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1. MASTER'S OF BUSINESS ADMINISTRATION DEGREE

1.1. Requirements for the Masters of Business Administration (MBA) Degree

To earn an M.B.A. degree a student must:

A. pass or be exempted from all required courses,
B. complete a minimum of 72 approved quarter course units,
C. complete at least six quarters in residence (or equivalent), and
D. have a cumulative grade point of at least 3.0 after completing all coursework.

(Students admitted to MBA program prior to Fall 2010, must complete three breadth courses, see section 2.2)

1.2. Residency Requirement

Candidates for the MBA degree must be in residence at least six academic quarters. This also applies to concurrent degree students and may be met by their matriculation in our program and their other concurrent program at UC Davis. The residency requirement may not be satisfied by using quarters in residence for programs that have been already completed. Students in exchange programs who are registered at the GSM are considered in residence. The Graduate Advisor may adjust the residency requirement for transfer students.

1.3. Fulfilling Credit Requirements

Though ordinarily all work for the MBA degree is done in residence, some work taken elsewhere may be credited toward the degree. For the complete list of transfer credit regulations and course exemption policies, please see section 7.8 on transfer credit.

1.4. Advancement to Candidacy

Every student must file an official application for Advancement to Candidacy at least one quarter before completion of all degree requirements. Quarterly candidacy deadlines are available on the GSM student website. Students who do not meet the posted deadlines may have the awarding of their degree delayed.

1.5. Second Master's Degree

Students are permitted to work towards a second Master's degree

A. if the student has been admitted into an approved joint-degree or concurrent degree program, or
B. if the Dean of the Graduate School of Management and the Dean of Graduate Studies determine that the degree will not be a duplication of a previous degree, whether earned on the Davis campus or at another institution. Students must spend a minimum of two quarters in regular graduate standing in the second master's program to meet the residency requirements of Graduate Studies. They must also complete a separate thesis or examination for each degree program if required.

As noted in the section on transfer credit, students may transfer up to 12 units from one Davis program to another with the approval of the Graduate Advisor and the Dean of Graduate Studies.
1.6. Diplomas

Diplomas are distributed only through the Office of the University Registrar either in person or by mail. Diplomas are issued by the Office of the University Registrar approximately four months after the final quarter of enrollment.

2. CURRICULUM

2.1. Core Courses

2.1.1. Admitted into the MBA Program Fall 2011 or later:


2.1.2. Admitted into the MBA Program Fall 2010:


2.1.3. Admitted into the MBA Program Fall 2009 or earlier:

The core consists of 6 required courses 200A, 201A, 202A, 203A, 204, and 205. See 2.2 for breadth requirements.

2.2. Breadth Courses

Students admitted into the MBA Program prior Fall 2010 must complete a minimum three designated breadth courses prior to graduation. Breadth courses include 200B, 201B, 203B, 206, 207 and 252. 201B and 252 are now designated as core courses so enrollment into these classes is on space available basis after registration has concluded.

2.3. Elective Courses

2.3.1. Admitted into the MBA Program Fall 2011 or later:

To earn a degree, each student must successfully complete at least 72 approved quarter course units.

A. Day-Time: Students must complete at least 39 units of approved courses, in addition to the 33 units of required core courses. Approved courses include electives (200s), directed group/individual study (298/299), and directed group/individual practicum (498/499) courses offered by the GSM. Students can also substitute courses from outside the GSM following the procedures specified in section 7.5.

B. Working Professional: Students must complete at least 45 units of approved courses, in addition to the 27 units of required core courses. Approved courses include electives (200’s), directed
group/individual study (298/299), and directed group/individual practicum (498/499) courses offered by the GSM. Students can also substitute courses from outside the GSM following the procedures specified in section 7.5.

2.3.2. Admitted into the MBA Program Fall 2010:

To earn a degree, each student must successfully complete at least 72 approved quarter course units. Students must complete at least 45 units of approved courses, in addition to the 27 units of required core courses. Approved courses include electives (200s), directed group/individual study (298/299), and directed group/individual practicum (498/499) courses offered by the GSM. Students can also substitute courses from outside the GSM following the procedures specified in section 7.5.

2.3.3. Admitted into the MBA Program Fall 2009 or earlier:

To earn a degree, each student must successfully complete at least 72 approved quarter course units. Students must complete at least 45 units of approved courses, in addition to the 18 units of required core courses and 9 units of breadth courses. Approved courses include additional breadth courses, and electives (200s), directed group/individual study (298/299), and directed group/individual practicum (498/499) courses offered by the GSM. Students can also substitute courses from outside the GSM following the procedures specified in section 7.5.

