

# Academic Regulations

## UNDERGRADUATE DEGREE REQUIREMENTS

Each of the undergraduate colleges on the San Diego campus has specific requirements for a degree. (See "[Choosing a College at UCSD](#).")

### CHANGES IN REQUIREMENTS

When a change in graduation requirements is introduced, it is implemented so that continuing students (as defined below) are not substantially hindered in the orderly pursuit of their degrees. Since changes in requirements vary greatly in character, this principle will have different implications for different changes. For purposes of this policy, 'continuing students' are those who began higher education at UC San Diego or elsewhere before the change. Colleges and departments may deny protection under this policy to a student who has interrupted his or her education for more than two years.

Students transferring to UCSD from another UC campus who have completed their lower-division general-education requirements at a UC campus are considered to have met UCSD's lower-division general-education requirements at Thurgood Marshall College, Warren College, Sixth College, and John Muir College. A letter certifying satisfaction of general education requirements under the UC reciprocity agreement must be sent to the Academic Advising Office of the student's college. UCSD upper-division general education requirements must be satisfied. (See "[Graduation Requirements](#)" for each undergraduate UCSD college.)

Students transferring to UCSD from California Community College campuses may elect to satisfy their lower-division general-education and breadth requirements prior to transfer by completing general-education/breadth requirements using the UCSD Articulation Agreement on file at the California Community Colleges; following the Intersegmental General Education Transfer Agreement; or signing a TAG (Transfer Admission Guarantee) contract and completing TAG requirements prior to entering UCSD. See "[University of California Transfer Agreements](#)" in the "[Undergraduate Admissions, Policies and Procedures](#)" section of this catalog.

### REQUIREMENTS FOR THE BACHELOR'S DEGREE

All course work required for a degree must be completed by the end of the quarter filed for graduation.

Every candidate for a bachelor's degree must have completed a major.

1. A major shall require the equivalent of twelve or more upper-division courses (forty-eight or more units).

2. Requirements for majors shall be determined by departments and programs, subject to the approval of the Committee on Educational Policy.

3. **Double Majors:** With the approval of both departments or programs and of the college provost, a student in good standing may declare a double major.

- a. A student with a double major must fulfill the separate requirements of each major, and the equivalent of at least ten upper-division courses (forty units) must be unique to each major. Courses taken in fulfillment of lower-division requirements may overlap to any degree.
  - b. The two majors may not be within the School of Engineering, nor, except with the approval of the Committee on Educational Policy, within a single department.
  - c. A student who has declared a double major is not subject to the maximum-unit limitations of Regulation 600.C. and may accrue up to 240 units.
  - d. A student with a double major may graduate only upon completion of all requirements for both majors. Both majors will be noted on the student's transcript and diploma. If the two majors lead to different degrees (B.A. and B.S.), that fact will be noted on the transcript, and the two degree designations will appear on one diploma.
  - e. A student who has declared a double major may graduate in one major upon completion of all requirements for that major, but may not continue in the University for completion of the second major.
4. An undergraduate student must have declared a major or pre-major upon completion of ninety units.

Other requirements for graduation shall be determined by the colleges in conformity with universitywide regulations and subject to approval by the San Diego Division of the Academic Senate.

### AMERICAN HISTORY AND INSTITUTIONS

A knowledge of American history and of the principles of American institutions under federal and state constitutions is required of all candidates for the bachelor's degree. This requirement may be met in any one of the following ways:

1. By having passed with a grade of C or better one high-school unit in American history, or one-half high-school unit in American history and one-half high-school unit in civics or American government.
2. By completing with a grade of P or C- or better any one-quarter course of instruction accepted as satisfactory by the Committee on Educational Policy and Courses. Any of the following courses are suitable for fulfilling the requirement: HILD 2A-B-C, HILD 7A-B-C, or any course listed under HIUS (other than HIUS Colloquia); Political Science 10, 100A, 100B, 100C, 102C, 102H, 104A, 110EA-EB, 110J, 142A; and Ethnic Studies 112A-B, 125, 130, 131, 149, 167, 170A-B.

3. By presenting proof of having received a score of 550 or more on the SAT II Subject Test of the College Entrance Examination Board (CEEB) in American History.
4. By presenting proof of having received a grade of 3 or higher on the Advanced Placement Test in American History administered by the Educational Testing Service, Princeton, New Jersey.
5. By presenting proof of having satisfied the present requirement as administered at another collegiate institution within the state.
6. By presenting proof of successful completion of an acceptable one-quarter or one-semester course, with a grade of C or better, in either American history or American government at a community college within the state.
7. By presenting proof of successful completion of an acceptable one-quarter or one-semester course, with a grade of C or better, in either American history or American government at a recognized institution of higher education, junior college included, in another state.
8. An alien attending the university on an F-1 or J-1 student visa may, by showing proof of temporary residence in the United States, petition for exemption from this requirement through the office of his or her college provost.

### UC ENTRY LEVEL WRITING REQUIREMENT

(formerly Subject A: English Composition)

The University of California requires all undergraduate students (including international students) to demonstrate a minimum proficiency in English composition (the Entry Level Writing requirement). This proficiency can be demonstrated by:

1. Submitting a score of 680 or better on either the Writing Test, English Composition, or the English Composition with Essay Test, SAT II Subject Tests of the College Entrance Examination Board (CEEB) (Note: not to be confused with the verbal portion of the Scholastic Assessment Test [SAT I]); or
2. Submitting a score of 3, 4, or 5 on the CEEB Advanced Placement Test in English; or
3. Submitting a score of 5 or better in the International Baccalaureate Higher Level examination in English (Language A only); or
4. Submitting proof of completion, prior to enrollment at UCSD, of an acceptable transfer-level college course of four quarter-units or three semester-units in English composition with a grade of C or better; or
5. Writing a passing essay on the UC Analytical Writing Placement Exam (which is required of all students who have not otherwise met the requirement). This exam is administered statewide during May and on campus at the start of fall quarter. This examination may be taken only once.
6. Achieving a minimum score on the ACT Assessment Writing Test (English/Writing score).

All students who have not previously satisfied the Entry Level Writing requirement must take the UC Analytical Writing Placement Exam prior to enrollment at UCSD. Students who fail this examination must enroll each quarter in an approved Entry Level Writing requirement course until they satisfy the Entry Level Writing requirement. Students satisfy the requirement by achieving a grade of C or better in SDCC 1 (English Composition—Entry Level Writing Requirement) and by passing the Entry Level Writing Requirement Exit Examination at the end of SDCC 1. The exit examination is administered by the Basic Writing Office. Students whose performance on the Analytical Writing Placement Exam indicates they need work in English as a Second Language must enroll in ESL courses for three quarters (or until released by the ESL director) before enrolling in SDCC 1. Students must enroll in SDCC 1 (or ESL) during their first quarter of residence at UCSD. For further information on SDCC 1, refer to [“Entry Level Writing Requirement.”](#) For further information on ESL, see [“English as a Second Language.”](#)

The Entry Level Writing requirement must be satisfied during a student’s first year of residence. Students will be barred from enrollment at the university if they fail to satisfy the Entry Level Writing requirement by the end of their third quarter of enrollment at UCSD. (Exception: Students in need of ESL course work may have up to three extra quarters of residence in which to satisfy the Entry Level Writing requirement.)

Students will not be allowed to enroll in university-level writing courses at UCSD until the Entry Level Writing requirement has been satisfied.

Students who have been barred from enrollment because of failure to satisfy the Entry Level Writing requirement will be allowed to present evidence of further work in composition. If the Basic Writing Office director approves, these students may take an Entry Level Writing requirement examination a final time. Students performing successfully on this final examination will be eligible to apply for re-enrollment at the university.

For further information about the UC Entry Level Writing requirement or the Proficiency Test, please visit the Basic Writing Office, 3232 Literature Building, or call (858) 534-6177.

## SENIOR RESIDENCE

Each candidate for the bachelor’s degree must complete thirty-five of the final forty-five units in residence in the college or school of the University of California in which the degree is to be earned.

