), a student may drop for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the dean of the school with which the student is affiliated, provided: (1) the student is not on special probation (i.e. students who have successfully appealed disqualification), (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and dean), and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4th and 10th weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note; recent death in the immediate family or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition that is approved by the dean of the school with which the student is affiliated.

b. All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the ~~thirdfourth~~ week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear ~~under the course grade~~ on the student's permanent transcript. Courses in which a "W" has been entered on a student's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student's progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the ~~thirdfourth~~ week of instruction. It does not indicate whether the student was passing or failing.

## UC Merced Regulations- Incomplete Grade Policy

**Rationale:** On April 13, 2006, UGC approved changes to the Incomplete Grade Policy and sent it to the Committee on Rules and Elections for forwarding to the UCR&J (Universitywide Committee on Rules and Jurisdiction). The Merced Division archives do not clarify if a formal UCM Division approval ever took place so this item is placed on the May 1 agenda consent calendar. The revised language includes important steps to ensure the Incomplete process is clear for the UC Merced community which have been effective since 2006.

### Current language on the Division Regulations:

#### C. Incomplete (I)

The grade of I may be assigned when the instructor determines that a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. (Good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity.) It is the student's responsibility to obtain written permission from the instructor to receive an I grade as opposed to a nonpassing grade. The Incomplete petition is available from the Registrar and it must be filed prior to the end of the final examination period.

If an I grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. Once an I grade is assigned, it remains permanently on the transcript along with the passing grade students may later receive for that course.

I grades are not counted in computing the grade point average. An I grade received in the fall term must be replaced by the first day of instruction in the following fall term. An I grade received in the spring or summer terms must be replaced by the first day of instruction in the following spring term.

Except as noted below, any I grade that has not been replaced within the above deadlines will be converted to grade F (or NP/U if taken passed/not passed). After that time, but not retroactively, the grade is counted in computing a student's grade-point average.

Exception: If a degree is conferred before the end of the above deadlines following the assignment of an I grade, the grade will not be converted to an F (or NP/U). However,

### Proposed Revisions to the Division Regulations:

#### C. Incomplete (I)

The grade of I may be assigned when the instructor determines that a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. (Good cause may include current illness,

serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity.) It is the student's responsibility to obtain written permission from the instructor to receive an I grade as opposed to a nonpassing grade. **An Incomplete form is available from the Office of the Registrar's website and must be filed prior to the end of the final examination period. If, however, extenuating circumstances exist where submission of the I grade form is not possible before the end of the final examination period, an instructor may submit an I grade, but the form, including student and instructor signatures, must be submitted to the Office of the Registrar before the first day of instruction of the next semester (which would include the summer sessions). If the form is not received by the Office of the Registrar before the first day of instruction of the next semester, then the I grade will revert to an F, NP or U.**

If an I grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. Once an I grade is assigned, it remains permanently on the transcript along with the passing grade students may later receive for that course.

I grades are not counted in computing the grade point average. An I grade received in the fall term must be replaced by the first day of instruction in the following fall term. An I grade received in the spring or summer terms must be replaced by the first day of instruction in the following spring term.

Except as noted below, any I grade that has not been replaced within the above deadlines will be converted to grade F (or NP/U if taken passed/not passed). After that time, but not retroactively, the grade is counted in computing a student's grade-point average.

Exception: If a degree is conferred before the end of the above deadlines following the assignment of an I grade, the grade will not be converted to an F (or NP/U). However, the student still has the option of removing the I grade within the above deadlines.

### **Grade I (Incomplete) (from the Catalog)**

The grade of I may be assigned when the instructor determines that a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause (good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity). It is the student's responsibility to obtain written permission from the instructor to receive an I grade as opposed to a

non-passing grade. An Incomplete form is available from the Office of the Registrar's website and must be filed prior to the end of the final examination period. If, however, extenuating circumstances exist where submission of the I grade form is not possible before the end of the final examination period, an instructor may submit an I grade; however, the form, including student and instructor signatures, must be submitted to the Office of the Registrar before the first day of instruction of the next semester (which would include the summer sessions). If the form is not received by the Office of the Registrar before the first day of instruction of the next semester, then the I grade will revert to an F, NP, or U.

If an I grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students cannot re-enroll in the course to complete an I grade. Doing so would result in the course being recorded twice on the transcript.

I grades are not counted in computing the grade point average.

An I grade received in the fall term must be replaced by the first day of instruction in the following fall term. An I grade received in the spring or summer terms must be replaced by the first day of instruction in the following spring term.

Except as noted below, any I grade that has not been replaced within the deadlines will revert to an F, NP, or U. The grade will retroactively be counted in computing a student's grade point average.

Filing a Declaration of Candidacy with an outstanding Incomplete

grade on your record or with outstanding transfer work may prevent degree conferral, and you will be required to re-file for a later term.

Exception: If a degree is conferred before the end of the deadlines above following the assignment of an I grade, the grade will not be converted to an F, NP, or U. However, the student still has the option of removing the I grade within the deadlines above. Students with 15 or more units of I on their record may not register without permission of the appropriate dean.



**MEMORANDUM**

**TO:** Ignacio Lopez-Calvo, Chair of the Academic Senate  
Dejeune Shelton, Executive Director of the Academic Senate

**FROM:** Laurie Herbrand, University Registrar

**RE:** Incomplete (I) Policy

**DATE:** March 27, 2014

In researching the UC Merced Incomplete (I) policy, Office of the Registrar staff found that a policy change UGC approved on April 13, 2006 is not reflected in the UC Merced Regulations at <http://senate.ucmerced.edu/bylaws-and-regulations>. Please update the policy language to include the highlighted and underlined text below. This language outlines important steps to ensure the Incomplete process is clear for UC Merced students, faculty, and staff.

If I can assist with additional information, please let me know. Thank you for considering and expediting this request.

\*\*\*\*\*

**C. Incomplete (I)**

*The grade of I may be assigned when the instructor determines that a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. (Good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity.) It is the student's responsibility to obtain written permission from the instructor to receive an I grade as opposed to a nonpassing grade. **An Incomplete form is available from the Office of the Registrar's website and must be filed prior to the end of the final examination period. If, however, extenuating circumstances exist where submission of the I grade form is not possible before the end of the final examination period, an instructor may submit an I grade, but the form, including student and instructor signatures, must be submitted to the Office of the Registrar before the first day of instruction of the next semester (which would include the summer sessions). If the form is not received by the Office of the Registrar before the first day of instruction of the next semester, then the I grade will revert to an F, NP or U.***

*If an I grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. Once an I grade is assigned, it remains permanently on the transcript along with the passing grade students may later receive for that course.*

*I grades are not counted in computing the grade point average. An I grade received in the fall term must be replaced by the first day of instruction in the following fall term. An I grade received in the spring or summer terms must be replaced by the first day of instruction in the following spring term.*

*Except as noted below, any I grade that has not been replaced within the above deadlines will be converted to grade F (or NP/U if taken passed/not passed). After that time, but not retroactively, the grade is counted in computing a student's grade-point average.*

*Exception: If a degree is conferred before the end of the above deadlines following the assignment of an I grade, the grade will not be converted to an F (or NP/U). However, the student still has the option of removing the I grade within the above deadlines.*

*Students with 15 or more units of I on their record may not register without permission of the appropriate Dean.*



OFFICE OF THE REGISTRAR  
UNIVERSITY OF CALIFORNIA, MERCED  
PO BOX 2039  
MERCED, CALIFORNIA 95344-0039  
(209) 724-4400

March 13, 2006

Mike Colvin, Chair, Undergraduate Council  
Shawn Kantor, Chair, Graduate Council

Re: I-Grade Policy and Procedure Revision

Below is the text in question related to "I" grade policy and procedure.

