The Faculty Guide contains policies and procedures concerning staff and faculty members and their relationship with student registration, classroom assignment, course approvals, grades, and other areas of responsibility of the Office of the University Registrar.

The Faculty Guide is a publication of:

Office of the University Registrar
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Davis, CA 95616-8692
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Office of the University Registrar

Office of the University Registrar services are available:
- In 3100 Dutton Hall
- 530-752-3639
- FAX: 530-752-6906
- http://registrar.ucdavis.edu

MyUCDavis

MyUCDavis, at https://my.ucdavis.edu, provides a single point of access to multiple campus services and resources for students, faculty and staff. From MyUCDavis, students can:
- Check registration appointment times
- Register for classes
- Enroll in courses
- Check outstanding account balances
- Confirm class schedules
- Check wait-listed courses
- Check grades
- Search for courses
- Print schedules
- Print advising transcripts
- View and update address information
- View holds
- Verify enrollment
- Order official transcripts

Registration

Registration takes place in two “passes,” with undergraduate student’s assigned four-hour appointment times during each pass. This two-pass registration system ensures that all students have access to the most critical courses and that access to registration is distributed fairly throughout the student body. During Pass One, students can register for 17 units. During Pass Two, students can register for up to 19 units. Graduate students can register for classes anytime registration is open. For more detailed information on the registration process, see http://registrar.ucdavis.edu/registration/register/index.cfm.

Registration Priority Groups

Access to registration is by class level; seniors first, then juniors, sophomores, freshmen. Class level is calculated according to the number of units completed at the end of the term immediately preceding registration. Undergraduate class level is as follows:
- Freshman 0—44.99 units
- Sophomore 45—89.99 units
- Junior 90—134.99 units
- Senior 135 units and above

Graduate students may enroll in courses any time Schedule Builder is open during Pass One, Pass Two, Open Registration, and Schedule Adjustment.

Registration Freeze

The Registration Freeze is the period of time starting on the registration fee payment deadline that ensures that timely payments are properly applied to student accounts, and provides an opportunity to clear registrations and enroll students from the wait list.

Wait Lists

If a course is closed, students can choose to put themselves onto a wait list. Wait lists for closed courses are established on a first-come, first-served basis beginning with Pass Two registration and continuing through the 12th day of instruction. Students who place themselves on a wait list will be added automatically into the course as spaces become available, when another person drops the course, or the number of available seats in the course is increased. When a student is added to a course from the wait list, the student is notified by email.

Course Drop for Non-Payment of Fees

Students are dropped from their classes if they have not paid their current university fees and any outstanding debts by the registration fee payment deadline. All university registration fees for that term will be removed from the student’s account. Once dropped from their classes other paid wait-listed students may be added into classes before registration is re-opened for all students. There will be no guarantee that a dropped student will be able to enroll in the same course(s) that were dropped due to non-payment of fees.

All students may not register or change their enrollment during the registration freeze which occurs on the registration fee payment deadline. Once this registration freeze is lifted, all eligible students may access Schedule Builder to enroll or change course enrollments. Students who are dropped for non-payment of fees remain eligible to enroll in classes for that quarter. If a student dropped for non-payment of fees decides to re-enroll in classes after the registration freeze, regular university fees will be assessed to the student’s account along with a non-refundable late registration fee.

If a student does not pay their fees by the late fee payment deadline, the student will be administratively withdrawn from the university, will be financially responsible for any remaining fees, and will require readmission for any future enrollment.

For additional information, see http://registrar.ucdavis.edu/tuition/non-payment.cfm.

Repeating a Course

Undergraduate students may repeat only those courses in which they received a grade of D, F, or Not Passed, as well as courses in which they receive a grade of I has become permanent on the student’s record because the work was not completed within three years.

Courses in which a letter grade of D or F was received 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 or letter graded basis.

Degree credit for a repeated course will be given only once, but the grade assigned at each enrollment shall be permanently recorded on the Official Transcript. Repeated course units excluded in a student’s grade point average (GPA) will be
removed from the number of units attempted, as well as balance points so in computing the GPA, only the grade and corresponding grade points earned the second time a course is taken will be used.

Repeated courses are annotated on the transcript as being “REPEATED, INCLUDED IN GPA” for the second time a course is taken and “REPEATED, EXCLUDED FROM GPA” the first time the course is taken.

After the 16-unit maximum is reached, or if the units for the repeated course will partially exceed the 16 unit repeat limit, the GPA shall be based on all grades assigned and total units attempted and will appear on the transcript for both courses as “REPEATED, INCLUDED IN GPA”.

Prior to Fall 2010, the Mathematics Department allowed students to repeat a grade of less than C- in certain courses from one of the three calculus sequences with a specified course from a different sequence. Effective Fall 2010, students wishing to repeat a grade of less than a C- in Math 16ABC, 17ABC, and 21ABC, may do so only by retaking the same course. Unless otherwise stated in the General Catalog, this repeat policy applies uniformly to all Mathematics courses. Already passed courses repeated for a second time may not be counted toward enrollment for financial aid purposes. For more information on how this may affect eligibility, see http://financialaid.ucdavis.edu/consumer/changes.html or contact the Financial Aid and Scholarships office at http://financialaid.ucdavis.edu/contact.html.

For information on graduate students second or more repeat of a course, or repeating a course for credit if content differs, or with limited repeatable units/times; see http://gradstudies.ucdavis.edu/forms/index.html. For information on Illegal Repeat Errors; see http://gradstudies.ucdavis.edu/forms/index.html.

Add/Drop Deadlines

Students may add courses during Pass One, Pass Two, Open Hours, Open Registration, or Schedule Adjustment. The last day to add a course is the 12th day of instruction.

Permission to Add (PTA) & Drop (PTD) Numbers

Instructors may issue students a PTA number to enroll in their course, via Schedule Builder, due to a time conflict or restriction. Departments generate their course's PTA numbers. Each PTA number can be used only one time. If the student is on a wait list of the course in which they have been issued a PTA, the student is able to add the course without having to drop the course from the wait list.

Each PTA number is a unique, randomly-generated four-digit number. A student adding the course via SISWeb enters both the section Course Registration Number (CRN) and the PTA number. Multiple-part courses that do not use the combined schedule (COM) require a PTA number for each part of the course.

Note: The PTA will be revoked after 72 hours from issuance. PTDs issued during the last three days of instruction must be used by the last day of instruction.

Students may drop courses during Pass One, Pass Two, Open Hours, Open Registration, or Schedule Adjustment. The last day to drop a course without dean's approval is the 10th day of instruction for designated 10-day-drop courses or the 20th day of instruction for all other courses. Students need to obtain the permission of their dean and pay a $3.00 fee to drop a designated 10-day-drop course after the 10th day of instruction or to drop all other courses after the 20th day of instruction.

To drop a course after the deadline, students must follow these steps:

1. Go to the college Dean's office to request permission to drop a course.
2. If permission is granted, the college Dean's office will issue a PTD number. The student must then log on to Schedule Builder and drop the course by using the five-digit CRN and the four-digit PTD number. If the student is successful, SISWeb will confirm the drop. A $3.00 fee for the late drop will be charged to your account.

Graduate students must submit a Permission to Drop (PTD) Petition (GS316) to Graduate Studies at http://gradstudies.ucdavis.edu/forms/index.html.

Students have three calendar days after the day the dean's office issues the PTD number in which to use the number. The PTD will be revoked after 72 hours from issuance. PTDs issued during the last three days of instruction must be used by the last day of instruction.

Permission to drop courses after the deadline may be granted only in exceptional circumstances.

Late Drops

At any time after the add deadline and before the close of business on the last day of instruction for the term approval may be granted upon petition by the student and certification by an appropriate authority that, due to unexpected circumstances beyond the student's control, one or more courses should be dropped. The circumstances may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name. An undergraduate student is permitted to drop a course subsequent to the drop deadline even if doing so would reduce that student's study list below 12 units, but such a student no longer can be certified as a full-time student.

source, Regulations of the Davis Division of the Academic Senate, 547 (C), am. September 1, 2013; http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm?#547-

To add a course after the 12th day of instruction, department approval is required (the deans have delegated the approval of late adds to academic departments), in addition to a $3.00 fee. If the late add is approved, the department will issue the student a PTA number so that the student may add the course using Schedule Builder. These PTAs are effective beginning the 13th day of instruction and late adds with PTA may continue until the last day of instruction. PTAs issued during the last three days of instruction must be used by the last day of
Section Switch

Students can switch from one section to another section of the same course by using Schedule Builder.