Under certain circumstances exceptions may be granted by the provost, such as when a student attends classes on another UC campus as an approved visitor or participates in the UC Education Abroad, the UCDC Program, or the UC Sacramento Program.

Note: Courses taken through the UCSD Extension Concurrent Enrollment Program will not apply toward a UCSD student’s senior residency requirement. For further details see “Graduation Requirements” in the Index.

## MAXIMUM UNIT LIMITATION

1. An undergraduate student may register for no more than 200 course units. An exception

is permitted for candidates for B.S. degrees in engineering, for whom the limits are 240 units in Revelle and Roosevelt Colleges and 230 units in all other colleges. Other exceptions will be granted only for compelling academic reasons and only with the approval of the college provost and the concurrence of the Committee on Educational Policy.

2. Transfer units applicable toward general-education requirements or major requirements are included in the maximum unit calculation; all other transfer units are excluded. Advanced Placement and international baccalaureate units are excluded.

Special kinds of study—e.g., laboratories, reading programs, studio work—may be required in addition to the basic course work in given curricula.

## GRADUATION CREDIT FOR PHYSICAL EDUCATION COURSES

No more than three units of physical education, whether earned at UCSD or transferred from another institution, may be counted toward graduation.

## UNDERGRADUATE MINORS AND PROGRAMS OF CONCENTRATION

A minor curriculum—or “minor” for short—is a set of courses on a well-defined subject: A minor shall consist of at least twenty-eight units, of which at least twenty units must be upper-division. For sound academic reasons and with the approval of the Committee on Educational Policy, a minor may be established with fewer than twenty upper-division units. All minor curricula must be approved by the Committee on Educational Policy and be published in this *General Catalog*. A student may not apply toward the minor any upper-division course that has been used to satisfy the requirements of his or her major curriculum. A student’s successful completion of a minor curriculum will be recorded on his or her transcript at graduation.

Certain colleges require their students to complete one or more “programs of concentration” before graduation, and the courses or types of courses acceptable for programs of concentration are determined by the faculty of the college or a subcommittee thereof. A program of concentration is not necessarily a minor. Indeed, a program of concentration is a minor only if it meets the criteria in the above paragraph, and only then may it be listed on a student’s transcript as a minor. Otherwise it will be recorded as a concentration at graduation.

## HONORS

### College Honors at Graduation

The Academic Senate has established the following standards for award of college honors at graduation:

There shall be a campus-wide requirement for the award of college honors at graduation. No more than 14 percent of the graduating seniors on campus shall be eligible for college honors. Normally, no more than the top 2 percent shall be eligible for summa cum laude and no more than the next 4 percent for

magna cum laude, although minor variations from year to year shall be permitted. The remaining 8 percent are eligible for cum laude. The ranking of students for eligibility for college honors shall be based upon the grade-point average. In addition, to be eligible for honors, a student must receive letter grades for at least eighty quarter-units of course work at the University of California. Each college may award honors at graduation only to those who are eligible to receive college honors.

## Department Honors

Each department or program may award honors to a student at graduation in accordance with the following criteria:

1. The student must have completed a special course of study within the department or program. The requirements for this special course of study shall be approved by the divisional Committee on Educational Policy and published in the catalog. The requirements must include 8–12 units of supervised research or other creative activity leading to the preparation of a paper or other appropriate project. Public presentation of the project, through performance, participation in the undergraduate research conference, or other appropriate means, shall explicitly be encouraged.
2. The department or program shall establish formal procedures and criteria for application and admission to the program, which shall normally include a GPA of 3.5 in the major as a prerequisite. Students with a GPA lower than 3.5 may be admitted by exception if they show promise of success in research or creative activity.
3. Each student whose project earns the equivalent of a grade of “B” or better and who has maintained a GPA of at least 3.25 in the major shall be entitled to the designation “with distinction” on the diploma after the departmental or program name. Subject to the approval of the Committee on Educational Policy, each department or program shall establish criteria for the award of the designations “with high distinction” and “with highest distinction.”

Honors awarded by departments may be designated on the diploma by the words “with distinction,” “with high distinction,” and “with highest distinction” after the departmental or program name. Currently the departments and majors listed below are approved to award honors to graduating seniors: Anthropology, Biology, Chemistry, Chinese Studies, Classical Studies, Cognitive Science, Communication, Critical Gender Studies, Earth Sciences, Economics, Electrical and Computer Engineering, German Studies, History, Human Development, International Studies, Japanese Studies, Judaic Studies, Linguistics, Literature, Management Science, Mathematics, Muir Special Project, Music, Philosophy, Physics, Political Science, Psychology, Roosevelt Individual Studies, Sociology, Study of Religion, Theatre and Dance, Urban Studies and Planning, and Visual Arts.

## Provost Honors

Provost honors are awarded quarterly based upon the completion of twelve graded units with

a GPA of 3.5 or higher with no grade of D, F, or NP recorded for the quarter.

## Phi Beta Kappa

Phi Beta Kappa (PBK) is the oldest and most prestigious American academic honor society for undergraduates in the liberal arts and sciences. UCSD is one of only 278 four-year institutions that has been granted chapters since the society was founded in 1776. In addition to the chapters, there are approximately fifty active PBK alumni associations in major cities across the U.S.

More than 200 UCSD faculty and staff were initiated at their own undergraduate colleges, and they make up the local chapter, Sigma of California. Each spring the UCSD chapter elects new student members on the basis of their high scholastic achievement and the breadth of their academic background. The academic records of potential new members are evaluated at the end of each winter quarter, and the minimum criteria for membership include

1. Successful completion of at least 160 quarter-units by the time of consideration, and at least junior standing.
2. Cumulative GPA between 3.65 and 3.70 or higher for work at UCSD. GPAs from transfer work are considered, but the GPA at UC must be at least 3.65 to 3.70, as must the overall GPA. (Juniors are rarely invited into Phi Beta Kappa; they are held to higher standards, including a minimum GPA of 3.80.)
3. A minimum of seven courses in liberal studies, that is in the humanities or social sciences, explicitly excluding performance or studio courses. This exclusion is required by the National Society of Phi Beta Kappa.
4. At least one year of college-level course credit in a second language or *officially demonstrated* equivalent literacy and proficiency.
5. At least one year of university-level course credits in mathematics, quantitative science, logic, or statistics (not all science courses fulfill this requirement).
6. Full-time enrollment at UCSD for at least two years (or completion of at least seventy graded credits at UCSD).

As required by the National Society of Phi Beta Kappa, the reviewers examine the excellence of the individual's academic record, the breadth and quality of the courses taken, and evidence that the student has pursued a coherent line of work and is of good character. Invitations to membership are sent simultaneously by e-mail and by letter to each student's permanent address, as maintained by the student on [TritonLink](#). Invitations are sent in mid-May, and initiation takes place in early June.

## APPLICATION FOR DEGREE

Undergraduate seniors are required to file a Degree and Diploma Application form with their college academic advising office. Students should check with their college academic advising office for exact deadlines. Advising and counseling

sessions should take place well before the quarter of graduation to ensure all degree requirements will be satisfied. Applications not on file by the deadline are subject to special approval. Students who have not completed all degree requirements by the end of the quarter filed for graduation must file a new application. Failure to file this application may delay the receipt of the diploma.

## SPECIFIC REGULAPROGRESS TOWARD DEGREES

In order to apply the units of a course toward unit requirements for a degree, a student must receive an A, B, C, D, P, or S grade in the course. (Plus or minus suffixes (+/-) may be affixed to A, B, and C.) Further, an undergraduate student must have a 2.0 or higher grade-point average (GPA) to receive a bachelor's degree, and a graduate student must have a 3.0 or higher GPA to receive a higher degree.

## PROBATION

An undergraduate student is subject to academic probation if at the end of any term his or her GPA for that term or his or her cumulative GPA is less than 2.0.

