



ACADEMIC INFORMATION

## REGISTERING AT UC DAVIS

### Registration

Office of the University Registrar  
3100 Dutton Hall  
530-752-3639; <http://registrar.ucdavis.edu>

Registration is the way you become a student at the university. To be a continuing UC Davis student, you must register each quarter. Registration includes enrolling in classes, the financial obligation to pay tuition, fees and all other charges on your student account, filing your current address with the Office of the University Registrar, and completing and filing any forms pertaining to your registration status.

If you are a *new* or *reentering* student, you must complete the following:

- Submit a Statement of Legal Residence; see [Residence for Tuition Information, on page 57](#).
- California Health and Safety Code requires first time enrollees who are 18 years of age or younger to provide a statement of immunization status for the Hepatitis B virus prior to enrollment. For more information, see Student Health and Counseling Services (SHCS) at <https://shcs.ucdavis.edu/information/newstudent/hep-b.html>.
- Have a student ID card produced; see the AggieCard website at <http://aggiecard.ucdavis.edu> or information on how to upload your photo and obtain your AggieCard.

New graduate students who have been registered previously at UC Davis as undergraduates are considered to be new students.

**Change of Name.** Your legal name must be on file with the Office of the University Registrar. If your name has changed since the time of your application, please complete the Name Change Form and submit it with the legal documentation for verification to the Office of the University Registrar in 3100 Dutton Hall or use the form at <https://registrar.ucdavis.edu/records/changes-personal-information.cfm>.

**Change of Address.** Be sure to inform the Office of the University Registrar of any change of address. Failure to file your current addresses can result in a hold on your registration. You can update your address using SISWeb; see <http://sisweb.ucdavis.edu>.

### Late Registration

Late registration privileges extend through the 10th day of instruction, but you are assessed a late fee to defray the extra administrative costs. Registration after the deadline is allowed only if action or inaction on the part of the university delays registration. A recommendation from an appropriate administrative unit is required and tuition and registration fees must be paid with cash, cashier's check, credit union check, university check or fee credit.

## ENROLLING IN COURSES

**Online Registration.** Students enroll in courses by using SISWeb; see <http://sisweb.ucdavis.edu> or myucdavis Schedule Builder; see <https://students.my.ucdavis.edu/schedulebuilder/>.

**The Class Search Tool** and other registration information are available at <http://registrar.ucdavis.edu>.

**Undergraduate Registration Priority.** Access to registration is by priority groups. The groups are established according to student class level, as determined by the number of units completed. Undergraduate Class Level is determined as follows:

- |                   |                     |
|-------------------|---------------------|
| • Freshman Level  | 0–44.99 units       |
| • Sophomore Level | 45–89.99 units      |
| • Junior Level    | 90–134.99 units     |
| • Senior Level    | 135 units and above |

You are officially registered in all courses listed on your individual class schedule. Once registered, you are financially liable for all tuition and fees associated with the term and responsible for completing each of the courses. View your class schedule using SISWeb or myucdavis Schedule Builder.

### Adding and Dropping Courses

You can adjust your schedule by adding or dropping courses until the deadlines published in the Quarter Dates and Deadlines calendar at <http://registrar.ucdavis.edu/calendar/>.

The last day to add courses is the 12th day of instruction. The last day to drop courses without dean's permission or fee is the 20th day of instruction, except for those courses designated by departments as 10-day-drop courses. You need to obtain the permission of your dean and pay the processing fee to drop a designated 10-day-drop course after the 10th day of instruction or to drop any other courses after the 20th day of instruction.

See Adding and Dropping Courses, at <http://registrar.ucdavis.edu/registration/schedule-adjustments/add-drop.cfm>, on how to adjust your schedule and what add/drop procedures and fees apply after the published deadlines. The Quarter Dates and Deadlines calendar, at <http://registrar.ucdavis.edu/calendar/>, also lists the course add and drop deadlines.

### Late Add

To add a course after the deadline, but on or before the last day of instruction, you need approval of the department. A processing fee applies to late adds.

### Late Drop

To drop a course after the deadline, but on or before the last day of instruction, you need approval of the dean of your college or school. Graduate students must have their adviser's approval in order to drop courses. A processing fee applies to late drops. Permission to drop courses after the deadline may be granted only in exceptional circumstances.

### Retroactive Drop

Occasionally, in exceptional circumstances, students are allowed to drop a course after the course is completed. Reasons for seeking a retroactive drop are very specific: medical problems, severe emotional difficulties, or recent death or severe illness in the immediate family. Retroactive Drop petitions must also include an explanation as to why the class being petitioned was more affected than other classes completed during the term. Petitions are subject to approval by the Academic Senate Committee on Grade Changes. Petitions for Retroactive Change are available from the Office of the University Registrar and should include a detailed account of the problem, appropriate documentation and an ade-

quate explanation of why an I grade or late drop was not taken during the quarter in which the problem occurred. Retroactive drop petitions should be submitted by the student to the instructor of the course, who will then submit the petition on the student's behalf to the Office of the University Registrar. A processing fee is applicable on all retroactive drops.

### Retroactive Add

In some rare circumstances, students are allowed to add a course after the course is completed. Petitions are subject to approval by the Academic Senate Committee on Grade Changes.

Petitions for Retroactive Change are available from the Office of the University Registrar. Each petition must include the reason for the student's failure to add the course during the quarter in which it was offered. Retroactive add petitions should be submitted by the student to the instructor of the course, who will then submit the petition on the student's behalf to the Office of the University Registrar. A course grade must be assigned by the instructor. A processing fee is applicable on all retroactive adds.

### COURSE LOAD

**Expected Progress.** Undergraduate students are expected to graduate in 12 quarters (four years). To do so, students should plan to complete an average of 15 units per quarter (15 units per quarter for 12 quarters totals 180 units). Because occasions arise which prevent students from achieving expected progress towards the degree, the campus has established minimum progress requirements, to which students must adhere.

**Minimum Progress Requirements.** To meet minimum progress, a full-time regular undergraduate is required to maintain an average of at least 13 units passed over all quarters of enrollment. Minimum progress is calculated at the end of every Spring Quarter for the preceding three quarters (Fall, Winter, Spring) comprising the academic year. Undergraduate students falling below this requirement are not in good minimum progress standing and may be disqualified from further enrollment at the University. Quarters for which a student was officially approved for part-time status are omitted from the minimum progress calculation. For more information, see [Probation and Dismissal](#), on page 94.

**Certification of Full-Time Status.** Undergraduate students must carry a study load of at least 12 units (including workload units) each quarter in order to be certified as full-time students for insurance and financial aid purposes or to compete in intercollegiate athletics. Graduate students must carry a study load of at least 12 units each quarter in order to be certified as full-time students.

#### Course Load Limits in the College of Letters and Science.

Freshman students in their first year and transfer students in their first quarter of residence may not take more than 17 units each quarter. For all other Letters and Science students, the class schedule may not exceed 21 units each quarter. These unit limitations include non-credit remedial courses and repeated courses, but not make-up work to remove incomplete grades.

**Course Loads in the College of Engineering.** Because of the large number of required units in engineering programs, many students must take more than 15 units per quarter and/or attend summer session to finish in four years.

### Part-Time Student Status

If, for reasons of occupation, family responsibility, health or, graduating-senior status (one term only), you are unable to attend the university on a full-time basis, you may qualify for enrollment in part-time status. Undergraduate students must file for part-time status each quarter. Graduate students with approved part-time status will remain part-time until the student enrolls full-time. To be considered eligible, undergraduate students must be registered in 10 units (including workload units) or fewer by the tenth day of instruction that quarter and graduate students must be registered in 6 units or fewer by the tenth day of instruction. The Part-Time Petition is available through the Office of the University Registrar at <https://registrar.ucdavis.edu/registration/part-time.cfm>. The petition must be submitted no later than the tenth day of instruction. Minimum progress requirements are waived for part-time students. Part-time students have use of the same facilities and are eligible for the same services, including student health services, as full-time students.

### THE MAJOR

You will find a complete list of the majors offered at UC Davis under [Degrees Offered by UC Davis](#), on page 15.