2.4. Directed Group/Individual Study (298/299) Courses

1. Directed Group/Individual Study (298/299) courses are intended to add to the existing curriculum by allowing a student to study academic material that is not currently offered in an existing course — e.g., these courses are intended to complement, not replace, existing courses. The learning objectives and plan of study for directed group/individual study 298/299 courses would generally be similar to other 200 level graduate courses.

2. 298/299 courses are variable unit courses with the same workload requirements as other 200 level courses. Workload expectations for each course will follow the Carnegie formula (at least 30 hours of work for each unit of quarter per quarter per student). 298/299 are Satisfactory/Unsatisfactory grading and will appear on transcripts as Directed Group Study (298) and Individual Study (299).

3. 298/299 courses must be sponsored by an Academic Senate GSM faculty member and approved by the Graduate Advisor. The student must complete an independent study form1 to be signed by the student's faculty sponsor and the Graduate Advisor. The Graduate Advisor determines the specific deadlines and procedures for approving 298/299 courses.

4. Students taking directed group/individual study courses should be evaluated by either a paper or written exam. Students are required to submit a log of time spent on independent study courses, with faculty meetings separately identified.

5. Students may count no more than six units of directed group/individual study and directed group/individual management practicum (298/2992) credits toward the MBA degree.

1 All forms and petitions referenced in this document may be found on the GSM website or the Office of Academic and Student Services.

2 Students may count no more than six units of 298/299/498/499 credits toward MBA degree.
6. A student must be in good academic standing to request and enroll in an independent study course.

2.5. Directed Group/Individual Management Practicum (498/499) Courses

1. A practicum course is either a "professional skills" course which provides students with skills that managers would benefit from having (team building, presentations, business writing, etc.), or a "project" course or "applications" course that does not follow a traditional academic curriculum or format.

   A. Practicum courses should have 400-series numbers. 498/499 are Satisfactory/Unsatisfactory grading and will appear on transcripts as Directed Group Management Practicum (498) and Directed Individual Management Practicum (499).

2. Practicum courses must be formally approved by the GSM Committee on Courses and the faculty before they are assigned permanent course numbers.

3. 498/499 courses must be sponsored by an Academic Senate GSM faculty member and approved by the Graduate Advisor. The student must complete an independent study form to be signed by the student's faculty sponsor and the Graduate Advisor. The Graduate Advisor determines the specific deadlines and procedures for approving these courses.

4. Students taking directed group/individual management practicum courses should be evaluated by either a paper or written exam. Students are required to submit a log of time spent on independent study, with faculty meetings separately identified.

5. Students may count no more than six units of directed group/individual study and directed group/individual management practicum (498/499) credits toward the MBA degree.

6. A student must be in good academic standing to request and enroll in an independent study course.

2.6. Cross Registration between MBA Programs (amended November 18, 2005)

The Day-Time and Working Professional MBA Programs are separate and distinct programs with their own admission requirements. However, students in one program may take courses in another program under the following conditions:

1. Courses that are offered jointly to both programs—students from either program may enroll in these courses.

2. Day-Time students may enroll in Working Professional Program courses, subject to availability of space and permission of the instructor. Day-Time students may not enroll in a day course and attend the working professional course.

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3 All forms and petitions referenced in this document may be found on the GSM website or the Office of Academic and Student Services.

4 Students may count no more than six units of 298/299/498/499 credits toward MBA degree.
3. Working Professional students may take full-time program courses, subject space and permission of the instructor. Students are responsible for paying current Working Professional course fees prior to enrollment. Working Professional students may not enroll in a Working Professional course and attend the Day-Time course.

4. Enrollment priority is given to student in their own program courses during regular registration.

5. All students can take up to a total of 15 units of cross registration course during their matriculation at the GSM. Not all courses are taught in all locations and students are advised to make cross registration requests judiciously with this in mind.

3. REPEATED COURSES AND INCOMPLETE GRADE

3.1. Repeated Courses

With the consent of the Graduate Advisor and the Dean, any student may repeat a course in which a grade of C, D, F, or Unsatisfactory is assigned up to a maximum of nine units. In such repeated courses, only the most recently received grade and corresponding grade points shall be used in calculating a student's grade point average, but all units attempted and grades received shall remain part of the student's permanent record. Students may not count towards unit requirements for the MBA degree a course in which they received a grade of D+ or below which has not been repeated. Any repeated course must be taken for a letter grade (A, B, C, D, F).

For courses graded on a Satisfactory/Unsatisfactory basis only, or for courses where the student elects S/U grading, the repeated course may be taken on an S/U basis as well.