## SUBJECT TO DISQUALIFICATION

An undergraduate student is subject to academic disqualification from further registration if at the end of any term his or her GPA for that term is less than 1.5 or if he or she has completed two successive terms on academic probation without achieving a cumulative GPA of 2.0. Continued registration of an undergraduate who is subject to disqualification is at the discretion of the faculty of the student's college or its authorized agent (generally the provost/Office of the Provost).

If a student is not currently in scholastic good standing or has been denied registration for the next ensuing quarter on the date on which he or she left the university, a statement of his or her status shall accompany his or her transcript. A student who has been disqualified from further registration at the University of California may not register for UCSD courses through Summer Session, through UCSD Extension by way of the concurrent enrollment mechanism, or in UCSD Extension courses offered at the 100 level. Students receiving financial assistance should refer to information in the Financial Aid section of this catalog. Unique scholarship eligibility requirements must be met.

## MINIMUM PROGRESS

A full-time undergraduate student is subject to disqualification from further full-time registration if he or she does not complete thirty-six units in any three consecutive quarters of enrollment. Continued registration of an undergraduate who is subject to disqualification due to lack of minimum progress is at the discretion of the faculty of the student's college or its authorized agent (generally the provost/Office of the Provost).

Eligible students may file for an exemption from the minimum progress requirement by completing the Part-time Study application and receiving college approval prior to the end of the second week

of the quarter. (See "[Part-time Study at the University of California](#).")

## DOUBLE MAJORS

See "[Requirements for the Bachelor's Degree](#)" in this section.

## REPETITION OF COURSES

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

1. A student may not repeat a course for which a grade of A, B, C, I, P, or S is recorded on his or her transcript. (Plus or minus suffixes (+/-) may be affixed to A, B, and C.)
2. Courses in which a grade of D or F has been awarded may not be repeated on a P/NP or S/U basis. (Graduate students must petition and receive approval in advance to repeat a course for credit.)
3. Undergraduate students may repeat a course in which a grade of NP has been awarded for a P/NP or letter grade, if applicable. Graduate students may repeat a course in which a grade of U has been awarded on an S/U basis only.
4. Repetition of a course for which a student's transcript bears two or more entries with grades among D, F, NP, or U requires approval of the appropriate provost or dean.
5. All grades received by a student shall be recorded on the student's transcript. A student may receive degree credit for a course only once, unless the course has been approved for repetition.
6. The first sixteen units of courses that have been repeated by an undergraduate student and for which the student has received a grade of D, F, or NP, shall not be used in grade-point calculations, unless the course is repeated by a student who has admitted to or been found guilty of academic dishonesty; in which case, the units for both the initial course and the repeated course shall be counted in grade-point calculations.

Note: Although the University of California grade-point average will not include these repeated courses, other institutions/graduate programs, and agencies may recalculate the grade-point average to reflect all assigned grades.

## SPECIAL STUDIES COURSES

Subject to the limitations below, a student may earn credit for supervised special studies courses on topics of his or her own selection. An undergraduate taking one or more special studies courses must complete an application for each such course before the start of the course.

## Course Number

Ordinarily, special studies courses are numbered 97, 98, or 99 for lower division and 197, 198, or 199 for upper division. The 97 and 197 courses are for individually arranged field studies. The 98 and 198 courses are for directed group study. The 99 and 199 courses are for individual independent study.

## Limitations

1. Enrollment requires the prior consent of the instructor who is to supervise the study and the approval of the department chair. The applicant shall show that his or her background is adequate for the proposed study.
2. A student must have completed at least thirty units of undergraduate study at UCSD and must have attained a UCSD grade-point average of at least 3.0 to enroll in a lower-division special studies course, and at least ninety units of undergraduate study and must have attained a grade-point average of at least 2.5 to enroll in an upper-division special studies course.
3. A student may enroll for no more than a total of four units of 98, 99, 198, and 199 Special Studies courses in one term.
4. Except as may otherwise be authorized by the CEP Subcommittee on Undergraduate Courses (e.g., for honors programs), only a grade of P or NP is to be assigned for undergraduates enrolled in any special studies course.
5. Subject to the approval of the CEP Subcommittee on Undergraduate Courses, a department may impose additional limitations on its supervised special studies courses.

## Exceptions

On the advice of the instructor(s) and the department chair concerned, the provost of a student's college may authorize exceptions to the limitations (2) and (3) listed above.

## Procedures

1. Students must complete an "Application for UCSD Special Studies Course Enrollment," available in department offices and via TritonLink, and secure instructor and department chair approval.
2. Students must submit an approved form to the Office of the Registrar within the specified quarterly timeline in order to enroll in a special studies course.

## UNDERGRADUATE ASSISTANCE IN COURSES

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

## Guidelines

1. An undergraduate instructional apprentice shall be an upper-division student.
2. Students are not permitted to assist in courses in which they are enrolled.
3. An undergraduate instructional apprentice must have a minimum grade-point average of 3.0. Departments may establish higher grade-point average requirements.

4. The faculty instructor is responsible for course content and for maintaining the overall quality of instruction, including supervision of undergraduate instructional apprentices. The faculty instructor is responsible for all grades given in the class.
5. The instructor is expected to meet regularly with the undergraduate instructional apprentice to evaluate the student's performance and to provide the direction needed for a worthwhile educational experience.
6. An undergraduate instructional apprentice may receive credit on a Pass/Not Pass basis only (through registration in a 195 course), subject to approval by the Committee on Educational Policy.
7. A student may not be an undergraduate instructional apprentice more than once for the same course for credit.
8. A student may not be an undergraduate instructional apprentice in more than one course in a quarter.
9. The total credit accumulated as an undergraduate instructional apprentice shall not exceed eight units.

## Procedure

All departments/programs using undergraduate instructional apprentices shall submit to the CEP Subcommittee on Undergraduate Courses a description of the role of the undergraduate instructional apprentice, as part of the petition for approval. Any deviation from the guidelines above must be explained and justified in a memo accompanying the petition. Any major change in the function or duty of the apprentice in a course should also be approved by CEP. **All UGIA applications must be received and approved by the CEP prior to the start of the quarter in which the student is to apprentice.**

## WRITING REQUIREMENTS

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

## FINAL EXAMINATIONS

Final examinations are obligatory in all undergraduate courses except laboratory courses, or their equivalent, as individually determined by the Committee on Courses.

Each such examination shall be conducted in writing whenever practical and must be completed by all participants within the announced time shown in TritonLink under *Calendars* and *Exam Schedules*. These examinations may not exceed three hours in duration.

In laboratory courses, the department concerned may, at its option, require a final examination subject to prior announcement in TritonLink under *Calendars* and *Exam Schedules*.

## RELIGIOUS ACCOMMODATION

It is the policy of the university to make reasonable efforts to accommodate students having bona fide religious conflicts with scheduled examinations by providing alternative times or methods to take such examinations. If a student anticipates that a scheduled examination will occur at a time at which his or her religious beliefs prohibit participation in the examination, the student must submit to the instructor a statement describing the nature of the religious conflict and specifying the days and times of conflict.

1. For final examinations, the statement must be submitted no later than the end of the second week of instruction of the quarter.
2. For all other examinations, the statement must be submitted to the instructor as soon as possible after a particular examination date is scheduled.

If a conflict with the student's religious beliefs does exist, the instructor will attempt to provide an alternative, equitable examination which does not create undue hardship for the instructor or for the other students in the class.

## POLICY ON FINAL EXAMINATIONS

1. Academic Senate Regulations specify that final examinations are required in all undergraduate courses, unless an exception has been approved by CEP or the CEP Subcommittee on Undergraduate Courses. Final examinations are, however, normally not required in laboratory courses.
2. Final examinations may not be given at any time before examination week without explicit approval of CEP.
3. Although the instructor may give a final examination at an alternative time during final examination week with the approval of CEP, students must be permitted to take an equivalent examination at the originally scheduled time if they so desire.
4. An instructor may administer an examination at an alternative time if a valid reason is given by the student for not taking the regularly scheduled examination. Valid reasons include serious illness and family disasters. Rescheduling as a result of a religious obligation is governed by the UCSD Policy on Religious Accommodation.
5. No student may be excused from assigned final examinations.
6. A final examination must, whenever practicable, be written and must be completed by all participants within a previously announced time limit.
7. Final examinations in non-laboratory courses may not exceed three hours duration.
8. No instructor may require a "take-home" final examination be turned in before the date and hour at which the examination for the course was scheduled by the Registrar's Office.
9. Faculty members (including visiting faculty) must be available to students during final examination week up to the time when the final examinations of their courses are given and, physically present

in the examination room for the entire final examination, except in special cases when an exam is given in more than one room. In cases where the approved absence of a course instructor cannot be avoided, the department chair or program director must seek CEP approval to designate another faculty member to administer the final examination. Nevertheless, faculty course instructors themselves must assign grades for the courses they teach.