### Declaration of Major

**College of Agricultural and Environmental Sciences.** Students must declare a major by the time they have completed 90 units. Failure to declare a major at this point may result in a hold on further registration. In order to declare a major, you must meet with your faculty adviser and/or advising associate, fill out a Change of Major petition on the OASIS portal at <https://students.ucdavis.edu/>, and then file the petition with the dean's office. If you have completed 90 units, you must prepare a study plan with your adviser and/or advising associate at the same time. You are accepted into a major only after your major department and the dean's office have approved the Change of Major petition. With the approval of the College Executive Committee, additional requirements, such as completion of a particular set of required courses with a specified grade point average (usually well above a C average), may be introduced as conditions for acceptance into any major at any time.

**College of Biological Sciences.** Students must declare a major by the time they have completed 90 UC Davis units. A hold will be placed on registration if a student is still undeclared after completing 90 units. Students must meet with a BASC academic adviser for that specific major, review eligibility and discuss a projected plan of studies. Students file a Change of Major petition on the OASIS portal at <https://students.ucdavis.edu/>. The minimum requirement for entry into a major is a C average in all courses used to satisfy major requirements. Students are accepted into the major when their adviser and the dean have approved the petition.

Students who fail to maintain a 2.000 GPA in courses required for their major over two consecutive quarters may be required to withdraw from the major.

**College of Engineering.** Students must declare a major when they apply to the College of Engineering. The ability to change majors is subject to meeting the requirements set forth by the faculty of the College of Engineering. Requirements for changing to a College of Engineering major can be found at <http://engineering.ucdavis.edu/undergraduate/advising/answers.html#a1> or by contacting the Engineering Undergraduate Office 530-752-1979.

**College of Letters and Science.** Students must declare a major by the time they have completed 90 units. If you have not declared a major by this point, a hold may be placed on your registration. Such a hold would be removed only when your Change of Major petition is approved by the Undergraduate Education and Advising Office. Petitions are only accepted electronically and are available on the “Forms and Petitions” tab on the OASIS portal at <https://students.ucdavis.edu/>. As a part of the declaration procedure, you must, in consultation with a faculty adviser, prepare a projected plan of study. You are accepted into the major when your adviser and the Undergraduate Education and Advising Office have approved the petition.

To be accepted into a major, you must have a C average in all courses you have completed that are required for that major. With the approval of the College Executive Committee, additional requirements, such as completion of a particular set of required courses with a specified grade point average (usually well above a C average), may be introduced as conditions for acceptance into any major at any time.

If your performance is unsatisfactory after you have declared a major program, you may be required by the dean to withdraw from that major, upon written recommendation from the chair of the department or the curriculum committee that administers the major.

### Change of Major Within a College

To change from one major to another within a college, you need the consent of the department or committee in charge of your proposed new major and the approval of the dean. Admission into a major program may be denied by the program or by the dean if your grade point average (GPA) in courses required for the selected major is less than 2.000.

Procedures for change of major within a college are the same as for declaration of major and the same conditions apply. If you wish to change to a major that has admission restrictions, you must comply with the special procedures and requirements for that major.

Except under unusual circumstances, no change of major will be permitted after you attain senior standing (135 units). Students wishing to petition for such an exception should consult in advance with the relevant dean's office or the Biology Academic Success Center regarding additional restrictions and requirements.

It is not possible to change or declare a major in the quarter in which you file to graduate.

**College of Biological Sciences.** Students who wish to change their major after completing 135 units should file a quarter-by-quarter graduation plan with the change of major petition, both available on the OASIS portal at <https://students.ucdavis.edu/>. Changes of major will not be permitted by the Dean after the beginning of the quarter of the student's graduation. Students whose graduation plan causes them to exceed 200 units must also file an Excess Units petition available on OASIS.

**College of Engineering.** The above provisions may not apply to students in the College of Engineering, whose freedom to change majors is limited. Requirements for changing to a College of Engineering major can be found at <http://engineering.ucdavis.edu/undergraduate/advising/answers.html#a1> or by contacting the Engineering Undergraduate Office 530-752-1979.

### Change of Major Accompanied by Change of College

A change of major petition, available on the OASIS portal at <https://students.ucdavis.edu/>, must be approved by a faculty or staff adviser of the new major you are selecting. In addition, admission to the new college will require that dean's approval. To obtain that approval, you must be in good academic standing (qualitatively and quantitatively; see the [Probation and Dismissal, on page 94](#)), meet all minimum GPA criteria, including those for the major, and satisfy any other admission requirements established by the new college.

Except under unusual circumstances, no change of major will be permitted after you attain senior standing (135 units). Students wishing to petition for such an exception should consult in advance with the relevant dean's office or Biology Academic Success Center regarding additional restrictions and requirements.

It is not possible to change or declare a major in the quarter in which you file to graduate.

**College of Biological Sciences.** Students who wish to change their major and college after completing 135 units should file a quarter-by-quarter graduation plan with the change of major petition, both available on the OASIS portal at <https://students.ucdavis.edu/>. Students whose graduation plan causes them to exceed 200 units must also file an Excess Units petition available on OASIS. Changes of major will not be permitted by the Dean after the beginning of the quarter of the student's graduation.

**College of Engineering.** Requirements for changing to a College of Engineering major can be found at <http://engineering.ucdavis.edu/undergraduate/advising/answers.html#a1> or by contacting the Engineering Undergraduate Office 530-752-1979.

**College of Letters and Science.** Requirements for changing to a College of Letters and Science major can be found at <http://www.ls.ucdavis.edu/advising/faq.html>.

### Multiple Majors

**College of Agricultural and Environmental Sciences.** A student choosing to major in multiple majors must petition the departments/programs/divisions responsible for the major(s) and the dean of the college. The dean's approval of declaration for multiple majors is subject to the following:

1. Eighty percent of the upper division units offered in satisfaction of course and unit requirements of each major must be unique; that is, they may not be offered in satisfaction toward the upper division unit requirements of any of the other selected majors. Courses with substantial overlap in content will not count as part of the eighty percent. Departmental advisers may approve only one course for substitution when considering the eighty percent in upper division courses and units required for each major.
2. When unit requirements of the majors included in a request differ, the major with the smaller number of upper division units required should be used to compute the minimal unit difference that must be met.

3. A student in good academic standing and with a minimum of a C average in the upper division courses taken toward the major may elect to declare simultaneously more than one major within the college or a combination of majors offered by the college and other undergraduate colleges on campus.

**College of Biological Sciences.** Admission into multiple majors is subject to the approval of offices in charge of the majors involved and the Dean of the College. Departments, curriculum committees and other teaching units, singly or collectively, as well as faculty advisers have the right to disapprove a student's request for a multiple major.

Approval of a request to declare more than one major is subject to the following:

1. Eighty percent of the upper division units used to satisfy requirements in each major must be unique; that is, they may not be offered in satisfaction of requirements of any of the other majors involved.
2. If the major programs differ in the number of upper division units required, the major program requiring the smaller number of upper division units will be used to compute the minimum number of units that must be unique.
3. In determining that the eighty percent requirements have been satisfied, advisers and the Dean must count both specific courses and courses with substantial overlap of content as common to the majors involved.
4. Students must complete all majors within the 225-unit limit.
5. Students may only petition for a multiple major after completing two Depth Subject Matter courses in each major.

A student who completes all requirements for approved multiple majors in which one major normally leads to an B.A. degree and another normally leads to a B.S. degree, will receive a B.A.S. degree. A single degree is granted to students who graduate with multiple majors.

**College of Engineering.** Students may choose to complete two engineering majors. Double-major students must satisfy the requirements for both majors. Degree requirements for such double majors ordinarily cannot be completed within four academic years. A change of major petition is required for all requests and appropriate approvals from all applicable departments and dean's offices are necessary.

The Department of Computer Science **does not allow** double majors of Computer Science and Engineering and Computer Engineering, or Computer Science and Engineering and Electrical Engineering, or Computer Science and Engineering and Computer Science (L&S).

Triple majors will not be approved.

If you want to double major in any over-subscribed engineering major, you will be subject to the additional restrictions for changing into those majors and must satisfy the requirements of both majors.