3.2. Incomplete Grade

A grade of Incomplete is assigned when work is of passing quality but incomplete for good cause as determined by the instructor. “Good cause” may include illness, serious personal problems, an accident, a death in the family or other situations deemed to be of equal gravity and does not include extensions of time granted for convenience. Students must complete coursework before the end of the third succeeding quarter of academic residence.

If the Incomplete is not removed by the end of the specified time, it becomes an "F" on the student's record and may not be made up without an extension. It is possible for a student to request an extension of the 3 quarter time limitation by petitioning the Dean. Approval of the instructor and the Graduate Advisor is required.

As University regulations require that a student must have a grade point average of 3.0 or higher, the effect of this regulation is to regard Incomplete Grades as "F" in determining whether a student has met all degree requirements.

In the event a student accumulates a combination of more than 8 units of Incomplete and Unsatisfactory grades, the student shall be placed on academic probation (see section 8 on Scholarship). To remove an incomplete grade, the student should obtain a Petition for Change of Incomplete Grade, fill it out and give it to the instructor who in turn will assign a grade and return to the GSM Registrar.
4. CONCURRENT, JOINT AND INTERDISCIPLINARY DEGREE PROGRAMS AT UC DAVIS

4.1. Concurrent/Joint/Interdisciplinary Degree Requirements

Students interested in obtaining a joint or concurrent degree at the Graduate School of Management and another graduate school or department at UC Davis must be admitted to both programs independently. The student may then request concurrent degree status with both programs. A student may share a total of 12 units between programs with the approval of the GSM Graduate Advisor and the respective graduate advisor/dean in the other department.

A. Students will be identified as a MBA student first during the time of the concurrent degree status since this directly affects registration, payment and financial aid packaging. The other graduate degree will be secondary to the MBA.

B. All Day-Time Students receiving an MBA degree are required to pay six quarters of the Professional Degree Supplemental Tuition.

C. All students receiving an MBA degree are required to enroll in the core courses during in the sequence/quarter in which they are offered.

D. Fees for Working Professional students interested in a concurrent/joint degree with another UC Davis school/department/graduate group, see section 12.4.

A current list of graduation requirements for the program can be obtained from the GSM’s area advisor for concurrent/joint/interdisciplinary degree programs.

4.2. JD/MBA

The concurrent degree program in Law and Management is designed to enable a select number of students to obtain two professional degrees in approximately four years. Students must meet the admission requirements for both the UC Davis School of Law and Graduate School of Management.

The first year of the combined degree program must be taken entirely in the Law School. Following the first year, course work may be divided between the Law School and the Graduate School of Management with the stipulation that all MBA core courses are to be taken in sequence they are offered. To allow students to complete the program in four years, the two schools accept some of each other's credits for the degree requirements. The respective Deans will determine which courses will be credited toward both degrees. A current list of eligible courses and other graduation requirements can be obtained from the GSM’s area advisor for concurrent/joint/interdisciplinary degree programs.

Ten semester units of law coursework will count toward the MBA.

Minimum GSM units required: 57 MGT units

Required Core Courses: 33 quarter units, which consists of:

- 200A - Financial Accounting
- 201A - Individual and Group Dynamics
- 201B – Organizational Strategy & Structure
- 202A - Markets & the Firm
- 203A - Data Analysis for Managers
- 204 - Marketing Management
- 205 - Financial Management & Policy
- 240A/B – Projects Course
Electives: 24 quarter units

JD/MBA students may not take 215 or 264 for credit toward the MBA.

Students will be identified as a Law student first. Fees and financial aid processing will be through the law school.

4.3. MD/MBA

The concurrent program in Medicine and Management is designed to enable a select number of students to obtain two professional degrees in 6 years. Students must apply to and meet the admission requirements for both the School of Medicine and the Graduate School of Management. The program’s sequence would be first three years at the medical school, next two years at the GSM completing the MBA degree, and final year at the medical school completing requirements for the MD degree.

4.4. Individualized Concurrent Masters Degree Program

Student may also pursue an individualized concurrent Masters Degree program in accordance with the University of California, Davis Academic Senate standing rules governing such degrees.

5. REGISTRATION REQUIREMENTS, SCHEDULING AND PAYMENTS

Any student not in good academic standing must file a study plan and consult with the Graduate Advisor before registering in classes each quarter.

5.1. Registration Requirements

Day-Time Program:

University policy requires continuous registration for students from the first quarter of enrollment in a program until completion of the degree, unless the student is on approved leave of absence (see section 10.3).