**"It is the student's responsibility to obtain written permission from the instructor to receive an "I" grade as opposed to a non-passing grade. An incomplete petition is available from the Office of the Registrar's website and must be filed prior to the end of the final examination period."**

I would like to request that the following notation be added to the "I" grade policy to allow greater flexibility in the submission, processing, and eventual resolution for "I" grades at UC Merced.

**If, however, extenuating circumstances exist where submission of the "I" grade petition is not possible before the end of the final examination period, an instructor may submit an "I" grade, but the petition, including student and instructor signatures, must be submitted to the Office of the Registrar *before* the first day of instruction of the next semester (which would include the summer sessions). If the petition is not received by the Office of the Registrar *before* the first day of instruction of the next semester, then the "I" grade will revert to an "F".**

If you have any questions regarding this matter, please don't hesitate to email me at [kkuo@ucmerced.edu](mailto:kkuo@ucmerced.edu) or call at 209-381-7641.

Sincerely,

Kent Kuo  
University Registrar and Associate CIO

cc: Jane Lawrence, Vice Chancellor, Student Affairs



# UNIVERSITY OF CALIFORNIA, MERCED

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ACADEMIC SENATE, MERCED DIVISION  
COMMITTEE ON RULES & ELECTIONS (CRE)  
Rick Dale, CHAIR

UNIVERSITY OF CALIFORNIA,  
5200 NORTH LAKE ROAD  
MERCED, CA 95343  
(209) 228-6312

**Date:** April 11, 2014

**To:** Ignacio López-Calvo, Chair, Academic Senate; Divisional Council (DivCo)  
Chairs of Standing Committees of the Merced Division

**From:** Rick Dale, Chair, Committee on Rules & Elections (CRE)

**Re:** Proposed Revisions to Division Regulations

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CRE was asked to consider Graduate Council suggestions for revising our Division Regulations, primarily in the form of codifying Graduate Regulations. These are especially important because of requests from WASC. In reviewing these suggestions, CRE did not identify any concerns regarding systemwide compliance. The sole point of discussion raised by one CRE committee member was to consider consistently extending a graduate student's committee membership to non-UC faculty, as well. Some students, at any stage of graduate education, may be interested in including faculty at other campuses outside the UC system (this is noted on p. 13 for Master's and p. 18 for Doctoral). This was raised primarily in the context of PhD-level training, where this need may be more likely to arise.

Other than this, CRE noted a number of formatting issues with the proposed revisions, but according to our bylaws (II.III.6.B.1), it is within CRE's charges to make these minor revisions without Senate-wide action or voting. This formatting may include renumbering of the Bylaws and Regulations to make them consistent and coherent with systemwide and other campuses. For this reason, we will not delay forwarding the revisions along for consideration of the Standing Committees of the Merced Division, and can make these minor changes "offline."

**CC:** CRE Members



ACADEMIC SENATE, MERCED DIVISION  
GRADUATE COUNCIL (GC)  
VALERIE LEPPERT, CHAIR

UNIVERSITY OF CALIFORNIA, MERCED  
5200 NORTH LAKE ROAD  
MERCED, CA 95343  
(209) 228-6312

**April 7, 2014**

**To: Rick Dale, Chair, Committee on Rules and Elections (CRE)**

**From: Valerie Leppert, Chair, Graduate Council (GC)**

**Re: GC proposed changes to the Division Regulations**

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In response to WASC's request, the Graduate Council has proposed changes to Division Regulations that codify Graduate Council approved policies for graduate education. On April 2, 2014, Graduate Council unanimously endorsed the proposed revisions. A track changes copy with Graduate Council's recommendations is enclosed. The Council's explanatory comments on the significant formatting changes proposed, along with an explanation of where the new parts related to graduate education came from, are summarized below.

### **Formatting**

Several changes are proposed to the formatting of the Division Regulations in order to help enable inclusion of graduate regulations and expedite future reviews. The proposed general formatting is based on UC Irvine's Division Regulations. The proposed numbering will necessitate further review and formal recommendation by CRE. The following changes are proposed:

1. Regulations are setup in Parts I-IV and Sections:
  - Part I: General Regulations (slight modifications proposed based on current policy)
  - Part II: General Regulations for Undergraduate Students (Formatting Modifications Only)
  - Part III: General Regulations for Graduate Students (NEW)
  - Part IV: Master's Requirements (NEW)
  - Part V: Doctor of Philosophy Requirements (NEW)
2. Currently approved Regulations can be found in Part 1 and II. Only two changes have been made to the language previously approved by the Division (Part I. Section 1.C – Incomplete and Part I. Section 1.F- Grade Satisfactory/Unsatisfactory).
3. The placement and numbering of approved regulations were moved in order to place items that were both connected and relevant to undergraduate and graduate students under general regulations (i.e. Part I. Section 2: Courses now has the following items Regulation 70-Course Schedule Changes and Repetition of Courses).

### **Proposed changes to approved language of the Division Regulations**

1. Part I: Section 1. Grades (Reg 70)
  - Credit towards Degree Requirements (pg. 1)- Suggest addition of language for graduate specific credit toward degree requirements. GC approved language used in the Graduate Policies and Procedures handbook (formerly Graduate Advisors Handbook) in AY 2007-2008.
  - Incompletes (pg. 2)- Suggest changes to language to indicate that Incomplete grades do not remain permanently on student transcripts as they will be replaced by another grade notation. Also suggest added language approved by GC that places limits on the time allowed for making up incomplete work and sets standards for how Incomplete grades are counted.
  - Passed/Not Passed (pg. 3)- Suggest added language that specifies that grade P/NP are not counted towards unit and degree requirements for any graduate program.
  - Grade Satisfactory/Unsatisfactory (pg. 4)- Suggest changes to language to reflect GC approved S/U assignment policies.
  
2. Part II: Undergraduate Students (Reg 55, Reg 65 and Reg 75)- Suggest adding “undergraduate” to every section that states student in order to remind readers that these regulations are pertinent to undergraduate students only.

### **New Proposed Graduate Specific Regulations (Part III-V)**

The additional graduate sections were requested by WASC; in the negotiations to obtain an expedited substantive change review process for new CCGA approved graduate programs arising from Emphases in the Interim Individualized Graduate Program.

