The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the dignity inherent in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.

We affirm the right of freedom of expression within our community and also affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.

The mission of the UC Davis Graduate School of Management is to be a global leader in management research and education. As part of the world's premier public university system, we pursue significance, excellence and scholarly rigor in our research, teaching and service to the people of California. We emphasize curiosity, creativity and high standards in the generation and transmission of theoretical and practical knowledge relevant for business.

I promise to complete my degree with honesty and integrity, and will continue to hold myself and my classmates to the highest standards of honor from this day forward.
# Table of Contents

## Part A: Student Affairs

### I. ACADEMIC REQUIREMENTS AND INFORMATION ................................................................. 3

- Learning Objectives ........................................................................................................... 3
- Expectations of Professional Behavior ................................................................................ 3
- Curriculum .......................................................................................................................... 4
- Core Courses ....................................................................................................................... 4
- Elective Courses .................................................................................................................. 4
- Choose Your Concentration ............................................................................................... 4
- Academic Advising ............................................................................................................ 4
- Three-Year Plan ................................................................................................................. 5
- Two-Year Plan .................................................................................................................... 5
- Course Planning Worksheet .............................................................................................. 6
- Code of Academic Conduct ............................................................................................... 7
- Academic Standing ............................................................................................................ 7
- Grading Options ................................................................................................................ 7
- Transferring Courses ....................................................................................................... 7
- Testing Out of a Core Course ......................................................................................... 7
- Independent/Group Study and Practicum Courses ....................................................... 7
- International Exchange Program .................................................................................... 7
- Student Evaluations of Courses/Professors ................................................................. 8
- Application for Candidacy ............................................................................................... 8

### II. COSTS AND FINANCIAL AID ......................................................................................... 9

- Fee Payment Schedule ..................................................................................................... 9
- Financial Assistance ........................................................................................................ 9
- Student Enrollment Status ............................................................................................... 9
- Paying with Temporary Financial Aid Credit ............................................................... 9
- Employer Letter of Credit ............................................................................................... 9
- Refund Policy .................................................................................................................. 9

### III. REGISTRATION AND RECORDS ................................................................................ 10

- Registration for Classes .................................................................................................. 10
- Waitlist Process ................................................................................................................ 10
- Cross-Registration .......................................................................................................... 10
- Dropping and Adding Classes ....................................................................................... 10
- Grade Letters and Transcripts ....................................................................................... 10
- Final Exams ..................................................................................................................... 10
- Leave of Absence .......................................................................................................... 10

### IV. CALENDARS AND DATES ............................................................................................ 11

- 2013-2014 Academic Calendar for Bay Area ............................................................... 11
- 2013-2014 Special Event Dates ..................................................................................... 12

### V. ACADEMIC RESOURCES .............................................................................................. 13

- Textbooks ....................................................................................................................... 13
- Textpaks ......................................................................................................................... 13
- How to Access Textpaks ............................................................................................... 13
VI. FACILITY AND STUDENT RESOURCES

Bishop Ranch: Building 15, Suites 190 & 225 ................................................................. 15
Guests in Suites ............................................................................................................... 15
Room Reservations ........................................................................................................ 15
Access Card ..................................................................................................................... 15
Parking and Transportation ............................................................................................ 15
Bike Pods ......................................................................................................................... 15
Copier, Printer and Supplies ......................................................................................... 15
Conference Calls ........................................................................................................... 15
Meals/Lodging ................................................................................................................. 15
Computing Network Access .......................................................................................... 15
Email and Mail ................................................................................................................ 16

VII. ENRICHING YOUR EXPERIENCE

Dean’s Student Advisory Council .................................................................................... 17
Leadership Fellows Program .......................................................................................... 17
Career Development Resources ..................................................................................... 17
Big Bang! Business Plan Competition ........................................................................... 17
Beta Gamma Sigma Honor Society ............................................................................... 17
Student Awards at Commencement .............................................................................. 17
Dean Witter Fund .......................................................................................................... 17
Diversity and Inclusion at the GSM .............................................................................. 18

Part B: Appendices

I. Integrity ......................................................................................................................... 19
II. Code of Academic Conduct ......................................................................................... 20-21
III. Student Disciplinary System at UC Davis ............................................................... 22-23
IV. Avoiding Plagiarism—Mastering the Art of Scholarship ........................................ 24-25
V. UC Davis Disability Resource Center ....................................................................... 26-27
VI. Bishop Ranch 15 Map, Directions and Suite Layout ................................................ 28-30
VII. Notes Pages .............................................................................................................. 31
VIII. Commonly Used Websites ..................................................................................... 32
IX. Staff Directory .......................................................................................................... Inside Back Cover
X. Quick Resource List .................................................................................................... Back Cover
1. Work well in teams and lead them
Key tenets of this objective are to:
   o Study and apply the principles of leadership.
   o Communicate effectively in oral and written form.
   o Use modern technologies as one tool to effectively learn and communicate.
   o Understand group dynamics and become a contributing team member.
   o Understand and appreciate the impact of demographic and cultural diversity.
   o Use team building skills to accomplish group tasks.

2. Apply moral and ethical standards to management decisions
Key tenets of this objective are to:
   o Appreciate how ethical considerations enter into business decisions.
   o Develop an awareness of ethical issues in an area related to career choice.

3. Use appropriate models for analysis and planning
Key tenets of this objective are to:
   o Recognize problems and opportunities.
   o Be able to critically analyze alternatives.
   o Analyze data and possess proficiency in the use of data.
   o Integrate functional areas of business when analyzing problems.

4. Understand multiple functional areas
Key tenets of this objective are to:
   o Understand the impact of the international dimension on business decisions.
   o Understand the political, legal, and social environment in which business operates.

Expectations of Professional Behavior
An essential element of career success is professional behavior. While the definition of professional behavior may vary with different industries, professional behavior generally includes:

- Presenting your “most professional self” in all interactions
- Behaving ethically and with integrity and honesty
- Communicating and showing respect for others
- Taking initiative
- Meeting commitments and responsibilities
- Actively contributing and participating in group and team settings
- Maintaining professional behavior under stress
- Recognizing and learning from mistakes
- Being punctual
- Accepting accountability for your professional and personal actions
ACADEMIC REQUIREMENTS AND INFORMATION (continued)

Curriculum
The UC Davis MBA program cultivates your ability to deal successfully with the challenges of a continually changing, increasingly competitive global business environment. The curriculum consists of three components: required core courses, electives, and a capstone. You begin by taking 9 core courses (27 units) to prepare you for further in-depth study when taking 42 units of elective courses that allow you to focus on the areas that best prepare you for your career goals. Recent changes in UC master’s degree requirements also include a capstone experience (3 units), such as an Integrated Management Project (MGT/P/B 440). The faculty is currently reviewing capstone options for students in part-time MBA programs.

Core Courses
The required core curriculum is designed to provide you with a foundation in the functional areas of business: accounting, economics, finance, marketing, organizational behavior, and statistics. These disciplines are examined through the use of case studies, lectures, and the study of a few select companies on which to base illustrations and spark discussion. The core consists of ten courses:

- 200A Financial Accounting
- 201A The Individual and Group Dynamics
- 201B Organizational Structure and Strategy
- 202A Markets and the Firm
- 203A Data Analysis for Managers
- 204 Marketing Management
- 205 Financial Theory and Policy
- 252 Managing for Operational Excellence
- 268 Articulation and Critical Thinking

Elective Courses
Elective courses at the UC Davis Graduate School of Management place an emphasis on real-world application of management principles through the use of executive guest speakers who present “live” case study analyses and actual “client” businesses for student projects. Many classes require team projects and emphasize managing by innovation and collaboration. These projects develop your independent research abilities, critical thinking skills, and hone your presentation skills as well as provide an opportunity for hands-on learning. There are also options for independent study and field projects to further enhance your learning.

Choose Your Concentration
The UC Davis MBA is a generalist program and you can choose a functional concentration by integrating elective courses into your curriculum beginning the second year of study. Most students choose concentrations such as:

- Business Analytics
- Entrepreneurship/Innovation
- Finance/Accounting
- General Management
- Marketing
- Organizational Behavior
- Strategy
- Technology Management

Academic Advising
Although most MBA students select their elective courses independently, GSM faculty and staff can offer advice about courses and other opportunities leading to focused study in a particular area.

You are welcome to seek the counsel of the Graduate Advisor or any faculty member, as well as the Associate Dean of Academic Affairs, Senior Assistant Dean of Student Affairs, the GSM Registrar or MBA Program Manager. Faculty are available to discuss curriculum options, issues with academic standing, issues with course work and other issues which may arise during your studies. Refer to the MBA Program Policies & Procedures for specifics on University and academic requirements.

As indicated in the GSM bylaws, UCD Policies and Procedures Manual, and the MBA Program Policies & Procedures, certain changes affecting graduation requirements, some curriculum related matters, and some matters pertaining to student affairs must be approved by or handled by the Graduate Advisor.
### Three-Year Plan

<table>
<thead>
<tr>
<th>Year One</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>202A Markets and the Firm</td>
<td>200A Financial Accounting</td>
<td>201A Individual and Group Dynamics</td>
<td>200 Level Course</td>
</tr>
<tr>
<td></td>
<td>203A Data Analysis for Managers</td>
<td>204 Marketing Management</td>
<td>205 Financial Theory and Policy</td>
<td>200 Level Course</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>268 Articulation &amp; Critical Thinking</td>
<td>201B Org Structure &amp; Strategy</td>
<td>252 Managing for Operational Excel</td>
<td>440 Integrated Management Project (capstone)*</td>
</tr>
<tr>
<td>Elective</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Three</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
</tr>
</tbody>
</table>

### Two-Year Plan

<table>
<thead>
<tr>
<th>Year One</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>203A Data Analysis for Managers</td>
<td>204 Marketing Management</td>
<td>205 Financial Theory and Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>268 Articulation &amp; Critical Thinking**</td>
<td>201B Org Structure &amp; Strategy**</td>
<td>252 Managing for Operational Excel.*</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
<td></td>
<td>200 Level Course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
<td>200 Level Course</td>
</tr>
</tbody>
</table>

* Students complete 440 after completing the other core courses.