A student who fails to register is regarded as having withdrawn from the University except those on approved PELP.
Working Professional Program:

University policy requires continuous registration for students from the first quarter of enrollment in a program until completion of the degree, unless the student has filed an approved Non-Registration Form\(^5\) for the quarter (see section 10.2) or is on approved leave of absence (see section 10.3).

A student who fails to register is regarded as having withdrawn from the University except those on approved PELP or who were approved for Non-Registration.

5.2. Adding/Dropping Courses

1. Add and drop deadlines are set each quarter and students should refer to the GSM Academic Calendar for deadlines.

2. Any student seeking to add a course after the first course meeting needs to obtain written permission from the instructor to enroll.

3. Other students seeking to take MBA courses must be enrolled in a UC graduate degree program. These students must first contact the GSM Registrar for permission to enroll in these courses prior to the first day of class and obtain approval from the instructor. Any exception must be approved by the Associate Dean.

4. There can be no enrollment changes after the seventh week of instruction.

5.3. Auditing

Auditing of classes (i.e. sitting in) is not permitted.

5.4. Core Courses

Designated core courses are only for registered MBA students of the Graduate School of Management. Non-MBA students cannot enroll in MBA core courses.

5.5. Scheduling of Classes

Regular class meeting times and places are scheduled by the Associate Dean. Courses with fewer than ten students enrolled may be considered for cancellation before the start of the quarter.

5.6. Make-Up Classes

Before scheduling a make-up class, an instructor shall check with the Associate Dean to reserve a classroom and to make sure that the Day-Time and hour will not conflict with another class or unduly burden the students.

\(^5\) All forms and petitions referenced in this document may be found on the GSM website or the Office of Academic and Student Services.
5.7. Final Examinations

1. Day-Time Program: Final examinations are scheduled during the University scheduled “finals week” for the quarter. The finals schedule is posted prior to quarterly enrollment.

2. Working Professional Program: Final examinations are the same as the regular class time/location during the finals week designated by the UC Davis Registrar’s Office.

3. All students are expected to attend courses through the end of final examinations and to take all exams at the times scheduled.

5.8. Releasing of Grades

Grades are released by the University Registrar only at the end of each academic quarter after all grade rosters have been filed with the Registrar’s Office. This also applies to concentrated courses, and other courses with irregular schedules.

5.9. Fee Payments

1. Day-Time Program: Students enroll in courses at the start of registration. Course enrollments generate charges to the student account which must be paid by the UC Davis campus payment deadline.

2. Working Professional Program: Students are required to pay for units prior to registering for courses, including wait list courses (since a student may be added automatically to the course if a space becomes available).

5.9. Refunds

1. Day-Time Program: Refunds for any reason are subject to the UC Davis Schedule of Refunds.

2. Working Professional Program: Refunds are subject to the quarterly drop deadlines included in the GSM Academic Calendar. A student who drops a course by the posted deadline receives a full refund.

If a course is cancelled or a wait listed student does not get in enrolled in the course, the student will receive a full refund.

A student who drops a course after the posted drop deadline receives a refund. A student may request an exception to the no refund policy if there were circumstances that prevented the student from meeting the posted deadline. Exceptions can be requested by emailing the GSM Registrar and these requests will be reviewed by the Assistant Dean of Student Affairs.

3. Day-Time and Working Professional Programs: If a student withdraws after paying fees for their first quarter of enrollment, the enrollment deposit is not refundable and there are no exceptions.
6. FULL-TIME STUDY, ACADEMIC PROGRESS & TRANSFER BETWEEN GSM PROGRAMS

6.1. Full-Time Study

1. Students studying for the MBA degree at the Graduate School of Management will pursue a full-time program.

   Full-time Study in the Day-Time Program is defined as:
   Enrolled in at least 12 units each quarter.

   Full-time Study in the Working Professional Program is defined as:
   Enrolled in at least 18 units over the academic year (fall through summer).
   However, enrollment in less than 6 units each quarter may have loan deferment and financial aid implications. Exceptions may be made for unusual circumstances by petition to the Dean.

2. All students must successfully complete, or be exempted from, all required core courses when they are scheduled in their cohort.

3. No student may enroll for more than 16 units of 100, 200, and 400-level courses combined per quarter.

4. A Day-Time MBA student may get approval for 9 or fewer units. Students approved for 9 units or less pay the same fees as full-time students, but only pay one-half of the Tuition. Non-resident students with approved part-time status also qualify to pay one-half of the nonresident tuition.

6.2. Academic Progress

All students must complete the requirements for the MBA degree within a period of 3 years (Day-Time) or 4 years (Working Professional) after matriculation. If the degree requirements are not completed within the required period, the student must petition the Associate Dean for re-admission. If this is approved, the amount of credit to be allowed from the earlier period of study, and the extent of other requirements must be approved by the Graduate Advisor.