*“UCM is encouraged to continue with the process to formalize its standards through establishing Merced Division Academic Senate regulations for graduate programs.”*

The language proposed in Part III, IV and V related to graduate education are directly from prior Graduate Council approved policies that were listed in the Graduate Policies and Procedures (formerly Graduate Advisors) Handbook. The first version of UCM Graduate Advisors Handbook was approved in AY 2006-2007 and was fashioned after UC Irvine's, which was reviewed and approved by CCGA. Graduate Council has annually reviewed the Graduate Policies and Procedures Handbook and made additional revisions.

Recent GC changes are listed below:

- Satisfactory/Unsatisfactory progress, changes last approved by GC on May 5, 2011
- Master's Course Requirements approved in AY 2011-2012. See GC April 10 memo to Grad Division.
- Outcome of critical exams approved AY 2012-2013. See GC May 2 memo to Graduate Group Chairs.
- Transfer of Credit clarification made in AY 2012-2013. See GC May 2 memo.

### **Recommendations:**

1. Appendices- Add appendices for policies that maybe revised often. Examples of possible policies to include in this section:
  - Policy for Thesis/Dissertation Embargoes approved 9/26/13
  - Grade Appeals

- Course Numbering and Approval Authorization
- Academic Honesty Policy
- Posthumous Degree Policy
- School Bylaws

CC: Committee on Rules and Elections  
Division Council  
Graduate Council  
Academic Senate Office

## REGULATIONS OF THE MERCED DIVISION

### PART I GENERAL REGULATIONS

#### **SECTION 1-1:** GRADES (Am 30 Jan 08)

**Comment [GCAlyst1]:** CRE will provide numbering that should be used.

#### A. Grading System

UC Merced's grading system is as follows.

- A Excellent
- B Good
- C Fair
- D Barely passing
- F Not passing
- P Passed (grade of C- or better by an undergraduate student)
- S Satisfactory (passed at a minimum level of B or better by a graduate student)
- NP Not passed (undergraduate only)
- U Unsatisfactory (graduate only)
- I Incomplete
- IP In progress
- W Withdrew
- NR No report (when an instructor fails to report a grade for a student)

##### a. Credit Toward Degree Requirements

Undergraduates: A course in which the grade A, B, C, D, P or S is received is counted toward degree requirements. A course in which the grade F or NP is received is not counted toward degree requirements. Grades of I or IP are not counted until such times as they are replaced by grades A, B, C, D, P or S.

Graduates: A course in which the grade A, B or S is received is counted toward degree requirements. A course in which the grade C, D, F, or U is received is not counted toward degree requirements. Grades I and IP are not counted until such time as they are replaced by grades A, B or S.

##### b. Grade Points

Grades of A, B, C and D may be modified by a plus (+) or minus (-). Grade points are assigned as follows: A+ = 4.0; A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = 0.7; F = 0.0; I = 0.0; P/NP = n/a. The grades P, S, NP, U, I, and IP carry no grade points and the units in courses so graded are excluded in determination of the grade-point average.

#### B. Change of Grade

All grades except Incomplete and In-Progress are considered final when assigned by an instructor at the end of a term. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed as a result of re-evaluation of a student's work. No final grade may be revised as a result of reexamination or the submission of additional work after the close of term.

### C. Incomplete (I)

The grade of I may be assigned when the instructor determines that a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. (Good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity.) It is the student's responsibility to obtain written permission from the instructor to receive an I grade as opposed to a nonpassing grade. The Incomplete petition is available from the Registrar and it must be filed prior to the end of the final examination period.

If an I grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. Once an I grade is assigned, it remains ~~permanently~~ on the transcript until replaced by another grade notation that along with the passing grade students may later receive for that course.

I grades are not counted in computing the grade point average. An I grade received in the fall term must be replaced by the first day of instruction in the following fall term. An I grade received in the spring or summer terms must be replaced by the first day of instruction in the following spring term.

Except as noted below, any I grade that has not been replaced within the above deadlines will be converted to grade F (or NP/U if taken passed/not passed). After that time, but not retroactively, the grade is counted in computing a student's grade-point average.

Exception: If a degree is conferred before the end of the above deadlines following the assignment of an I grade, the grade will not be converted to an F (or NP/U). However, the student still has the option of removing the I grade within the above deadlines.

Undergraduate students with 15 or more units of I on their record may not register without permission of the appropriate Dean.

For graduate students, the maximum amount of time that an instructor may allow for making up incomplete work is two semesters of enrollment, but stricter limits may be applied. The procedure is to process such requests with the approval of the Dean of the School in which the course was offered. If not made up within the time allowed, an I grade will be converted to an F

or U-. Ordinarily, I grades do not affect GPA. However, when computing GPA to determine whether the student meets the minimum GPA requirements for graduation (3.0), I grades are counted as "F." A graduate student with an I grade may proceed toward a degree only at the discretion of the Dean of the Graduate Division.

#### **D. In Progress (IP)**

For a course extending over more than one term, where the evaluation of the student's performance is deferred until the end of the final term, provisional grades of In Progress (IP) shall be assigned in the intervening terms. The provisional grades shall be replaced by the final grade, if the student completes the full sequence. The grade IP is not included in the grade-point average. If the full sequence of courses is not completed, the IP will be replaced by a grade of Incomplete. Further changes in the student's record will be subject to the rules pertaining to I grades.

#### **E. Passed/Not Passed (P/NP)**

Undergraduate students in good standing who are enrolled in at least 12 units may take certain courses on a Passed/Not Passed (P/NP) basis. Students may enroll in one course each term on a P/NP basis (two courses if they have not elected the P/NP in the preceding term).

Changes to and from the P/NP option must be made during the enrollment period. No changes can be made after the first two weeks of classes without the approval of the appropriate Dean.

The grade P is assigned for a letter grade of C- or better. If the student earns a grade of D+ or below, the grade will be recorded as NP. In both cases, the student's grade will not be computed into the grade point average. A student may not repeat on a P/NP basis a course that was previously taken on a letter-graded basis.

Credit for courses taken on a P/NP bases is limited to one-third of the total units taken and passed on the UC Merced campus at the time the degree is awarded.

A course that is required, or a prerequisite, for a student's major may be taken on a P/NP basis only upon approval of the Faculty. Academic Schools may designate some courses as Passed/Not Passed only. Students do not have the option of taking these courses for a letter grade.

For graduate students, the grade P is not considered as meeting the academic criteria for satisfactory progress, for university-administered fellowships, or for academic appointments/employment. A graduate student may elect P/NP grading for one course only (a maximum of 4 units) per semester. Under no circumstances will courses taken P/NP count toward unit and degree requirements for any graduate degree program.

## F. Grade Satisfactory/Unsatisfactory (S/U)

The grade of S is awarded to graduate students for work in graduate courses that otherwise would receive a grade of B or better.

Graduate students, under certain circumstances, may be assigned grades of S or U, but units earned in this way will not be counted in calculating the grade point average. A student cannot self-elect S/U grading. The S/U grading is assigned by the instructor and may be assigned to all participants in a graduate course with the approval of the Graduate Council. Petitions to elect S/U grading are available from the Graduate School's web site at gradstudies.ucmerced.edu and must be signed by the student's graduate advisor. Graduate students may petition to take no more than one course per semester on a S/U grading basis. A graduate course in which a C, D or F grade is received may not be repeated with the S/U option.