**College of Letters and Science.** Students choosing to major in multiple subjects must notify the Undergraduate Education and Advising Office of their decision by submitting for approval a petition endorsed by faculty advisers in the majors. The dean's approval of the declaration of more than one major is subject to the following conditions:

1. At least 80 percent of the upper division units used to satisfy course and unit requirements in each major selected must be unique and may not be counted toward the upper division unit requirements of any other major undertaken. Courses with substantial overlap in content will not count as part of the 80 percent.

If the major programs differ in the number of upper division units required, the major program requiring the smaller number of units will be used to compute the minimum number of units that must be unique.

2. At the time of request, a substantial part of the preparatory subject matter in each major must have been successfully completed.
3. All degree requirements *must* be completed within the 225-unit limit.

Combination proposals that *cannot be approved* are two or more majors offered by the same discipline, *except* art history and art studio.

A student who completes all requirements for approved multiple majors in which one major normally leads to an A.B. degree and another normally leads to a B.S. degree, will receive a B.A.S. degree. A single degree is granted to students who graduate with multiple majors.

### Cross-College Majors

**College of Agricultural and Environmental Sciences.** The College does encourage multiple majors between colleges whenever your academic interests and abilities indicate this to be the best route. After endorsement of the Change of Major petition by the appropriate faculty or staff adviser in the colleges involved, each dean may approve the petition if there are sufficient differences between the requirements for the major programs you wish to study.

At least 80 percent of the upper division units used to satisfy course and unit requirements in each major selected must be unique and not duplicate those of the other major. In planning for multiple majors, you should determine the total requirements needed for each major as well as for graduation from each college involved.

All degree requirements must be completed within the 225-unit limit.

The same conditions apply for cross-college majors as for multiple majors.

**College of Biological Sciences.** The same conditions apply for cross-college multiple majors as for multiple majors within the college. In addition, approval of the deans of all involved colleges are required for cross-college multiple majors.

**College of Engineering.** Enrollment in a combination of an engineering major and a non-engineering major may be possible. A change of major petition is required for all requests and appropriate approvals from all applicable departments and deans' offices are necessary. Such double-major students must satisfy the requirements for both majors. Degree requirements for such double majors ordinarily cannot be completed within four academic years.

**College of Letters and Science.** The same conditions apply for cross-college majors as for multiple majors. Cross-college programs will not be approved if the majors involved are available within a single college as well.

### Individual Major

Students with academic interests not covered by an established major have the opportunity to develop an individual major. Such a major requires the selection of interrelated courses totaling a minimum of 45 upper division units from two or more areas of study. If you choose this option you will work closely with faculty advisers to develop a coherent and rigorous academic program. This program is then submitted to a faculty committee for review and approval. Submit the proposed program to the committee prior to reaching 90 units, or by the fourth full week of the fifth quarter before graduation, whichever is earlier. If you wish to undertake an individual major, see an adviser in your dean's office or the Biology Academic Success Center. Program requirements are outlined under **Individual Major, on page 380**. *The College of Engineering does not offer an individual major. The College of Agricultural and Environmental Sciences has suspended this program.*

### THE MINOR

If you are interested in two or more areas of study, you should consider completing one or more minor programs. Minor program requirements are listed in the chapter of this catalog under the department that offers them. You will find a complete list of the minors offered at **Minor Programs Offered by UC Davis, on page 17**.

A minor typically consists of 18 to 24 upper division units in courses specified by the department or program offering the minor. Courses used to satisfy the requirements of a minor, including those completed elsewhere, must be approved by an adviser in the sponsoring department or program. You are also expected to complete all courses that are prerequisite to the upper division courses required for the minor.

When unique subject matter essential to the academic coherence of the program is offered only at the lower division level, the program may include a single lower division course as part of the minor in lieu of an equal number of units in the upper division courses.

For successful completion of a minor, **you must have a grade point average of 2.000 in all courses required for the minor.**

If you want to have completion of a minor certified on your transcript, you must file a minor petition on the OASIS portal at <https://students.ucdavis.edu/>. Requirements for the minor must be met by the time of graduation.

### Additional Requirements for Colleges

#### **College of Agricultural and Environmental Sciences**

Transfer units will not normally be used to satisfy minor requirements. Exceptions will require approval by the student's adviser and the Undergraduate Majors and Courses Committee.

No more than one course applied to the satisfaction of requirements in the major program shall be accepted in satisfaction of the requirements of a minor. No course used to satisfy the requirements of one minor shall be applied toward any other minor.

#### **College of Biological Sciences**

Students in the College of Biological Sciences may not complete a minor in the same field as the student's major. This includes any minor offered by the department or curriculum committee in charge of the student's major. All major and minor requirements must be completed within the 225 total unit limit.

No more than one course applied to the satisfaction of requirements in the major program shall be accepted in satisfaction of the requirements of a minor. No course used to satisfy the requirements of one minor shall be applied toward any other minor.

#### **College of Letters and Science**

With the exception of interdisciplinary minors approved by the College Executive Committee, students in the College of Letters and Science may not complete a minor offered by the department or program in charge of the student's major. You can elect only one minor in a subject area.

No more than one course applied to the satisfaction of requirements in the major program shall be accepted in satisfaction of the requirements of a minor. No course used to satisfy the requirements of one minor shall be applied toward any other minor.

### Requirements for Schools

Beyond minors offered by the undergraduate colleges, there are two additional minors available for undergraduate students. The School of Education offers a minor in Education and the Graduate School of Management offers a minor in Technology Management and. The process for declaring these minors is the same, students file a minor petition on the OASIS portal at <https://students.ucdavis.edu/>.

#### **School of Education**

Any student may minor in Education.

#### **School of Management**

The Graduate School of Management offers the minor in Technology Management. To complete the minor, students must complete a minimum of 20 units of coursework in the minor with a GPA of 2.000 or better. Coursework in the minor will complement the student's undergraduate major studies with training in accounting, finance, marketing, organizational behavior and operations. The minor also provides students with business and management skills that will enable them to apply training from their major program in a business setting.

### ACADEMIC CREDIT

#### Units of Credit

Academic work at the university is measured by "units of credit." In conjunction with the letter grade you receive from the course instructor, units of credit give a fairly accurate evaluation of the amount of time you have devoted to a given subject. Units of credit also make it possible to anticipate the amount of work involved in a particular course and enable you to transfer from one campus or university to another without undue difficulty. To convert quarter units to semester units, multiply by 0.66; from semester to quarter units, multiply by 1.5.

Units of credit are assigned to courses based on 1 unit of credit for three hours of work by the student per week. Usually this means one hour of lecture or discussion led by the instructor and two hours of outside preparation by the student. In laboratory courses, two or three hours of work in the laboratory are normally assigned 1 unit of credit.

In most courses at UC Davis, the standard procedure prevails, so that a 3-unit course meets for three hours a week, a 4-unit course for four hours and so on. Courses that are an exception to this pattern may require additional class time or give more demanding assignments. If you have questions about the number of units assigned to a course, you should check the expanded course descriptions (available at your college, department, or on the Internet) or ask the instructor what is required in terms of outside reading, term papers, problem sets or field trips. These are not always spelled out completely in the *General Catalog*. By knowing the amount of work that will be required, you can plan your course load more systematically and realistically.

### Credit by Examination

Under certain prescribed conditions, currently registered students in good standing may receive course credit by taking an examination without formally enrolling in a course. You may obtain a petition and a copy of the prescribed conditions from the Office of the University Registrar. The petition is subject to the approval of the instructor giving the examination and the department involved.

The completed petition, accompanied with the processing fee, must be presented for final approval to the dean of your college or school, or if you are a graduate student, to the dean of Graduate Studies. The completed petition must be submitted to the Office of the University Registrar no later than the business day before the date of the scheduled examination; petitions that are submitted after this date will be denied. Students who are approved by the Office of the University Registrar to take credit by examination shall be issued a permit to take the examination, which the student will present to the instructor at the time of the examination.