** Registration in 2nd year core courses is based on availability and is not guaranteed to 1st year students. For students seeking to follow the accelerated two-year plan, please work with your Program Manager on available 3rd course options if space is not available in 2nd year core courses.
## Course Planning Worksheet

### A. Required Core Courses Completed or Waived (if waived, must substitute additional elective):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>200A</td>
<td>204</td>
<td></td>
</tr>
<tr>
<td>201A</td>
<td>205</td>
<td></td>
</tr>
<tr>
<td>201B</td>
<td>252</td>
<td></td>
</tr>
<tr>
<td>203A</td>
<td>268</td>
<td></td>
</tr>
<tr>
<td>202A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>203A</td>
<td>Total</td>
<td>27 Units</td>
</tr>
</tbody>
</table>

### B. 42 Units of Elective Courses Completed (more if any core courses waived):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>QUARTER</th>
<th>UNITS</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>12.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>13.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>15.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>16.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td>19.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td>20.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Units:**

---

**Requirements for graduation:**

- If you waive a core course, you must complete an additional elective course to earn the units.
- Complete a minimum of 72 quarter units
- A cumulative grade point average of 3.0 or better is required to graduate.
- You must complete a minimum of 18 units each year to meet minimum academic progress requirements.
- You must complete your core courses with your entering class in the quarter in which they are offered to remain in good academic standing.
- No more than 6 units total of Directed Group/Individual Study (298/299) Courses and Directed Group/Individual Management Practicum (498/499) Courses can be counted toward the 72-unit requirement.
ACADEMIC REQUIREMENTS AND INFORMATION (continued)

Code of Academic Conduct
The University of California, Davis has a Code of Academic Conduct by which all students must abide. A copy of this code is included in the Appendix of this handbook. All members of the academic community are responsible for the academic integrity of the UC Davis programs. Existing policies forbid cheating on examinations, plagiarism and other forms of academic dishonesty. Academic dishonesty is contrary to the purposes of the University and is not tolerated. Further details may be obtained from the Coordinator of Student Judicial Affairs, located at 3200 Dutton Hall, (530) 752-1128.

Academic Standing
To remain in good academic standing, you must complete or waive the nine core courses in your home program during the quarter and sequence in which they are offered, complete a minimum of 18 units each year, and maintain a quarterly and cumulative grade point average of 3.0 or higher. If you do not meet this requirement, you are placed on academic probation. If you are still on probation at the end of the following quarter, you are subject to dismissal. Refer to the MBA Program Policies & Procedures, Scholarship Warnings and Disqualifications.

Grading Options
All courses in the MBA program must be taken for a letter grade, with the exception of Individual Study and Practicum Courses, which are graded on a satisfactory/unsatisfactory basis. You cannot audit any course in this program and you must be registered before attending class.

Grade points are assigned each letter grade as follows:

\[
\begin{align*}
4.0 &= A+ \\
3.7 &= A- \\
3.3 &= B+ \\
3.0 &= B \\
2.7 &= B- \\
2.3 &= C+ \\
2.0 &= C \\
1.7 &= C- \\
1.3 &= D+ \\
1.0 &= D \\
0.7 &= D- \\
0.0 &= F \\
0.0 &= P/NP \\
0.0 &= S/U \\
1.0 &= I
\end{align*}
\]

Transferring Courses
You may apply for credit for previously completed coursework to count toward your MBA degree, with approval of the Graduate Advisor. You cannot receive credit for core courses or for credits used toward another degree. Refer to the MBA Program Policies & Procedures, Transfer Credit.

Testing Out of a Core Course
You may "test out" of certain core courses by passing an exam or demonstrating proficiency to the satisfaction of the course instructor. Testing out does not earn course credit and you must complete an additional 3-unit course to meet the 72-unit graduation requirement. Waiver exams are offered only once each year in the months prior to the quarter in which the course is offered.

Independent/Group Study and Practicum Courses
Once you have completed all core courses, you may design Independent/Group Study or Practicum Course under the supervision of a faculty member and with the approval of the Graduate Advisor. These courses are assigned a grade of Satisfactory/Unsatisfactory. Refer to the MBA Program Policies & Procedures, Directed Group/Individual Study (298/299) Courses and Directed Group/Individual Management Practicum (498/499) Courses.

To register for one of these courses, you must:
1. Identify a project and faculty sponsor (regular GSM faculty, not adjunct or visiting instructor).
2. Complete the Independent Study Form and get approval from the faculty member and the Graduate Advisor prior to the first day of the quarter.
3. Once the completed forms (with all signatures) are submitted to the GSM Registrar, a CRN can be requested from the campus Registrar’s Office. When the CRN is assigned, the GSM Registrar then adds you to the course. This process can take up to 7 business days.

International Exchange Program
Although it is challenging for most Part-time MBAs to arrange, International Exchange Programs allow you to spend a quarter abroad at another business school.

For more information, visit our website at: gsm.ucdavis.edu/international-exchange-programs-bay-area-mba
Student Evaluations of Courses/Professors
Near the end of each quarter, you are asked to evaluate your course and instructor by completing a course evaluation form. The anonymous course evaluation is used by the GSM in evaluating its instructional program and academic personnel and is very helpful to the instructor in course planning and teaching improvement.

The course evaluation process is conducted under strict confidentiality. The course evaluations are distributed in class by a GSM student. After they are completed, all forms are collected by the student who returns them to Project Resources in a sealed envelope.

NOTE: Instructors are not allowed to see the evaluations or the tabulated results until the final grades are turned in.

Application for Candidacy
You must file an Application for Candidacy with your program manager in the quarter preceding completion of the program. The Course Advisor tab in the Registration and Payment System helps you track your progress. All forms and deadlines are available on the GSM website. Missing the candidacy deadline may delay awarding your degree.
II. COSTS AND FINANCIAL AID

Fee Payment Schedule
Fees for Bay Area Part-time MBA students entering fall 2013 are $99,360 for the MBA degree and paid at the rate of $1,380 per unit. Students typically take two 3-unit courses their first fall quarter, and then take 6 – 9 units in the following quarters. Students are required to complete a total of 72 units. Fees are due each quarter prior to course registration. Fees include course fees, text books, textpaks, meals, parking and access to all UC libraries. Fees do not cover access to the UC Davis Student Health Center or athletic facilities.

Financial Assistance
Several types of student loans are available for Part-time MBA students. For the most current information, visit our website at: gsm.ucdavis.edu/bayarea-working-professional-costs-financial-aid. When contacting the Graduate Financial Aid Office, be sure to specify that you are a student in the Bay Area Part-time MBA Program.

Student Enrollment Status
The Part-time MBA Program defines any student enrolled in six units per quarter as a full-time student. UC Davis requires “full-time” graduate students be enrolled in 12 or more units. This affects students seeking loan deferments since loan agencies use the UC Davis definition and not the GSM definition.

If you enroll in less than 6 units, your financial aid and loan deferment status may be in jeopardy:

Financial Aid: Students enrolled in less than 6 units are not eligible for their financial aid disbursement for that quarter. If you received your disbursement, you will be required to repay it before you are eligible for further aid. Questions should be directed to the Graduate Financial Aid office at (530) 752-9246 or financialaid.ucdavis.edu/graduate

Loan Deferment: Your loan deferment status is nullified and you will have to resubmit your loan deferment documentation to your lender.

Paying with Temporary Financial Aid Credit
If you have completed the financial aid process, accepted your student loans and received final loan approval by the posted GSM deadline to request credit, you may contact the GSM Registrar (GSMRegistrar@gsm.ucdavis.edu) to request a temporary credit toward your course fees to allow you to register before your financial aid disburses. Your request needs to include your UCD ID number and the number of units you plan to take that quarter. If your course fees exceed your expected disbursement, you will need to pay the difference. Because this is a manual transaction, it can take up to 7 business days to process. Once the manual credit adjustment has been made, the GSM Registrar will notify you to proceed with registration by logging in to the Registration and Payment System (RaPS). The temporary financial aid credit is not available for summer quarter.

Employer Letter of Credit
The University accepts an employer letter of credit (LOC) as payment for course fees. All payment and registration deadlines and procedures apply to students using a LOC as payment. The LOC must be signed and emailed directly to Student Accounting, (sponsor@ucdavis.edu). Your UCD ID number recorded on the top of the document is mandatory, as well as the number of units you intend to take if that is not already reflected on the document. Once a complete LOC is submitted, you are able to enroll within 7 business days. The GSM Registrar will notify you to proceed with the registration process by logging in to the Registration and Payment System (RaPS).

Refund Policy
You can drop a course by the drop deadline posted in the GSM Academic Calendar for a refund. After that date, no refunds are given. See the Academic Calendar for dates.