This 3 or 4 year period may only be extended for students with approved Planned Educational Leave Program (PELP). The extension is for the number of quarters on PELP.

6.3. Transfer Between Day-Time and Working Professional Programs (amended June 8, 2011)

1. Transfer between the Day-Time and Working Professional Programs is not permitted except under extreme circumstances and with the approval of the Assistant Dean of Student Affairs.

2. Transfer between the Bay Area and Sacramento campuses is permitted with approval of the Assistant Dean of Student Affairs. Students must have successfully completed at least one quarter before requesting a transfer.
7. GRADING, CREDIT AND COURSE EVALUATIONS

7.1. Standards of Scholarship

1. Courses in the 100, 200, and 400 series in which the student receives grades of "A", "B", "C" (which includes C-) or "S" may be used to satisfy the requirements for the MBA degree. A course in which a student receives a "D+" or lower cannot be used to satisfy the unit requirement for the Master's degree but will count in determining the grade point average.

2. Students must maintain a grade point average of at least 3.0 in all upper division and graduate courses elected at the University of California. Application for advancement to candidacy may be made if the average is only slightly below 3.0 and if the student is currently enrolled in course work, the successful completion of which will ensure the required 3.0 average. Even if a student has advanced to candidacy, the student must attain a minimum grade point average of 3.0 before the degree will be awarded.

3. Courses graded "S/U" will not be counted in determining grade point averages.

4. Lower division courses are excluded in calculating the graduate GPA.

7.2. GSM Core Course Grading Standards

Standards for grades awarded in core courses are as follows:

A+: A premium grade, awarded in rare instances when a student has performed far above the standard expected for a class.

A, A-: Awarded to students for outstanding performance, well above the standard for completion of the class. It is expected that As of any type will be awarded to significantly fewer than half of the students in a class.

B+, B: Awarded to students who have fully met all the requirements of the class. It is expected that the majority of the students in any class will receive these two grades.

B- and lower: Given to students whose performance in a class has been deficient. B- indicates deficiencies but a basic understanding of class material. Grades of C+ and lower indicate serious deficiencies in performance.

These grades are given on an absolute basis, with no specific proportion expected.

For elective courses, the same standards apply except there are no suggested quantitative guidelines for a particular category.
7.3. Satisfactory/Unsatisfactory (S/U) Grading

All GSM courses must be taken for a letter grade except those courses specifically designated with Satisfactory/Unsatisfactory grading. Non-GSM courses taken for S/U grades do not count toward degree requirements.

7.4. Grade Changes

In accordance with Academic Senate Regulations grades are final when filed with the Registrar. A grade can be changed only if a “clerical” or “procedural” error can be documented. No change of grade may be made on the basis of reassessment of the quality of the student’s work, or with the completion of additional work.

7.5. Counting Non-GSM Courses toward Degree Requirements

Elective units taken outside of the GSM at UC Davis will count toward fulfilling the requirements of the MBA degree if the following conditions are met:

1. Courses should meet a legitimate educational need which should be defined in relation to a specific educational or career objective,

2. The educational or career objective should be consistent with the overall philosophy and structure of the Graduate School of Management,

3. Substitutions must be 100, 200, or 400 level courses, and

4. No more than six units taken outside of GSM at UC Davis may be applied to the 72-unit requirement without the written approval of the Graduate Advisor.

5. The following courses are pre-approved for outside credit and do not need the Graduate Advisor’s permission prior to enrolling (up to 6 units):

   a. TTP 289A Overview of Energy and Development
   b. TTP 298B Understanding the Other Side of the Meter
   c. ECN 122 Game Theory, recommended for Business Analytics concentration
   d. ARE 252 Applied Linear Programming, recommended for Business Analytics concentration
   e. MAT 168 Optimization, recommended for Business Analytics concentration
   f. Public Health Courses: Students may take up to 12 units of Public Health coursework that count toward the 72 units for the MBA degree.
      i. SPH 210 Introduction to Public Health Informatics (2 units)
      ii. SPH 273 Health Services Administration (3 units)
      iii. SPH 222 Social and Behavioral Aspects of Public Health (3 units)
      iv. SPH 290 Seminar in Public Health (1 unit per quarter for 4 quarters)
Other courses should be approved, see 7.5.4.

7.6. Credit by Examination

Students may not receive credit by examination for courses that are to be applied toward the MBA degree.