In specific approved courses, instructors will assign only Satisfactory or Unsatisfactory grades. Such courses count toward the maximum number of units graded S allowable toward the degree, as specified by each degree program.

**Comment [MC2]:** Grade Appeals: Should an appeal process be included as an appendix?

### SECTION 2: COURSES

#### 70. COURSE SCHEDULE CHANGES

##### A. Adding a Course

During the first week of instruction students may add a course(s) provided that space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction, students may add a class only with the permission of both the instructor and the appropriate Dean. A fee will be assessed for adding a course after the third week.

|   |  |
|---|--|
| <u>1<sup>st</sup> week</u>                  | <u>students may add if space available</u>                                     |
| <u>2<sup>nd</sup> - 3<sup>rd</sup> week</u> | <u>with instructor's approval</u>  |
| <u>after 3<sup>rd</sup> week</u>            | <u>fee assessed and only with instructor's and appropriate Dean's approval</u> |

##### B. Dropping a Course

During the first four weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the fourth week of instruction and until the end of the tenth week of instruction (close of business on the Friday of that week), a student may drop for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Dean of the school with which the student is affiliated, provided: (1) the student is not on special probation (i.e. students who have successfully appealed



disqualification), (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and Dean), and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4<sup>th</sup> and 10<sup>th</sup> weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note; recent death in the immediate family or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition that is approved by the dean of the school with which the student is affiliated.

All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the fourth week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear under the course grade on the student's permanent transcript. Courses in which a "W" has been entered on a student's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student's progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the fourth week of instruction. It does not indicate whether the student was passing or failing. (Am 22 May 08)

**AC. REPETITION OF COURSES**

**a. Undergraduate Students**

A student may repeat only those courses in which a grade of D, F, or Not Passed was received. Courses in which a grade of D or F has been earned may not be repeated on a Passed/Not Passed basis.

Repetition of a course more than once requires approval by the appropriate Dean in all instances. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

In computing grade point average of an undergraduate who repeats courses in which the student received a D or F, only the most recently earned grade and grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

**b. Graduate Students**

Courses in which a grade below a B, or a grade of U, was received may be repeated only once. Only the most recently earned grade will be used in computing the student's grade point average for the first 8 units of repeated graduate course work. Thereafter, both the earlier and later grades will be used. Graduate students who have repeated 8 or less units of upper division or graduate coursework are responsible for verification of their grade point averages.

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**Comment [GC3]:** Independent or Group Study Courses: Should the regulations for course numbering, and approval be included?

### SECTION 3: WITHDRAWAL FROM THE UNIVERSITY (W)

Students who find that they will not attend the University for a semester in which they have enrolled may cancel their registration only if instruction for that semester has not yet begun. To do so, they must formally request a cancellation of their registration from the Registrar's Office. If instruction has already begun and students find it necessary to stop attending *all* classes, they must formally request withdrawal from the University. When a completed withdrawal form is approved by the Dean of the School with which the student is affiliated, a W notation will be assigned for each course in which the student has been enrolled. Students also will not be eligible to re-enroll until they have been readmitted. Students who withdraw during a term must file a Notice of Cancellation/Withdrawal, available from the Office of the Registrar's website at registrar.ucmerced.edu. Before considering a complete withdrawal, students are urged to consult an academic advisor and the Office of Financial Aid and Scholarships, if appropriate, to consider the full implications of this action.

Please see the refund policies for specific details on refund rules. Students who fail to submit an approved petition for cancellation/withdrawal will receive F, NP or U grades, as appropriate, for all courses in which they are enrolled for that term.

## PART II. UNDERGRADUATE STUDENTS

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### 55SECTION 1. NORMAL PROGRESS TO DEGREE

UC Merced undergraduate degree programs are designed to be completed in 8 terms or 4 academic years. To meet the normal progress requirement, undergraduate students are expected to enroll in and pass an average of 15 credits per term, completing the 120 credits necessary for graduation in 4 years. The Registrar's Office and the appropriate Dean will ensure that students are making normal progress towards their degrees. Extensions of enrollment beyond 9 terms require the approval of the student's School. In order to remain in good standing, students must meet the minimum progress requirements of the campus. (See Section 65, Academic Probation and Dismissal.)

#### **A. Unit Conversion**

Unit credit earned by students on any campus of the University of California, while that campus is on a quarter calendar, will be equivalent to credit earned on the Merced Campus as follows: Each quarter unit is equivalent to two-thirds of a semester unit.

#### **B. Multiple Major Policy**

An ~~student~~ undergraduate student in good academic standing who wishes to declare more than one major must petition the undergraduate School(s) responsible for the majors and receive School Dean's (Deans') approval. A School Dean may deny the petition for the additional major(s) if it is determined by the School(s) that there is too much overlap in the proposed coursework to justify allowing the student to receive the additional major(s).

No more than 12 upper-division units (excluding units required for School and university-level general education) may be used to satisfy requirements for all majors simultaneously, whether these units are explicitly required by the majors or count as electives toward the majors.

Students must satisfy all requirements for each major, including general education requirements across Schools, if applicable. Coursework for the majors must be completed in 165 semester units or 11 semesters, whichever is greater, from the onset of college work, including AP and transfer credit.

Majors earned will be noted on the student's transcript and diploma. If the 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 the diploma. A student who has declared multiple majors may choose to graduate with fewer majors, but if so may not continue at the University to complete any remaining major(s).

## ~~60. REPETITION OF COURSES~~

### ~~Undergraduate Students~~

~~A student may repeat only those courses in which a grade of D, F, or Not Passed was received. Courses in which a grade of D or F has been earned may not be repeated on a Passed/Not Passed basis.~~

~~Repetition of a course more than once requires approval by the appropriate Dean in all instances. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.~~

~~In computing grade point average of an undergraduate who repeats courses in which the student received a D or F, only the most recently earned grade and grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.~~

## ~~65~~SECTION 2. ACADEMIC PROBATION, DISMISSAL, AND MINIMUM PROGRESS (Am 04 Mar 09)

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### **A. Academic Probation**

An undergraduate student is placed on academic probation if one of the following occurs:

- (1) The student's semester grade point average is less than 2.0,
- or
- (2) The student's cumulative University of California grade point average is less than 2.0.

Probation Status: Academic review occurs at the end of each academic semester. When a student is placed on academic probation, the university notifies the student, and the student's official transcript states "Academic Probation" for the affected semester. While on academic probation, the student is under the supervision of his/her School or advising unit.

Removal from Declared Major: A student on probation may be removed from a declared major or changed to Undeclared due to failure to meet the particular standards or fulfill specific requirements that the student's School may impose. If the student is removed from a declared major or changed to Undeclared, the student may apply to be reinstated to a School as follows:

*Lower Division Students* (fewer than 60 units earned at the end of the semester in which the student applies) must meet these requirements:

- a. Cumulative University of California grade point average of at least 2.0
- b. Current semester grade point average of at least 2.0
- c. Major grade point average of 2.0-2.5 (minimum varies by School)
- d. Completion of all lower division major courses with grades of C- or higher

*Upper Division Students* (greater than 60 units earned at the end of the semester in which the student applies) must meet the requirements listed above for Lower Division students and must also complete 8-16 units (minimum varies by School) of upper division major requirements.