When making a section switch using Schedule Builder, students must first search for available sections of the class. When they search for classes, the results will display only sections with space available. Students should select the Swap Section/Course function from the registration Action field to drop the old section and register in the desired section of the course.

Note: Students will not be able to use the Swap Section/Course function if the new section choice is closed.

Section Switch after the Drop Deadline

When attempting to switch sections after the drop deadline, students should:

2. Obtain department or instructor signature. Take the approved form to the Cashier's Office, in Dutton Hall, and pay the $3.00 fee.
3. Take the validated form to the Office of the University Registrar, in 3100 Dutton Hall, during normal business hours.

After the drop deadline, students should be sure to obtain a change form from the department. If they attempt to complete the section switch with a PTA number after the drop deadline, they will not be able to drop the old section. If they do add the new section with a PTA number after the drop deadline, they must obtain documentation of the error from the department and take it to the Office of the University Registrar to drop the old section. Please note: Section Switches after the drop and/or add deadline should not be processed by obtaining a PTA or PTD, students should always fill out the Undergraduate Course Change Form and obtain instructor's signature of the desired section.

Retroactive

Retroactive Change Petitions may be obtained from the Office of the University Registrar. Retroactive changes that can be requested on this form are Retro Add, Retro Drop, Retro Grade Mode Change, Retro Variable Unit Change and Retro Course Number Change. Each petition should include the reason(s) for the student's failure to make the change during the quarter in which it is offered. The petition must be supported by the instructor's signed approval, together with a statement from the instructor indicating his/her knowledge of the student's participation and performance during the presentation of the course in question and the instructor's understanding as to the reason for the student's failure to add the course before the end of the quarter. A course grade must be assigned by the instructor, for a Retro Add. A $3.00 nonrefundable fee, comparable with the late fee assessed during the quarter, is applicable on all retroactive changes. For more information, see Davis Division (DD) Grade Change Committee (GCC) guidelines at http://academicsenate.ucdavis.edu/GCC/.

Retroactive Withdrawals

A Retroactive Withdrawal Form is required to withdraw from the University after close of business on the last day of instruction. The student or the appropriate Dean's Office must submit a petition to the Davis Division Grade Change Committee; or for professional school faculty or students in professional school courses in their own professional schools, to the grade change committee of that school. Approval will be granted only in the most unusual circumstances and only in those cases where it is clear that by not approving the petition the student would be treated unfairly.

source, Regulations of the Davis Division of the Academic Senate, 547 (D), rev. September 1, 2014, am. September 1, 2013; http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm?#547-

Petitions may be obtained from the Office of the University Registrar. Reasons for seeking retroactive changes and withdrawals are medical problems, severe emotional difficulties, death or severe illness in the immediate family, etc. Petitions should include a detailed account of the problem, appropriate documentation, and an adequate explanation of why a withdrawal was not taken during the quarter in which the problem occurred; see the General Catalog. The Dean's signature is required on all Retroactive Withdrawal Petitions. The instructor's signature is required on retroactive drop petitions. The instructor is not required to make a recommendation but must be informed of the student's intentions to retroactively drop the course.

source, the Davis Division (DD) Grade Change Committee (GCC) guidelines, rev. 3-21-2013; http://academicsenate.ucdavis.edu/GCC/.

Class Prerequisites

Checking prerequisites is the student's responsibility. Faculty members have the right to ask students to leave a class if they have not completed the appropriate prerequisites. At the request of the instructor, the Office of the University Registrar will drop a student who has not completed the appropriate prerequisites. To make such a request, the instructor or department must submit the names and ID numbers of the students to be dropped on university or department letterhead with the term, course, CRN and their signature indicating that the students have not met the prerequisites for the current course they are enrolled in. Instructors should refer to the General Catalog to determine course prerequisites.

For the Academic Senate' Committee on Elections, Rules and Jurisdiction (CERJ) recommendations on prerequisites, see http://academicsenate.ucdavis.edu/committees/committee-list/cerj/advice/2005-2006/Enforcing Prerequisites of Stated Course Prerequisites-Inherited Prerequisites.html.

Open Campus—Concurrent Enrollment

Many UC Davis undergraduate and graduate courses are available to the public on a space-available basis through the Open Campus Program at UC Davis Extension. This is also known as concurrent enrollment. Enrollment requires the instructor's signature on the Open Campus enrollment form. Students sub-
mit the enrollments in person at the Extension office on or after the first day of instruction.

While most courses in the Colleges of Letters and Science, Biological Sciences and Agricultural and Environmental Sciences are open to Open Campus students with one signature, enrollment in courses in the College of Engineering, Management (MGB) 11A/11B and classes numbered 98, 198, or 298 require two signatures (instructors and dean or department chair). Courses not available for Open Campus enrollment include: courses in the School of Medicine, Veterinary Medicine, School of Law, and Graduate School of Management. Also not available through Open Campus are individual study classes numbered 99, 199, and 299 in any of the colleges, Health Informatics (MDI) classes, Mathematics B (Elementary Algebra), C (Trigonometry), D (Intermediate Algebra), and Music 130 and 131.

Open Campus students requesting enrollment in Chemistry 2A or 2AH or Mathematics 12, 16A and 021A must satisfy qualifying or placement requirements; see https://registrar.ucdavis.edu/registration/schedule/prerequisites.cfm. There may be other college, division, or department restrictions on Open Campus enrollments, including timing of acceptance signature, so please check with your department if you have questions about a specific course.

It is the instructor's responsibility to first admit all regularly enrolled UC Davis students before signing the Open Campus enrollment card. The instructor's signature certifies that no regularly enrolled student has been denied admission to the course. The Office of the University Registrar does not establish criteria for which Open Campus students you should admit if you do not have space for all interested Open Campus students. You may wish to check with your department to see if it has an established policy in this regard.

Open Campus students should participate in class as if they are regular students, with the goal that these students have full access to class-related services. UC Davis Extension provides the Open Campus students with access to a UC Davis computing account, an email address, the SmartSite or MyUCDavis class portal, and a library card. Open Campus students will appear as “guests” in the online UC Davis Grade Book, and final grades are now submitted via the online Final Grade Submission tool, with the rest of the class. At this time, Open Campus students are not automatically included in class email lists, or other Banner generated lists or rosters. Units and grade points earned in Open Campus courses may be counted toward admission or readmission to undergraduate or graduate programs at UC Davis.

For more information on the Open Campus (Concurrent) program, see the UC Davis Extension at http://extension.ucdavis.edu or call 530-757-8777. Direct Open Campus (concurrent) student enrollment and grade questions to the Open Campus program at UC Davis Extension at opencampus@ucdavis.edu.

**Auditing Classes**

The right to attend University classes is limited to registered students who are properly enrolled in the class through regular or open enrollment. At the instructor's discretion, individuals who are not registered students can be allowed to audit classes. Instructors who allow people to audit classes should clearly define the extent to which they want the auditors to participate in the class.

**Students with Disabilities**

In accordance with law and University policy, students with documented disabilities who have registered with the Student Disability Center (SDC), http://sdc.ucdavis.edu/, may be entitled to reasonable academic accommodations. After a SDC Disability Specialist reviews the student's medical documentation and determines whether the student is eligible for services, the student submits written requests for accommodations for each class every quarter. The Specialist determines what accommodation(s) are necessary to provide the student with equal access to UC Davis educational programs, and emails a Letter of Accommodation to the student with an electronic copy to the instructor. A documented disability-based need may include a temporary disability that will last for a substantial portion of the quarter. Accommodations may include registration priority, extended time or separate rooms for exams, etc. Note that an adjustment that fundamentally alters the nature of the academic demands made of the student (e.g., fundamentally decreases the standards and type of academic performance) is not a reasonable accommodation.

Providing reasonable accommodations is a shared responsibility. The student must request accommodations as soon as possible, and within a period of time that allows the University a reasonable opportunity to evaluate the request and offer necessary adjustments. The instructor has responsibility for providing test and other in-class accommodations specified in the Letter of Accommodation.