- CEP will not recommend approval of faculty absences during finals week unless arrangements to administer the final examination have been worked out in advance with the department chair or program director.

## POLICY ON MIDTERM EXAMINATIONS

- Faculty are obliged to have posted in the Schedule of Classes the date and time of any midterm which is to be given outside of the regularly scheduled class hours.
- Additionally, any midterm given outside of the regularly scheduled class hours must be announced in a syllabus distributed to the class at the beginning of the quarter.
- Midterms given outside regularly scheduled class hours may not exceed two hours in duration. Any midterm given during regularly scheduled class hours may not exceed the scheduled length of the class.

## RETENTION OF EXAMINATION PAPERS

Instructors are required to retain examination papers for at least one full quarter following the final examination period, unless the papers have been returned to the students.

## CREDIT BY EXAMINATION

Credit by examination may be authorized and given by the instructor for a course with the concurrence of the student's provost (or dean). The examination will cover work for the entire course.

The student requesting credit by examination must not have already received a grade or a W in the course.

The student requesting credit by examination must be registered and in good academic standing.

A part-time student who, by registering to take a course credit by examination, surpasses the number of units allowed for part-time status, must register and pay fees as a full-time student.

If credit by examination is authorized, the student will receive a grade of A+, A, A-, B+, B, B-, C+, C, C-, D, or F unless the student's petition for examination specifies the grade to be Pass or Not Pass. The student's record will indicate that the course was attempted through credit by examination.

## USE OF STUDENT PETITION

For exceptional circumstances, students may request approval for variances to regulations and policies. This should be done by filling out an Undergraduate Student Petition (available on [TritonLink](#)), securing the necessary approvals, and

filing the petition with the appropriate department or college academic advising office.

## GRADING POLICY

Grades in undergraduate courses are defined as follows: A, excellent; B, good; C, fair; D, poor; F, fail; I, incomplete (work of passing quality but incomplete for good cause); and IP (In Progress). The designations P (Pass) and NP (Not Pass) are used in reporting grades for some undergraduate courses. P denotes a letter grade of C- or better. A blank grade indicates no record or no report of grade was received from the instructor. W is recorded on the transcript indicating the student withdrew or dropped the course sometime after the beginning of the fifth week of a quarter.

Note: Students who drop certain laboratory courses after the second scheduled meeting period will receive a W grade.

Instructors have the option of assigning plus (+) and minus (-) suffixes to the grades A, B, and C. This option became available as of fall 1983.

## GRADE POINTS

For each student, the registrar will calculate a grade-point average (GPA) over courses taken at any campus of the University of California, not including Extension courses. Grade points per unit will be assigned as follows: A=4, B=3, C=2, D=1, F=0. When attached to the grades of B and C, plus (+) grades carry three-tenths of a grade point more per unit. The grade of A+, when awarded, represents extraordinary achievement but does not receive grade-point credit beyond that received for the grade of A. When attached to the grades of A, B and C, minus (-) grades carry three-tenths of a grade point less per unit than the unsuffixed grades. Courses in which an I, IP, P, NP, S, U, or W grade has been awarded will be disregarded in grade-point calculations. A graduate student's GPA will be calculated over courses taken while in graduate standing.

Grade	Grade Points	Grade	Grade Points
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D	1.0
B	3.0	F	0
B-	2.7		

The grade-point average is computed by dividing the total number of grade points earned by the total unit value of letter-graded courses completed.

At the end of each quarter, the instructor of each course will assign a letter grade to each student who was enrolled in that course at the end of the ninth week of instruction on the basis of the work required for the entire course. An I grade may be assigned if appropriate.

## CHANGES IN GRADES

All grades except I and IP are final when filed by instructors on end-of-term grade reports. However, a final grade may be corrected when a clerical or procedural error is discovered. No change of a final

grade may be made on the basis of revision or augmentation of a student's work in the course. No term grade except Incomplete may be revised by further examination. No grade may be changed after one calendar year from the time it was recorded

## NO REPORT/NO RECORD

A blank entry appearing on student transcripts in lieu of a grade indicates that no grade was assigned by the instructor. A blank entry will lapse automatically into an F, NP, or U if not replaced by a final grade by the last day of instruction of the subsequent quarter.

## PASS/NOT PASS

The Pass/Not Pass option is designed to encourage undergraduate students to venture into courses which they might otherwise hesitate to take because they are uncertain about their aptitude or preparation. Consistent with college policy, an undergraduate student in good standing may elect to be graded on a P/NP basis in a course. No more than one-fourth of an undergraduate student's total UCSD course units may be graded on a P/NP basis. Departments may require that courses applied toward the major be taken on a letter-grade basis. **Selection of this option must take place within the first four weeks of the course.** A grade of Pass shall be awarded only for work which otherwise would receive a grade of C- or better. Units passed shall be counted in satisfaction of degree requirements, but such courses shall be disregarded in determining a student's grade-point average.

If students wish to change their selected grading option after enrolling, they may use WebReg in [TritonLink](#), or complete an Add/ Change/Drop card and file it at the Registrar's Office. The last day to change grading options is the end of the fourth week of instruction.

Only a grade of P or NP is to be assigned for courses numbered 97, 98, 99, 195, 197, 198, and 199. Subject to the approval of the CEP Subcommittee on Undergraduate Courses, departments may impose additional limitations or restrictions.

Only a grade of P or NP is to be assigned an undergraduate student's work in a noncredit (0-unit) course.

Note: See "[Choosing a College at UCSD](#)" section for further information regarding the P/NP grading option.

## THE W GRADE

When a student withdraws from the university or drops a course, other than a laboratory course, between the beginning of the fifth week of instruction and the end of the ninth week of instruction of a quarter, the registrar will assign a W to the student for each course affected. Only the registrar may assign a W.

Note: Students who drop certain laboratory courses after the second scheduled meeting period will receive a W grade.

Courses in which a W has been entered on the student's transcript will be disregarded in determining a student's grade-point average.

Except as provided in SD 501(C)(2), a student may receive a maximum of one W per course.

## Adding and Dropping Courses and the W Grade

A student may, with the approval of the instructor (and advisor, if required), add a course to the study list before the end of the second week of instruction of a quarter.

A student may drop a course before the end of the ninth week of instruction via [TritonLink](#), after first notifying the instructor and/or department.

A student who wishes to drop all courses is required to file an Undergraduate Request for Withdrawal form with the college academic advising or dean's office.

1. A course dropped before the end of the fourth week of instruction will not appear on the student's transcript. **Note:** Students who drop certain laboratory courses after the second scheduled meeting period will receive a W grade.
2. If a student drops a course after the end of the fourth week of instruction and before the end of the ninth week of instruction, the registrar will assign a final grade of W to the student for that course. Students may only receive one W per course.
3. A student may not drop a course after the end of the ninth week of instruction.

When an instructor has assigned a grade in a course in accordance with the Academic Senate policy on Integrity of Scholarship prior to the end of the ninth week of instruction, that grade may not subsequently be changed by dropping the course or withdrawing from the university. If an instructor filed a charge with the academic integrity coordinator, the student may not drop the course.

## Withdrawing from School and the W Grade

A student may withdraw from the university before the end of the ninth week of instruction of a quarter. (Timeline varies for Summer Sessions.)