It is your responsibility to drop courses using the Registration and Payment System (RaPS). There is no automatic withdrawal for non-attendance. You then email the GSM Registrar at GSMRegistrar@gsm.ucdavis.edu to request a refund. No refund is available until a credit appears on your account. (The credit only appears once you drop the course in RaPS.) Allow up to 30 days to process your refund check or to credit your credit card, depending on your payment method.
III. REGISTRATION AND RECORDS

Registration for Classes
As a Part-time MBA student, you pay your fees when you enroll in classes. Registration, payment and all course changes are processed in the Registration and Payment System (RaPS). Registration information is available on the GSM website before registration starts. You will receive an email before the start of registration alerting you to important dates and deadlines. You can also refer to the GSM Academic Calendar for registration specific dates. Paying or registering after the deadline results in a $250 Registration Penalty Fee.

To access RaPS, you need your UC Davis Login ID and Kerberos Passphrase. If you have any problems with RaPS email helpdesk@gsm.ucdavis.edu.

Waitlist Process
When a class is fully enrolled, RaPS immediately starts a wait list. To register for a wait listed class, you must pay for the units prior to enrolling. Your place on the wait list is based on the date/time stamp of your payment. If a place in the class is not available as of the first class meeting, you can drop the course and request a full refund with no registration penalty fee.

GSM Procedure for Wait Lists: When a course has a wait list, it is monitored closely by the GSM administration. No decisions will be made about the possibility of increasing the course enrollment or changing classrooms until AFTER registration has closed. Because of a variety of factors, it is not always possible to accommodate wait listed students. Our goal is to provide the best educational experience for all students and every effort is made each quarter with this in mind.

Cross-Registration
Students may select cross registration courses during their registration period. Cross registration does not process until after the initial registration period closes, at which time students receive an automated enrollment confirmation email.

The course fee structure for Davis and Sacramento courses is different than the Bay Area, and textbooks, parking, meals, and other higher fixed costs are NOT included. (Textpaks are included.) For each course you take through the Davis or Sacramento program, we credit your student account with the $100 per unit Course Fee Differential for each course. Using the cross-registration function in RaPS allows this course differential fee to be deducted from your total fees at the time of payment. Complete instructions are available at gsm.ucdavis.edu/resource/cross-registration-information-bay-area.

Dropping and Adding Classes
If you need to change your schedule, you must make those changes using RaPS by first dropping, then adding courses. The RaPS system is the only valid method for making registration changes. Refer to the GSM Academic Calendar for specific deadlines. If you want to take courses in Sacramento or in Davis, refer to Cross-Registration.

It is your responsibility to drop courses using RaPS. There is no automatic withdrawal for non-attendance.

Please note: Because of the design of the course, some instructors will not allow students to add after the first class meeting. Please contact the instructor for permission prior to adding the course.

Grade Letters and Transcripts
Grades are available in RaPS under the Course Advisor tab, as soon as they are available from the University Registrar’s Office, usually 1-2 weeks after finals for the quarter.

You can print a grade letter through RaPS under the Grade and Registration Letter tab.

You can order an official copy of your UC Davis transcript through the University Registrar’s website at registrar.ucdavis.edu/html/transcripts.html.

Final Exams
Please note the dates of exam periods. You are expected to be on campus throughout the exam periods and to take all exams at the times scheduled.

Leave of Absence
If you are not enrolling for one quarter, you need to file a Non-Registration Statement by the last day of registration.

UC Davis determines that any break in registration means a student has withdrawn from the program. Filing the Non-Registration Statement confirms your continued program eligibility.

A Planned Educational Leave is a planned interruption or pause in your education. The intent of the program is to make it possible for you to suspend your academic work for a defined period of time to allow you to attend to urgent business or family concerns.

To obtain these forms, visit our website at: http://gsm.ucdavis.edu/resource-center-bay-area
### IV. CALENDARS AND DATES

#### 2013-2014 Academic Calendar for Bay Area

**Fall 2013**
- **September 7-8**  MBA Orientation
- **September 27-28**  Fall Classes Begin
- **November 11**  Veterans Day Holiday
- **November 28-29**  Thanksgiving Holiday: No Classes
- **December 7**  Classes End
- **December 13-14**  Final Examinations

**Winter 2014**
- **November 26**  Registration Opens
- **December 3**  Initial Registration and Payment Deadline
- **January 10**  Classes Begin
- **January 18**  Saturday Classes Meet
- **January 20**  Martin Luther King Holiday
- **February 15**  Saturday Classes Meet
- **February 17**  President’s Day Holiday
- **March 15**  Classes End
- **March 21-22**  Final Examinations

**Spring 2014**
- **February 19**  Registration Opens
- **February 25**  Initial Registration and Payment Deadline
- **March 28**  Classes Begin
- **March 28**  Cesar Chavez Holiday (Classes meet)
- **May 24**  Saturday Classes Meet
- **May 26**  Memorial Day Holiday
- **May 31**  Classes End
- **June 6-7**  Final Examinations

Dates are subject to change based on UC Davis campus date revisions. Check online at the beginning of each registration period for current dates.

Exam Schedule: Please note the dates of exam periods. You are expected to be on campus **throughout** the exam periods and to take all exams at the scheduled times.
<table>
<thead>
<tr>
<th>Special Event Dates</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, September 8</td>
<td>New Student Fiesta, San Ramon Campus</td>
</tr>
<tr>
<td>Friday, October 4</td>
<td>Dean’s Fall Welcome Lunch, UC Davis Campus</td>
</tr>
<tr>
<td>Thursday, October 9</td>
<td>Big Bang! Kickoff, UC Davis</td>
</tr>
<tr>
<td>Saturday, November 23</td>
<td>ASM Casino Royale – San Francisco</td>
</tr>
<tr>
<td>Saturday, April 12</td>
<td>UC Davis Picnic Day, UC Davis Campus</td>
</tr>
<tr>
<td>Sunday, May 4</td>
<td>Student Awards Ceremony, UC Davis Campus</td>
</tr>
<tr>
<td>Thursday, May 22</td>
<td>Big Bang! Award Ceremony, UC Davis Campus</td>
</tr>
<tr>
<td>Saturday, June 14</td>
<td>2014 Commencement, UC Davis Campus</td>
</tr>
</tbody>
</table>

These dates and locations are subject to change.

For current information and a complete list of events, please visit our website at:

[gsd.ucdavis.edu/calendar](http://gsd.ucdavis.edu/calendar)
V. ACADEMIC RESOURCES

Your course materials are included in your course fee and there are three primary sources for your course materials: textbooks that you order on-line separately; textpaks that consist of copyrighted articles, book chapters, business cases, and other materials; and SmartSite postings that include the non-copyrighted syllabus, handouts, assignments, lecture and other materials. The Office of Project and Instructional Resources manages the course materials for faculty. If you register for a course after the published deadline, your access to textpaks and SmartSite is delayed.

Textbooks
Required textbooks for courses are distributed via the online textbook form:
gsm.ucdavis.edu/course-and-materials/bay-area-textbooks-textpaks

Note: If you order books and later drop the course, it is your responsibility to ship the textbook back to the bookstore. You may be charged for books if you fail to return them in excellent condition. If you don’t return textbooks, you will not be able to register and will have a hold on your account.

Return your textbooks to:
UCDMC Bookstore
Attn: Bay Area GSM Textbook Return
2270 Stockton Blvd.
Sacramento, CA 95817

Textpaks
Textpaks are a compilation of copyrighted case studies, book chapters and supplemental materials that are part of the required course readings. You may access them online to print a copy for your own use or order a hardcopy. You must be registered in the course to access a course’s Textpaks.

Textpak access is course and term-specific and available at no additional charge to you. Gaining access requires a course specific password. You will receive an email when textpaks are viewable. Textpaks are typically available a month before the quarter begins unless otherwise specified.

Study.net is our online textpak provider. Please contact Study.net customer support directly if you have any questions about accessing materials. When emailing (customerservice@study.net) or phoning (888-462-0660) support, please include a contact telephone number.

How to Access Textpaks
You must be registered to access textpaks. Your class receives email notification stating that the textpaks are ready to be accessed. This email includes the course instructions directing you to the SmartSite class interface where detailed instructions may be found. There you will find the textpak password allowing access to the prepaid materials.

1. REGISTER ON STUDY.NET and create your individual login and password. Click on Student Registration and follow the instructions. You only do this once.
2. ACCESSING A NEW COURSE- Go to Study.net, login, and click on “View a list of available school courses”. Click on your course, then “Add to Cart” the online material for that course. Enter the password for the material and “Submit”. You must be officially registered in the course to receive the textpak password.
3. ACCESSING INDIVIDUAL READINGS- From “View a list of available school courses”, select the course, click View Course, and then follow the online instructions. The individual reading is downloaded to a new browser window in a PDF file. You can now read, save or print this file. If you are unable to view a file or activate your eBook Reader because of firewalls or corporate proxy limitations, please contact Study.net Customer Service.
4. To order a printed version of your textpak, select this option during the order process or go back later. Make sure that your shipping address is correct. All printed textpak orders are processed within 48 hours and shipped USPS Priority Mail for delivery 2-3 days later.
5. If your instructor adds readings, an asterisk appears next to the reading title. Scroll down to the bottom of the “Online Materials” webpage and click on the link to access the new reading. If you have any problems, please contact Customer Service.

If at any time you need assistance downloading your materials, contact Study.net Customer Service directly.

Textpak Customer Support Contacts
Study.net Customer Support Email
customerservice@study.net
Study.net Telephone (evenings and weekends)
(888) 462-0660

GSM Textpak Contacts
Caroll Sandifor  cesandifor@ucdavis.edu
General  instructional@gsm.ucdavis.edu
SmartSite
SmartSite is an online course management tool that instructors use to post and distribute non-copyright materials, homework assignments and other course information. Instructors may use this to set up work groups, create online assignments and exams, and chat with students. Other features include discussion boards, news groups and the ability to share electronic documents. To get started, go to the website at smartsite.ucdavis.edu. Log in using your UCD login and Kerberos passphrase. You must be registered to access a course’s SmartSite. Smartsite is NOT where you confirm your enrollment. Confirm course enrollments in RaPS.