The instructor should consult with the student and the SDC if there are any questions or concerns about the accommodations. If, after discussion of these questions or concerns, the instructor, the student, and the SDC cannot arrive at a mutually agreeable accommodation through the interactive process, the instructor may appeal to the Vice-Chancellor of Student Affairs. A student who feels that he/she has not received reasonable accommodations for his/her disability may file an appeal with the SDC and/or a discrimination or arbitrary treatment complaint with the Office of Student Judicial Affairs under Policy and Procedure Manual, section 280-05; see http://manuals.ucdavis.edu/PPM/280/280-05.pdf.

**Registration**

**Banner**

Banner is the UC Davis Student Information System computerized database containing information required to support the educational mission of the University. This information is organized into several modules, including admissions, registration, billing/accounts receivable, financial aid, and graduate student data. Most of the student information in Banner is confidential and is protected by Federal and State laws and University of California policies. Access to Banner, and the information therein, is strictly controlled.
**Class Scheduling & Classrooms**

The process of scheduling classes begins six to eight months before the beginning of the quarter concerned.

**Class Scheduling Guidelines**

In requesting general assignment classrooms, all departments must coordinate class times to ensure that 25 percent of their total class hours are scheduled outside of prime time hours. In addition, 30 percent of total class hours with enrollment projected at 150 or more must be scheduled outside of prime time. Prime time is defined as Monday–Thursday 9:00 a.m.–4:00 p.m. (PST) and Friday 9:00 a.m.–12:00 noon (PST).

To ensure equal utilization of classroom space on all days of the week, the concept of standard meeting times for three and four unit courses should be defined as noted below. Three and four unit classes in patterns other than these times are given a lower priority in room assignments.

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<td>W/F 2 hours (25 percent of classes)</td>
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<tr>
<td></td>
<td>M/F 2 hours (25 percent of classes)</td>
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</table>


The primary portion of a course (generally lecture) is scheduled before the secondary part of a course (generally discussion or laboratory) is assigned space. A computerized room assignment program is utilized for course placement in general assignment classrooms. The program takes into account instructional needs and location preferences as it randomly assigns space for the majority of courses and optimally matches projected class enrollment with classroom capacity.

**Summer Sessions Scheduling**

The standard time pattern for classroom utilization during summer sessions is modified to accommodate the shortened sessions, while conforming to approved contact hours. The summer standard time patterns are provided with the call for summer sessions scheduling updates.

**Course Restrictions**

All course enrollment restrictions require dean’s approval. Normally, restrictions should be noted in the Restrictions on Enrollment field of the ICMS Curriculum course approval form. Restrictions not noted on the course approval form are limited to Pass One Registration only. Restrictions are found in the Class Schedule at [http://registrar.ucdavis.edu/faculty-staff/index.cfm](http://registrar.ucdavis.edu/faculty-staff/index.cfm).

**Changes after Publication**

The finalized Class Schedule is published at least one week before registration starts at [http://registrar.ucdavis.edu/faculty-staff/index.cfm](http://registrar.ucdavis.edu/faculty-staff/index.cfm). This is not a dynamic list of classes. To see the most up-to-date class listings, use the Class Search Tool at [http://classes.ucdavis.edu/](http://classes.ucdavis.edu/).

If the Class Schedule has already been published, requests for changes to undergraduate courses first need the approval of the college dean, who forwards them to the Course Schedule Coordinator in the Office of the University Registrar. It is the responsibility of the department to inform students and instructors of approved scheduling changes. The Office of the University Registrar will send a computer-generated email notification to all enrolled and wait-listed students when there is a schedule change, room change and course cancellation.

**Classroom Information**


Every department has a staff member who is responsible for working with the Office of the University Registrar to schedule classes. You must inform your department scheduler of any special requests in advance so he/she can make requests during schedule development. If possible, the Office of the University Registrar will accommodate requests for specific classrooms or equipment. The Office of the University Registrar will contact your department representative if a conflict arises in the scheduling of a course or a special request cannot be accommodated. Your department representative works with the Scheduling Analyst to resolve any scheduling problems.

**Classroom Maintenance**

Please be courteous to your colleagues. Leave classrooms in good order, on time, at the end of the period. Classes that start before noon, end 10 minutes before the hour. Classes that start after noon or later, start 10 minutes past the hour. This 10 minute period is to accommodate the transition of classes in the classroom. If there is a problem with classroom maintenance, supplies, or with media equipment, call 530-752-3333 or email classrooms@ucdavis.edu. A full range of audio-visual equipment is available for classroom use and the courteous staff will help you decide what equipment best suits your needs; contact the Academic Technology Services Help Desk at 530-752-3553.

**Courses**

**Academic Credit, Units, and Workload**

The quantitative measure of academic work in the Division shall be the “Unit of Credit.” One unit of credit shall be assigned to the student for each three hours of academic work per week. The standard distribution of work for a unit of credit shall be one hour of lecture or discussion presided over by an instructor in class and two hours of preparation outside class. In laboratory courses two or three hours of work in the laboratory shall be assigned for each unit of credit. Exceptions to
Undergraduate Course Outline Requirement

By the end of the first week of instruction, the instructor will provide students with a course outline containing information regarding the anticipated: topical content of the course, amount and kind of work expected, and examination and grading procedures.

By the end of the first week of instruction, the office hours of the instructor will be made available to the students.

Variable-Unit Courses

Each variable-unit course must be actively supervised by an officer of instruction who holds a lecturer or professorial title. Registration in variable-unit courses for undergraduate students must be approved by the chair (or his or her equivalent) of the department concerned. The approval must be based on a written proposal submitted to the chair by the instructor in charge.

Special Study Courses

Special Study courses are research-oriented, variable unit courses of study designed for one student under the supervision of one faculty member. No student shall receive academic credit for a special study course numbered 194H or 199 unless he/she previously has completed at least 84 units of credit toward the degree.

With the approval of the Department Chair an instructor may provide a special study course to an interested student. The content of the course shall not duplicate the content of an existing course, and the amount of work proposed shall at least equal that required for a regularly offered course of corresponding academic unit value. Grading in undergraduate special study courses shall be on a “Passed/Not Passed” basis unless the instructor has approval for letter grading from the Committee on Courses of Instruction of either the college or school as well as the Division.

Special study courses for undergraduates shall be numbered 99, 199, or 194H.

Upper-Division Internship Requirement

No student shall receive University credit for an internship numbered 192 unless he/she has completed a minimum of 84 units.

A maximum of 15 units of internship courses, whether taken in this Division or elsewhere, may be counted toward the 180 units required for graduation.

Course Approval

Course approval is obtained through the Curriculum course approval module of Integrated Curriculum Management System (ICMS) system.

The ICMS Curriculum system is your means to change a course number, title, unit value, mode of grading, prerequisites or description in the General Catalog. Time lines for this process appear on the Academic Senate Committee on Courses of Instruction website at http://academicsenate.ucdavis.edu/committees/board_list/coci/index.cfm.

The Curriculum course approval form is completed online and submitted electronically through the approval process. The system notifies the next level in the routing structure, via email, when a course has been submitted to the next level. Initiating, changing and canceling courses of instruction shall require the approval of the Faculty of the College/School initiating the action and the Committee on Courses of Instruction. Graduate courses shall, in addition, require the approval of the Graduate Council.

The ICMS Curriculum system is available at http://icms.ucdavis.edu/. You must have an ICMS account to access the form. Check with your department chairperson or staff regarding departmental access policies.

To initiate, cancel or change a course, you need to complete a course approval form using the ICMS Curriculum system. Only three changes can be made without a course approval form (although your school or college may subject even these changes to approval):

- Quarter, term or sessions offered
- Instructor
- Year offered (each year or alternate years)

These three changes can be made for the General Catalog by marking the changes on the catalog galleys or by using the ICMS Course Update Queue at https://sisr.ucdavis.edu/secure/ICMS/update_queue.cfm. Scheduling changes need to be communicated to the Scheduling Unit in the Office of the University Registrar.