7.7. Exemption of Required Courses

Students may be exempted from the requirement to take specific required core courses with the approval of the faculty member who is scheduled to teach the course. Exemption will generally be by examination, but may, at the instructor's discretion, be based on previous coursework. Exemption, if granted, does not lower total unit requirements. The student must be registered and in good academic standing in order to apply for exemption, and is required to take an equivalent number of units in place of the exempted course. Exemption does not lower the requirements pertaining to full-time study. No student may be exempted from the requirement to take a minimum of three breadth courses.

7.8. Transfer Credit

Students may be excused from taking core courses only by exemption (see Section 7.7) and not by transfer of credit.

Though all work for the MBA degree is done in residence, in rare cases and subject to approval of the Graduate Advisor, students may apply credit for previously taken courses toward graduate requirements in place of non-core courses taken at GSM. Units to be so counted must have been taken at an AACSB-International accredited institution, and must be equivalent in academic level to an elective course at the GSM. Units of course work taken elsewhere than the University of California may not be used to reduce the minimum residence requirement or the minimum requirements for graduation (72 units). Students wishing to apply for transfer credit for a course taken after commencement of studies at the GSM must apply for and obtain written approval from the Graduate Advisor prior to enrolling in the course. Students wishing to apply for transfer credit for a course taken before commencement of studies at the GSM should submit request along with substantiating documentation to the Graduate Advisor prior to the last day of classes of the first quarter in residence at GSM. Examples of substantiating documentation include detailed course outlines, tests, textbooks, statements about the qualifications of the instructor, and transcripts with final grades. Additional supplemental information may be required in some areas.

Specifics on transferring courses where applicable are as follows:

1. **UC Davis Coursework:** A student may transfer up to twelve units of credit for upper division and graduate work taken at UC Davis prior to admission provided they were not used to satisfy the unit requirement of any other degree.

2. **University Extension:** By Academic Senate regulation, University Extension X300 level courses cannot be used to satisfy unit requirements for graduate degrees.

3. **University of California:** Up to twelve units of credit may be transferred from graduate level enrollment at another UC campus. Grade points are transferable and residency may...
also be transferred, if the units were not used in satisfaction of the requirements for another degree.

4. **Other Universities:** Up to six units may be transferred from another university if the student was in graduate status, and if the units were not used in satisfaction of the requirements for another degree. Grade points do not transfer.

### 7.9. Faculty Evaluation Forms

Instructors shall set aside 15 minutes of class time during the last week of the course for the students to fill out faculty evaluation forms. The forms will be distributed and collected by Project & Instructional Resources staff and will be kept until the instructor submits the course grades.

### 8. SCHOLARSHIP WARNINGS AND DISQUALIFICATION

#### 8.1. Probation

Probation is intended to provide students whose performance is less than satisfactory a period of time in which to make up their deficiencies to the minimal standards of GSM. A student may be placed on probation only by the Associate Dean in accordance with the procedures outlined below. Any student on probation will be sent a letter informing the student of the probationary status and of the requirements for returning to satisfactory status.

#### 8.2. Disqualification

Disqualification means that, for one or more of the academic reasons listed below (in 8.4 and 8.5) a student is no longer eligible to continue study. A student may be disqualified only by the Dean and in accord with the procedures outlined below.

The Graduate Advisor may also recommend the disqualification of a student whose grade point average is above 3.0 but who may not be making satisfactory progress toward the degree objective.

#### 8.3. Procedures for Disqualification

The record of any student who is subject to disqualification will be reviewed by the Dean, in consultation with the Graduate Advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's record, the student will then be disqualified from further registration in graduate status on the Davis Campus.

#### 8.4. Academic Good Standing

1. A GSM MBA student is in academic good standing at the end of a given quarter if all of the following conditions are fulfilled:

   a. The student has successfully completed at least the required number of units for full-time study (see section 6.1), and
b. The student has successfully completed all the core classes scheduled for the quarter, and

c. The student's grade point average (GPA) for the quarter is at least 3.0, and

d. The student's cumulative GPA for GSM courses is at least 3.0, calculated on all of the letter graded upper division and graduate courses completed while registered as a graduate student in the University.

2. If a student is not in academic good-standing at the end of a given quarter, the student is automatically placed on probation for the next quarter. If the student is also not in academic good standing at the end of that quarter, then the student must petition to the Dean to be allowed to continue in the program; there is no presumption that such a petition will necessarily be approved.

a. A student who is not in academic good standing for three successive quarters shall be disqualified.

b. A student who is not in good academic may not request or enroll in an independent study course (298/299/498/499).

