

# MBA Program Policies and Procedures

Revised July 2016

**GRADUATE SCHOOL OF MANAGEMENT**  
**MBA PROGRAM POLICIES & PROCEDURES**

Revised July 2016

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# 1. MASTER OF BUSINESS ADMINISTRATION DEGREE

## 1.1 Requirements for the Master of Business Administration (MBA) Degree

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

- A. Be exempted from, or pass with a grade of C- or better, all required courses.
- B. Complete a minimum of 72 approved quarter course units.
- C. Complete at least six quarters in residence (or equivalent).
- D. Have a cumulative grade point of at least 3.0 after completing all coursework.
- E. Satisfy the capstone requirement by receiving a grade of B- or better in the 440 Integrated Management Project (IMP) course, or passing IMP course with a lower grade and also passing the comprehensive exam.

## 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 7.9 on transfer credit.

## 1.4 Capstone Requirement

Students who receive a grade of B- or better in the IMP course have satisfied the capstone requirement. Students who pass the IMP course with a lower grade must also pass a comprehensive exam based on at most two attempts. The exam will consist of two questions from each core class (including IMP) that would have been appropriate as final exam questions for the course. Reuse of the exam questions that were given in the course is explicitly allowed and encouraged. The Associate Dean for Instruction will administer the exam and allow sufficient time for the exam, which is envisioned to be on the order of three hours. Core course instructors will supply the questions and grade the answers. A passing grade shall be seventy percent. Exceptions to the capstone requirement policy must be approved by the Graduate Advisor.

## 1.5 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.

## 1.6 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.

- C. 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.

## 1.7 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 2014 or later:

Sacramento, Bay Area & Full-Time: The core consists of 10 required courses 200A, 201A, 201B, 202A, 203A, 204, 205, 252, 268, and 440.

#### 2.1.2 Admitted into the MBA Program Fall 2011, 2012 or 2013:

Sacramento & Bay Area: The core consists of 9 required courses 200A, 201A, 201B, 202A, 203A, 204, 205, 252, and 268.

Full-time: The core consists of 11 required courses 200A, 201A, 201B, 202A, 203A, 204, 205, 252, 268, 440A & 440B.

### 2.2 Elective Courses

#### 2.2.1 Admitted into the MBA Program Fall 2014 or later:

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

Students must complete at least 40 units of approved courses, in addition to the 32 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 7.6.

#### 2.2.2 Admitted into the MBA Program Fall 2011, 2012 or 2013:

To earn a degree, each student must successfully complete at least 72 approved quarter course units. Sacramento and Bay Area Students: Students must complete at least 45 units of approved courses, in addition to the 27 units of required core courses. Full-Time Students: 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 7.6.

Students can also substitute courses from outside the GSM following the procedures specified in section 7.5.

### 2.3 Directed Group/Individual Study (298/299) Courses

- A. 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.

- B. 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).
- C. 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 form<sup>1</sup> 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.
- D. 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.
- E. Students may count no more than six units of directed group/individual study and directed group/individual management practicum (298/299/498/499) credits toward the MBA degree.
- F. A student must be in good academic standing to request and enroll in an independent study course.

#### 2.4 Directed Group/Individual Management Practicum (498/499) Courses

- A. 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.
- B. 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).
- C. Practicum courses must be formally approved by the GSM Committee on Courses and the faculty before they are assigned permanent course numbers.
- D. 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<sup>3</sup> 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.
- E. 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.
- F. Students may count no more than six units of directed group/individual study and directed group/individual management practicum (298/299/498/499) credits toward the MBA degree.
- G. A student must be in good academic standing to request and enroll in an independent study course.

#### 2.5 Cross Registration between MBA Programs (amended November 18, 2005)

The Full-Time, Sacramento and Bay Area 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:

- A. Courses that are offered jointly to both programs—students from either program may enroll in these courses.
- B. Full-Time students may enroll in Sacramento or Bay Area Program courses, subject to availability of space and permission of the instructor. Full-Time students may not enroll in a day course and attend the

Sacramento or Bay course.

- C. Sacramento and Bay Area students may take full-time program courses, subject space and permission of the instructor. Students are responsible for paying their current course fees prior to enrollment. Sacramento and Bay students may not enroll in a Sacramento or Bay Area course and attend the Full-Time course.
- D. Enrollment priority is given to student in their own program courses during regular registration.
- E. 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. 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, death in the family or other situation 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). 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 Full-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 Sacramento and Bay Area Programs students interested in a concurrent/joint degree with another UC Davis school/department/graduate group, see section 11.

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 57 MBA units required.