It is important to review your course information carefully and to correct any typos or mistakes prior to submitting. Errors, including typos, on the course form can significantly delay the approval of a course. To minimize the amount of time it takes for a course to be approved, make sure you are familiar with the Committee on Courses of Instruction (COCI) policies and procedures, at http://academicsenate.ucdavis.edu/committees/board_list/coci/index.cfm. These policies include information on how to complete course approval forms, gen-
eral education requirements, requirements for Web-based courses, and deadlines for forms to reach the committee.

Curriculum course approval forms must arrive at the Academic Senate at a specified date to ensure that the update will be approved in time for publication in the General Catalog for the coming year, usually in early-December of the year before publication. You must allow time for the form to work its way through the departmental committee and the college committee(s) so that it is received by the Academic Senate Committee on Courses of Instruction by the deadline. The committee sometimes convenes only once a month, so allow plenty of time for a course approval form to complete the approval process. You can continually track the progress of your courses through the ICMS Curriculum system. Deadlines are available on the COCI website at http://academic senate.ucdavis.edu/committees/committee-list/coci/policies-and-procedures.cfm#scope.

Approved forms are sent to the Office of the University Registrar where the information is entered into the General Catalog and into the Banner Student Information System. Departments are automatically notified, via email, when a course is approved.

All approved course forms are available through the ICMS Curriculum system.

All courses must be approved prior to any publication.

For information on access, training, and help, see http://registrar.ucdavis.edu/faculty-staff/icms/access-training.cfm or contact icms@ucdavis.edu.

Cross-Listing

Cross-listing of courses is allowed only under very specific and limited circumstances. For courses to qualify for cross-listing, the departments wishing to cross-list must demonstrate that each will be responsible for supplying resources to the course, the course will be taught collaboratively by each department, or be taught by an instructor with a joint appointment in the departments; see http://academic senate.ucdavis.edu/committees/committee-list/coci/policies-and-procedures.cfm#scope.

These are the only valid circumstances to cross-list a course and the course will not be approved for cross-listing unless the specific circumstance is clearly explained on the course approval form. Cross-listing is an administrative way for two departments to share responsibility for a single course. The desire to cross-reference a course in the General Catalog is not a valid reason for cross-listing and will not be approved.

When seeking approval for cross-listed courses, each unit must complete a course approval form and submit for approval. The forms must be identical (with the exception of the three-letter subject code) and must be submitted into the ICMS Curriculum course approval system at the same time. The course will not be approved unless both forms are submitted and are identical. If you are cancelling a cross-listed course, either both courses must be cancelled, or the cross-listed course must be submitted to remove the cross-listing.

It is important to understand that a cross-listed course is a single course offered collaboratively through two units. When a cross-listed course is offered, it must be scheduled through both units and will be published under both listings in the Class Schedule. It is the responsibility of both departments to coordinate the scheduling and maintenance of a cross-listed course.

Examinations

Except under certain specified circumstances, Senate Regulation (SR) 772 (cited below) requires that final examinations be given in all undergraduate courses. Final examinations may be given in graduate courses.

source, Regulations of the Davis Division of the Academic Senate, 538 (A), am. April 26, 1982; rev. September 1, 2014; http://academ icsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm#538-

Requirement for Final Examinations

A. Final examinations are required in all undergraduate courses, except as provided elsewhere in this Regulation (772). Whenever practicable each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration.

B. Examinations are normally not required in laboratory courses or their equivalent, as individually determined by the appropriate Committee on Courses. At its option, the department concerned may require a final examination in any laboratory course, subject to prior announcement in the schedule of classes for the term in question; see http://registrar.ucdavis.edu/faculty-staff/index.cfm.

C. With the approval of the appropriate Committee on Courses and upon recommendation of the department concerned, the final examination may be omitted in any undergraduate course or sets of courses either once or for a longer period.

D. At the end of the term in which a student is expected to be graduated, the student's major department may examine the student in the field of the major, may excuse the student from final examinations in courses offered by the department during that term, and, with the approval of the appropriate Committee on Courses, may assign a credit value to such general examination.

source, Academic Senate Regulation 772; http://www.universityofcalifornia.edu/senate/manual/rpart3.html

Online/hybrid course midterm and final examinations (generally required in all undergraduate courses) must be proctored to ensure that the person taking the examination is the student receiving credit. Examinations must be given in a traditional classroom or an Academic Senate approved testing center; see below. Exceptions must assure that examinations reflect individual student work and that a student's rights are protected under Academic Senate Davis Division Regulation 538 (B & C); see http://academic senate.ucdavis.edu/bylaws_and_regulations/regulations.cfm#538-

UC Davis testing center. TBD at time of publication.

Other UC testing centers. Consortium of College Testing Centers approved by the National College Testing Association (NCTA); see http://www.ncta-testing.org/cctc/.
Take-Home Final Examinations

At the instructor's option, a 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 proctored to ensure that the person taking the examination is the student receiving credit. In accordance with SR 772(A), in undergraduate courses, the writing time of a take-home final examination and an in-class final examination together may not exceed three hours.

source, Regulations of the Davis Division of the Academic Senate, 538 (B), am. May 4, 2014; rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/ regulations.cfm#538-
source, Academic Senate Regulation 772;
* source, Committee on Courses of Instruction Policies and Procedures, rev Nov 2012; http://academicsenate.ucdavis.edu/committees/ committee-list/coci/policies-and-procedures.cfm#web

Scheduling of Final Examinations

In each course for which a final examination is required, each student shall have the right to take a final examination (or, when the instructor has so opted, to submit a take-home examination) at the time and on the date published in the Class Search Tool. For on-line courses, the University Registrar will offer to the instructor of each on-line class the option to have the final in the last time slot on the last day of finals or at a time on dead day to be negotiated between the University Registrar and the instructor. Students shall be notified of the time and place of the final on or before the first day of instruction.

am. 5/4/04; source, Regulations of the Davis Division of the Academic Senate, 538 (C), rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/ regulations.cfm#538-

Midterm Examinations

In each course (other than in an on-line course) for which a midterm examination is required, each student shall have the right to take a midterm examination (or, when the instructor has so opted, to submit a take-home examination) during one of the scheduled meetings of the class published in the Class Search Tool.

source, Regulations of the Davis Division of the Academic Senate, 538 (D), am. September 1, 2012; rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/ regulations.cfm#538-

Changing a Midterm or Final Examination Date

Holding a final or midterm examination (or setting a deadline for submission of a take-home examination) at a time not specified in (538 C) or (538 D) requires the mutual consent of the instructor and all students involved in the change (other than in an on-line course). Any student who does not consent in writing to the different time must be permitted to take an examination (and/or submit a take-home examination) at the officially scheduled time. A student who consents in writing to the change of examination time waives the right cited in (538 C) or (538 D).

Any departures from the published examination schedule should be carried out so as not to disadvantage students who are unable to accept the alternative examination schedule. An in-class final examination may not be rescheduled for a date earlier than the first day of final 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. In the case of on-line courses, the published examination schedule is that announced no later than the first day of class in accordance with 538(C), and finals may be scheduled or rescheduled to occur on dead day.

source, Regulations of the Davis Division of the Academic Senate, 538 (E & F), am. September 1, 2012; rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/ regulations.cfm#538-

Students wishing to adjust their final exam schedule because of multiple exams on the same day may discuss their problem with the instructors of the courses. Students are responsible for ensuring that they have not enrolled in courses with conflicting final examination times. There is no regulation mandating a change.

Release of Examination Materials

An instructor may release to individual students their original final examinations (or copies thereof) at any time. Otherwise the instructor shall retain final examination materials, or a copy thereof, until the end of the next regular term, during which period students shall have access to their examinations.

source, Regulations of the Davis Division of the Academic Senate, 538 (I), en. May 25, 1977; renum. June 8, 1987; rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/ regulations.cfm#538-

Credit by Examination

Academic credit by examination is available to students registered at the Davis campus under the following rules.

If a student takes the examination during the summer, the credit will be awarded during the appropriate summer session. Students are required to pay the per-unit summer session fees for the unit credit being added by examination. Current summer session fees may be found at http://summer-sessions.ucdavis.edu/fees.cfm.