The credit received for the examination may not duplicate any credit you have already earned toward your degree. You may not use credit by examination to repeat any course you have taken previously, regardless of the grade you received in that course. Credit earned by examination may not be applied towards satisfaction of the General Education requirement. The final examination results will be reported to the Office of the University Registrar, which will assign the appropriate grade and grade points to you. Since failure to pass the examination will be recorded as an *F*, you are encouraged to prepare fully for such an examination before attempting it. Optional *P/NP* or *S/U* grading is subject to approval by the appropriate dean.

You may also receive credit for learning in nonacademic settings through credit by examination.

To earn credit through the credit by examination process, the examination must be given by a UC Davis instructor and be for a course listed in the current *General Catalog*. Students are not eligible to take a credit by examination in a quarter in which they are not currently enrolled.

### Concurrent Credit from Another Institution

A student may not obtain transfer credit for courses taken at a non-University of California campus in a term during which the student is registered as a full-time student at UC Davis. A variance can be obtained only by petitioning the dean of your college well in advance of the desired registration. When a variance is granted, units earned are counted toward minimum progress for the term in which the dual registration occurs. Summer Session courses are exempt from this regulation.

Students may gain credit for courses taken during the summer at other institutions, provided the courses parallel those given in the University of California. Assurance that such credit will be accepted, however, can be given only after the courses have been completed. You should arrange to have the transcripts of your Summer Session grades sent to Undergraduate Admissions for evaluation.

### Intercampus Visitor Program

Qualified undergraduates may take advantage of educational opportunities on other University of California campuses as an Intercampus Visitor (ICV). This program enables students who have completed at least one year in residence on their home campus and have maintained a grade point average of at least 2.000 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 above requirements should complete an application available in the Office of the University Registrar or at <http://registrar.ucdavis.edu>.

### Summer Sessions

1350 Surge III  
530-752-7622; <http://summer-sessions.ucdavis.edu>

Every summer, many students earn units, complete their undergraduate degrees, expand their knowledge, do research, take special study courses, meet prerequisites or take courses that are often over-enrolled during the academic year by participating in Summer Sessions at UC Davis. Per unit course fees are equivalent to academic year tuition based on the standard 15-unit quarter.

Summer Sessions offers more than 600 lower and upper division course sections in a wide range of subject areas that provide full university credit transferable to most campuses. Since admission is open to virtually all adults, Summer Sessions traditionally attracts students from US and international universities and colleges, high school graduates and many other qualified applicants. Admission to a summer session, however, does not guarantee or imply admission to the university's regular academic quarters.

Summer offerings include Special Sessions that either occur off-campus or take place outside the normal six-week terms.

Summer Sessions dates are listed at the bottom of the *Academic Calendar*, on page 1, and at <http://summer-sessions.ucdavis.edu>.

## UC/CSU/Community College Cross Enrollment

If you are interested in taking a particular class at a nearby California State University or community college campus, you may now do so through the Intersegmental Cross Enrollment program. Enrollment is limited to one course per term and participating students need the approval of both the home and the host campus. Please note that the Los Rios Community College district is **not** participating in the program.

Senate Bill 361 requires that UC, CSU and the California Community Colleges permit students to enroll in one course per term at a campus of either of the other two systems on a space available basis at the discretion of the two campuses. This program aims to encourage community college students to enroll concurrently in courses offered at local universities, potentially increasing the number of community college transfers, including students from underrepresented groups.

Students must meet certain qualifications and be certified by their home campus as to eligibility, residence, fee, financial aid and health status. Generally, students will be allowed to add a class, if space is available, after the add/drop period on the host campus. To add a course, students must obtain the faculty member's approval and signature on a Cross-Enrollment form, available at their home campus Registrar's Office. The student takes the signed form to the Registrar's Office at the host campus for processing. If you are interested in participating, come to the Office of the University Registrar in 3100 Dutton Hall for more information.

## Open Campus (Concurrent) Program

UC Davis Extension  
1333 Research Park Drive  
800-752-0881 or 530-757-8777  
<https://extension.ucdavis.edu/open-campus>

Most of the classes taught at UC Davis are available to members of the public through the Open Campus (Concurrent) Program on a space available basis. The enrollment limitations, deadlines and fee schedule are provided in the Open Campus brochure-available online, by mail or from the UC Davis Extension office. Students previously registered at UC Davis who have not graduated may not enroll through Open Campus (Concurrent) until twelve months after withdrawing from UC Davis except with permission of the student's College Dean's Office or the Biology Academic Success Center. Upon admission or readmission to regular student status at UC Davis, the units and grade points earned when enrolled in Open Campus courses will count toward both the 180-unit undergraduate degree requirement and the UC GPA.

## UC Davis Extension

1333 Research Park Drive  
800-752-0881 or 530-757-8777  
<http://www.extension.ucdavis.edu/>

As the outreach arm of UC Davis, UC Davis Extension provides continuing education in numerous professional and academic fields. Details on Extension courses are available by visiting the Extension website, calling or coming to the Extension office. Students enrolled at UC Davis who wish to use UC Davis Extension courses, other than those offered through Open Campus (Concurrent), towards degree requirements must obtain written approval from the dean's office of their college or the Biology Academic Suc-

cess Center before enrolling in the Extension courses. Upon approval students may apply a limited number of credits towards the undergraduate or graduate degree requirement.

## EXAMINATIONS

### Midterms

In undergraduate courses for which a midterm examination is required, each student has the right to take the midterm (or submit the take-home examination as opted by the instructor) during one of the regularly scheduled meetings of the class. The scheduling of a midterm examination at a time other than a regularly scheduled class meeting requires mutual written consent of the instructor and each student registered in the course. A student who does not consent in writing to the different time must be permitted to take the examination (or submit the take-home examination) at the officially scheduled time. A student who consents in writing to the change of examination time waives the right to take the midterm at the officially scheduled time.

### Final Examinations

**Scheduling.** The quarterly final examinations schedule is listed at <http://registrar.ucdavis.edu/registration/schedule/finals.cfm>. Exams are set according to the day-and-start time of the classes offered during the quarter. This information is available so that you can avoid final examination conflicts. A student who has multiple exams on the same day may discuss the situation with the instructors of the courses. **Students are responsible for ensuring they do not have conflicting exams. There is no regulation mandating a change.**

**Requirements.** Except under certain specified circumstances, Academic Senate Regulations require that final examinations be given in all undergraduate courses. Final examinations may be given in graduate courses. Exceptions to the regulation would be independent study courses, courses that consist of laboratory work only and courses in which the examination has been waived by the Academic Senate Committee on Courses of Instruction.

At the instructor's option, the final examination in any course other than an on-line course may be wholly or in part of the take-home type. All examinations for on-line courses must be procured to ensure that the person taking the examination is the student receiving credit. The writing time (in undergraduate courses) of a take-home and an in-class final examination together should not exceed three hours. In each course in which a final examination is required, the students have the right to take the final examination (and/or submit the take-home examination) at the time and on the date published in the quarterly final examinations schedule at <http://registrar.ucdavis.edu/registration/schedule/finals.cfm>.

An instructor may release each student's original examination, or a copy, at any time. Otherwise, the instructor will keep the exams, or copies thereof, until the end of the next quarter and students may pick up their exams during this period.

For on-line courses, the instructor of each on-line class will be provided the option to have the final in any of the TBA slots or at a time on dead day. Students shall be notified of the time and place of the final on or before the first day of instruction.

**Changing a Final Examination Date.** An in-class final examination may not be rescheduled for a date earlier than the first day of finals week. The due date for a take-home final examination may not be rescheduled for a date earlier than the first day of finals week. The scheduling of an examination at a time other than the specified time requires the written mutual consent of the instructor and each student involved in the change. Any student who does not consent in writing to a different time will be permitted to take an examination (or submit the instructor-opted take-home examination) at the officially scheduled time. A student who consents in writing to a change in the final examination time waives the right to take the examination as originally scheduled. Departures from the published examination schedule should be carried out so as not to disadvantage students who are unable to accept the changed schedule.

A student who is improperly denied the right to take a required final examination on the published date (or submit the take-home examination as opted by the instructor) may file a petition with the Executive Council of the Davis Division of the Academic Senate by the end of the next regular term for appropriate action.