Grievance Policy
A complete copy of the UCD Grievance Policy is available from the Office of Student Activities and Judicial Affairs. The Policy outlines the course of action for grievances related to problems with a faculty member, clerical and procedural grading errors, discrimination, sexual harassment, petitions for variance and/or changes of any sort in the degree requirement, admission/rejection to a degree program, and other specific grievances which may arise. For details, contact the Coordinator of Student Judicial Affairs, at 3200 Dutton Hall, (530) 752-1128.

Students with Disabilities
Federal and state law and University of California policies require the University to provide reasonable accommodations in its academic programs to students with disabilities, including student learning disabilities. For more information on resources available to students with disabilities, contact the Student Disability Center (SDC) in 160 South Silo, (530) 752-3184. You must follow certain guidelines before accommodations can be made. If you require accommodation for a disability, visit sdc.ucdavis.edu or contact Academic and Student Services.

Bishop Ranch Facility Accessibility
If you have a disability that requires accessibility to our building, please see Caroll Sandifor, Operations Manager.
VI. FACILITY AND STUDENT RESOURCES

Bishop Ranch: Building 15, Suites 190 & 225
You have 24-hour access to Bishop Ranch 15 (BR15) to meet in small groups, access your mailbox, or use the network. In Suite 190, there are 4 classrooms, 3 meeting rooms, and a student commons area providing snacks, coffee, tea and soft drinks. The student commons area is also used for dining. Bulletin boards are available to post information. Please contact the front desk to post materials in the suite.

Suite 225, GSM Commons, provides additional dining space and also offers snacks, coffee and tea. This suite can also be used for events, meetings and presentations. This suite can be reserved when classes are not in session.

Security for the suites is the responsibility of all students. Make sure all access doors to the suites remain locked at all times. Doors should never be propped open for any reason.

Guests in Suites
Friends and family are welcome to visit the campus, but must be accompanied by a current student. When classes are in session, all meeting rooms, common areas and classrooms should only be occupied by students and staff. Please ask friends or family to wait for you in the Main Lobby of Bishop Ranch 15 while you are in class or group meetings.

Room Reservations
To reserve space for any event or student meeting, please visit the GSM’s Event Management System (an online reservation system for all three campuses) http://ems.gsm.ucdavis.edu/VirtualEMS/. The minimum occupancy requirement for reserving a meeting room is two people. In addition, please email Caroll Sandifor (cesandifor@ucdavis.edu) the details of your reservation so a “reserve” sign can be placed on the reserved space.

Access Card
You will receive a personal access card for the Bay Area campus. If you lose your access card contact Caroll Sandifor at cesandifor@ucdavis.edu or Danielle Gordillo at dmgordillo@ucdavis.edu for a replacement.

Parking and Transportation
Parking is available on-site at BR15 and is covered by your course fee. Bishop Ranch provides a number of commuting and transportation options, including a shuttle service from nearby BART stations. Visit their website at www.bishopranch.com. You can also pick up transportation information in the commons area in Suite 190.

Bike Pods
UC Davis GSM has purchased a set of 4 bicycle pods for our student to secure their bicycle while on the Bay Area campus. Each pod is secured with a keyed master lock that you can reserve through Caroll Sandifor. Pods are reserved on a daily basis and your California Driver’s License or credit card is necessary to obtain a lock and will be returned to you when the lock is returned. If you have questions, contact Caroll Sandifor at cesandifor@ucdavis.edu.

Copier, Printer and Supplies
A full function copier, located in the Suite 190 student commons, is available for your use for academic materials. Copyright laws prohibit copying of course readers and more than 20% of a textbook. Two printers are also available in the student commons for printing your course assignments. Supplies such as staples, paper clips, paper for the copier and printer, scotch tape, etc. are available for your use and are replenished regularly.

Conference Calls
If you need to arrange a conference call for one of your courses, unlimitedconferencing.com is available. This public site is not affiliated with the University of California. A Polycom can also be reserved. Check with Caroll Sandifor to reserve any equipment.

Meals/Lodging
We provide dinner on Friday and breakfast and lunch on Saturday as well as snacks during class breaks. Vegetarian meals are provided as an option during these meals. If you have other special dietary needs, please contact Caroll Sandifor.

On Friday and Saturday, overnight lodging is available nearby. Please contact Caroll Sandifor for the most current list of UC Davis discounts for area hotels or visit: http://gsm.ucdavis.edu/guides-handbooks/bay-area-campus-guide.

Computing Network Access
Two wireless networks are available in the classrooms and throughout Suites 190 and 225, Moobilenet (an insecure/unencrypted network) and MoobilenetX (a secure/encrypted network). It is recommended that students only use MoobilenetX. Printer and network resources are for class assignments and other course-related business only.

To obtain a GSM email account, please visit the following web page: http://computingaccounts.ucdavis.edu/. Answers to most of your IT related questions can be found on the campus IT website at http://studentcomputing.ucdavis.edu/ or at the GSM IT support page at http://support.gsm.ucdavis.edu under the heading, “Computing FAQs”.
Email and Mail
Our main communication link with you is email, and we send a bi-weekly e-newsletter with critical information about courses, registration and announcements. You need to check your UC Davis email on a regular basis. University and GSM communications are always addressed to your UC Davis email.

To forward your UC Davis email to another email address, go to the computing accounts webpage at http://computingaccounts.ucdavis.edu. For assistance with your UC Davis email account, first contact the campus IT support helpdesk at 530/754-HELP (4357) or email them at ithelp@ucdavis.edu. If you’re unable to contact campus IT or they are not resolving your email issue, then please call the GSM IT support helpdesk at 530/752-4660 or email us at helpdesk@gsm.ucdavis.edu.

Group email lists are set up for each program and may only be used for GSM related correspondence. Emails to the distribution lists can only be sent from an @ucdavis.edu account. Please contact your program manager for more information.

You have a mailbox in the front hallway in Suite 190. Items such as announcements and homework are placed in these mailboxes and you are responsible for checking your mailbox.
**Dean’s Student Advisory Council**

The Dean’s Student Advisory Council (DSAC) works to ensure that Bay Area students are represented to the Deans and administration. The DSAC also helps plan social events for students and helps connect students in all three MBA programs and alumni.

**Leadership Fellows Program**

This one-year program, exclusively for part-time MBA students, is designed to help participants understand leadership, build self-awareness and strengthen leadership capabilities. The Leadership Fellows Program is designed to complement the UC Davis MBA core curriculum and continue the school’s mission to prepare innovative leaders for global impact.

This training series gives participants additional tools to boost both leadership skills and professional achievement. Students are eligible starting their second year in the MBA program. Qualified students who are interested in the LFP will go through a selection process, of which only 20 will be chosen (10 each from our Sacramento and Bay Area part-time locations).

**Career Development Resources**

The following services and opportunities are available to support your on-going career development as long as you remain in good academic standing.

- A Designated Career Counselor
- Self-Assessment Tools
- Resume & Cover Letter Refinement
- Professional LinkedIn Review
- Networking & Job Market Research Resources
- Job Search & Interview Preparation Resources
- Career Development E-Newsletter with Job Listings
- Career Development Events

Your On-Line Career Development Handbook is available on the web at [gsm.ucdavis.edu/career-development](gsm.ucdavis.edu/career-development)

**Beta Gamma Sigma Honor Society**

The mission of Beta Gamma Sigma is to encourage and honor academic achievement and personal excellence in the study and practice of business. Part-Time MBA students, who have completed 36 units of coursework by the end of the spring quarter and rank in the top 20 percent of eligible Part-time MBA students, are nominated and recognized at the annual Student Recognition Celebration.

**Student Awards at Commencement**

The Richard C. Dorf Award for academic achievement, Robert H. Smiley Award for leadership, and the James F. Sullivan Award for outstanding service to the school and community are awarded to graduating students each year at Commencement. Students are nominated each spring.

**Dean Witter Fund**

The Dean Witter Fund is intended to promote and improve student/faculty interaction in an informal setting. The fund may be used for partial reimbursement of hosts for such events as meals on campus, meals at local restaurants, or informal gatherings at the homes of students and faculty.

For more information about the Dean Witter Fund, visit our website at: [gsm.ucdavis.edu/general-information/Dean-Witter-Fund](gsm.ucdavis.edu/general-information/Dean-Witter-Fund)

**Big Bang! Business Plan Competition**

Charged-up students combine their collective marketing, strategic planning and networking power to create their own "Big Bang!"—the annual UC Davis Business Plan Competition designed to promote entrepreneurship and innovation. Students organize every aspect of the competition including raising prize money, recruiting venture capitalists as sponsors and judges, and matching entrepreneurs to form teams around compelling innovations and ideas.
Diversity and Inclusion at the GSM

“Diversity is a core value of UC Davis and the Graduate School of Management.” - Steven Currall, Dean of the Graduate School of Management

The UC Davis Graduate School of Management aims to build awareness of the importance of equity, inclusion and diversity across the School’s community. Diversity aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society.

Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. We know that employers value our efforts to create greater diversity. Thus all students will benefit from us developing deeper ties to the respective communities that they represent. There are many MBA affinity organizations that are open to ALL students who are interested in the issues that are advocated, such as fairness, diversity, and inclusion in business and corporations.