A. The privilege of taking an examination for credit usually will be granted only to students (undergraduate and graduate) enrolled in UC Davis degree programs who are in good standing and are registered either in the current quarter or semester, or in the spring quarter or semester prior to a summer session in which the examination is taken (Academic Senate Reg. 540 and 542). Application shall be made on a petition form available from the Registrar.

am. 6/8/2012

B. Credit by examination may be applied for in any course listed in the current General Catalog. The application must be approved by the instructor who will administer the examination and by the dean of the student's college or school, in the case of an undergraduate student, or the Dean of Graduate Studies, in the case of a graduate student. The instructor will specify the examination date.

C. The application, if approved by the appropriate dean, is
forwarded to the Registrar, who issues to the student a permit for the examination and sends notice of the action to the instructor or examiner by whom the examination is to be conducted. The examination may not be taken until the permit has been issued. _am. 6/9/81_

D. Credit by examination is not available (a) if such credit would duplicate credit presented by the student for admission to the University; (b) in elementary courses in a foreign language which is the native tongue of the applicant; or (c) in subjects for which the University has no competent examiner.

E. Credit earned by examination may not be applied toward satisfaction of the General Education requirement. _en. 10/28/86_

F. The final result of a student's work in an examination for credit shall be reported to the Registrar in terms of the following grades: A, B, C, D, F, P, NP, S, U. The “I” grade (incomplete) is not acceptable. Optional P/NP or S/U grading is subject to approval by the appropriate dean.

source, _Regulations of the Davis Division of the Academic Senate, 528, renum. October 28, 1986; rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm?#528-

### Academic Honesty/Faculty Responsibilities

Academic honesty is an important part of the integrity of the University's education. According to the UC Davis Code of Academic Conduct, all members of the academic community are responsible for the academic integrity of the UC Davis campus. The Office of Student Judicial Affairs is designated to address incidents of academic misconduct. The following policies and guidelines apply to faculty.

Examinations in any course on the Davis campus may be monitored only when deemed necessary by the instructor. A grade of “0” or “F” may be given for any examination or assignment submitted by a student to satisfy course requirements if cheating, plagiarism, or any form of academic dishonesty is admitted to have occurred, or is determined by proper adjudication to have occurred, in performance of the work. If the student admits or is determined after adjudication to have committed a violation of the Code of Academic Conduct which does not involve dishonesty, the faculty member may assign an appropriate grade penalty for the misconduct.

Any contested accusation of cheating, plagiarism, or other violation of the Code of Academic Conduct in an examination or assignment submitted by a student to satisfy course requirements shall be adjudicated by a faculty-student committee appointed by the Chief Campus Officer in consultation with the Davis Division Committee on Committees.

Whether admitted or not, any case in which the instructor has substantial suspicions of student misconduct should be reported by the instructor to the Office of Student Judicial Affairs.


Reports of suspected academic misconduct may be submitted to Student Judicial Affairs at _http://sja.ucdavis.edu._

For any questions about addressing or reporting academic misconduct, a faculty member should contact Student Judicial Affairs at 752-1128 or _sja@ucdavis.edu._

If a matter referred to the Office of Student Judicial Affairs has not been resolved by the time final grades are due, a grade of “Y” should be submitted for the student(s) in question. When the matter is concluded, Student Judicial Affairs will send the referring faculty member a form for reporting the final grade.

The Code of Academic Conduct offers the following recommendations for faculty on means for maintaining a spirit of integrity and academic honesty as required by _Regulation 550._

- Clearly inform students of course and grading requirements, and of standards of scholarship and conduct to be observed on assignments.
- Use examination formats that discourage academic misconduct.
- In cooperation with the administration (campus, college and department), try to minimize problems arising from crowded examination conditions. Alternate seating should be provided during examinations when possible.
- Call attention to the Code of Academic Conduct and take other steps to reinforce a sense of honesty and integrity in students.
- Tell students how to report violations of the Code.
- Monitor examinations. A monitor is an individual (instructor, teaching assistant or designated student) who is present in the room during examinations to answer students' questions and to assist students in their efforts to follow the Code of Academic Conduct. A monitor who observes students violating the Code can tell them to cease, record their names, and report them to the Office of Student Judicial Affairs. Students cannot be prevented from completing an examination simply because it is suspected that they have cheated.
- Use grades to evaluate academic performance, not as punishment for unethical behavior. Under _Regulation 550_, a grade of 0 or F may be assigned to examinations or assignments on which cheating, plagiarism or any other form of academic dishonesty is admitted or determined to have occurred by proper adjudication. If the student admits or is determined after adjudication to have committed a violation of the Code of Academic Conduct that does not involve dishonesty, the faculty member may assign an appropriate grade penalty for the misconduct.
Grading Policies

Definition of Grades and Marks

The work of each student shall be reported in terms of the following grades: A (excellent), B (good), C (fair), D (poor), F (failure), I (incomplete), and IP (in progress). Grades of A, B, C, and D may be modified by plus (+) or minus (-) suffixes.

Grade Points

Grade points per unit shall be assigned by the Registrar as follows: A-4, B-3, C-2, D-1, F, I, or IP-none. “Minus” grades shall be assigned three-tenths grade point less per unit than unsuffixed grades, and “plus” grades (except A+) shall be assigned three-tenths grade point more per unit. The grade of A+ shall be assigned 4.0 grade points per unit, the same as for an unsuffixed A; but when A+ is reported it represents extraordinary achievement.

Incomplete (I) Grade

The grade Incomplete shall be assigned only when the student's work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for good cause as determined by the instructor. “Good cause” may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The student is entitled to replace this grade by a passing grade and to receive appropriate grade points and unit credit if he or she satisfactorily completes the work of the course in a way specified by the instructor before the end of the third succeeding term of the student's academic residence as defined in Regulation 610. If a degree is conferred upon the student before the expiration of the time limit for conversion, the time limit for conversion for the graduated student shall be the end of the third regular term succeeding the term in which the Incomplete grade was assigned. If the time limit for conversion expires before a degree is conferred upon the student and the Incomplete grade has not been replaced, the grade shall revert to an F; a Not Passed, or an Unsatisfactory, depending on the grading system in effect in the particular instance. If the time limit expires after a degree has been conferred and the Incomplete grade has not been replaced, the Incomplete grade shall remain on the student's record. 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.

In calculating an undergraduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the 2.000 minimum grade point average required for the receipt of a bachelor's degree, all incomplete units attempted for a letter grade shall be counted and assigned a grade point value of zero. Any undergraduate student who accumulates more than 16 units of Incomplete for which final grades have not been assigned shall be subject to academic probation or disqualification.

In calculating a graduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the minimum grade point average required for receipt of a degree, all incomplete units attempted for a letter grade shall not be counted and assigned a grade point value of zero. Any graduate student who accumulates more than 8 units of Incomplete for which final grades have not been assigned shall be subject to academic probation.

To change an Incomplete into a letter grade,

1. The student must complete the necessary work and submit it to the instructor. The instructor must agree that the work is of acceptable quality before the student can proceed. Students cannot complete an Incomplete grade by re-enrolling in the class. This is an illegal repeat and the student will be dropped from the class.
3. The instructor signs the completed petition and forwards it to the dean's office.
4. The dean's office forwards the completed petition to the Office of the University Registrar where the grade is changed.

If the student does not complete the work and file the petition by the end of the third term of enrollment succeeding the term in which the I grade was assigned, the I changes to an F, NP, or U.

In-Progress Grading

There are two types of in-progress grading, Deferred and Multi-term.

For a course extending over more than one term, where the evaluation of the student's performance is deferred until the end of the final term, provisional grades of In Progress shall be assigned in the intervening terms. Subject to the provisions of Academic Senate Regulation 634, grade points and units for courses graded In Progress shall not be counted in calculating a student's grade point average. Provisional grades shall be replaced by final grades if the student completes the full sequence. The student may receive final grades, grade points, and unit credit for completed terms when he or she has not
completed the entire sequence if the instructor certifies that the
course was not completed for good cause.

source, Regulations of the Davis Division of the Academic Senate, A540 (D), rev. September 1, 2014; http://academicsenate.ucdavis.edu/
ylaws_and_regulations/regulations.cfm?#A540-

Deferred grading is used for a series of courses where the student
should receive the total number of units for each course in the series at the end. When the grade is submitted after completion of the final course, that grade will roll back to the previous courses and the student will receive credit for the total number of units. For example, if a student completes a series of courses, 100A-100B-100C, where 100A and 100B have deferred grading, and each course is worth 4 units, the student will receive 12 units of credit after completing 100C.