1. If a student withdraws before the end of the fourth week of instruction, no course entries will appear on the student's transcript for that quarter. **Note:** Students who drop certain laboratory courses after the second scheduled meeting period will receive a W grade.
2. If a student withdraws after the end of the fourth week of instruction and before the end of the ninth week of instruction, the registrar will assign a final grade of W to the student for each course in which the student was enrolled at the beginning of the fifth week of instruction.
3. Each student will receive a final grade for each course in which the student was enrolled at the end of the ninth week of instruction of the quarter.

When an instructor has assigned a grade in a course in accordance with the Academic Senate policy on Integrity of Scholarship prior to the end of the ninth week of instruction, that grade may not subsequently be changed by dropping the course or withdrawing from the university.

## THE IN PROGRESS (IP) GRADE

For exceptional and compelling reasons, a course extending over more than one quarter may be authorized with the prior approval of the Committee on Educational Policy and Courses (for undergraduate courses) or the Graduate Council (for graduate courses). In such courses an evaluation of a student's performance may not be possible until the end of the final term. In such cases the instructor may assign the provisional grade IP (in progress).

IP grades shall be replaced by final grades if the student completes the full sequence. The instructor may assign final grades, grade points, and unit credit for completed terms when the student has not completed the entire sequence provided that the instructor has a basis for assigning the grades and certifies that the course was not completed for good cause. An IP not replaced by a final grade will remain on the student's record.

In calculating a student's grade-point average, grade points and units for courses graded IP shall not be counted. However, at graduation, courses still on the record as graded IP must be treated as courses attempted in computation of the student's grade-point average in assessing a student's satisfaction of Senate Regulation 634.

## THE INCOMPLETE (I) GRADE

Academic Senate regulations state that the Incomplete grade (I) for undergraduates shall be disregarded in determining a student's grade-point average, except at point of graduation, when students must have an overall 2.0 (C) on all work attempted at the University of California. All work required for a degree must be completed by the end of the quarter the student filed for graduation. Students requesting an I grade the last quarter before graduation may have their graduation date delayed.

Undergraduate students whose work is of non-failing quality but incomplete for good cause, such as illness, must file a Request to Receive/Remove Grade Incomplete form.

Graduate students enrolled in graduate courses may request instructors to assign the grade of "Incomplete" in order to be permitted to complete required work within the following quarter. If the required work is not submitted by the end of the quarter following so that the grade can be reported by the instructor, the grade will automatically be changed to one of "Failure" by the registrar. Graduate students must file a Request to Receive/Remove Grade Incomplete form.

1. Students should complete their portion of the request form, including the reason they are requesting the Incomplete, and provide appropriate documentation to support their request (e.g. doctor's note). The deadline for filing a Request for an Incomplete shall be no later than the first working day after final examination week.
2. The instructor has the option to approve or disapprove the request and should state on the form how and when the I is to be completed. If approved, the instructor submits the form with term grade reports.
3. Students must complete the work to remove the Incomplete on or before the date agreed upon

with the instructor and in time for the instructor to assign a grade **before the end of finals week the following quarter.**

4. Failure to complete this work within the regulation time limit will result in the Incomplete lapsing to a *permanent* F, NP, or U grade.

A student who has received an I grade should not re-enroll in the course to make up the missing work. If the student were to re-enroll, the course would be considered a repeat and would not remove the prior quarter's Incomplete, which would lapse to a permanent F, NP, or U grade.

## Intended Use of the Incomplete

The Incomplete is intended for use when circumstances *beyond a student's control* prohibit taking the final exam or completing course work.

The Incomplete is not intended as a mechanism for allowing a student to retake a course. A student who has fallen substantially behind and needs to repeat a course can drop the course prior to the end of the ninth week of classes. Otherwise, the instructor should assign the appropriate final grade (D, F, NP, or U, for example).

An Incomplete may not be used simply to allow a bit more time for an undergraduate student who has fallen behind for no good reason. An I may be granted only to students who have a legitimate excuse. Examples of unacceptable reasons for approving an Incomplete include the need to rewrite a paper; the demands of a time-consuming job; the desire to leave town for a vacation, family gathering, or athletic contest; the desire to do well on GRE tests; and the like.

## Extension of Incomplete

For justifiable reasons, such as illness, students can petition to extend the Incomplete past one quarter. Petitions to extend the Incomplete must be submitted to the Academic Senate and must have the prior approval of the instructor, the department chair, and the college provost (for undergraduate students) or the dean of OGS (for graduate students). Requests for extensions must be submitted before the Incomplete grade lapses to an F, NP, U grade. The extension cannot be made retroactively.

An I grade may be replaced upon completion of the work required by a date agreed upon with the instructor, but no later than the last day of finals week in the following quarter. If not replaced by this date, the I grade will lapse into an F, NP, or U grade, depending upon the student's initial grading option.

## STUDENT COPY OF FINAL GRADES

At the end of each quarter students should check [TritonLink](#) for grade information. Grades are usually available ten working days after the end of final examinations. Students should examine their record for accuracy and report any omissions or errors to the Office of the Registrar immediately.

## TRANSCRIPT REQUESTS

Application for an official transcript of record to be sent to another party or institution should be submitted to the registrar several days in advance

of the time needed. An application for a transcript must bear the student's signature. Please refer to the UCSD Registrar's Web site at <http://www.registrar.ucsd.edu> for the most current transcript information.

## GRADE APPEALS

- A.
1. If a student believes that nonacademic criteria have been used in determining his or her grade in a course, he or she may follow the procedures described in this regulation.
  2. Nonacademic criteria means criteria not directly reflective of academic performance in the course. It includes discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin.
  3. Appeals to this committee [see (B)(4)] shall be considered confidential. Neither any member of the subcommittee nor the Academic Senate Office shall release any information about the appeal except as specifically provided in this regulation.
- B.
1. The student must attempt to resolve the grievance with the instructor within the first month of the following regular academic quarter.
  2. If the grievance is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the department chair or equivalent, who shall attempt to adjudicate the case with the instructor and the student within two weeks.
  3. If the grievance still is not resolved to the student's satisfaction, he or she may then attempt to resolve the grievance through written appeal to the provost of the college, the Dean of Graduate Studies, or the Dean of the School of Medicine, who shall attempt to adjudicate the case with the instructor, the chair, and the student within two weeks.
  4. If the grievance is not resolved to the student's satisfaction by the provost or dean, the student may request consideration of the appeal by the CEP Subcommittee on Grade Appeals (hereinafter called the Committee) according to the procedures outlined below. This request must be submitted before the last day of instruction of the quarter following the quarter in which the course was taken.
- C.
1. The student's request for Committee consideration should include a written statement outlining the nature of the grievance, including copies of any and all documents in his or her possession supporting the grievance. The submission of the statement to the Committee places the case before it and restricts any change of the challenged grade to a change initiated by the Committee, unless the Committee determines that all other avenues of adjudication have not been exhausted.
  2. Upon receipt of the student's request, the Committee immediately forwards a copy of it to the instructor, the department chair or equivalent, and the provost or dean with a request for written reports of their attempts to resolve the complaint.
- D.
1. If the Committee determines that there is evidence that nonacademic criteria were used, it shall interview any individual whose testimony might facilitate resolution of the case. The complainant shall make available to the Committee all of his or her work in the course which has been graded and is in his or her possession. The instructor shall make available to the Committee all records of student performance in the course and graded student work in the course which is still in his or her possession. At the conclusion of the case each document shall be returned to the source from which it was obtained.
  2. The Committee shall complete its deliberations and arrive at a decision within two weeks of its determination that evidence of the use of nonacademic criteria had been submitted. A record of the Committee's actions in the case shall be kept in the Senate Office for three years.
  3. If the allegations of the complainant are not upheld by a preponderance of the evidence, the Committee shall so notify the complainant and the instructor in writing. Within one week of such notification, the complainant and the instructor shall have the opportunity to respond to the findings and the decision of the Committee. If there are no responses, or if after considering such responses the Committee sustains its decision, it shall so notify the complainant and the instructor in writing and the grade shall not be changed.
  4. If the Committee determines that non-academic criteria were significant factors in establishing the grade, it shall give the student the option of either receiving a grade of P or S in the course or retroactively dropping the course without penalty. A grade of P or S awarded in this way shall be acceptable towards satisfaction of any degree requirement, even if a minimum letter grade in the course had been required, and shall not be counted in the number of courses a student may take on a P/NP basis. If the student elects to receive a grade of P or S, the student may also elect to have a notation entered on his or her transcript indicating that the grade was awarded by the divisional grade appeals committee.
- E.
1. The Committee shall serve written notification of its finding and its decision to the complainant and the instructor. The complainant and the instructor may respond in writing to the findings and the decision of the Committee within one week of such notification.
  2. If there are no responses, or if after considering such responses the Committee sustains its decision, the grade shall be changed; the Committee shall then instruct the registrar to change the grade to P or S or, if the student elected the drop option, to retroactively drop the course from the student's record. Copies of the Committee's instruction shall be sent to the complainant and the instructor.
- F.
1. These procedures are designed solely to determine whether nonacademic criteria have been used in assigning a grade, and if so to effect a change of that grade.
  1. No punitive actions may be taken against the instructor solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the personnel file of the instructor. The use of nonacademic criteria in assigning a grade is a violation of the Faculty Code of Conduct. Sanctions against an instructor for violation of the Faculty Code may be sought by filing a complaint in accordance with San Diego Division By-law 230(D). A complaint may be filed by the student or by others.
  2. No punitive actions may be taken against the complainant solely on the basis of these procedures. Neither the filing of charges nor the final disposition of the case shall, under any circumstances, become a part of the complainant's file. The instructor may, if he or she feels that his or her record has been impugned by false or unfounded charges, file charges against the complainant through the office of the vice chancellor for Student Affairs, the dean of Graduate Studies, or the associate dean for Student Affairs of the School of Medicine.