Return to Good Standing: Once a student has met grade point average standards listed above, the student's academic status returns to regular academic standing.

### **B. Academic Dismissal**

An undergraduate student is subject to academic dismissal from the university if one of the following occurs:

- (1) The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0,
- or
- (2) The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

Academic Dismissal Appeals: A student not previously on probation who earns a semester grade point average below 1.5 is offered the opportunity to appeal dismissal. The student who is subject to academic dismissal and does not complete the appeal process as prescribed is automatically dismissed. The student whose appeal is approved returns on probation and is under the supervision of the appropriate School or advising unit.

Dismissal Status: When a student is academically dismissed, the university notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester.

Note: A student who is academically dismissed may return after fulfilling reinstatement requirements (see the [Reinstatement policy](#) on the Office of the Registrar website).

### C. Minimum Progress

An undergraduate student is subject to administrative probation if the student does not complete a minimum of 24 University of California units during an academic year, including summer.

Return to Good Standing: Once the student has completed 24 units during a subsequent academic year, the student's minimum progress status returns to good standing.

Note: Minimum unit completion does not apply to part-time students or to students who have a Dean's approval to carry fewer units than the minimum progress load (reasons may include medical disability, employment, a serious personal problem, a recent death in the immediate family, the primary responsibility for the care of a family, or a serious accident involving the student).

## 70. COURSE SCHEDULE CHANGES

### A. Adding a Course

~~During the first week of instruction students may add a course(s) provided that space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction, students may add a class only with the permission of both the instructor and the appropriate Dean. A fee will be assessed for adding a course after the third week.~~

- ~~— 1<sup>st</sup> week — students may add if space available~~
- ~~— 2<sup>nd</sup> — 3<sup>rd</sup> week — with instructor's approval~~
- ~~— after 3<sup>rd</sup> week — fee assessed and only with instructor's and appropriate~~

~~\_\_\_\_\_ Dean's approval~~

### **~~B. Dropping a Course~~**

~~During the first four weeks of instruction, students may drop a course or courses without paying a fee and without further approval. After the fourth week of instruction and until the end of the tenth week of instruction (close of business on the Friday of that week), a student may drop for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Dean of the school with which the student is affiliated, provided: (1) the student is not on special probation (i.e. students who have successfully appealed disqualification), (2) dropping the course would be to the educational benefit of the student (in the judgment of the instructor and Dean), and (3) the student is not being investigated for academic dishonesty in that course. Dropping between the 4<sup>th</sup> and 10<sup>th</sup> weeks will be approved only provided the student submits a written description of the special circumstances warranting this action; therefore students should continue to attend the course until their drop request is approved. Any request to drop beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note; recent death in the immediate family or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition that is approved by the dean of the school with which the student is affiliated.~~

~~All drops must be received by the Office of the Registrar by the deadlines specified. For students dropping after the fourth week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear under the course grade on the student's permanent transcript. Courses in which a "W" has been entered on a student's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student's progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the fourth week of instruction. It does not indicate whether the student was passing or failing. (Am 22 May 08)~~

### **~~C. Withdrawal from the University (W)~~**

~~Students who find that they will not attend the University for a semester in which they have enrolled may cancel their registration only if instruction for that semester has not yet begun. To do so, they must formally request a cancellation of their registration from the Registrar's Office. If instruction has already begun and students find it necessary to stop attending *all* classes, they must formally request withdrawal from the University. When a completed withdrawal form is approved by the Dean of the School with which the student is affiliated, a W notation will be assigned for each course in which the student has been enrolled. Students also will not be eligible to re-enroll until they have been readmitted. Students who withdraw during a term must file a Notice of Cancellation/Withdrawal, available from the Office of the Registrar's website at registrar.ucmerced.edu. Before considering a complete withdrawal, students are~~

~~urged to consult an academic advisor and the Office of Financial Aid and Scholarships, if appropriate, to consider the full implications of this action.~~

~~Please see the refund policies for specific details on refund rules. Students who fail to submit an approved petition for cancellation/withdrawal will receive F, NP or U grades, as appropriate, for all courses in which they are enrolled for that term.~~

### **SECTION 3. HONORS AT GRADUATION (SR 640)**

To be eligible for honors at graduation, an [undergraduate](#) student must have completed a minimum of 50 semester units at the University of California, of which a minimum of 43 units must have been taken for a letter grade and a minimum of 30 units must have been completed at UC Merced. The grade point average achieved must rank in the top 2 percent of the student's School for highest honors, the next 4 percent for high honors, and the next 10 percent for honors at graduation. The number of recipients eligible under these percentages shall be rounded up to the next higher integer. (En 30 Jan 08)

#### **Dean's Honor List**

Students will be eligible for the Dean's Honor List if they have earned in any one semester a minimum of 12 graded units with a 3.5 grade point average or better with no grade of I or NP. Dean's Honors are listed on student transcripts. Any student who has been found to violate the academic integrity policies during an academic year will not be eligible for the Dean's Honor List during that academic year. (En 11 Jun 08)

#### **Chancellor's Honor List**

Students who are placed on the Dean's Honor List for both semesters in a single academic year (fall and spring) will be placed on the Chancellor's Honor List for that academic year. (En 11 Jun 08)

## **PART III. GRADUATE STUDENTS**

### **SECTION 180. SATISFACTORY PROGRESS, UNSATISFACTORY PROGRES, AND ACADEMIC DISQUALIFICATION**

#### **A. Satisfactory Progress**

A graduate student is expected to maintain satisfactory progress toward an approved academic objective as defined by the faculty of the program, and in accordance with policies of the Graduate Council and the University. Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. Student records should be reviewed with special attention to the following criteria:

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- a. GPA - the student must maintain at least a 3.0 cumulative grade point average.
- b. Normal Time to Degree – the student must advance to candidacy and complete the degree within the limitations established by the Graduate Council.
- c. Grade Reports - all I, W, U, or NR grades should be reviewed and appropriate action taken as needed. Accumulation of no more than 8 units of combined Incomplete, Unsatisfactory, C or lower grades at any one time.
- d. P/NP - no courses graded "Pass" are to be included as part of the advanced degree program, nor are they to be considered as satisfying academic criteria for University-administered fellowships and academic appointments/employment.
- e. Enrollment Units - students must be enrolled for at least 8 graduate or upper-division units of credit each semester, including credit for supervised teaching and research, unless part-time status or a Planned Educational Leave Program (PELP) has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment in seven (7) or fewer units of credit toward the degree is expected each semester.
- f. Distribution of units - the number of upper-division and graduate-level units of credit completed toward degree requirements each semester should be at least eight and no more than 16 units, unless an exception has been approved in advance.
- g. Residency - time in residence prior to advancement to candidacy for the Ph.D. or professional doctorate degree should be within acceptable limits (ordinarily, no more than four years).

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Notices of potential unsatisfactory progress should be sent in writing to the student; a copy should also be retained in the Graduate Group files and another copy sent to the Graduate Dean. The written communication should include specific details on areas that require improvement, provide an outline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement.