Multi-term grading is typically used for a single course that spans multiple terms; the student earns credit only once upon completion of the course. The student must enroll in the course in each term to complete the course. For example, course 101 is taught over three terms and carries three units of credit. A student enrolls in course 101 in fall, winter, and then spring quarters. When the student completes the spring quarter, the instructor assigns a final grade. The student earns a total of three units of credit for the entire course series (all three terms). The grade IP remains for the fall and winter course on the student's transcript.

If a department uses the multi-term grade mode for a single course, it is the department's responsibility to notify the Office of the University Registrar prior to the term in which they want the grade to be issued.

Passed or Not Passed Grading

A. A regular undergraduate student in good standing may opt to take specific courses on a Passed (P) or Not Passed (NP) basis up to the limits specified in Davis Division Regulation A545(B), am. by mail ballot 5/7/74.

B. Not more than one-third of the units taken in residence on the Davis campus and presented for graduation by an undergraduate student may be in courses taken on a Passed or Not Passed basis, including courses graded in accordance with Davis Division Regulations A545 (C) and A545 (D). The faculty of any college or school on the Davis campus may establish regulations that are more restrictive regarding use of the Passed or Not Passed option by its students.

C. With approval of the appropriate department or division and of the appropriate committees on courses of instruction, the grades assigned by instructors in specific undergraduate courses may be, for undergraduate students, Passed or Not Passed only and, for graduate students, Satisfactory or Unsatisfactory only.

D. Each special study, directed group study, or other variable-unit undergraduate course shall be graded for undergraduate students on a Passed or Not Passed only basis and for graduate students on a Satisfactory or Unsatisfactory only basis unless specific approval for the use of a letter grade is given by the appropriate committees on courses of instruction.

E. For courses being undertaken on a Passed or Not Passed basis, the grade of Passed shall be awarded only for work which otherwise would receive a grade of C- or better. Units thus earned shall be counted in satisfaction of degree requirements, but courses undertaken on a Passed or Not Passed basis shall be disregarded in determining a student's grade point average.

source, Regulations of the Davis Division of the Academic Senate, A545, rev. September 1, 2014; http://academicsenate.ucdavis.edu/
ylaws_and_regulations/regulations.cfm?#A540-

Satisfactory or Unsatisfactory Grading

A. Under such rules as the Graduate Council and the appropriate program may determine, a graduate student in good standing is authorized to undertake, in addition to courses graded on a Satisfactory or Unsatisfactory only basis, one course each term on an optional Satisfactory (S) or Unsatisfactory (U) basis. After a graduate student has been advanced to candidacy for the Ph.D. degree, the student may undertake an unlimited number of courses on a Satisfactory or Unsatisfactory basis.

B. With the consent of the appropriate program and approval of the Graduate Council and of the Davis Division Committee on Courses of Instruction, the grades assigned in specific graduate courses may be, for graduate students, Satisfactory or Unsatisfactory only and, for undergraduate students, Passed or Not Passed only.

C. Students enrolled in individual research or individual study graduate courses (299 or 299D) shall be graded on a Satisfactory or Unsatisfactory only basis.

D. In courses being undertaken on a Satisfactory or Unsatisfactory basis, the grade of Satisfactory shall be awarded only for work which otherwise would receive a grade of B- or better and shall be awarded in undergraduate courses only for work which otherwise would receive a grade of C- or better. Units thus earned shall be counted in satisfaction of degree requirements but disregarded in determining a student's grade point average. No credit shall be allowed for work graded Unsatisfactory.

source, Regulations of the Davis Division of the Academic Senate, A546, rev. September 1, 2014; http://academicsenate.ucdavis.edu/
ylaws_and_regulations/regulations.cfm?#A546-

Grading Variance

Instructors may request a change in the mode of grading for a course through the Committee on Courses of Instruction. Requests for a grading variance must include the course number, section, and title; the term; the CRN; and an explanation of the request. Requests that are missing any information will not be approved.

Grading variance requests submitted before the first class meeting must include a copy of the syllabus detailing the change of grade mode. Students should be advised that they can reinstate the original grade mode for P/NP courses by bringing the class syllabus to the Office of the University Registrar and filing a Undergraduate Course Change Form; see http://registrar.ucdavis.edu/local_resources/forms/ D042-ug-course-change.pdf.

Requests submitted after the first day of instruction must include a list of student names and signatures. Every enrolled

student must agree, in writing, to the change. Requests must be received by the Academic Senate's Committee on Courses of Instruction by the fifteenth day of instruction to be considered for approval. Late or incomplete requests will not be approved.

For more information, see http://academicsenate.ucdavis.edu/committees/committee-list/coci/policies-and-procedures.cfm#gradvar.

**Online Grading**

You must submit your class grades using the Final Grades website at http://classes.ucdavis.edu/grading/ within 72 hours after the final exam. For classes over 100 students, this time may be extended by 24 hours.

Complete instructions are available at the Final Grades website. If you need more help options using the online grading tool, see http://classes.ucdavis.edu/grading/.

Be sure to check all of your grades before submitting. They are processed immediately following submission. Do not add students to grade reports. If a student attends your class, but does not appear on the grade list, contact your department office for assistance. According to Academic Senate Regulations, credit toward a university degree may be earned only for work or examinations for which a student has registered.

**Repetition of Courses**

Repetition of courses not authorized by the Davis Division Committee on Courses of Instruction to be taken more than once for credit is subject to the following conditions.

An undergraduate student may repeat only those courses in which he or she received a grade of D, F, or Not Passed, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above. Departments may restrict repetition of a course if it is a prerequisite to a course already completed with a grade of C- or better. Courses in which a grade of D or F has been earned may not be repeated on a Passed or Not Passed basis.

A graduate student, with the consent of the appropriate graduate adviser and the Dean of Graduate Studies, may repeat any course in which he or she received a grade of C, D, F or Unsatisfactory, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above, 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 a Satisfactory or Unsatisfactory basis.

Repetition of a course more than once requires approval by the appropriate dean in all instances.

Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded.

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

In computing the grade point average of a graduate student who repeats courses in which he or she received a grade of C, D, or F, only the most recently earned grade for each course and corresponding grade points shall be used.

source, Regulations of the Davis Division of the Academic Senate, A540 (F1-6), am. & en. various dates, rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm?#A540.

**Graduate Student Taking Undergraduate Course**

Undergraduate and graduate students enrolled in the same undergraduate course shall be graded using identical performance standards. These grading standards must reflect the expectations for performance of undergraduate students.


**Enrolled—No Work Submitted (ENWS)**

Effective fall 2012, the Enrolled-No Work Submitted (ENWS or NS) grade option is no longer available; therefore, students will receive a failing grade (F) if they do not attend or do not submit any work for a class in which they are enrolled or have been added from a wait list. Students are academically and financially responsible for all of the classes on their schedule, so students should be sure to check and adjust their schedule accordingly during the designated enrollment and schedule adjustment periods.

**No Grade (NG)**

The Registrar shall enter the notation “NG” on the end-of-term course report and on the student's record for a student whose instructor has not yet submitted an appropriate grade (letter grade or P, NP, S, U, I, or IP). The instructor must indicate in the “memorandum” column on the course report the reason for not submitting a grade. Conditions for removing the NG are:

1. The notation NG shall be replaced by the appropriate grade upon written submission of that grade by the instructor.
2. The NG and relevant course notation both shall be deleted from the student's transcript if it is established that an administrative error resulted in improper assignment of the NG to the student.
3. The Registrar shall change the NG notation to an F grade if the NG has not been removed under the provisions of (1) or (2), unless the instructor in charge indicates otherwise to the Registrar. To ensure that the student is aware that an NG must be removed, the Registrar shall provide the following written notification to all affected students: “NG must be removed within one term or the NG will be changed to a grade of F. If this course appeared on your midterm course check list, see your instructor immediately; if it did not appear, see the Registrar.”

The instructor must submit a valid grade within one term following the NG entry.