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## UCSD POLICY ON INTEGRITY OF SCHOLARSHIP

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<http://senate.ucsd.edu/manual/appendices/app2.htm>

Integrity of scholarship is essential for an academic community. The university expects that both faculty and students will honor this principle and in so doing protect the validity of university intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work so that honest effort will be upheld.

The UCSD Policy on Integrity of Scholarship (herein the "Policy") states the general rules and

procedures associated with student integrity of scholarship. This Policy applies to undergraduate and graduate students enrolled in a UCSD course. A separate policy governs integrity of research. Medical students are governed by policies specified in the *Handbook for School of Medicine Advisors and Students*, as formulated by the School of Medicine Committee on Educational Policy. Pharmacy students are governed by the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) Policy on Integrity of Scholarship as formulated by the SSPPS faculty.

## I. INSTRUCTORS' RESPONSIBILITIES

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

## II. STUDENTS' RESPONSIBILITIES

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

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

## III. INSTRUCTIONAL ASSISTANTS' (IA) RESPONSIBILITIES

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

manner (e.g., providing access to unauthorized material related to tests, exams, homework).

## IV. RESPONSIBILITY FOR RESOLUTION OF CASES OF VIOLATION OF THE POLICY

The responsibility for maintaining the standards of academic honesty rests with two university authorities: the faculty and the administration. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration, while authority over courses and curricula is delegated to the faculty through the Academic Senate. All cases in which the student is found responsible for violating the Policy will result in both an academic and an administrative sanction.

### A. Academic Responsibilities and Sanctions

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

### B. Administrative Authority and Sanction

The appropriate administrative authority shall impose an administrative sanction in accordance with guidelines authorized by the Committee on Educational Policy. For undergraduates, the appropriate administrative authority is the Council of Deans of Student Affairs. For graduate students, the appropriate administrative authority is the assistant dean of Graduate Studies. Administrative sanctions range in severity from administrative probation to dismissal from the university. Students found responsible for multiple cases of academic dishonesty shall be subject to dismissal from the university.

### C. The Academic Integrity Coordinator (AIC)

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

## V. PROCEDURES FOR RESOLUTION OF CASES OF VIOLATIONS OF THE POLICY

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

### A. The Reporting Phase

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

1. Meet with the student to discuss the suspected violation. If the instructor decides that there is evidence of a Policy violation, he or she must submit a formal charge describing the suspected violation to the Office of the Academic Integrity Coordinator (AIC).
2. Submit a formal charge to the AIC describing the alleged violation.

All alleged cases of academic dishonesty must be reported. To file a charge of violating the Policy with the AIC, an instructor must submit in writing or via e-mail the following information: the student's name, the student's PID, the course name and number, the date of the alleged incident, and a description of the incident. Upon receiving the charge, the AIC will initiate the resolution process, as described in Section B below.

If the instructor has submitted a formal charge of violating the Policy, he or she will refrain from assigning a course grade for the student until the charge has been resolved. If the course concludes before the charge is resolved, the instructor will assign an In Progress ("IP") grade on the course grade sheet for the student's grade and will indicate in the memorandum column that this IP is for a "Pending Charge of Academic Dishonesty."

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

- assign an In Progress ("IP") grade on the course grade sheet for the student's grade and indicate in the memorandum column that this IP is for a "Pending Charge of Academic Dishonesty,"
- notify the AIC within forty-eight hours of submitting the grade sheet of the student's name that an integrity IP has been assigned, and that a formal charge is forthcoming, and
- file a formal charge to the AIC within fifteen (15) business days of assigning the IP grade.

If, after reporting a charge to the AIC, the instructor decides to withdraw the charge, the instructor shall notify the AIC via e-mail of his or her decision. The instructor shall determine the grade for the course. If an IP has been assigned, the instructor shall assign a grade for the course by submitting to Academic Records an official Change of Grade form with the note "Faculty Hold Resolved." The AIC shall notify the student, the appropriate dean, the department chair/program director, and Academic Records that the charge against the student has been withdrawn by the instructor. All notation of the charge shall be removed from the student's

academic record. The charge may be reinstated in accordance with this Policy should new evidence become available

## **B. The Decision and Resolution Phase**

Once the instructor has reported a charge of violating the Policy to the AIC, the AIC shall immediately notify the appropriate dean in writing and via e-mail, with a copy to the instructor and to Academic Records that the student is charged with violating the Policy. Within two (2) business days, the dean shall notify the student in writing and via e-mail of the charge and copy the AIC and the instructor. The official notice shall be sent to the student's UCSD e-mail address, and a written notice shall also be sent to the student's current address of record on file with the UCSD Registrar's Office. It shall be assumed that the notice of the charge was received by the student when it is sent in this manner.

If students from two or more undergraduate colleges are allegedly involved in the same incident, the AIC will direct the case to the chair of the Council of Deans of Student Affairs. The chair will then appoint one of the deans to proceed with the case for all students, regardless of undergraduate college. If the charge involves both undergraduate and graduate students, the chair of the Council of Deans of Student Affairs and the assistant dean of Graduate Studies shall consult and agree on how to proceed with the case.

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

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

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

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

Sanctions shall be determined as follows.

#### **1. Administrative Sanction**

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

For undergraduate students, the appropriate

dean shall make a recommendation of the administrative sanction(s) to the Council of Deans of Student Affairs. The Council of Deans of Student Affairs shall determine the administrative sanction(s) and shall notify the AIC of the decision within thirty (30) calendar days from the date of the AIC's notification of the charge.

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

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

#### **2. Academic Sanction**

Within ten (10) business days of being notified of the administrative sanction(s), the AIC shall notify the instructor, the department chair/program director, and Academic Records of the administrative sanction(s) and shall direct the instructor to assign a grade for the course and submit the Change of Grade form if an IP has been assigned.

The instructor shall determine the grade for the course. If an IP has been assigned, the instructor shall assign a grade for the course by submitting to Academic Records an official Change of Grade form with the note "Faculty Hold Resolved." Upon notification from Academic Records that the final grade has been recorded, the AIC will notify the student, the instructor, the dean, and the department chair/program director of the resolution of the case with a report of both the administrative and academic sanctions.