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#### B. Unsatisfactory Progress

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A graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment and may not receive fellowship support or other awards. Criteria for determining unsatisfactory progress towards degree are outlined below.

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- a. An overall grade point average below 3.0; or
- b. A grade point average below 3.0 in two successive semesters; or
- c. Fewer than 8 units completed and applicable toward the advanced degree requirements in the last two semesters; or
- d. Failure to establish a GPA prior to the beginning of the third semester
- e. Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program or
- f. Failure to pass a required examination in two attempts; or
- g. Failure to progress academically within the Normal Time to Degree framework specified

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for the student's graduate program; or  
h. The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

### **C. Academic Disqualification**

Graduate students who fail to make satisfactory academic progress must be officially disqualified from the university in writing by UCM's Graduate Dean after consultation with the student's Graduate Group faculty. However, in those cases where the student and the Graduate Group mutually agree that the student will terminate their status as a graduate student (e.g., a decision to end graduate study with a Master's Degree or a decision to withdraw from graduate study for other reasons), then the Graduate Group and/or student may independently notify the other of this mutual agreement. In all such cases, the Graduate Division should receive a copy of this documentation between the graduate group and graduate student.

Upon recommendation of academic disqualification, the student's academic record is reviewed carefully by the Graduate Dean in consultation with the student's faculty graduate advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's unsatisfactory record, the Graduate Dean will notify the student of the impending action in writing, and will provide a reasonable opportunity for the student to alert the Graduate Dean as to erroneous information or academic records, to submit other relevant information or comments in writing, or to request a second review of their academic performance.

Appeals: Students will be given 30 days (from the date of the Graduate Dean's letter notifying them of the impending disqualification action) to respond in writing to the recommendation for disqualification. Student appeals will be considered only if based upon appropriate cause, such as: (1) procedural error; (2) judgments based on non-academic criteria; (3) apparent personal bias; (4) specific mitigating circumstances affecting academic performance; or (5) discrimination on the basis of race, gender, or handicap not pertaining to required academic performance. Following this period of time (30 days), if the student does not respond, a formal/final notice of academic disqualification will be sent to the student by the Graduate Dean.

Following final notice of disqualification, the student may appeal to the Graduate Dean only on the basis of procedural error. A graduate student who has been disqualified will not be allowed to register again without approval of the Graduate Group and the Graduate Dean.

## **SECTION 2. GENERAL REQUIREMENTS FOR GRADUATE DEGREES**

Most requirements for graduate degree programs are determined by the Graduate Group that offers the degree. However, the Graduate Council, on behalf of the Academic Senate, has approval authority over all graduate programs on the Merced campus. Graduate students

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must complete a minimum of 4 units of letter-graded coursework, either upper division or graduate-level, at some point prior to receiving a graduate degree at UC Merced.

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**A. Second Advanced Degrees**

If admitted for a second graduate degree, student will be held to all the usual degree requirements and University regulations pertaining to fees, examinations for advancement to candidacy, residency, etc. Courses already applied to any previously earned graduate degree cannot be applied toward the requirements of the second degree.

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**a. Second Master's Degree**

In accordance with the policy approved by the Graduate Council, the Graduate Dean has delegated the authority to admit students for a second Master's degree to the Graduate Groups. While official policy is to discourage duplication of degrees, graduate groups may allow more than one degree at the same level, including more than one academic or professional master's.

**b. Second Ph.D.**

Admissions for a second Ph.D. is rarely granted and must be handled as an exception to policy and approved by the Graduate Dean. All requests must be made in writing to the Dean and should include strong justification for admitting the applicant for a second Ph.D., as well as a statement assuring the Dean that the applicant's first Ph.D. is an unrelated area and that there will be no duplication or waiving of coursework.

**B. Transfer of Credit**

Transfer of credit toward master's degree requirements are governed by the University regulation and policy summarized in the Graduate Policies and Procedures Handbook. Courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UCM. However a course requirement may be waived if a similar course was taken at another institution.

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**SECTION 3. EXAMINATIONS**

**A. Scheduling of Examinations**

Ordinarily, examinations that are required for an advanced degree, including language and comprehensive examinations and qualifying or final examinations for the Ph.D. may be given only during an academic session for which the student has registered. However, with the approval of the graduate committee of the Graduate Group, such examinations may be given between the end of any academic session for which the student was registered and the beginning of the next regular academic session. In such cases, written notification of intent must be submitted to the Graduate Dean at least two weeks in advance of the exam.

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**B. Examination Results**

Examinations can result in either a pass, fail, or partial pass by unanimous consensus of the Examination Committee.

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**C. Repeat of Critical Examinations**

In accordance with Academic Senate policy, a graduate student shall have the option of taking a second examination in the event of unsatisfactory performance on a critical examination. Included are the Comprehensive Examination, Comprehensive Examination for Master's Degrees, the Ph.D. Qualifying Examination, the Ph.D. Candidacy Examination, and the Final Examination on the Ph.D. Dissertation. The second examination may have a format different from the first, but the substance should remain the same. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the Graduate Group committee and the Graduate Dean.

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**PART IV. MASTER'S DEGREE REQUIREMENTS**

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**SECTION 1. RESIDENCY REQUIREMENT**

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A minimum of two semesters in academic residence is required prior to the award of most master's degrees. A minimum period of study of one semester in-residence must intervene between formal advancement to candidacy and the conferring of the Master's degree (AR 686).

**SECTION 2. MASTER'S DEGREE REQUIREMENTS**

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The master's degree is attained by: Plan I, the Thesis option, or Plan II, the Comprehensive Examination option. A program may offer the option of one or both plans with the approval of the Graduate Council. Each of these plans has minimal coursework requirements, but programs may impose additional requirements.

Plan I (Thesis)

In addition to the thesis, a minimum of 24 semester units in approved courses is also required, at least 20 of which must be earned in 200 series graduate-level courses exclusive of credit given for thesis research and preparation. A general examination is also required.

Plan II (Comprehensive Examination)

In addition to the comprehensive examination, a minimum of 30 semester units in approved courses, at least 24 of which must be from graduate-level courses in the 200 series.

**SECTION 3. THESIS (PLAN I)**

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Under Plan I a thesis is required. A committee of three faculty members recommended by the Graduate Group Chair and appointed by the Graduate Dean shall approve the subject, pass on the content of the thesis, and administer the general examination. Usually one of the committee members directs the work.

**A. Membership**

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The thesis committee is comprised of a minimum of three voting members of the University of California Academic Senate -- not necessarily the Merced Division -- or the equivalent. A majority of the committee, but not necessarily all, shall be affiliated with the program.

Chair: The Chair of the committee shall always be a member of the Merced Division and of the Graduate Group supervising the master's program; no exceptions will be granted for this position.

General Members: Non-faculty members (i.e. Professional Researchers) will be considered for general membership on the committee on an exception-only basis. The Graduate Dean, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Graduate Group Chair to the Graduate Dean two weeks prior to the examination to allow a reasonable time for review.