**Correction of Grades**

Academic Senate Regulations (system-wide and individual campus) provide that grades are final when filed with the Registrar. A grade can be changed only if a “clerical” or “procedural” error can be documented.

All grades except Incomplete or In Progress are final when filed by the instructor in the end-of-term course report. The correction of clerical and procedural errors shall be governed by guidelines established by the Davis Division and shall be under the supervision of the Davis Division Grade Changes Committee. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of Incomplete or In Progress grades, the completion of additional work. No term grade except Incomplete may be revised by re-examination. Students who believe that their failure to submit work subject to grading was due to circumstances beyond their control, resulting in a grade of F may petition the Grade Changes Committee for removal of the grade.

source, Regulations of the Davis Division of the Academic Senate, A540 (E), am. September 1, 2012, rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm#A540-

The student or an appropriate faculty member must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval or denial shall be governed by working guidelines that are consistent with the provisions of Davis Division Regulation A540.

source, Regulations of the Davis Division of the Academic Senate, 542, rev. September 1, 2014; http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm#542-

**Grade Change Guidelines**

The Grade Change Committee (GCC) is composed of the University Registrar (ex-officio member), four-five faculty members, a representative from the Academic Federation, and a student representative. Together they take under consideration petitions for retroactive withdrawals, drops, adds, and other changes of grades.

The committee meets approximately once a month and notifications are sent to students regarding the decisions.

If a “clerical” or “procedural” error in the reporting of a grade by the instructor can be documented, the student may request a change of grade. To request a grade change, a student must do the following:

1. Speak directly with the instructor.
2. Have the instructor complete the grade change petition (available in the department office or see http://registrar.ucdavis.edu/local_resources/forms/DD50-incomplete-grade-change.pdf) and send it to the Office of the University Registrar. If the instructor refuses to fill out the petition, the student should speak to the department chair. If the chair will not intervene, then the student should call the Grade Change Deputy in the Office of the University Registrar.
3. The petition is reviewed by the Grade Change Deputy. If the Deputy cannot approve the change, it is forwarded to the Grade Change Committee.

Following are select guidelines prepared by the Davis Division Grade Change Committee.

**Grade Change Committee Authority**

The GCC is charged in DD By-Law 79 with administering grade changes, in accordance with the DD regulations on grades, in particular DD regulations A540 through 550. The GCC also has the authority to approve or deny retroactive drop and withdrawal petitions (those submitted after final exams) by DD regulation 549. The above rules are in the Manual of the Academic Senate (available in the Academic Senate Office, in the library, and in some professors’ and departmental offices).

No grade except I or Y can be changed or removed from the transcript without the approval of the GCC. To change an I to the appropriate grade, the student obtains a Petition for Incomplete Grade Change from the Office of the University Registrar; see http://registrar.ucdavis.edu/local_resources/forms/DD50-incomplete-grade-change.pdf. The student should present the petition to his or her instructor who, after entering the grade, will mail the petition to the dean's office of the student's college, division, or school for approval. DD regulations A540 (C) allows a maximum of three quarters to convert an I to a regular letter grade. After three quarters, an F grade replaces the I grade. An instructor can change a Y grade to a letter grade by submitting a form after the Student Judicial Affairs referral is resolved.

**General guidelines include the following:**

- Any retroactive petition must be submitted within three academic quarters in residence after the quarter in which the retroactive action is sought. Petitions submitted after this time period must explain and document why the retroactive action being sought was delayed.
- Once a student has graduated, the individual record is closed and no changes can be made to the record.
- Petitions based on medical problems will not be approved unless accompanying medical documentation is provided to indicate that the medical problem was likely to have significantly affected the student’s academic performance at a crucial time in the academic calendar (e.g. the week of final examinations), or the problem extended over a significant period.
- Petitions for retroactive drops for academic reasons or due to simple failure to drop a course prior to the drop deadline will not be approved.
- The I notation will not normally be dropped. It is awarded only if a student’s work is passing but incomplete for good reason. It is a contract by which, because of extraordinary circumstances, the instructor allows a student extra time to complete work. In accepting the I, the student obligates himself or herself to complete the work. (7) The NG notation must be removed from a student's academic record within one quarter or the NG will automatically change to an E
Grade Changes Solicited/Supported by Instructor

Request for Grade Change petitions can be obtained from department advising staff. The petition must be completed and signed by the instructor, and the department chairperson. The instructor must provide a description of the circumstances resulting in the incorrect grade to indicate the nature of the error; for instance, an error in entering grade or incorrect addition of points. Grade changes determined to be for “clerical” reasons are automatically granted.

The only other justification for grade change is procedural error, and the committee requires a full account before deciding if a case qualifies. Each case is judged on its merits. In general, a procedural error would be a mistake by someone other than the student, in the conduct of a class or the grading procedures, and that results in an incorrect evaluation of a student. For example, if an instructor arranged with a student to allow credit for certain nonstandard work, later forgot the arrangement and graded the student as if no agreement had been made, the GCC might determine that a procedural error had been committed. The grade would be changed upon petition by the instructor.

Academic Senate regulations prohibit a change of grade based on reevaluation of a student’s work or upon the submission of additional work (I excepted). However, the distinction between reevaluation and correction of a procedural or clerical error is not always clear. For instance, an exam item marked wrong but later found to be clearly correct would constitute a procedural error. In some cases, the GCC may insist that for equity, the entire class be reevaluated. It is thus appropriate to remind faculty that under DD regulations 538 (H), they are required to retain all final examination materials not returned to students until the end of the next regular term, during which period, students shall have access to their examinations. Errors are often detected by students looking over their examinations.

Requests to interchange P, NP, S, or U and normal letter grades, based upon student need (e.g., P to B for entrance to professional school, etc.) do not involve clerical or procedural errors; these petitions are denied automatically.

The Committee may authorize a retroactive change of grade mode if the grade mode change is the only thing preventing a student from satisfying graduation requirements. In such cases, the student is expected to provide documentation of this situation, including that an exception by the graduation certifying authority is not possible. The Committee expects students to pursue grade mode changes for this reason only as an avenue of last resort. Thus, students should exercise their P/NP or S/U option with extreme caution.

Grade Changes Opposed by the Instructor

If the GCC finds that a clerical or procedural error has resulted in a student receiving an incorrect grade, it may authorize a change even if the faculty member who awarded the grade is opposed, if an appropriate grade can be determined. Generally, the GCC will require the student to have discussed the matter with the faculty member and the department chairperson. The latter has no authority to change a grade, but may assist in finding an informal solution that prevents adversarial procedures. If this fails, the student should discuss the situation with the GCC deputy in the Office of the University Registrar. The student will normally be expected to bear the burden of proof.

General Principles

Faculty have authority to evaluate student academic work and assign grades as part of their professional responsibilities. The GCC recognizes that some grade changes are necessary and is guided by the principle of fairness to the individual student, the student body in general, and the faculty. Unfortunately a number of grade changes are needlessly and futilely sought. Faculty are reminded of their responsibility to be knowledgeable of the regulations regarding grades, and to inform students of what is expected of them. Students are reminded of their responsibility to be aware of the procedures and regulations contained in the General Catalog, to verify their schedules via SISWeb, and to familiarize themselves with the expectations of their instructors. For further information, contact the GCC Deputy in the Office of the University Registrar at gradechanges@ucdavis.edu.

Appeals

Bona fide appeals of final decisions from the GCC may be referred to the Student Petitions Subcommittee of the Executive Council of the Academic Senate. However, appeals are limited to confirming that the GCC did not act in an arbitrary or capricious manner in making its determination and that the decision was based on substantial evidence. The Student Petitions Subcommittee will not substitute its judgment on the substantive merits of the case for the judgment of the GCC.