8.5. Probation on the Basis of Incomplete and/or Unsatisfactory Grades

1. A student who accumulates a combination of more than eight units of "I" and "U" grades will be placed on probation.

2. A student is subject to disqualification if the student fails to make up the required number of incomplete or unsatisfactory units stipulated in the Associate Dean’s letter or accumulates further units of "I" and/or "U".

8.6. Academic Probation and Planned Educational Leave

A student in the first quarter of probation will be eligible for Planned Educational Leave with the consent of the Associate Dean and the Dean. A student in the second quarter of probation will not be so eligible, but may withdraw and apply for re-entry at a later date. However, for such a student, the minimal conditions of probation will still apply at the later date and the re-entry cannot be guaranteed; the application for re-entry will be considered in competition with other applicants filing for entry or re-entry at that time.

A student who files for Planned Educational Leave and subsequently becomes subject to disqualification will have the application for leave disallowed.

Please refer to section 10.3 for a full description of Planned Educational Leave.

9. APPEALS PROCEDURES

A student who is subject to disqualification or who has been disqualified may submit an appeal for reconsideration within 30 days for cause to the Educational Policy and Curriculum Committee. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon non-academic criteria, (c) personal bias or (d) specific mitigating circumstances contributing to
the student's performance. Questions of academic judgment or evaluation will not be considered as an appropriate basis for submission or consideration of a student's appeal from disqualification. The Educational Policy Committee will make a recommendation to the Dean as to the disposition of the case and the Dean or designee will make the final decision within 60 days.

In all cases of student appeals forwarded to the Educational Policy Committee, the student may submit a written statement of the basis for the appeal and may request a personal appearance before the Educational Policy Committee. The Committee may grant such a request at its discretion and may solicit information from faculty and students. In case a request for a personal appearance is granted, the student may choose to be accompanied by an academic advisor of the student’s choice however, the student must so inform the Educational Policy Committee at least two working days in advance of the appearance. In reporting the final decision of the Dean to the student, the Dean will indicate the basis for the decision and the nature of the recommendations of the Educational Policy Committee.

10. WITHDRAWAL, PLANNED EDUCATION LEAVE AND NON-REGISTRATION

A student who withdraws or breaks registration without filing for PELP (Day-Time/Working Professional Programs) or a Notice of Non-Registration (Working Professional program only) is not guaranteed re-admission; the application for re-admission will be subject to the same review as a new application. If readmitted, the student must fulfill all programmatic requirements in existence at the quarter of re-admission.

Withdraw or PELP: For financial aid purposes, the effective date of a student PELP or withdrawal is the date the Assistant Dean-Student Affairs receives the request, if the request is approved. The GSM Registrar will notify the campus Registrar’s Office, which will trigger the Financial Aid Office to perform the Return to Title IV funds calculation and notify the student within 30 days of the approval date.

10.1. Withdrawal

1. Students leaving the University during a quarter are required to notify the Assistant Dean of Student Affairs of their intent to withdraw. Failure to follow this procedure may result in an "F" grade being given for each course in which the student is enrolled.

2. Day-Time: For students who withdraw once classes begin but before the official end of the quarter, tuition refunds are subject to UC Davis Schedule of Refunds.

2. Working Professional: For students who withdraw once classes begin but before the official end of the quarter, course fees are refunded based on the GSM drop deadlines and refund policies.

10.2 Non-Registration (Working Professional Program only)

A student may file a statement of Non-Registration for a single quarter. The statement needs to be filed by the registration deadline for the quarter in which student will not enroll. This allows students a break in enrollment without being withdrawn from the university.
Students who file a statement of Non-Registration for a quarter are still subject to making satisfactory academic progress for the current academic year (fall through summer) (see section 6.1).

A student who requires more than a one quarter break in enrollment must file for Planned Educational Leave.

A student not enrolled in a minimum of 6 units is not eligible for financial aid during that quarter. If aid has been disbursed for the quarter, the student will be required to repay the entire disbursement.

10.3. Planned Educational Leave (PELP)

The Planned Educational Leave Program allows students to suspend their studies for good cause and be guaranteed the right to return later to resume their academic work. Examples of good cause include illness, financial problems or personal problems.

1. Enrollment Procedures

If you elect to enroll in the Planned Educational Leave Program, complete application, including a brief statement explaining your reasons for leaving and objectives to be attained during the leave. The PELP request is subject to the approval of the Assistant Dean of Student Affairs. If approved, PELP application guarantees the students re-admission for the quarter specified on the form.

Day-Time Program: If you have paid registration fees and are approved for PELP before the first day of instruction, the PELP application serves as a cancellation of registration. If you have paid registration fees but have requested a PELP after the first day of classes, the date of your request is the date your form is submitted to the Assistant Dean of Student Affairs. If the PELP request is approved, any refunds are based on the date the application was received by the Assistant Dean of Student Affairs.