**Disabilities.** Students with documented disabilities may be entitled to in-class accommodations. The student shall provide the instructor with a letter from the Student Disability Center (SDC) recommending those academic accommodations that the instructor is responsible for providing. Students must request accommodation as soon as possible, to allow the university reasonable time to evaluate the request and offer necessary adjustments. No accommodations shall alter the nature of the academic demands made of the student nor decrease the standards and types of academic performance, nor require facilities or personnel that cannot reasonably be provided. SDC coordinates with the Office of the University Registrar to reserve a classroom for examinations for students with documented disabilities during finals week. The instructor should consult with the student and SDC on any questions or concerns.

**Religious Observances.** UC Davis seeks to accommodate any student who, in observance of a religious creed, encounters an unavoidable conflict with a test or examination schedule. The student is responsible for providing, in writing no later than the beginning of the quarter, notification of a potential conflict to the individual responsible for administering the examination and requesting accommodation. Instructors will consider such requests on a case-by-case basis and determine whether such conflicts can be resolved without imposing on the instructor or the other students in the class an undue hardship, which cannot be reasonably avoided. If so, the instructor will determine, in consultation with the student, a time during which the student can take the test or examination without incurring a penalty or violation to the student's religious creed.

## GRADES

Every instructor is required to assign a grade for each student enrolled in a course. The following grades are used to report the quality of a student's work at UC Davis:

A	Excellent
B	Good
C	Fair
D	Barely passing
F	Not passing (work so poor that it must be Repeated to receive recognition)

P	Passed (grade C– or better)
NP	Not passed
S	Satisfactory
U	Unsatisfactory
I	Incomplete (work is satisfactory but Incomplete for a good cause)
IP	In progress

The grades A, B, C and D may be modified by a plus (+) or minus (-).

## Grade Points

Grade points are assigned each letter grade as follows:

A+ = 4.000	B– = 2.700	D = 1.000
A = 4.000	C+ = 2.300	D– = 0.700
A– = 3.700	C = 2.000	F = 0.000
B+ = 3.300	C– = 1.700	P/NP = n/a
B = 3.000	D+ = 1.300	S/U = n/a

## Grade Point Average (GPA)

The grade point average is computed on courses taken at the University of California. The value of grade points over units attempted determines your grade point average. The grade point balance represents the number of grade points above or below a C average. The grades IP, P, S, NP and U carry no grade points and are not included in grade point computations. Incomplete (I) grades are not included in the GPA at the end of the quarter, but are counted as F in determining if a bachelor's degree candidate has earned the minimum 2.000 GPA required for graduation.

A student at UC Davis is expected to maintain a C (2.000 GPA) or better in all work undertaken in the university. If you fall below a C average, you are considered "scholastically deficient;" see [Probation and Dismissal](#), on page 94.

## Passed/Not Passed (P/NP) Grading

Subject to regulation by the faculties of the colleges and schools, an undergraduate student in good standing may request to take specific courses on a Passed/Not Passed basis. Such requests must be submitted and confirmed before the 25th day of instruction.

The grade P is assigned for a grade of C– or better. Units thus earned are counted in satisfaction of degree requirements but are not counted in determining your grade point average.

The intent of this option is to encourage exploration in areas in which you have little or no previous experience by alleviating grading pressures. **The maximum number of units graded P that will be accepted for degree credit is one third of the units completed in residence on the UC Davis campus.** Consequently, at least two thirds of the units completed in residence at UC Davis and presented in satisfaction of degree requirements must be in courses taken for a letter grade.

In specific approved courses, instructors will assign only Passed or Not Passed grades. Such courses count toward the maximum number of units graded P allowable toward the degree. If you are planning to take courses on a P/NP basis, you should also familiarize yourself with the requirements of your particular school or college, which may have placed conditions or restrictions in addition

to the university requirements. If you plan to attend graduate or professional school, you should consult with Pre-Graduate/Pre-Professional Advising Services and Health Professions Advising regarding Passed/Not Passed grading.

If you elect the *P/NP* grading option for courses graded upon completion of a two- or three-quarter sequence (in-progress grading), a petition must be submitted before half of the time covered by the *IP* grading has elapsed. The *P/NP* grading will then be in effect for the entire course sequence.

If you receive a *D* or an *F* in a course, you may not repeat it using the *P/NP* option. If you receive an Incomplete in a course you took for a letter grade, you may not complete the course on a Passed/Not Passed basis.

**College of Agricultural and Environmental Sciences.** The Passed/Not Passed option should be used only for elective courses, not for courses taken to fulfill major requirements. An *NP* grade in a course required by the major could prevent graduation. When in doubt, check with your faculty adviser before electing to take a course on a Passed/Not Passed grading basis.

**College of Biological Sciences.** All courses used to satisfy major requirements must be taken on a letter-graded basis, unless courses are only offered on a Passed/Not Passed basis. Courses taken before Fall 2006 on a Passed/Not Passed basis will be accepted in fulfillment of major requirements.

**College of Engineering.** Students enrolled in any undergraduate major within the College of Engineering may not exercise the Passed/Not Passed option for any coursework used toward satisfaction of course or unit requirements for the degree. Courses offered only on a *P/NP* basis (e.g., Engineering 199s) are acceptable for specific program area degree requirements. Students wishing to exercise the *P/NP* option for coursework which is not being used to satisfy course or unit requirements may submit a *P/NP* petition by visiting the Engineering Undergraduate Office in 1050 Kemper Hall.

**College of Letters and Science.** Students in the College of Letters and Science are subject to an additional limitation on the number of units that may be completed employing the Passed/Not Passed grading option; see [Bachelor's Degree Requirements](#) for the college in the [Undergraduate Education](#) chapter. Graduating seniors and other students planning to undertake graduate or professional studies, should consult an adviser before electing for Passed/Not Passed grading in courses required for the major program.

### Satisfactory/Unsatisfactory (S/U)

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

Graduate students, under certain circumstances, may be assigned grades of *S* or *U*, but units earned in this way will not be counted in calculating the grade point average. Petitions to elect *S/U* grading are available from the Graduate Studies Office and must be signed by your graduate adviser. Prior to advancement to candidacy, graduate students may petition to take no more than one course per quarter on an *S/U* grading basis. Doctoral students who are advanced to candidacy and master's students who have completed all the courses included on their program of study and advanced to candidacy may, with the approval of the Graduate Adviser and the Dean of Graduate Studies, taken an unlimited

number of courses on an *S/U* basis including courses offered by student's major program. A graduate course in which a *C*, *D* or *F* grade is received may not be repeated with the *S/U* option.

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

### In-Progress (IP) Grading

For a course extending over more than one quarter (designated "deferred grading only, pending completion of sequence" in course descriptions), evaluation of student performance is deferred until the end of the final quarter. Provisional grades of *IP* are assigned in the intervening quarters and are replaced with the final grade at the completion of the sequence. In order to gain credit toward graduation, a student must successfully complete the entire sequence. For electing *P/NP* grading for a course graded in-progress, see [Passed/Not Passed \(P/NP\) Grading](#), on page 92.

### Incomplete Grades

The grade of *I* may be assigned when a student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause as determined by the instructor; good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity.

In courses listed in the *General Catalog* as being letter graded, "passing quality" means "of *D-* quality or better." This standard holds in such courses whether or not the student has elected to take the course on a Passed/Not Passed or Satisfactory/Unsatisfactory basis. For courses listed in the *General Catalog* as being graded on a Passed/Not Passed or Satisfactory/Unsatisfactory basis only, the completed work must be of a quality consistent with a grade of Pass or Satisfactory, respectively.

You may replace an *I* grade with a passing grade and receive unit credit (and grade points if the instructor assigns a letter grade) provided you satisfactorily complete the course work as specified by the instructor. In order to change your records, you must obtain a petition from the Office of the University Registrar and present it to your instructor for completion and mailing.