If you would like to discuss further the diversity and inclusion efforts of the GSM, feel free to contact Chief Diversity Officer Kathy Gleed, Senior Assistant Dean James Stevens or any member of the Faculty Diversity Committee.

Diversity Initiatives
Aligned with the UC Davis Principles of Community, the Graduate School of Management has implemented several initiatives designed to strengthen and ensure the quality of research, teaching and public service related to diversity, equity and inclusion; extend pathways for access and success; and foster an engaging and healthy campus climate. The GSM has also implemented a Diversity Task Force made up of faculty, staff and students who are charged with reviewing diversity initiatives and implementing them.

Specific diversity initiatives include:
Increasing the diversity pipeline for all academic programs through the implementation of recruitment and student retention programs designed to increase the pool of diverse applicants.

- Recruiting and selecting a diverse faculty and staff.
- Building awareness of the importance of equity, inclusion and diversity across the School’s community.
- Strengthening relationships with partners and external programs, including the National Black MBA Association, the National Society of Hispanic MBAs, the National Association of Asian MBAs and others.

Who to Contact
Students are encouraged to approach staff or faculty with issues, concerns or suggestions regarding diversity and inclusion within the GSM. The following staff members are available onsite and are good first contacts:

Davis Campus:
Daria Costello – MPAc Program Manager
Jordan Dade – Daytime MBA Program Manager

San Ramon Campus:
Danielle Gordillo – Bay Area MBA Program Manager
Caroll Sandifor – Bay Area MBA Instructional & Operations Manager

Sacramento Campus:
Sacramento MBA Program Manager
Gabe Coleman – Sacramento MBA Instructional & Operations Manager
# INTEGRITY

an essential piece of the puzzle

Integrity means being honest and living up to moral and ethical principles. It is an essential ingredient of a successful college career. UC Davis has a tradition of honor and integrity extending over the past 95 years. Our Code of Academic Conduct places shared responsibility on students and faculty for upholding this tradition. University and campus standards of conduct for students promote a respectful, ethical, and safe campus environment, and ensure every student a fair opportunity to pursue academic excellence.

<table>
<thead>
<tr>
<th>Examples of Academic Misconduct</th>
<th>Examples of Other Misconduct</th>
<th>Student Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating, including:</td>
<td>Physical assault, including sexual assault</td>
<td></td>
</tr>
<tr>
<td>- receiving or providing unpermitted help on an exam; copying or sharing test answers; engaging in unauthorized communication about or during an exam; giving test questions to one who hasn’t taken the exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- using unauthorized material during an exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- submitting an altered exam for grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- taking a test for another or having a ringer take a test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- continuing to work on an exam when time is up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- stealing others’ work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plagiarism, including using others’ work (e.g., words, ideas, pictures, or data) from any source (Internet, books, articles, etc.) without giving credit. Others’ words must be put in quotation marks and cited, and others’ ideas must be cited even if paraphrased in the student’s own words.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fabrication, including fabricating or falsifying data, results, or references, e.g., in reports or papers submitted for class or in a thesis or dissertation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing False Information, including giving forged excuses to postpone or avoid assignments or to add or drop classes; or signing another’s name or having another sign in to a class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unauthorized Collaboration or assistance, including working with others on graded work without the instructor’s permission (e.g., on in-class or take-home tests, papers, labs, or assignments).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-Using Work Without Permission, e.g., submitting the same work in more than one course or re-using work submitted in another course or for a different purpose, without the current instructor’s permission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unfair or Disruptive Conduct, e.g.,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- talking or “wandering eyes” (not keeping eyes on one’s own paper) during an exam; talking in class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- leaving unauthorized notes, books, or other materials out or visible during an exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- having an unauthorized device on or out during an exam or class (e.g., cell phone, PDA, computers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- exiting the room without permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- use, possession, or distribution of alcohol in violation of law or policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- illegal use, possession, or distribution of other controlled substances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- forgery, alteration or misuse of I.D. or records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- providing false information to the University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- dishonesty, such as theft (including identity theft), fraud, or possessing stolen property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- misuse of, damage to, or unauthorized entry to property or equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- violation of policies regarding use of email or other electronic or computing resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- obstruction or disruption of teaching, research, or other University activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- failure to follow official directions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- violation of disciplinary sanctions or conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- violation of residence hall rules</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Students must**

- Be honest at all times, and do their own work to help them develop their skills, knowledge, and abilities.
- Act fairly and treat others with respect. If students have problems, they must seek help.
- Know the rules. Ignorance is no defense. Students who have questions about whether their conduct may violate the Standards of Conduct (e.g., what constitutes plagiarism or the extent of permitted collaboration on a lab), must seek guidance from the instructor, the Learning Skills Center, or Student Judicial Affairs (SJA).

**Uphold campus standards.** If a student witnesses academic dishonesty or other misconduct harmful to students or the University, s/he should report it to faculty, staff, or SJA. Reports may be confidential.

**Students who violate the rules are subject to discipline** (e.g., Probation, Suspension, or Dismissal).

As members of our academic community and society at large, students have both rights and responsibilities, and must comply with law, University policies, and campus regulations. The University’s Standards prohibit conduct or attempted conduct that does or could impair or obstruct its mission of teaching, research, learning, and public service. Student Judicial Affairs administers the student disciplinary system for the UC Davis campus.

Visit our website at [https://sja.ucdavis.edu/](https://sja.ucdavis.edu/) to access the following publications:

- Avoiding Plagiarism...
- Unauthorized Collaboration...
- The Code of Academic Conduct
- Why Integrity Matters

Contact SJA by phone at 752-1128 or via email at sja@ucdavis.edu

UC Davis, Division of Student Affairs, Office of Student Judicial Affairs  September 2006
The University of California, Davis
CODE OF ACADEMIC CONDUCT
Honor and Academic Integrity: UC Davis Traditions Since 1911

All members of the academic community are responsible for the academic integrity of the Davis campus. Existing policies forbid cheating on examinations, plagiarism and other forms of academic dishonesty. Academic dishonesty is contrary to the purposes of the University and is not to be tolerated. A code of conduct for the campus community must exist in order to support high standards of behavior. Under the Code of Academic Conduct, first adopted in 1976, students, faculty, and administration share responsibility for academic integrity at UC Davis. The Code requires students to act fairly and honestly, and is based on a student honor code first established in 1911. Examples of academic misconduct include:

- receiving or providing unauthorized assistance on examinations
- using or having unauthorized materials out during an examination
- plagiarism - using materials from sources without citations
- altering an exam and submitting it for re-grading
- fabricating data or references
- using false excuses to obtain extensions of time

Responsibility of Students

The ultimate success of a code of academic conduct depends largely on the degree to which it is willingly supported by students themselves. The following recommendations are made for students:

1. Be honest at all times.
2. Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, or by talking or allowing eyes to wander during exams.
3. Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
4. Do not submit the same work in more than one class. Unless otherwise specified by the instructor, all work submitted to fulfill course requirements must be work done by the student specifically for that course. This means that work submitted for one course cannot be used to satisfy requirements of another course unless the student obtains permission from the instructor.
5. Unless permitted by the instructor, do not work with others on graded coursework, including in class and take-home tests, papers, or homework assignments. When an instructor specifically informs students that they may collaborate on work required for a course, the extent of the collaboration must not exceed the limits set by the instructor.
6. Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, you must cite your source. Students who are confused about whether a particular act constitutes plagiarism should consult the instructor who gave the assignment.
7. Know the rules - ignorance is no defense. Those who violate campus rules regarding academic misconduct are subject to disciplinary sanctions, including suspension and dismissal.

Responsibility of Faculty

The faculty is responsible for teaching courses and is governed by its own legislation. Regulation 550 of the Davis Division of the Academic Senate governs the conduct of examinations and adjudication of allegations of academic dishonesty. This section of the Code of Academic Conduct is offered as advice on means for maintaining a spirit of integrity and academic honesty. The following recommendations are made for the faculty:

1. Clearly inform students of course and grading requirements, and of standards of scholarship and conduct to be observed on assignments.
2. Use examination formats that discourage academic misconduct.
3. 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.
4. Call attention to the Code of Academic Conduct and take other steps to reinforce a sense of honesty and integrity in students.
5. Tell students how to report violations of the Code.
6. 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.
7. Use grades to evaluate academic performance, not as punishment for unethical behavior. Under Academic Senate Regulation 550, a grade of "F" 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.
Responsibility of the Administration

The following recommendations are made for the administration:

1. Provide physical settings for examinations that minimize opportunities for cheating.
2. Provide technical assistance for instructors, through the Teaching Resources Center and other sources, in preparing and administering examinations to minimize opportunities for academic misconduct.
3. Appoint adjudication committees to deal promptly and justly with cases of alleged academic dishonesty so the procedures gain and hold the confidence of students and instructors. Basic procedural fairness is to be insured in all disciplinary procedures.\(^1\)

Reporting Violations and Judicial Procedures

All alleged violations should be reported by instructors to the Office of Student Judicial Affairs.\(^4\) Centralization of authority, responsibility and record keeping is essential for fair and impartial administration of the Code. Students should report cases to the instructor or to Student Judicial Affairs. Student Judicial Affairs shall inform the instructor of alleged violations that have been reported by students.

Where cheating is discovered or suspected, the instructor should inform the student(s) involved and undertake an investigation of the matter. If the instructor is then convinced that a violation did occur, the following procedure should be used:

**If the student admits a violation,** the instructor may assign a grade of "0" or "F" to the examination or assignment on which cheating, plagiarism or other academic dishonesty occurred. If the student admits a violation of this Code not involving dishonesty (e.g. talking during an exam, but not sharing answers), the faculty member may assign an appropriate grade penalty. In either case, the name of the student and a brief description of the incident should be reported to Student Judicial Affairs for determination of the appropriate disciplinary penalty. Reporting is essential to assure that repeat offenders are penalized accordingly.