Oversight Member: If the Chair, Thesis Advisor or other member of the committee has a financial interest in an outside entity that carries the possibility of a conflict of interest that is potentially harmful to the graduate student, an Oversight Member must be appointed in addition to the two general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role as Oversight Member. See exceptions below for procedures to appoint an Oversight Member.

Role of Oversight Member: The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCM resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file and a copy forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Graduate Dean in writing.

### **B. Appointment Procedures**

The qualifications of all committee members must be evaluated and approved by the Graduate Group Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the Graduate Group the authority to appoint, evaluate, and approve the committee. When the proposed membership deviates from this policy a request for an exception must be submitted in writing to the Graduate Dean.

### **C. Exceptions on Appointment**

Oversight Member: The Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the Graduate Group Chair. The Graduate Group Chair shall submit a written request to appoint an Oversight Member to the Graduate Dean no less than two weeks prior to the date of the exam to allow a

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reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

General Member: Non-faculty members (i.e. Professional Researchers) and faculty members holding professorial titles from other universities will be considered for general membership on the committee on an exception-only basis with approval of the Graduate Dean.

**D. Responsibilities**

It is the responsibility of the Graduate Group Chair, the Chair of the Candidacy Committee, and the Graduate Division to: (1) to inform the student regarding the policy on Thesis Committees – including full disclosure of issues pertaining to possible conflict of interest that is potentially harmful to graduate students; (2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed.

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**E. Comprehensive Examination (Plan II)**

A final comprehensive examination, the nature of which is to be determined by the Graduate Group and approved by the Graduate Council, is required of candidates following Plan II. The content of the exam represents a capstone requirement that integrates the intellectual substance of the program.

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**F. Advancement to Candidacy**

Graduate students must be advanced to candidacy for their degree prior to the beginning of the final semester of enrollment. An *Application for Advancement to Candidacy* initiated by the student and approved by the Graduate Group should be submitted to the Graduate Dean.

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**PART V. DOCTOR OF PHILOSOPHY REQUIREMENTS**

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**SECTION 1. RESIDENCY REQUIREMENT**

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A minimum of four semesters in academic residence is required prior to awarding the Ph.D.

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**SECTION 2. ADVANCEMENT TO CANDIDACY**

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Graduate students are nominated for admission to candidacy for the Ph.D. degree in a particular field by the Graduate Group responsible for advanced degrees in that field. Students are admitted to candidacy if they pass by unanimous vote a candidacy examination administered by a Candidacy Committee and meet any other conditions (such as specific course requirements) set by the Graduate Group. The Graduate Dean may delegate to the Graduate Groups the role of appointing Candidacy Committees. When the membership of the proposed Candidacy Committee conforms to the guidelines set forth in this handbook, authority both to

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evaluate and to approve the committee may be delegated to the Graduate Group. However, the Graduate Dean retains sole authority to grant any exceptions to this policy, and to appoint a nominee as Oversight Member in those cases where the possibility of a conflict of interest that is potentially harmful to the graduate student exists. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role. Requests for approval of exceptions must be submitted in writing by the Chair of the Graduate Group to the Graduate Dean at least two weeks prior to the scheduled exam to allow a reasonable time for review.

The Graduate Group must also inform students regarding the policy on candidacy committees including policy related to possible conflict of interest that is potentially harmful to graduate students. It is the responsibility of the Chair of Graduate Group and the Chair of the Candidacy Committee to ensure that these Academic Senate policies are followed. Should these Senate policies not be followed, the student, at the discretion of the Graduate Dean, will be required to retake the Advancement Exam.

### **SECTION 3. CANDIDACY COMMITTEE**

The Candidacy Committee is comprised of a minimum of three faculty who are voting members of the University of California Academic Senate. Non-faculty members (i.e., Professional Researchers) or faculty holding professorial titles at other Universities will be considered on an exception-only basis with approval of the Graduate Dean. Candidacy Committee members need not necessarily be from the Merced Division, but a majority must be members of the student's Graduate Group.

#### **A. Membership**

The Chair: The Chair of the Candidacy Committee must be a member of the student's Graduate Group and must be a voting member of the UC Academic Senate. No exceptions to these requirements will be considered.

General Membership: At least one member in addition to the Chair must be members of the student's Graduate Group. No exceptions to the requirement that a majority of voting members hold appointments in the student's Graduate Group will be considered. Non-faculty members (i.e. Professional Researchers) or faculty holding professorial titles at other universities will be considered on an exception-only basis with approval of the Graduate Dean.

The Oversight Member: If the Chair, Research/Thesis advisor or other member of the committee has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the three general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.

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Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCM resources available should a conflict of interest problem arise. If there does not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Graduate Dean in writing.

### **B. Appointment Procedures**

The qualifications of all committee members must be evaluated and approved by the Graduate Group Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the Graduate Group Chair the authority to appoint, evaluate and approve the committee. When the proposed membership deviates from this policy, as in the case of non-faculty members (i.e. Professional Researcher) or faculty members from other universities, or when appointment of an Oversight Member is perceived to be necessary, a request for an exception or nomination must be submitted in writing to the Graduate Dean (see below).

Non-faculty members (i.e. Professional Researchers) or faculty holding professorial titles at other Universities will be considered on an exception-only basis. The Graduate Dean retains sole authority to grant these exceptions, which must be submitted in writing by the Chair of the Graduate Group at least two weeks prior to the scheduled exam, and must be accompanied by a curriculum vitae of the individual for whom the exception is being requested.

Oversight Member: The Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the Graduate Group representative. If these individuals cannot agree on three nominees, the Graduate Group representative (either the graduate advisor or the Graduate Group chair if the advisor is conflicted) will select the nominees. The Graduate Group representative shall submit a written request to appoint an Oversight Member to the Graduate Dean no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

It is the responsibility of the Graduate Group Chair, the Chair of the Candidacy Committee, and the Graduate Division to: (1) to inform the student regarding the policy on Dissertation Committees – including full disclosure of issues pertaining to possible conflict of interest that is

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potentially harmful to graduate students; (2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed. Should these Senate policies not be followed the student will be required to retake the Qualifying Exam.

#### **SECTION 4. THE DOCTORAL COMMITTEE**

##### **A. Dissertation**

The Doctoral Committee shall supervise the preparation and completion of the dissertation and the final examination.

##### **B. Membership**

The Doctoral Committee is nominated by the Candidacy Committee with the concurrence of the candidate, the doctoral committee Chair, and the Graduate Group Chair or designee, on the PhD Form. The Doctoral Committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Merced Division. A majority of the committee shall be affiliated with the program.

- a. Chair: The Chair of the Committee shall always be a member of the Merced Division in the Graduate Group supervising the doctoral program; no exceptions will be granted for this position. The Chair of the Doctoral Committee is responsible for providing primary guidance of the student's dissertation.
- b. Oversight Member: If the Chair, Research/Dissertation advisor, or other member of the committee, has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the two general members. It is understood that the Oversight Member will not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.
- c. Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or doctoral committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCM resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she should not sign off on the committee deliberation, but should instead inform the Graduate Dean in writing.

##### **C. Appointment Procedures**

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The qualifications of all committee members must be evaluated and approved by the Graduate Group Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the Graduate Group the authority to appoint, evaluate and approve the remaining members of the Doctoral Committee.