An *I* grade must be replaced with a letter grade (or *P* or *S* grade) before the end of the third succeeding quarter (excluding summer sessions) of the student's academic residence, or the grade will revert to an *F* (or *NP* or *U*). If a student's degree is conferred before the expiration of the time limit for an *I*-grade conversion, the graduated student shall have until the end of the third quarter succeeding the quarter in which the *I* grade was assigned to replace the *I* grade. If the grade is not replaced by then, the *I* grade will remain on the student's record.

You may not re-enroll for credit in a course for which an *I* grade has been assigned. An undergraduate student whose record shows more than 16 units of *I* grades will be subject to disqualification. A graduate student who accumulates more than eight units of *I* grades will be subject to probation.

Incomplete grades will not be included in your grade point average at the end of a quarter. However, at the time of graduation, any remaining *I* grades are included when your grade point average is

computed in order to determine whether you have achieved the 2.000 average required for the bachelor's degree. An Incomplete grade, in these computations, has the same effect as a grade *F*, *NP* or *U*, depending on which option you have exercised. Therefore, it is recommended that students not delay the clearance of incomplete grades so as not to jeopardize graduation.

If the degree has not been conferred, and the work has not been completed before the end of the term three calendar years after the grade Incomplete has been assigned, and during which the student has not been in academic residence as defined in Regulation 610, the grade Incomplete shall remain on the student's record, unless the course is repeated. This time-limit for the completion of courses assigned the grade Incomplete shall apply to all and only those courses in which the grade Incomplete is assigned on or after September 1, 2010 per Academic Senate Regulation A540(c).

### Retroactive Grade Changes

All grades except *I* and *IP* are final when filed by an instructor at the end of the quarter. No final grade except *I* may be revised by examination or the submission of additional work after the close of the quarter.

If a clerical or procedural error in the reporting of a grade by the instructor can be documented, you may request a change of grade with the instructor. Information regarding grade changes is available at <http://registrar.ucdavis.edu/records/grades/changes.cfm>. The request must be made by the fifth week of the following quarter.

Grade changes for "clerical" errors (such as incorrect addition of points), upon documentation, may be approved by the Office of the University Registrar without requiring review by the Academic Senate Committee on Grade Changes. Requests to interchange *P*, *NP*, *S* or *U* grades with normal letter grades based upon student need (such as to allow graduation or to meet entrance requirements for professional school) do not involve clerical or procedural errors and are automatically denied. Thus, students should exercise the Passed/Not Passed or Satisfactory/Unsatisfactory grading options with caution.

Students are reminded of their responsibility to be aware of the procedures and regulations contained in the *General Catalog*, to verify their class schedules, and to familiarize themselves with the expectations of their instructors. No changes, except completion of an *I* grade as noted above, can be made to the student's record once he or she has graduated.

### Repeating Courses

Undergraduate students may only repeat courses in which they received a *D*, *F* or *NP*. Courses in which students received a grade of *D* or *F* may not be repeated on a *P/NP* grading basis. (Courses in which a grade of *NP* was received may be repeated on a *P/NP* grading basis.)

Degree credit for a repeated course will be given only once, but the grades assigned for both the first and second time a course is taken will appear on the student's transcript. In computing the GPA of undergraduates who have received a grade of *D* or *F*, only the grade and corresponding grade points earned the second time a course is taken will be used, up to a maximum of 16 units for all repeated courses. After the 16-unit maximum is reached, the GPA shall be based on all grades assigned and total units attempted.

Repeating a course more than once requires approval by the appropriate college dean. Departments may restrict the repetition of a course if it is a prerequisite to a course the student has already completed with a grade of *C-* or better.

Graduate students, with the consent of the appropriate graduate adviser and the dean of Graduate Studies, may repeat any course in which they received a *C*, *D*, *F* or *U*, up to a maximum of three courses for all courses repeated. Courses in which a grade of *C*, *D* or *F* has been earned may not be repeated on an *S/U* basis. Courses in which a grade of *U* as received may be repeated on an *S/U* basis.

Degree credit for a repeated course will be given only once, but the grades assigned for both the first and second time a course is taken will appear on the student's transcript. In computing the GPA of graduate students who have received a grade of *C*, *D* or *F*, only the most recently earned grade for each course and corresponding grade points will be used, up to a maximum of three courses for all courses repeated. After the three courses maximum is reached, the GPA shall be based on all grades assigned and total units attempted.

### Mid-Term Grade Standing

Students wishing to know their grade at the mid-quarter should ask the instructor. Those who have deficient grades (*D*, *F* or *NP*) are urged to confer with their advisers.

### Final Grades

Grades are generally available about three weeks after a quarter has ended. You can check your grades through SISWeb or myucdavis Schedule Builder at <https://students.my.ucdavis.edu/>.

### Transcripts

A record of each student's academic work at UC Davis is retained permanently by the Office of the University Registrar. Copies of your official transcript may be obtained from the Office of the University Registrar. For more information on how to request a transcript and applicable transcript fees, see the Office of the University Registrar website at <http://registrar.ucdavis.edu/records/transcripts/>.

Transcripts of all work done through UC Davis Extension or concurrent enrollment must be requested directly from the UC Davis Extension Office, 1333 Research Park Drive, Davis, CA 95616. Transcripts of work completed at another campus of the university or at another institution must be requested directly from the campus or institution concerned.

## PROBATION AND DISMISSAL

The following provisions apply to all undergraduates. Graduate and professional students with scholarship deficiencies are subject to action at the discretion of their respective deans.

### Scholastic Deficiencies

A student will be placed on probation or subject to disqualification for failure to meet qualitative or quantitative standards of scholarship.

**Qualitative Standards.** The qualitative standards of scholarship require that a student maintain a *C* average (2.000) or better for all work undertaken in the university and for the work undertaken in any one quarter.

A student will be placed on **probation for qualitative reasons** if, at the end of any quarter, the student's grade point average (GPA) is:

- Less than 2.000, but not less than 1.500, for the quarter
- or
- Less than 2.000 for all courses taken within the University of California

A student will be **subject to disqualification for qualitative reasons** if, at the end of any quarter,

- The student's grade point average is less than 1.500 for the quarter,

or

- The student's grade point average is less than 1.500 for all courses taken within the University of California,

or

- The student has attempted more than 16 units graded I (Incomplete),

or

- The student has spent two consecutive quarters on academic probation.

In the case of probation or subject to disqualification for qualitative reasons, the official transcript will state that the student is not in good academic standing. Once a student has met the qualitative standards of scholarship, or has satisfied all requirements for graduation, the notation will be removed from the transcript.

**Quantitative Standards.** The quantitative standards, referred to as minimum progress requirements, define scholarship in terms of the number of units that you must satisfactorily complete. It is expected that a student will earn the 180-unit minimum degree requirement within 12 quarters (four years). This means students are expected to complete, on average, 15 units per quarter.

Because occasions arise which prevent students from achieving expected progress towards the degree, the campus has established minimum progress requirements, to which students must adhere. To meet minimum progress, a full-time regular undergraduate is required to maintain an average of at least 13 units passed over all quarters of enrollment. Minimum progress is calculated at the end of every Spring Quarter for the preceding three quarters (Fall, Winter, Spring) comprising the academic year. Quarters during that period for which a student was officially approved for part-time status are omitted from the minimum progress calculation.

The following courses may be counted toward unit minimum progress:

- Required non-credit courses, e.g., Mathematics B, will be evaluated according to the "Carnegie unit" rule and counted as units passed, although these courses shall not be applied toward the satisfaction of baccalaureate degree requirements.
- Repeated courses passed to improve *D* or *F* grades up to a maximum of 16 units.
- Courses passed in Summer Sessions at UC Davis or at another accredited school and transferred to UC Davis will be counted as

units passed (applied to the next full-time quarter of enrollment immediately following the summer session).

- Courses passed by examination in accordance with policies established by the Divisional Committee on Courses (applied to quarter in which exam is taken).
- Courses that are *IP* (in progress) will be counted as units passed.
- Courses graded *I* will be counted as units passed when replaced by a passing grade (applied to the quarter in which the *I* grade is received).

A student will be placed on **probation for quantitative reasons** if, at the end of any Spring Quarter, the minimum progress calculation for the preceding academic year shows that the student passed an average of less than 13 units but greater than or equal to 12 units per quarter.