### **3. Decision II: The student contests the charge of violating the Policy and requests an Academic Integrity Review**

If the student contests the charge of violating the Policy (Decision II), he or she must submit a written request for an Academic Integrity Review to the appropriate dean.

1. This request must be received by the appropriate dean within twelve (12) business days of the date of the notification of the charge.
2. Within two (2) business days of receiving the student's written request for an Academic Integrity Review, the dean shall transmit the written request to the AIC along with any additional relevant documentation.
3. Within two (2) business days of receiving the dean's request, the AIC shall notify the student, the instructor, and the dean via e-mail that the request for an Academic Integrity Review was received.

### **4. The Academic Integrity Review (AIR)**

The purpose of an Academic Integrity Review is to explore and investigate the incident giving rise

to the charge and to reach an informed, evidence-based conclusion as to whether the Policy was violated.

## **5. Composition of the Academic Integrity Review Board and the Review Panel**

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

- Twenty-five (25) faculty members appointed by the Academic Senate Committee on Committees.
- At least six (6) graduate students appointed by the Graduate Student Association in collaboration with the assistant dean of Graduate Studies.
- At least twelve (12) upper division undergraduate students, two from each college, appointed by the college dean.

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

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

## **6. Notice of the Academic Integrity Review**

As soon as possible, and normally no longer than one quarter after receipt of the request for an AIR, the AIC shall schedule a review of the case by a Review Panel. The AIC shall normally provide at least ten (10) business days' notice to the student and the instructor of the time, date, and location of the AIR, although exceptions can be made if both the student and the instructor agree. The official notice shall be sent to the student's UCSD e-mail address, and a written notice shall also be sent to the student's current address of record on file with the UCSD Registrar's Office. It shall be assumed that the notice of review was received by the student when it is sent in this manner.

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

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

### **7. The Review Packet**

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

The AIC will make available to the presiding officer, the instructor, and the student a copy of the documents relevant to the charge (the review packet) no later than five (5) business days before the date of the AIR.

Newly available documents not included in the review packet can be presented at the AIR subject to the approval of the presiding officer. In such circumstances, the presiding officer should provide the Review Panel, the student, and the instructor with adequate time to review the new information.

### **8. Parties Attending the AIR**

A relevant party is one with direct and material understanding of the allegation.

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

The student's absence from or silence during the AIR shall not imply acceptance of responsibility.

The university will normally conduct a single AIR to address the charges made against multiple students in the same incident unless the students would experience substantial prejudice as a result of a joint AIR. The dean with whom the students meet to request an AIR will, in consultation with the AIC, hear and decide on prejudice concerns. Recognizing their formal role in the university instruction, in cases where an instructional assistant (IA) is involved, the IA may also be present for the entire AIR rather than partially as a relevant party.

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

The instructor and the student shall have the right to present relevant parties and question all relevant parties present at the AIR. In lieu of relevant parties attending the AIR, the instructor and/or the student may submit written statements from relevant parties as part of the review packet. Normally, relevant parties are present at the AIR only for the time they are presenting their statements and being questioned by the instructor, the student, and the Review Panel.

### **9. The Academic Integrity Review Process**

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

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

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

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

The final determination of the case shall rest with the Review Panel. The instructor and the student, along with any other parties to the AIR, will be excused before the Review Panel begins its deliberations. Review Panel deliberations shall always be confidential and conducted in private with only the Review Panel members and the presiding officer present. The responsibility of the Review Panel is only to determine whether the student violated the Policy, although the Review Panel can make recommendations regarding administrative sanctions to be considered by the Council of Deans. In AIRs where

there is more than one student charged, the Review Panel must make a separate determination for each student.

Within five (5) business days from the date on which the AIR is completed, the presiding officer shall forward via e-mail the Review Panel's determination to the appropriate dean, with copies to the AIC, the department chair/program director, the instructor, and the student.

### **10. Determination of Sanctions**

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

#### **1. Administrative Sanction**

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

If a graduate student is found responsible for violating the Policy, the assistant dean of Graduate Studies shall decide the administrative sanction(s) and shall inform the student and the AIC in writing within ten (10) business days after the receipt of the notice of the Review Panel's determination.

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

#### **2. Academic Sanction**

The AIC shall notify the instructor, the department chair/program director, and Academic Records of the administrative sanction(s) and shall direct the instructor to assign a grade for the course and submit the Change of Grade form if an IP has been assigned.

Within ten (10) business days after receiving the official notice from the AIC, the instructor shall determine the grade for the course. If an IP has been assigned, the instructor shall assign a grade for the course by submitting to Academic Records an official Change of Grade form with the note "Faculty Hold Resolved." Upon notification from Academic Records that the final grade has been recorded, the AIC will notify the student, the instructor, the dean, and the department chair/program director of the resolution of the case with a report of both the administrative and academic sanctions and that the case is closed.

If the Review Panel finds the evidence insufficient to sustain the charge of violating the Policy, the administrative authority and the instructor shall dismiss the matter without further action against the student, who shall be permitted either to complete the course without prejudice or to withdraw from it. The AIC shall notify the student of his or her options and, within five (5) business days of the date of the letter, the student shall

notify the AIC of his or her decision. If the student does not notify the AIC within this timeframe, it shall be assumed that the student is electing to complete the course without prejudice. The AIC shall then notify the instructor and Academic Records of the student's decision. If the student withdraws from the course, the course shall not be listed on his or her transcript.

## C. The Appeals Phase

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

### 1. Appeal of the Determination of the Review Panel

An undergraduate student may appeal the Review Panel's determination by submitting a written appeal to the Council of Provosts, with a copy to the AIC, within five (5) business days of formal notification of the determination of the Review Panel. The Council of Provosts will consider the appeal within ten (10) business days from the date the appeal was received. The decision of the Council of Provosts regarding the student's appeal shall be sent to the student (via mail and e-mail) and copied to the student's dean, the AIC, and Academic Records.

A graduate student may appeal the Review Panel's determination by submitting a written appeal to the dean of Graduate Studies, with a copy to the AIC, within five (5) business days of formal notification of the determination of the Review Panel. The dean of Graduate Studies will consider the appeal within ten (10) business days from the date the appeal was received. The decision of the dean of Graduate Studies shall be sent directly to the student (via mail and e-mail) and copied to the assistant dean of Graduate Studies, the AIC, and Academic Records.

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

### 2. Appeal of the Academic Sanction

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

### 3. Appeal of Administrative Sanction(s)

An appeal of the administrative sanction(s) shall be submitted by an undergraduate student to the Council of Provosts with a copy to the AIC within five (5) business days of receiving notice from the AIC of the administrative sanction. The Council of Provosts shall evaluate the student's appeal and make a final decision within ten (10) business days of receiving the appeal. The decision of the Council of Provosts shall be sent by the Chair of the Council of Provosts to the student (via mail and e-mail) and copied to the dean, the AIC, and Academic Records.

An appeal by a graduate student shall be directed to the dean of Graduate Studies with a copy to the AIC within five (5) business days of receiving notice from the AIC of the administrative sanction. The dean of Graduate Studies shall evaluate the student's appeal and make a decision within ten (10) business days of receiving the appeal. The decision of the dean of Graduate Studies shall be sent to the student (via mail and e-mail) and copied to the assistant dean of Graduate Studies, the AIC, and Academic Records.

A decision of the Council of Provosts or of the dean of Graduate Studies regarding an appeal is final.