Day-Time Program International Students must have their PELP status approved by the Services for International Students and Scholars Office prior to submission of the PELP application to the GSM Assistant Dean-Student Affairs.

Working Professional Program: If you have paid registration fees and are approved for PELP before the first day of instruction, the PELP application serves as a cancellation of registration. If you have paid registration fees but have requested a PELP after the first day of classes, the date of your request is the date your form is submitted to the Assistant Dean of Student Affairs. If the PELP request is approved, any refunds are based on the date the application was received by the Assistant Dean of Student Affairs.

If you have paid your registration fees but wish to go on PELP before the first day of classes, the PELP application will also serve as a withdrawal petition for the quarter.

2. Duration of Leave

Requests for PELP must be approved by the Assistant Dean of Student Affairs. The minimum Planned Educational Leave shall be one full quarter, starting as of the first
day of the quarter; maximum is one year (Day-Time students= 3 quarters, Working Professional students = 4 quarters).

You may request an extension by submitting your request in writing to the Assistant Dean of Student Affairs at least three weeks prior to the beginning of the quarter you originally intended to return. Planned Educational Leave cannot be extended beyond the maximum one year duration.

Requests to shorten your leave must be made in writing to the Assistant Dean of Student Affairs. To ensure re-instatement on time students should submit requests at least four weeks in advance of the quarter you wish to return.

3. Academic Credit

Students on PELP are not eligible to enroll in concurrent courses or earn any academic credit on the UC Davis campus. While students may receive academic credit at other institutions and transfer this credit to UCD (subject to rules concerning transfer credit), participants are reminded that the intent of the program is to “suspend academic work”.

4. Refunds

Day-Time program: Student refunds are subject to the UC Davis Schedule of Refunds. It is presumed that no university services will be provided to the student after the date they file their intent with the Assistant Dean-Student Affairs.

Working Professional programs: Refund of course fees is subject to GSM drop deadlines and refund policies.

5. Entry on Transcript

Student enrolled in the Planned Educational Leave Program will have an entry on their official transcript indicating the dates of the Educational Leave.

6. Availability of University Services

A student on leave is only eligible for university services in the following areas: Career Development and Computing Facilities and Advising and Counseling.

7. Financial Aid

Only financial aid counseling is available. Financial aid is discontinued for the period of the leave.

8. Optional Health Services (Day-Time Program only)

Students on PELP may purchase health cards that entitle them to full student health benefits for one quarter. If students are out of the area, they may purchase an optional health insurance plan to provide coverage.
9. Return to Classes

At the conclusion of the leave, a student returns to resume regular academic work at the agreed upon date. A student who fails to return at the agreed upon date and does not extend their leave is automatically withdrawn from the University.

10. Academic Appointments

A student on PELP may not be employed in a student teaching appointment.

11. STUDENT CONDUCT AND DISCIPLINE

11.1 Standard of Conduct

A standard for student conduct is outlined in the booklet, *University of California Standards of Conduct for Students*. University of California policies applying to Campus Activities, Organizations and Students. The operation of the campus student disciplinary system is outlined in the booklet, *UCD Administration of Student Discipline*. These policies and regulations are available from the Office of the Vice Chancellor—Student Affairs and the Coordinator of Student Judicial Affairs.

11.2 Violations

The Associate Dean acts as the ethics coordinator for the school in accordance with the school’s ethics policy. The coordinator along with the relevant instructor/s will determine the proper treatment for alleged violations of the school ethics policy, including, but not limited to, referring the case to the campus Student Judicial Affairs.

12. SELF-SUPPORTING WORKING PROFESSIONAL PROGRAM

As a self-supporting program, which receives no state funding, there are differences in policies that apply to state-funded programs.

12.1 Fee Remission for Teaching/Research Assistant Positions

As a student in a self-supporting program, a student hired as an Teaching Assistant/Research Assistant does not qualify for any fee remission.

12.2 Student Activities Fee and Health Insurance

Students in the self-supporting Working Professional programs are exempt from the Student Activities Fee and Proof of Health Insurance requirements. As a result, a working professional student is not eligible to use the UC Davis Student Health Services or apply for Student Health Insurance.
12.3  UCD Employees

The UCD employee fee reduction benefit described in the Employee Development, Section 51, Reduced Fee Enrollment does not apply to the self-supporting program.

12.4  Dual Degree Working Professional Students

Working professional students who enroll in another degree program at UC Davis while a working professional student are required to pay the working professional course fees in addition to any fees incurred while attending the other campus degree program.