A student will be subject to **disqualification for quantitative reasons** if, at the end of any Spring Quarter, the minimum progress calculation for the preceding academic year shows that the student passed an average of less than 12 units per quarter.

For every student who is subject to academic disqualification for quantitative reasons at the end of Spring Quarter, a "degree progress average" will be calculated at the close of the next full-time quarter of enrollment at UC Davis. The degree progress average is defined as the quotient of the number of units passed during all full-time quarters from the initial quarter of matriculation at UC Davis divided by the number of full-time quarters completed at UC Davis.

A student whose degree progress average is less than 13 units shall be "subject to disqualification for quantitative reasons." A student whose degree progress average is 13 or more units shall not be "subject to disqualification for quantitative reasons."

The degree progress average shall be calculated each subsequent full-time quarter of enrollment as long as the student is "subject to disqualification for quantitative reasons." A student who is "subject to disqualification for quantitative reasons" at the end of two consecutive full-time quarters of enrollment shall be disqualified from the university.

In the case of dismissal for quantitative reasons, the official transcript will state that the student is not in good academic standing." Once a student has met the quantitative standards of scholarship, or has satisfied all requirements for graduation, the notation will be removed from the transcript.

## Dismissal

Dismissal for either qualitative or quantitative reasons (defined above) is based on the decision of the dean of the college in which the student is enrolled. Such dismissal is from the University of California system and not simply the college or the UC Davis campus. Should a former UC Davis student later wish to be readmitted to the UC Davis campus, the authority to do so rests with the dean of the college from which the student was dismissed. If a student is dismissed from their college, they will automatically receive a full refund of registration fees paid for that term.

Students should go to the dean's office of their college or the Biology Academic Success Center if they need academic advising about probation and dismissal.

## HONORS AND PRIZES

### Deans' Honors Lists

According to UC Davis campus regulations, the quarterly Dean's Honors List includes names of students who have completed, for a letter grade, a minimum of 12 units in a specific quarter with a grade point average equal to or higher than the minimum grade point average attained by the upper 16 percent of those registered in the same class level and college during that quarter. Honors lists will be posted quarterly on deans' office websites or made available by other means and a notation of these honors will be placed on each student's permanent record by the Office of the University Registrar.

### Graduation Honors

Honors at graduation are awarded to students who have a grade point average in the top percent of their college as shown in the table below. The College of Letters and Science requires that additional criteria be met for high and highest honors; see the sections below for more information.

Total Quarter Units Completed at UC	Highest Honors	High Honors	Honors	Total
45-89	2%	next 2%	next 4%	8%
90-134	3%	next 3%	next 6%	12%
135+	4%	next 4%	next 8%	16%

Grade point averages from the winter quarter prior to graduation are used to determine the averages that will earn an honors designation. Following are the averages for winter quarter 2016. These averages will be used through winter quarter 2017.

Grade Point Average by College

Percent Determining Cut-Off Point	Agricultural & Environmental Sciences	Biological Sciences	Engineering	Letters and Sciences
2%	3.908	3.964	3.945	3.932
3%	3.861	3.950	3.897	3.900
4%	3.829	3.922	3.868	3.867
6%	3.782	3.864	3.807	3.804
8%	3.728	3.821	3.756	3.755
12%	3.637	3.742	3.679	3.670
16%	3.551	3.679	3.563	3.588

An honors notation is made on students' diplomas and on their permanent records in the Office of the University Registrar.

**College of Letters and Science.** Graduation with "honors" requires that a student meet the appropriate grade point requirement described in the above table for all UC courses completed. Students who meet the grade point requirement for graduation with honors, and who complete the Honors Program of the College of Letters and Science, may be recommended by their departments for graduation with high honors or highest honors on the basis of an evaluation of their academic achievements in the major and in the honors project in particular. Graduating students will not be awarded honors with the bachelor's degree if more than eight units of grade I (Incomplete) appear on their transcripts. The College Committee on Honors may consider exceptions to this condition. Petitions for this purpose should be submitted to the Undergraduate Education and Advising Office.

### The Honors Program of the College of Letters and Science

The Honors Program in the College of Letters and Science permits students to pursue a program of study in their major at a level significantly beyond that defined by the normal curriculum. It represents an opportunity for the qualified student to experience aspects of the major that are representative of advanced study in the field. Successful completion of the College Honors Program is a necessary prerequisite to consideration for the awarding of high or highest honors at graduation.

Entrance into the honors program requires that a student have completed at least 135 units with a minimum grade point average of 3.500 in courses counted toward the major. Other prerequisites for entrance into the program are defined by the major. The program consists of a project whose specific nature is determined by consultation with the student's major adviser. It may involve completion of a research project, a scholarly paper, a senior thesis, or some comparable assignment depending on the major. **The project will have a minimum duration of two quarters and will be noted on the student's record by a variable unit course number or special honors course designation.** Successful completion of the honors program requires that a minimum of six units of credit be earned in course work for the project.

### The Honors Program of the College of Engineering

An Honors Program is available to qualified students in the Chemical Engineering, Biochemical Engineering, and Materials Science and Engineering majors. The Chemical Engineering and Materials Science Honors Program is a four-year program designed to challenge the most talented students in these majors. Students invited to participate will take a one-unit honors seminar in their freshman year and will enroll in various one-unit honors courses. In the upper division, students will complete either an honors thesis or a project that might involve local industry (Chemical Engineering 194 HA, HB, HC). Students must maintain a grade point average of 3.500 to continue in the program. Successful completion of the Honors Program will be acknowledged on the student's transcript.

### University Honors Program

(formerly Davis Honors Challenge & Integrated Studies Honors Program)  
[honors@ucdavis.edu](mailto:honors@ucdavis.edu); <http://honors.ucdavis.edu>

The University Honors Program (UHP) is an interdisciplinary, campus-wide honors program for highly motivated students interested in enhancing their education through special courses, close contact with faculty, and dynamic interaction with academic peers. High-achieving students are invited in spring to apply for participation in the fall.

General Education Honors courses, seminars, and special study opportunities constitute the course offerings of the University Honors Program. A complete list of these courses, with course registration numbers, is made available to admitted students through the UHP office.

Approximately 185 students live in the Honors Academic Residential Community during their first year. Students ranked within the top 5% of the UC Davis entering class are invited to participate

and are selected to create a balanced community of students from all four undergraduate colleges. For specific program details, see the University Honors Program website at <http://honors.ucdavis.edu>.

### Prizes and Awards

The University Medal is the highest campus honor awarded to a graduating senior in recognition of superior scholarship and achievement. A College or School Medal is also given to the outstanding graduating student in each of the colleges and professional schools.

Departmental citations, special awards and prizes are also awarded to students for superior achievement and scholarship.

**College of Agricultural and Environmental Sciences.** Each year, the outstanding graduating senior in the College is awarded a silver medal, known as the "Agricultural and Environmental Sciences Medal." Scholastic excellence (in a minimum of six quarters at UC Davis) is the primary basis for choosing the recipient. The Mary Regan Meyer Prize is awarded to an outstanding graduate who has demonstrated expertise and an interest in serving humanity. The Charles E. Hess Award is awarded to the graduate with the most noteworthy record of public/community service while at UC Davis. The Kinsella Memorial Prize, in honor of John E. Kinsella, is awarded annually to an outstanding individual who submits his or her Ph.D. dissertation during the spring, fall winter quarter or summer session immediately preceding the due date for nomination.

**College of Biological Sciences.** Each year, the College Medal is awarded to one outstanding graduating senior. Academic excellence and outstanding research are the primary bases for selecting medal nominees. The Undergraduate Student of the Year is awarded to a graduating senior based on academic excellence, research activity and involvement in service to the campus or community. For additional information regarding college awards, please contact the Dean's Office or the Biology Academic Success Center.

**College of Engineering.** Each year, outstanding senior students in engineering are selected by their grade point averages as nominees for the M.S. Ghausi Medal. Academic excellence is the primary basis for selecting the recipient of the award. Graduate students are eligible for the Zuhair Munir Award, given to the student who has submitted the year's best engineering doctoral dissertation. The award honors Zuhair Munir, former Dean of the College and its Associate Dean for Graduate Studies for twenty years.