**If the student does not admit a violation,** the instructor should refer the case to the Office of Student Judicial Affairs, which will attempt to resolve the matter informally and, if necessary, arrange for adjudication by a faculty-student committee.

Any contested accusation of cheating, plagiarism or other academic misconduct in an examination or assignment submitted by a student to satisfy course requirements will be adjudicated by a faculty-student committee appointed by the Vice Chancellor for Student Affairs in consultation with the Committee on Committees of the Davis Division. In this case, the instructor should withhold the student's grade until after adjudication.

If, after adjudication, the student is found in violation, the grade should be assigned in accordance with paragraph 7 under "Responsibility of Faculty." If there is no violation, the instructor shall assign a grade based on the quality of the work completed. A student who is dissatisfied with the decision in his or her hearing may appeal the decision (see UC Davis Administration of Student Discipline on the Student Judicial Affairs website http://sja.ucdavis.edu/).

**Grades** are an evaluation of academic performance, and their assignment is a responsibility resting solely with the faculty consistent with the authority granted to the Academic Senate by the Regents.\(^5\) The assignment of a grade of "0" or "F" to work or tests in which academic dishonesty or other academic misconduct has occurred is based on the premise that the test or assignment (1) cannot be regarded as the student's own work and thus is invalidated and/or (2) the student's violation is unfair and/or disruptive and thus harmful to the instructor and others in the class.

The instructor shall not apply a more severe grade adjustment than recording a "0" or "F" on the specific assignment or test on which misconduct occurred. When an instructor has referred a case for adjudication but has not received a report confirming a violation at the time that the course grades are due, submit a grade of "Y" for the student on the grade report form. The "Y" means the grade is pending, and a final grade is submitted once the matter is resolved.

Specific procedures to be followed in the adjudication of cases of academic misconduct have been established by the campus (see the UC Davis Administration of Student Discipline). Procedural fairness is basic to the proper enforcement of University policies and campus regulations.\(^6\) Procedures must ensure fairness not only for students accused of academic dishonesty but also for victims of dishonest acts, e.g., other students. The confidence of students and instructors in the procedures must be maintained.

1. See Section 102.00 of University of California Policies Applying to Campus Activities, Organizations, and Students (Part A) (hereafter, UC Policies) for the University Standards of Conduct (available at the Office of Student Judicial Affairs).
2. The Code of Academic Conduct was originally approved and issued by the Office of the Chancellor, with the support of the Davis Division of the Academic Senate, November 12, 1976. The Chancellor approved a revised Code of Academic Conduct in 1985, and again in 1987 and 1993, after the proposed revisions had been reviewed and endorsed by the Davis Division of the Academic Senate. The Code was updated and revised again in 1995, following review and endorsement of the revisions by the Davis Division and approval by the Chancellor. Under University policy, the Chancellor has the authority and responsibility for the establishment of student conduct regulations and the administration of student discipline. See Sections 103.00 through 104.80 of the UC Policies. The document implementing the system of student discipline on the Davis campus is the Administration of Student Discipline (available at the Office of Student Judicial Affairs).
3. See Section 103.10 of the UC Policies.
4. Under the general direction of the Vice Chancellor for Student Affairs, the Office of Student Judicial Affairs is directly responsible for the administration of student discipline. See current UCD Administration of Student Discipline, approved by the Chancellor, September 2006.
6. See Sections 103.10 through 103.11 of the UC Policies.

Reprinted July, 2009
The Student Disciplinary System at UC Davis

A Brief Overview

As members of an academic community and of society at large, students must learn and follow University policies and law. At UC Davis, alleged student violations of University policies or campus rules -- including academic and social misconduct, and acts occurring on- or off-campus -- are referred to the Office of Student Judicial Affairs (SJA). SJA administers the student disciplinary system for the campus. A centralized reporting system ensures consistency, confidentiality, and fairness, including appropriate sanctions for repeat offenders.

Whenever possible, informal procedures are used to resolve disciplinary matters. The emphasis is on education, accountability and ethical behavior. Upholding standards of academic integrity and responsible conduct protects the quality of education and the welfare of our community.

Notice of Report and First Meeting. When a report is received, SJA notifies the student by email and directs the student to meet with an SJA staff member. At this meeting, the disciplinary process is explained. The student is informed of the reasons for the report and given an opportunity to respond. Students do not have to say anything at the informal meeting, but if they choose to speak, they must tell the truth. Providing false information in the disciplinary process is a violation that can result in removal from the University.

If a student doesn't respond, administrative holds (which are not disciplinary sanctions) may be placed on registration, transcripts, graduation and/or diploma to ensure that the student meets with SJA.

Informal Disposition. Most cases are resolved without a formal hearing, usually by agreement between the student, the reporting party and SJA. The written agreement includes a summary of what happened and any sanction to be imposed.

If the student has violated a prior disciplinary sanction or has not participated in the discipline process, SJA may impose unilateral sanctions, up to Probation or removal from the University. A student may appeal unilateral action, either on the basis that the appeal is justified (see "Appeals") or that there is a valid reason for not responding.

The Formal Hearing Process. If agreement cannot be reached through informal disposition, a formal hearing is held before the Campus Judicial Board (CJB). The CJB is a student-faculty panel that hears disputed cases of student misconduct. This is an educational process, not a court proceeding. The goal is to find the truth of what happened in a manner that respects and preserves the rights of all concerned. CJB panels or hearing officers are neutral decision-makers who render a fair decision.

Prior to the hearing, the student and the reporting party receive written email notice of the specific issues and the date, time, and place of the hearing, as well as summaries of the information to be presented and the hearing procedures.

In keeping with the University's developmental goals, students and reporting parties speak on their own behalf, except in unusual circumstances. They may each be accompanied by an advisor.

Formal Hearing Procedures. Hearings are closed except to the hearing panel, the reported student, the reporting party, advisors, and witnesses, as well as SJA staff and CJB members providing administrative support. An audio recording of the hearing is made. Generally, witnesses are present only while speaking to the panel. Others may attend the hearing only with approval of the hearing panel. The reported student may be present at the hearing or absent. After each party and witness tells what he/she knows, the panel initiates questioning. After the panel finishes its questions, the reporting party and the reported student may question witnesses, and both may present documents or other relevant evidence. The student may remain silent without inference of fault.

---

1 For incidents in University Housing, students receive notice of an SJA referral from the Judicial Conduct Coordinator; Student Housing cases are subject to remedies under the housing contract (e.g., involuntary move/contract termination) as well as student disciplinary action (e.g., Probation or Suspension).
2 The student may have an advisor at any stage of the process.
3 Students and faculty serve as panel members for CJB cases involving academic misconduct; staff may serve as panel members or hearing officers for cases involving social misconduct.
4 All written notices from SJA are sent by email to the student’s UC Davis email address.
Formal Hearing Procedures continued...
Those attending the hearing are informed of the confidential nature of the proceedings, that they must tell the truth, and that they can be questioned about their statements if they testify.

Formal rules of evidence do not apply and the standard of proof is preponderance of the evidence (in light of the evidence presented, is it more likely than not that the reported student committed the suspected violation?).

After all witnesses have been heard, the panel deliberates in private. The panel may reconvene to continue its deliberations at a later date if additional time is necessary.

Once the panel has made its determination, a written report is prepared containing findings of fact (what happened, and whether the student violated University standards). These findings are based only upon information received at the hearing.

If the student is found in violation, the panel may recommend appropriate sanctions. In determining sanctions, the panel considers the student's complete disciplinary file, as well as testimony from the student, SJA, and other witnesses.

The panel submits its report and recommendations to the SJA Director or the Assistant Vice Chancellor, normally within 21 days after deliberations end. The student is then sent a written notice of the official decision.

Appeals. A student found in violation has ten business days after notice of the decision to file a written appeal on one or more of the following grounds: (1) there is no substantial basis in fact to support the findings; (2) the sanction is inconsistent with the findings; (3) there was unfairness in the proceedings; or (4) there is newly discovered important evidence that was not available at the time of the hearing. A reporting party may have a right to appeal on the grounds of inconsistent sanction, procedural unfairness, or new evidence.

The appeal may be denied, granted in whole or part, or other relief (for example, a hearing to provide each party an opportunity to present and respond to newly discovered evidence) may be directed if appropriate.

Student Disciplinary Sanctions include:

Dismissal: Student is barred from attending any University of California campus and action is noted on transcripts. Readmission requires the Chancellor's approval, and is rarely granted.

Suspension: Student cannot attend classes, hold student employment, or use student services for a specified time period of at least one academic quarter. Suspensions appear on transcripts until the student is readmitted.

Interim Suspension: Immediately excludes a student from classes, other activities, or areas of the campus before final decision on an alleged violation when the student's presence may be dangerous or disruptive.

Delay of Graduation: Award of a degree is delayed until the end of a specified period. During the delay, the student may not enroll in classes at UC Davis.

Deferred Separation, Deferred Suspension and/or Deferred Dismissal: The student may remain in school on condition of waiving the right to a formal hearing for further violations. If another report is received, the student may be Suspended or Dismissed by SJA after the informal process if a violation is found.

Disciplinary Probation: During Probation, a student must conform to University standards and meet all requirements (e.g., community service). Any further misconduct or violation of probation may result in Suspension or Dismissal.