Confidentiality Policies

Disclosures from Student Records

Under the Family Educational Rights and Privacy Act of 1974 and University and campus policies, students have the right to review their records, and to request corrections of records that are inaccurate. Most disclosures from student records to outside parties require prior consent from the student. Students have the right to:

- Review their own student records within 45 days after the student submits a written request for access to the Office of the University Registrar or other department having possession of the records to be reviewed. That office will make arrangements for access and notify the student when and where the records may be reviewed. If the records requested are in a different office, the request will be redirected and the student notified. The campus maintains several types of student records in various locations. Questions about how to obtain records should be referred to Student Judicial Affairs at 530-752-1128.
- Request amendment of their own student records if they believe the records are inaccurate or misleading. Students should submit a written request to the office that maintains the records specifying the portion of the record the student wants changed and why it is believed to be inaccurate or misleading. That office has 45 days to determine whether the record should be changed and notify the student of the decision, including giving notice of the right to a hearing and hearing procedures. This right to request amendment of
records under privacy policies does not include grades, transcripts, and other academic evaluations.

- Restrict the disclosure of personally identifiable information contained in student records, except when law and policy permit disclosure without consent. The following are examples of when student consent is not required:
  - Student consent is not required for disclosure of “directory” or “public” information, which may be published in a student directory, including the student’s name; local and/or permanent addresses, email addresses, and telephone numbers; dates of attendance; major; grade level; enrollment status (undergraduate or graduate, full or part time, number of enrolled course units); degrees and honors received; most recent previous educational institution attended; participation in officially recognized activities, including Intercollegiate Athletics (ICA), and the name, weight, and height of participants on ICA teams.
  - Students may request that their address and telephone number not be disclosed as “directory information” by submitting to the Office of the University Registrar a printed and signed copy of the Directory Confidential Update Form; see http://registrar.ucdavis.edu/local_resources/forms/D003-directory-confidential.pdf.
  - To prevent disclosure of their email address, students must follow instructions at https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi and select the Change your directory information option.
  - Students may designate all information about themselves as confidential and withhold it from public disclosure by filing a Request to Restrict All Information form and presenting a legal photo ID (e.g., driver’s license or passport) with the Office of the University Registrar. If all information is designated confidential, UC Davis cannot verify student status or degrees, make public any Honors, or include the student’s name and degree in the commencement program without the student’s specific written consent.
  - Students may reverse a decision to withhold public information by filing a form with the Office of the University Registrar.
  - Student consent is not required for disclosure to campus officials having a legitimate educational interest in the records (for example, faculty, staff, student employees, or those under contract with the University). Legitimate educational interest means the information is relevant and necessary to a task or determination that is (a) an employment responsibility or an assigned subject matter for the inquirer and/or is related to (b) the inquirer’s participation in the student’s education; (c) the discipline of a student; or (d) providing a service or benefit related to a student or to a student’s family (such as health care, counseling, job placement, or financial aid).
  - Reasonable physical, technological or administrative methods must be used to ensure that campus or University officials obtain access ONLY to those student records in which they have legitimate educational interests. Those conducting research using confidential student information or who are working for the University on contract must also use such methods to restrict access and protect the confidentiality of student records.
  - Student consent is not required for disclosure to another educational institution (a) in which the student seeks or intends to enroll if the institution has requested the records or (b) if the student is enrolled in or receives services from that institution.

Parental/guardian/emergency contact information is confidential. Generally, UC Davis uses this information for notification of events, ceremonies and awards or in case of an emergency involving the student.


Questions about these rights and requirements should be referred to Student Judicial Affairs, 530-752-1128. Students can file complaints regarding alleged violations of privacy rights with the Office of Student Judicial Affairs.

Students may also contact the U.S. Department of Education about alleged violations of these requirements, addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202-4605

Employee Access to Student Records

Access to the Student Information System (SIS) is restricted to University officials who have a legitimate educational interest and require access to the information contained within the SIS to perform their assigned duties. Viewing, updating or releasing information contained in the SIS for any purpose other than officially authorized University business constitutes a violation of University policies, and state and local laws.

Additional Information

General Catalog

The General Catalog is published biennially in mid-June. Each department has the opportunity to review and update its text, typically in January preceding the publishing date. Changes to course information must be done through Course Approval forms and approved by the Academic Senate Committee on Courses of Instruction before they can be published. Changes to majors must be approved by the college. Requested changes that have not been approved will not be published.

Deadlines for submission of changes are included in a memo sent to the department chairperson or MSO. Changes returned after the deadline will not be included in the General Catalog.

The catalog is available at http://catalog.ucdavis.edu/ and includes printable Adobe PDF files.

From 2014-16 and on, printed General Catalogs are not available through the Office of the University Registrar. Staff, faculty, and departments may purchase General Catalogs from UC Davis Repro Graphics; see http://catalog.ucdavis.edu/repcat.html.
Student Health and Counseling Services (SHCS)

UC Davis Student Health and Counseling Services (SHCS) offers a variety of counseling services to help students realize their academic and personal goals. SHCS Counseling Services is a multi-culturally and educationally diverse group of experienced psychologists, psychiatrists, marriage and family therapists, social workers, pre-doctoral interns and post-doctoral interns. Meeting with a member of SHCS staff can help students clarify issues, explore options, and cope more effectively. Students currently enrolled who have paid student registration fees can receive counseling services through SHCS at no charge. Drop-in urgent care mental health services are available at the Student Health and Wellness Center. Counseling Services appointments are available at North Hall by calling 530-752-2349. There is a $20 visit fee for psychiatry services. SHCS provides a supportive atmosphere where student confidentiality is strictly maintained in accordance with federal laws, state laws, and ethical standards. To consult about a difficult situation or to refer a student, call 530-752-2349 and ask for the Advice Nurse. Learn more at http://shcs.ucdavis.edu/services/counseling.html.

Student Crisis Response Team (SCRT)

The Student Crisis Response Team includes representatives from Student Judicial Affairs (SJA); Student Health and Counseling Services (SHCS); Student Housing; University Police; the Campus Violence Prevention Program (CVPP); Campus Counsel; the Academic and Staff Assistance Program (ASAP); and the Student Disability Center (SDC). Representatives of other units attend Response Team meetings in specific cases and participate as needed. Combining the expertise of these key campus units, the SCRT meets on a regular basis and coordinates the response to situations involving students who are distressed or distressing to faculty and staff members. The SCRT facilitates efforts to deal safely and effectively with such students. To contact the SCRT, call Student Judicial Affairs at 530-752-1128 and ask to speak to an SJA officer or the SJA Case Manager. Reports may be made anonymously.

Distressed and Distressing Students

Faculty plays a central role in a student’s help-seeking efforts as they are often in a direct position to observe students and be aware of their behavior. Students frequently turn to faculty to obtain advice and support on issues other than purely academic matters. Faculty cannot provide psychological counseling, but it is important to understand the critical role they can play in supporting students in need of help. Indeed, at different times in your career you may find yourself having to advise students on issues other than purely academic matters.

Stress, pressures, and problems are a normal part of university life. While many students cope with these demands successfully, a significant number of students have difficulties that interfere with their performance and general well-being. Sometimes it is very clear when a student is having difficulty coping and sometimes their distress is masked with less obvious characteristics.


Student Disruption in Classes

It is the instructor’s responsibility to ensure that enrolled or auditing students do not engage in disruptive behavior in their classes. Students whose behavior is determined by the instructor to be disruptive may be asked to leave. The instructor has the right to contact the police if the student refuses to leave. Students whose behavior is significantly disruptive on a single occasion, or who repeatedly engage in disruptive of the class or other academic facilities or functions, should be referred to Student Judicial Affairs for disciplinary action. If the behavior causes concerns for the safety, security, or welfare of the student or others, contact Student Judicial Affairs at 530-752-1128 or sja@ucdavis.edu.

Academic/Administrative Calendars

The academic calendar for each year is developed following university and campus guidelines; see http://registrar.ucdavis.edu/calendar/master.cfm.

The calendar uses the UC standard start date for the fall quarter while maintaining the winter holiday break and longest possible break in spring, while keeping commencements in June on a weekend as early as possible to maximize job opportunities for students and research for faculty. Whenever possible, the first class meeting, start of orientation, or any other campus-wide event will not be scheduled on the same day as a major religious holiday.

The calendar is approved by the Council of Deans and Vice Chancellors and is submitted to the UC Office of the President. The Office of the University Registrar publishes an academic calendars for registration, quarter dates and deadlines, fee deadlines, and the campus academic calendar; see http://registrar.ucdavis.edu/calendar/index.cfm.

The Summer Sessions academic calendar is available at http://summer-sessions.ucdavis.edu/calendar/.