**College of Letters and Science.** Graduating seniors with a distinguished academic record may be recommended by the faculty as nominees for the College's Herbert A. Young Medal. Each June, one medalist is selected from among the graduates of the current academic year. The Leon H. Mayhew Award is conferred upon the outstanding graduate majoring in the arts or humanities, preferably music, art, or literature. Academic excellence is the primary basis for selecting the recipients of these awards. The Lawrence J. Andrews prize is awarded to a student entering the senior year who not only has achieved academic excellence but who also has demonstrated interests outside of pure scholarship.

### Chancellor's Award for Excellence in Mentoring Undergraduate Research

These prestigious awards recognize a graduating senior who has distinguished him/herself through their excellence in undergraduate research; and faculty, postdocs or graduate students who have excelled in mentoring undergraduate researchers. The student winner, chosen for completing research or scholarship in any academic subject while at UC Davis, is announced and awarded a special plaque at commencement ceremonies in June. In conjunction with the Chancellor's Award, Professor Dean Simonton of UC Davis' Department of Psychology established an endowment for funding a cash prize for each year's student recipient. An award is also given each year to a faculty, graduate student or postdoctoral fellow mentors for their outstanding contribution to mentoring undergraduate researchers. For more information, see [http://urc.ucdavis.edu/awards/chancellors\\_award/index.html](http://urc.ucdavis.edu/awards/chancellors_award/index.html).

### Honorary Societies

Election to an honorary society is one of the most prestigious awards a student can receive. At UC Davis, the following honor societies are established as student organizations:

- Alpha Omega Alpha (Medicine)
- Alpha Zeta (College of Agricultural and Environmental Sciences)
- Chi Epsilon (Engineering)
- Golden Key (All colleges and schools)
- The National Society of Collegiate Scholars (All colleges and schools)
- Order of Omega (Fraternities-Sororities)
- Phi Alpha Theta (History)
- Phi Kappa Phi (All colleges and schools)
- Prytanian Honor Society (All colleges-undergraduate women only)
- Psi Chi (Psychology)
- Tau Beta Pi (Engineering)

## LEAVING UC DAVIS

### Graduation

Each candidate for an undergraduate degree must file an **Application for Graduation** with the Office of the University Registrar for the quarter in which the candidate plans to receive the degree; see <http://registrar.ucdavis.edu/graduation>. The dates for campus filing are published in the **Academic Calendar**, on page 1, and at <http://registrar.ucdavis.edu/registration/leave/graduate/>.

Students in the College of Agricultural and Environmental Sciences must have their Major Certification evaluated by the dean's office before their candidacy for a degree can be finalized; see **Bachelor's Degree Requirements** for the college in the **Undergraduate Education** chapter.

Graduating students who wish to participate in the Commencement Ceremony must register to do so with their college by the filing deadline for that term at <http://commencement.ucdavis.edu/>. Commencement Ceremonies are held twice a year, in the fall (December) and spring (June).

Please note that to graduate, undergraduate students *must* file an Application for Graduation with the Office of the University Registrar by the stated deadline. To participate in the Commencement Ceremony, a student *must* register with their college by the stated deadline. *These are separate actions.*

### Leave of Absence: Planned Educational Leave Program (PELP)

The Planned Educational Leave Program allows any registered student—undergraduate or graduate—to suspend academic work at UC Davis temporarily. Undergraduates may take one such leave during their academic career at UC Davis; that leave is limited to one quarter in duration. Undergraduates apply for PELP through the Office of the University Registrar at <http://registrar.ucdavis.edu/registration/leavepelp.cfm>. Graduate students apply through their departments and professional students apply through their dean's office.

Applications for PELP may be filed as late as the tenth day of instruction during the quarter for which the student is requesting a leave. However, approved applications submitted after the first day of instruction will entitle you to only a partial retraction of tuition and student fees assessed, which may provide a refund in accordance with the Schedule of Refunds. The Schedule of Refunds refers to calendar days beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed and approved PELP Form is returned to the Office of the University Registrar; see the [Fees, Expenses and Financial Aid](#) chapter.

An application fee is charged to your account when you enroll in the PELP program.

While students may receive academic credit at other institutions and transfer this credit to UC Davis (subject to rules concerning transfer credit), participants are reminded that the intent of the program is to “suspend academic work.” Therefore, students are urged to carefully evaluate the desirability of taking academic work while away from the campus during PELP. Students enrolled in PELP are not eligible to enroll in Open Campus (Concurrent) courses at the UC Davis campus or to otherwise earn academic credit at UC Davis during the PELP leave.

You will not be eligible to receive normal university services during the planned leave. Certain limited services, however, such as placement and student employment services, counseling, and faculty advising are available. Students on PELP may elect to voluntarily enroll in the Davis Health Insurance Plan (SHIP). Undergraduate students may elect to enroll for one additional quarter of coverage. Graduate students may elect to enroll for up to two quarters or one semester of coverage. Students on PELP may also purchase limited borrowing privileges from the library. International students should consult Services for International Students and Scholars to find out how the PELP will affect their status. Grants and other financial aids will be discontinued for the period of the leave, but effort will be made, where legally possible, to allow you to renegotiate loan payment schedules and to ensure the availability of financial aid upon your return.

### Cancellation/Withdrawal

To cancel your registration before the first day of instruction or to withdraw from the university on or after the first day of instruction but on or before the last day of instruction,

undergraduate and graduate students must complete an online Cancellation/Withdrawal Form accessed through the Office of the University Registrar at <http://registrar.ucdavis.edu/registration/leave/cancellation-withdrawal.cfm>. Professional students must see their Registrar or administrative office to cancel or withdrawal. If you do not submit a Cancellation/Withdrawal Form, you will be liable for fees according to the Schedule of Refunds; see the [Fees, Expenses and Financial Aid](#) chapter. The effective date for determining a refund of fees is the date the Cancellation/Withdrawal Form is submitted. No exceptions will be made to this policy. After filing your withdrawal form, you must complete an Exit Interview with Student Accounting; see Student Accounting at <http://studentaccounting.ucdavis.edu/>.

If you are receiving financial aid, you must report your change of status immediately, in person or by mail, to the Financial Aid Office. If you are receiving veteran's benefits, you must also report your withdrawal to the Veterans Affairs Office.

**College of Agricultural And Environmental Sciences** students planning to withdraw from the University are strongly advised to meet with an adviser in Undergraduate Advising Programs in 150 Mrak Hall or call 530-752-0108 to discuss readmission requirements prior to withdrawing.

**College of Engineering** students planning to withdraw from the University are strongly advised to meet with an adviser in the Engineering Undergraduate Office in 1050 Kemper Hall or call 530-752-1979 to discuss readmission requirements prior to withdrawing.

**College of Letters and Science** students planning to withdraw are strongly advised to meet with an adviser in the Undergraduate Education and Advising Office in 200 Social Science and Humanities Building or call 530-752-0392 to discuss readmission requirements prior to withdrawing.

**Retroactive Withdrawal.** Petitions for retroactive withdrawal may be obtained from the Office of the University Registrar. Petitions are subject to approval by the Academic Senate Committee on Grade Changes. Reasons for seeking such are medical problems, severe emotional difficulties, or death or severe illness in the immediate family. Petitions should include a detailed account of the problem, appropriate documentation and an adequate explanation of why withdrawal was not taken during the quarter in which the problem occurred.

### RETURNING TO UC DAVIS; READMISSION

If you are a former UC Davis undergraduate student who wishes to resume undergraduate studies, you may reapply through the Readmission process. You are considered a former student if you have interrupted the completion of consecutive terms of enrollment on the UC Davis campus. For details regarding the Readmission process, see <http://registrar.ucdavis.edu/registration/return/readmission.cfm>.

You may access the online Readmission application through the Office of the University Registrar at <http://registrar.ucdavis.edu/registration/return/readmission.cfm>. The online Readmission application must be submitted with the non-transferable, non-refundable application fee on or before the following deadlines:

- **Fall.** August 31.
- **Winter.** October 31.
- **Spring.** January 31.