Exclusion from areas of the campus or official university functions: Student is excluded when there is cause to believe that he/she may be disruptive or threaten the safety of others.

Loss of Privileges & Exclusion from Activities: A student loses privileges and/or is excluded from activities for a period of time.

Censure or Warning: A written warning or reprimand for a violation advising the student that repeat offenses will be sanctioned more severely.

Name on File: A written record of a student violation reported to SJA by other campus officials (equal to a Warning or Censure).

Restitution: Reimbursement to repair or otherwise compensate for loss or damages.

Special Assignment: Assignment of costs, labor, duties, educational projects, community service hours, or other appropriate responsibilities.

De-registration: A student organization's status is suspended or revoked with accompanying loss of rights and privileges.

Administrative Actions (not disciplinary sanctions):
Holds on student records, graduation, and/or official administrative notice of University standards and policies.

For more information see the Administration of Student Discipline and FAQs on the SJA website at http://sja.ucdavis.edu/
Avoiding PLAGIARISM
Mastering the Art of Scholarship

In writing, we draw upon others’ words and ideas and the intellectual heritage underlying human progress. Scholarship entails researching, understanding, and building upon the work of others, but also requires that proper credit be given for any “borrowed” material. Under our Code of Academic Conduct, UC Davis students are responsible for ethical scholarship, and for knowing what plagiarism is and how to avoid it.

What is plagiarism?
Plagiarism means using another’s work without giving credit. If you use others’ words, you must put them in quotation marks and cite your source. You must also give citations when using others’ ideas, even if you have paraphrased those ideas in your own words.

“Work” includes the words and ideas of others, as well as art, graphics, computer programs, music, and other creative expression. The work may consist of writing, charts, data, graphs, pictures, diagrams, websites, movies, TV broadcasts, or other communication media.

The term “source” includes published works -- books, magazines, newspapers, textbooks, websites, movies, photos, paintings, plays -- and unpublished sources (e.g., materials from a research service, blogs, class handouts, lectures, notes, speeches, or other students’ papers). Using words, ideas, computer code, or any work without giving proper credit is plagiarism. Any time you use information from a source, of any kind, you must cite it.

Why be concerned about plagiarism?
* If you plagiarize, you are cheating yourself. You don’t learn to write out your thoughts in your own words, and you won’t receive specific feedback from your instructor geared to your individual needs and skills.
* Plagiarism is dishonest and/or misleading, because it misrepresents the work of another as your own.
* Plagiarism violates the Code of Academic Conduct and can lead to Suspension or Dismissal.
* Plagiarism devalues others’ original work. Using and submitting a professional’s work as your own is taking an unfair advantage over students who do their own work.
* It is wrong to take or use property (an author’s work) without giving the owner the credit due. Further, copyright violations can result in damages, fines, or worse.
* The reputation of UC Davis affects the value of your degree; student dishonesty hurts UCD’s standing and can diminish the worth of your diploma.

How to Cite Sources
One citation method is to identify the source in the text, putting the author’s last name and publication year in parenthesis and giving the page number where the cited information appears. (Hacker, 2005, p. 391). The author’s name links the reader to a list at the end of the paper giving full publishing information. Example:

Sources Cited:

Two other methods are footnotes and endnotes, which use raised numbers at the end of an idea or quoted words to link the reader to the source which is given either at the bottom of the page (footnote) or at the end of the paper (endnote). For all three methods, you must include the source in a reference list at the end of the paper, fully identifying each source by author’s name, title, publisher’s name, year of publication, and page numbers. Citations to electronic resources such as websites should include the exact URL, the date last revised, and any available information about the writer, publisher and/or creator of the site.

Resources on citation include:
* UC Berkeley Teaching Library Internet Workshops “Style Sheets for Citing Resources (Print & Electronic)” at http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html
How can you avoid plagiarism?

Know what plagiarism is: ignorance will not excuse a violation. Intentional plagiarism, such as deliberate copying or use of another’s work without credit, submitting a paper from the Internet as one’s own, or altering or falsifying citations to hide sources is very serious, likely to result in suspension. Unintentional plagiarism may result from not knowing how to cite sources properly, sloppy research and note-taking, or careless cutting and pasting from electronic resources — it is still a violation of the Code of Academic Conduct and subject to discipline.

Guidelines for Avoiding Plagiarism

* Use your own words and ideas. Practice is essential to learning. Each time you choose your words, order your thoughts, and convey your ideas, you can improve your writing.

* Give credit for copied, adapted, or paraphrased material. If you copy and use another’s exact words, you must use quotation marks and cite the source. If you adapt a chart or paraphrase a sentence, you must still cite your source. Paraphrasing is restating the author’s ideas, information, and meaning in your own words (see examples).

* Avoid using others work with minor “cosmetic” changes. Examples: using “less” for “fewer,” reversing the order of a sentence, changing terms in a computer code, or altering a spreadsheet layout. If the work is essentially the same as your source, give credit.

* There are no “freebies.” Always cite words, information, and ideas that you use if they are new to you (learned in your research). No matter where you find it — even on the Internet or in an encyclopedia — you cite it!

* Beware of “common knowledge.” You may not have to cite “common knowledge,” but the fact must really be commonly known. That George Orwell was the author of the anti-totalitarian allegory Animal Farm is common knowledge; that Orwell died at age 46 in 1950 is not.

* When in doubt, cite. Better to be safe than not give credit when you should!

Examples

Citing a source for factual information:

In describing the personal circumstances and political beliefs of author George Orwell at the time he wrote his greatest novel, 1984, I have relied upon the factual account given in Gordon Bowker’s biography Inside George Orwell.

Here the source is identified in the text, and page citations for any quotes or ideas can be given at the end of the material used. Additional citations to the source, with page numbers, are required to reference facts or quotations used later in the paper.

Paraphrase vs. Plagiarism

Original Source: “A totalitarian society ... can never permit either the truthful recording of facts, or the emotional sincerity, that literary creation demands. ... Totalitarianism demands the continuous alteration of the past, and in the long run ... a disbelief in the very existence of objective truth.”

Student Version A -- Plagiarism

A totalitarian society can never permit the truthful recording of facts; it demands the continuous alteration of the past, and a disbelief in the very existence of objective truth.

This is plagiarism; the student has combined copied pieces of the author’s language, without quotation marks or citations.

Student Version B -- Improper paraphrase, also plagiarism

A totalitarian society can’t be open-minded or allow the truthful recording of facts, but instead demands the constant changing of the past and a disbelief in the very existence of objective truth. (Orwell)

This is plagiarism because the student has woven together sentences and switched a few words (“open-minded” for “tolerant,” “allow” for “permit”) has left out some words, and has given an incomplete and inaccurate citation.

Student Version C -- Appropriate paraphrase, not plagiarism

Orwell believed that totalitarian societies must suppress literature and free expression because they cannot sustain the truth, and thus they claim it does not exist. (Bowker) pp. 335-337

This student has paraphrased using her own words, accurately reflecting and citing the author’s ideas.

Student Version D -- Quotation with cite, not plagiarism

In his biography of George Orwell, Gordon Bowker discusses the themes of 1984, quoting a 1946 essay by Orwell. “Totalitarianism demands ... the continuous alteration of the past, and in the long run ... a disbelief in the very existence of objective truth.” (Bowker pp. 337, quoting Orwell, 1946)

By introducing his source, the student signals that the following material is from that source. Verbatim words are in quotation marks, omitted words are marked by ellipses (...), and both the book used and the original source of the quote are cited.


Getting Help: Read the syllabus and assignment; ask your instructor how to cite sources; and carefully check class rules on citation format. Use resources such as Brenda Spart’s Writing from Sources (Bedford Freeman & Worth 2003) and Diana Hacker’s A Writer’s Reference, cited above. In addition, contact the UC Davis Learning Skills Center at 530-752-2013 http://www.lsc.ucdavis.edu For questions contact Student Judicial Affairs (530) 752-1128 or visit http://js.ucdavis.edu

UC Davis, Div. of Student Affairs, Office of Student Judicial Affairs, September 2006
Eligibility

At the University level, students have the right not to be identified as disabled. For this reason, students must take the initiative to contact the SDC and request academic accommodations. The student must provide the SDC with written documentation of the disability from a diagnosing professional.

Each student who contacts the SDC is assigned to work with a Disability Specialist who is knowledgeable in the student's area of impairment. The assigned Disability Specialist will determine, based upon the documentation submitted, whether the student's impairment meets California's statutory definition of a disability. Under state law, individuals are eligible to receive reasonable accommodations on the basis of disability if they have a physical or mental impairment that limits a major life activity.

If the impairment rises to the level of disability, the Disability Specialist will notify the student of eligibility and will provide information regarding how to request necessary reasonable academic accommodations. If the student is not found to be eligible for services, he or she may appeal that decision through the SDC Appeals Procedure (PDF or Word version).