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**D. Exceptions**

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**a. Oversight Member**

In those cases where a possible conflict of interest exists as described above, the Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor and the Graduate Group representative. If these individuals cannot agree on three nominees, the Graduate Group representative (either the graduate advisor or the chair if the advisor is conflicted) shall select the nominees. The Graduate Group representative shall submit the request to appoint an Oversight Member in writing to the Graduate Dean no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

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**b. General Members**

Non-faculty members (i.e. Professional Researchers) and faculty holding professional titles at institutions other than the University of California will be considered for general membership on the committee on an exception-only basis. The Graduate Dean, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Chair of the Graduate Group to the Graduate Dean at least two weeks prior to the date of the exam to allow a reasonable time for review.

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**E. Duties and Responsibilities**

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It is the responsibility of the Graduate Group Chair and the Chair of the Doctoral Committee to: 1) inform the student regarding the policy on Doctoral Committees, including full disclosure of issues pertaining to the possibility of conflict of interest potentially harmful to the student; 2) provide graduate students with a policy statement on conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and 3) ensure that the Academic Senate policies are adhered to.

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**SECTION 5. FINAL EXAMINATION**

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If a final examination is required by the graduate program, the Doctoral Committee supervises that examination, the focus of which is the content of the doctoral dissertation. Ordinarily, the final examination will be given just prior to the completion of the dissertation and while the student is in residence during a regular academic session. Administration of the final examination is subject to the policies of the Graduate Council governing critical examinations.

Upon completion of the final examination (if required) and approval of the dissertation, the Doctoral Committee recommends, by submission of the *Ph.D. Exam Form*, the conferral of the Ph.D. subject to final submission of the approved dissertation for deposit in the University Archives. The Committee recommendation must be unanimous.

#### **SECTION 6. DISSERTATION**

The submission of the dissertation is the last step in the program leading to the award of an advanced degree. All dissertations submitted in fulfillment of requirements for advanced degrees at UCM must conform to certain University regulations and specifications with regard to format and method of preparation. The *UCM Thesis and Dissertation Manual* for writing and submitting theses/dissertations is available at the Graduate Division. The Doctoral Committee certifies that the completed dissertation is satisfactory through the signatures of all Committee members on the signature page of the completed dissertation. The doctoral committee chair is responsible for the content and final presentation of the manuscript.

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DRAFT

Laura Martin <lemucm@gmail.com>

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## **WASC Sub Change Review - Commission Approval: UCM – PhD Political Science and FT Authorization for Doctoral Programs (Please print and retain for your records)**

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**Marcy Ramsey** <MRamsey@wascsenior.org>

Fri, Nov 15, 2013 at 3:14 PM

To: "Laura Martin (lmartin@ucmerced.edu)" <lmartin@ucmerced.edu>

Cc: "chancellor@ucmerced.edu" <chancellor@ucmerced.edu>, "kpreciado@ucmerced.edu"

<kpreciado@ucmerced.edu>, "agarcia@ucmerced.edu" <agarcia@ucmerced.edu>, Barbara Gross Davis

<bdavis@wascsenior.org>, Sharyl McGrew <smcgrew@wascsenior.org>, Marcy Ramsey

<MRamsey@wascsenior.org>

Dear ALO,

This email serves as official notice that the following proposals have been granted final approval by the WASC Senior College and University Commission:

### **UNIVERSITY OF CALIFORNIA, MERCED**

**PhD in Political Science** (New Degree Program)

**Fast Track Authorization for Doctoral Programs**

### **DATE OF COMMISSION APPROVAL**

**November 13, 2013**

Please print and retain this email for your records. You may also record this date of Commission Approval on your Substantive Change Action Reports, which were previously sent with notification of Interim Approval.

### **PROGRAM IMPLEMENTATION**

Please fill the Program Implementation Form and return to the WASC office within 30 days of the program start date. Please note that the submission of this form is required to confirm the existence of the program and will trigger inclusion of the program on the Off-Campus/Distance Education area of the WASC website for purposes of financial aid eligibility verification by the U.S. Department of Education.

**Link to form:** <https://wascsenior.box.com/s/fyd4e7nt1vb3ggbidm7t>

If you have any questions, please contact your WASC Staff Liaison:

Barbara Gross Davis

[bdavis@wascsenior.org](mailto:bdavis@wascsenior.org)

**Marcy Ramsey**

**Accreditation Resources Coordinator**

*WASC Senior College and University Commission*

985 Atlantic Ave, Suite 100

Alameda, CA 94501

[510-995-3164](tel:510-995-3164)

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# Substantive Change Action Report

## Proposal Information:

|                            |  |
|----------------------------|--|
| Proposal Review Date       | October 29, 2013                               |
| Institution                | University of California, Merced               |
| Type of Substantive Change | Fast Track                                     |
| Program Name / Location    | Fast Track Authorization for Doctoral Programs |
| ALO                        | Laura E. Martin                                |
| WASC Staff Liaison         | Brenda Barham Hill                             |
| Committee Reviewers        | Larry Loehner, Jenni Parrish, Diane Hill       |

## Committee Action and Date (See Attached)

## Additional Information<sup>1</sup> (See Attached):

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Interim Approval on <u>10/29/2013</u><br><input type="checkbox"/> Refer to Commission (No visit) on _____ | <input checked="" type="checkbox"/> Notification of Implementation<br><input type="checkbox"/> Federal Site Visit Required<br><input type="checkbox"/> International Visit Required<br><input type="checkbox"/> Fast Track<br><input type="checkbox"/> Non Compliance<br><sup>1</sup> Items checked or listed above must be fulfilled in order to finalize Substantive Change Approval |
|---|--|

## Commission Approval and Date (For Institutional Tracking)<sup>2,3</sup>:

|  |
|--|
| <input type="checkbox"/> Approved on _____<br>Implementation of an approved change must occur within two years of Commission approval. If the change will be implemented more than two years after the approval date; contact your WASC Staff Liaison to determine if the change requires re-approval. |
| <input type="checkbox"/> Not Approved on _____   |

<sup>2</sup> Commission approval of a new degree program signifies that the program is covered by the WASC accreditation of the institution as a whole. Approval by W should not be represented, in marketing materials or any other forms of communication, as program-specific accreditation, such as that bestowed by specialized professional, or programmatic accrediting organizations.

<sup>3</sup> Record the date that the Commission took action on this Substantive Change proposal for your records.

## Findings of the Committee:

### Commendations:

1. The Fast Track proposal for PhD programs was thorough and well presented.
2. UCM has established a history of strong substantive change proposals for standalone doctoral programs that were incubated under the umbrella of the Independent Graduate Programs.
3. UCM has demonstrated that the development of standalone PhDs is systematic and well planned.

### Recommendations:

1. UCM is encouraged to continue with the process to formalize its standards through establishing Merced Division Academic Senate regulations for graduate programs.

## WASC Liaison Signature:

**Retain this document and attachments for your permanent records**



Western Association of Schools and Colleges  
Senior College and University Commission

Senior College and  
University Commission

## Substantive Change Action Report

*Brenda Benham Hill /MR*

Date: 10/30/2013