## IV. POLICY REGARDING STUDENT ACADEMIC RECORDS

- Until a charge of violating the Policy has been resolved, the student's transcript will show an "IP" for the course. Academic Records will note in attached text to the course (i.e., not on the student's transcript) that the hold is for a "Pending Charge of Academic Dishonesty."
- While a hold is in effect, the student shall not drop the course. If the student drops the course before the charge of violating the Policy has been resolved, he or she will be administratively reenrolled in the course by Academic Records.
- The faculty hold shall not be removed by Academic Records until notification from the AIC that the case is resolved or that the instructor has withdrawn the charge.
- If a passing grade is assigned and a conflict arises because of the student's enrollment in a duplicate, cross-listed, or equivalent course taken after the charge has been resolved, Academic Records shall drop the student from the duplicate course or remove the grade for the duplicate course from the student's record.
- If the student has been found responsible for violating the Policy, the grade assigned by the instructor will be counted in the student's GPA even if the course is retaken. Academic Records will permanently note in text attached to the course (i.e., not on the student's transcript) that the grade was given as a result of "Academic Dishonesty."
- If the student withdraws from UCSD before the final resolution of the case, the following policy shall govern. If the student is found responsible for violating the Policy, and the instructor assigns the student a final grade in the course, this grade shall be permanently entered on the transcript.

If the administrative sanction is dismissal, the transcript shall bear a notation that readmission is contingent upon the approval from the chancellor. Any administrative penalty less severe than dismissal shall be imposed if and when the student returns to the university.

- If a case of alleged Policy violation is also the subject of an administrative inquiry under the Policy on Integrity of Research, then the senior vice chancellor for Academic Affairs, in consultation with the Review Panel, may make such modifications in procedure as are necessary to coordinate the two inquires.
- If the administrative sanction is suspension or dismissal, the fact that the student was suspended or dismissed for violating the Policy must be posted on the academic transcript for the duration of the sanction.

## V. REVIEW OF THIS POLICY

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

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## SPECIAL PROGRAMS

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### EDUCATION ABROAD PROGRAM AND THE OPPORTUNITIES ABROAD PROGRAM

Please refer to the "[Courses, Curricula, and Programs of Instruction](#)" section of this catalog, where the Education Abroad Program and the Opportunities Abroad Program are described in full.

### INTERCAMPUS TRANSFER (ICT)

An undergraduate in good academic standing who is now, or was previously, registered in a regular session at any campus of the University of California and has not since registered at any other institution may apply for admission as a transfer in the same status to another campus of the university.

### How to Apply

Intercampus transfers must complete the University of California Undergraduate Application form. These forms are available in the Office of the Admissions, or at <http://www.universityofcalifornia.edu/apply>. You may apply to one or to as many as nine UC campuses of the university using one application form. Send your completed application to:  
University of California  
Admissions Application Processing Service  
P.O. Box 23460  
Oakland, CA 94623-0460  
Mail only your application form if downloaded, fees, and essay to the processing service address above. Send your transcripts, test scores, and all other correspondence relating to your application directly to the Admissions Office at the university campus(es) to which you apply. The processing service will not forward them.

You may apply online using Pathways: <http://www.ucop.edu/pathways>.

## Application Fees

The basic application fee entitles you to apply to one university campus. If you apply to more than one campus, you must pay an additional fee for each campus you select. These fees are not refundable.

## When to Apply

Priority dates for filing applications for intercampus transfer are identical to the application filing dates for new students: fall, November 1–30; winter, July 1–31; and spring, October 1–31. UC Berkeley fall semester, November 1–30.

A campus will accept applications after the priority period only if it still has openings. If you apply after the priority filing period to a campus that is no longer accepting applications, the Admissions Application Processing Service will notify you by mail that your application will not be forwarded to that campus. In this case, you may receive a full or partial refund of the application fee.

Note: UCSD does not accept applications for winter and spring quarters. Consult the application for undergraduate admission for information regarding other campuses.

## INTERCAMPUS VISITOR (ICV)

Qualified undergraduates may take advantage of educational opportunities on other campuses of the University of California as an Intercampus Visitor (ICV). This program is designed to enable qualified students to take courses not available on their home campus, to participate in special programs, or to study with distinguished faculty members on other campuses of the university. Students who meet the following requirements should complete an application available in the Office of the Registrar.

1. An undergraduate student must have completed at least one year in residence on the home campus and have maintained a grade-point average of at least 2.0 (or equivalent) to apply as an intercampus visitor.
2. Approval of the appropriate provost office is required.
3. Some UC campuses have additional requirements. See the application for requirements and deadlines.

If students meet the above conditions, they should complete the ICV application form and return it to the Office of the Registrar on the home campus, on or before the appropriate deadlines. The ICV application is subject to approval of both the home and host campuses.

A nonrefundable fee is charged for each ICV application.

## SIMULTANEOUS ENROLLMENT OF UCSD STUDENTS AT OTHER UC CAMPUSES

UCSD students may enroll in classes at another UC campus for the same term providing the student:

- Has completed one quarter as a matriculated student at UCSD
- Is enrolled and paid for a minimum of twelve units for the current term at UCSD and maintains this status

- Is in good standing
- Has the appropriate academic preparation as determined by the host campus.

Financial aid is available only through UCSD. Students eligible for veterans, rehabilitation, social security, and other federal, state, or county benefits must secure eligibility certification through the UCSD financial aid office. Units taken at both campuses may be combined to establish full-time enrollment for financial aid.

## ROTC

UCSD does not have an ROTC program. Students may, however, with the permission of their college, enroll in ROTC courses at another institution in conjunction with completing their degree programs at UCSD.

ROTC courses are conducted on the campuses of the University of San Diego and San Diego State University. Further information on these programs may be obtained from the ROTC advisor at the Aerospace Studies Department, (619) 594-5545, and the Military Science Department, (619) 594-4943, at San Diego State University, or the Department of Naval Science, (619) 260-4811, at the University of San Diego.

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## ABSENCE/READMISSION TO THE UNIVERSITY

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Undergraduate students absent for no more than one quarter are considered to be continuing students and may enroll on TritonLink.

Students in good academic standing who are absent for **two or more consecutive quarters** must file an application for readmission no later than four weeks prior to the beginning of the quarter. A nonrefundable fee is charged. The Web site containing the online readmission application and information is: <http://tritonlink.ucsd.edu>. Select the "**Academics**" tab then select "**Readmission**."

Students in good academic standing who were absent for **three quarters or more**, should consult with a college academic advisor before enrollment to ensure adherence to graduation requirements. Students who were on probation or subject to dismissal the last quarter of attendance at UCSD may be required to consult with an academic advisor prior to approval of the readmit application and establish a contract before enrollment.

Students who were dismissed from UCSD, but have subsequently met the conditions stipulated in their original dismissal letter, must consult with an academic advisor and establish a quarterly contract before readmission and enrollment.

Students who attended another institution since leaving UCSD must submit official transcripts for all academic work completed. This work must be of passing or higher quality.

In the case of major departments with approved screening criteria, students may be readmitted as pre-majors. All students must be readmitted to their same major prior to readmission.

## WITHDRAWAL FROM THE UNIVERSITY

Enrolled or registered (paid fees) students who wish to withdraw either prior to or during the quarter are required to complete the Undergraduate Application for Withdrawal. The form should be filed with the student's college academic advising or dean's office. These forms serve two purposes: 1) a means to provide a refund of fees, if appropriate (see below); 2) automatic withdrawal from classes (see also "The W Grade"). Students considering withdrawing are urged to consult with their respective college. The colleges recognize that there are many reasons for students withdrawing from the university.

## REFUND POLICY

### New Undergraduate Students

Prior to the first day of instruction, the registration fee is refunded minus the statement of intention to register fee.

### Refund Schedule

The following schedule of refunds is effective beginning with the first day of instruction and refers to calendar days (including weekends):

0–1 days	2–7 days	8–18 days	19–35 days	36 days and over
100 percent	90 percent	50 percent	25 percent	0 percent

(Subject to Change)

The effective date of withdrawal used in determining the percentage of fees to be refunded is the date indicated on the withdrawal form by the college academic advising or dean's office.

### Return of Title IV Federal Student Aid

Financial aid recipients may be required to return some or all of their aid at the time of withdrawal. This requirement applies only to undergraduate students who withdraw prior to completing 60 percent of the quarter. Questions about financial aid repayment should be directed to the Financial Aid Office.

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## AUDITING

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Interested individuals, including registered students, are permitted to audit courses only with the explicit and continuing consent of, and under such rules as may be established by, the faculty member in charge of the course. The instructor is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by University policies and campus regulations.