Documentation of Disability:

Learning Disabilities
- Learning Disability - Eligibility and Documentation Information

Psychological Disabilities
- Psychological Disability - Eligibility and Documentation Information
- Psychological Disability - Documentation Form (pdf) - to be completed by diagnosing clinician

Visual Disabilities
- Visual Disability - Eligibility and Documentation Information
- Visual Disability - Documentation Form (pdf) - to be completed by diagnosing clinician

Medical & Mobility Disabilities
- Medical & Mobility Disabilities - Eligibility and Documentation Information
- Medical & Mobility Disabilities - Documentation Form (pdf) - to be completed by diagnosing clinician

Deaf and Hard of Hearing
- Deaf and Hard of Hearing - Eligibility and Documentation Information
- Deaf and Hard of Hearing - Documentation Form (pdf) - to be completed by diagnosing clinician
Contact Information & Location

Campus Location
54 Cowell Building

Hours of Operation
Monday - Friday
9 a.m. to noon and 1:00 to 4:00 p.m.
Closed all university holidays

Phone Numbers
Voice: (530) 752-3384
TTY: (530) 752-6833
Fax: (530) 752-0161

E-mail
sdce@ucdavis.edu

Mailing Address
Student Disability Center
University of California
One Shields Avenue
Davis, California 95616-8714

SDC Staff
(Click on an individual's name to send an email)
- Caryn Stromberg, Deaf and Hard of Hearing Disability Specialist/Interpreter Coordinator
- Christine O’Dell, Learning Disabilities Specialist
- Joseph Spector, Ph.D., SDC Psychologist & Disability Specialist
- Russ Zochowski, Visual, Mobility & Medical Disabilities Specialist
DIRECTIONS FROM:

Davis/Sacramento
Take I-80 West
Merge onto I-680 South
Take the Crow Canyon Road exit
Turn left onto Crow Canyon Road
Turn right at Alcosta Blvd.
The Graduate School of Management is located in Bishop Ranch 15, 12647 Alcosta Blvd., Suite 190.

San Francisco
Take I-80 East, across the Bay Bridge
Merge onto I-580 East
Take the 24 East exit toward Berkeley/Walnut Creek
Merge onto I-680 South
Take the Crow Canyon Road exit
Turn left onto Crow Canyon Road
Turn right at Alcosta Blvd.
The Graduate School of Management is located in Bishop Ranch 15, 12647 Alcosta Blvd., Suite 190.

Oakland
Take the 24 East exit toward Berkeley/Walnut Creek
Merge onto I-680 South
Take the Crow Canyon Road exit
Turn left onto Crow Canyon Road
Turn right at Alcosta Blvd.
The Graduate School of Management is located in Bishop Ranch 15, 12647 Alcosta Blvd., Suite 190.
COMMONLY USED WEBSITES

GENERAL
my.gsm.ucdavis.edu .............................................................................................................. Student Website
gsm.ucdavis.edu/gsm-calendar .......................................................................................... Academic Calendar

REGISTRATION
gsm.ucdavis.edu/resource/bay-area-mba-registration-instructions ........................................ Registration Instructions
https://webapps.gsm.ucdavis.edu/Raps/courseScheduling .................................................. Registration and Payment System (RaPS)
    access: UCD LoginID and Kerberos Passphrase
https://webapps.gsm.ucdavis.edu/Raps/courseScheduling .................................................. Grade and Payment Letters
    access: UCD LoginID and Kerberos Passphrase
registrar.ucdavis.edu/html/transcripts.html ........................................................................... Official Transcript Request

FEES AND FINANCIAL AID
gsm.ucdavis.edu/bay-area-working-professional-costs-financial-aid ...................................... Part-time MBA Financial Aid and Fees
financialaid.ucdavis.edu/graduate ......................................................................................... Graduate Financial Aid Office (Student Loans)
sisweb.ucdavis.edu .................................................................................................................. Student Loan Status
    access: UCD LoginID, Kerberos Passphrase, Student ID Number

COURSE MATERIALS
gsm.ucdavis.edu/course-and-materials/bay-area-textbooks-textpaks .................................. Textbook Orders
study.net ................................................................................................................................. Textpaks with Copyrighted Materials
    access: Registration in the Course and personal login and password (you set this up when you first register on study.net)
smartsite.ucdavis.edu ............................................................................................................. Non-Copyrighted Materials
    access: UCD LoginID and passphrase

OTHER STUDENT RESOURCES
support.gsm.ucdavis.edu ...................................................................................................... Computing Support and FAQ Information
gsm.ucdavis.edu/career-development-0 ............................................................................... GSM Career Development
gsm.ucdavis.edu/gsm-calendar .............................................................................................. GSM Calendar
www.lib.ucdavis.edu ................................................................................................................ Main UC Davis Library
computingaccounts.ucdavis.edu ............................................................................................. Email Maintenance and Forwarding
STAFF DIRECTORY

Bay Area Staff
Danielle Gordillo, Bay Area MBA Program Manager ........................................... (925) 543-8075, dmgordillo@ucdavis.edu
Caroll Sandifor, Instructional & Operations Manager ......................................... (925) 543-8076, cesandifor@ucdavis.edu

Academic and Student Services
Academic and Student Services ................................................ (530) 752-7658, StudentServices@gsm.ucdavis.edu
Holly Bishop-Green, GSM Registrar ........................................... (530) 752-7363, hbbishopgreen@ucdavis.edu
Jordan Dade, MBA Program Manager, Davis ............................................ (530) 752-3593, jwdade@ucdavis.edu
Kathy Gleed, Director and Chief Diversity Officer ....................................... (530) 754-5476, krgleed@ucdavis.edu
James Stevens, Senior Assistant Dean ...................................................... (530) 752-7661, jrstevens@ucdavis.edu
MBA Program Manager, Sacramento ....................................................... (916) 734-3938

Career Development
Career Development .......................................................... (530) 752-4003, careerdevelopment@gsm.ucdavis.edu
Chris Dito, Career Services Director ...................................................... (530) 752-8826, cadito@ucdavis.edu
Inger Maher, Associate Director and Career Counselor ............................... (530) 754-7529, ilmaher@ucdavis.edu
Angel McCormack, Career Counselor ................................................... (530) 752-4003, amccormack@ucdavis.edu
Lisa Raj, Coordinator .............................................................................. (530) 752-0606, leraj@ucdavis.edu
James Stevens, Senior Assistant Dean ...................................................... (530) 752-7661, jrstevens@ucdavis.edu
Lisa Sanchas, Technology & Operations Manager ..................................... (530) 754-7688, lmsanchas@ucdavis.edu

Computing Services
Computing Services Help Desk .......................................................... (530) 752-4660, helpdesk@gsm.ucdavis.edu
Chip Mrizek, Computing Director ....................................................... (530) 752-8330, cjmrizek@ucdavis.edu
Brian McQuaig, IT Support ................................................................. (530) 752-4873, emcquaig@ucdavis.edu
Jerry Montoya, IT Support .................................................................... (530) 752-4387, jcmontoya@ucdavis.edu
Rodrigo Perez, IT Support ..................................................................... (530) 752-8239, roperez@ucdavis.edu

Project and Instructional Resources
Project and Instructional Resources ....................................................... (530) 752-0716, instructional@gsm.ucdavis.edu
Christina Lozano, Director ................................................................... (530) 752-5330, cslozano@ucdavis.edu
Crystal O’Hara, Assistant Director ........................................................ (530) 754-6746, crohara@ucdavis.edu
Andrew Fleisher, Operations Analyst .................................................... (530) 754-8830, afleisher@ucdavis.edu
# Quick Resource List

## Registration & General Information

<table>
<thead>
<tr>
<th><strong>Quick Resource</strong></th>
<th><strong>Contact Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC ADVISING, CROSS-REGISTRATION &amp; REFUNDS</strong></td>
<td><strong>ACADEMIC AND PROGRAM ADVISING</strong></td>
</tr>
</tbody>
</table>
| Danielle Gordillo  
MBA Program Manager  
(925) 543-8075  
dmgordillo@ucdavis.edu | Holly Bishop-Green  
GSM Registrar  
(530) 752-7363  
gsmregistrar@gsm.ucdavis.edu | Kathy Gleed  
Director of Academic & Student Services & Chief Diversity Officer  
(530) 754-5476  
krgleed@ucdavis.edu |
| **TEXTBOOK, TEXTPAK & SMARTSITE INFORMATION** | **FINANCIAL AID** |
| Project Resources  
(530) 752-5330  
instructional@gsm.ucdavis.edu | Ayesha Alcala  
(530) 752-2307  
Graduate Financial Aid  
(530) 752-9246  
gradvinaid@gsm.ucdavis.edu | **COMPUTING SUPPORT** |
| **ACADEMIC APPROVALS** | **COURSE SCHEDULING & CURRICULUM** |
| Professor David Bunch  
Graduate Advisor  
(530) 752-2248  
gradauthor@gsm.ucdavis.edu | Professor Kimberly Elsbach  
Associate Dean  
(530) 752-0515  
kdelsbach@ucdavis.edu | **CAREER DEVELOPMENT** |
| **TEXTBOOK, TEXTPAK & SMARTSITE INFORMATION** | **FINANCIAL AID** |
| **COMPUTING SUPPORT** | **CAREER DEVELOPMENT** |
| **ACADEMIC APPROVALS** | **COURSE SCHEDULING & CURRICULUM** |
| Professor David Bunch  
Graduate Advisor  
(530) 752-2248  
gradauthor@gsm.ucdavis.edu | Professor Kimberly Elsbach  
Associate Dean  
(530) 752-0515  
kdelsbach@ucdavis.edu | **CAREER DEVELOPMENT** |

---

**UC Davis MBA Davis Campus**  
One Shields Avenue  
Davis, CA 95616  
Phone: (530) 752-7658  
Fax: (530) 754-9355

**UC Davis MBA Bay Area Campus**  
Bishop Ranch 15, Suites 190 & 225  
12647 Alcosta Boulevard  
San Ramon, CA 94583  
Phone: (925) 543-8075  
Fax: (925) 543-8097  
baycampus@gsm.ucdavis.edu

**UC Davis MBA Sacramento Campus**  
4610 X Street  
Sacramento, CA 95814  
Phone: (916) 734-3937  
Fax: (916) 734-3918  
saccampus@gsm.ucdavis.edu