*Required Core Courses:* 32 quarter units, which consist of:

200A - Financial Accounting	203A - Data Analysis for Managers
201A - Individual and Group Dynamics	204 - Marketing Management
201B – Organizational Strategy & Structure	205 - Financial Management & Policy
202A - Markets & the Firm	440 – Integrated Project Management
252 – Managing for Operational Excellence	268 – Articulation and Critical Thinking

*Electives:* 25 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 Doctor of Medicine (MD)/Master of Business Administration (MBA)

Program is currently under review.

## 4.4 Master of Science, Nursing (MS)/ Master of Business Administration (MBA)

Program is currently under review.

#### 4.5 Doctor of Veterinary Medicine (DVM)/ Master of Business Administration (MBA)

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

The first two years of the combined degree program must be taken entirely in the School of Veterinary Medicine. Following the second year, the first year of MBA course work must be completed in the Graduate School of Management. To allow students to complete the program in five 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.

The equivalent of 12 quarter units of veterinary coursework will count toward the MBA. Minimum 60 MBA units required.

*Required Core Courses:* 32 quarter units, which consist of:

200A - Financial Accounting	203A - Data Analysis for Managers
201A - Individual and Group Dynamics	204 - Marketing Management
201B – Organizational Strategy & Structure	205 - Financial Management & Policy
202A - Markets & the Firm	440 – Integrated Project Management
252 – Managing for Operational Excellence	268 – Articulation and Critical Thinking

*Electives:* 28 quarter units

#### 4.6 Individualized Concurrent Master's Degree Program

Student may also pursue an individualized concurrent Master's 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

##### 5.1.1 Full-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 9.3). A student who fails to register is regarded as having withdrawn from the University except those on leave through the Planned Educational Leave Program (PELP).

##### 5.1.2 Sacramento and Bay Area Programs

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<sup>5</sup> for the quarter (see section 9.2) or is on approved leave of absence (see section 9.3). A student who fails to register is regarded as having withdrawn from the University except those on leave through PELP or who were approved for Non-Registration.

#### 5.2 Adding/Dropping Courses

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

deadlines.

- B. Any student seeking to add a course after the first course meeting needs to obtain written permission from the instructor to enroll.
- C. 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 for Instruction.
- D. 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 for Instruction. Courses with fewer than four 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 for Instruction to reserve a classroom and make sure that the day and hour will not conflict with another class or unduly burden the students.

### 5.7 Final Examinations

- A. Full-Time Program: Final examinations are scheduled during the University scheduled “finals week” for the quarter. The finals schedule is posted prior to quarterly enrollment.
- B. Sacramento and Bay Area Programs: Final examinations are the same as the regular class time/location during the finals week designated by the GSM Associate Dean for Instruction.
- C. 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

- A. Full -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.
- B. Sacramento and Bay Area Programs: 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).

### 5.10 Refunds

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

- B. Sacramento and Bay Area Programs: 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.
- C. Full -Time, Sacramento and Bay Area 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.
- D. 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.
- E. A student who drops a course after the posted drop deadline receives no 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 Senior Assistant Dean of Student Affairs.

## 6. FULL-TIME STUDY, ACADEMIC PROGRESS & TRANSFER BETWEEN GSM PROGRAMS

### 6.1 Full-Time Study

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

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

Full-time study in the Sacramento and Bay Area Programs 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.

- B. All students must successfully complete, or be exempted from, all required core courses when they are scheduled in their cohort.
- C. No student may enroll for more than 16 units of 100, 200, and 400 level courses combined per quarter.
- D. A Full-Time MBA student may get approval to enroll in six (6) or fewer units. Students approved for six (6) 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 (Full-Time) or 4 years (Sacramento and Bay Area Programs) after matriculation. If the degree requirements are not completed within the required period, the student must petition the Associate Dean for Instruction 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 leave approved through the Planned Educational Leave Program (PELP). The extension is for the number of quarters on PELP.

### 6.3 Transfer between Full-Time and Sacramento and Bay Area Programs (amended June 8, 2011)

- A. Transfer to the Full-Time and Sacramento and Bay Area Programs is not permitted except under extreme circumstances and with the approval of the Senior Assistant Dean of Student Affairs.

- B. Transfer between the Bay Area and Sacramento campuses is permitted with approval of the Senior 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

- A. 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.
- B. Students must maintain a grade point average (GPA) 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.
- C. Courses graded "S/U" will not be counted in determining grade point averages.
- D. Lower division courses are excluded in calculating the graduate GPA.

### 7.2 Grade Standard

- 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.
- B+, B: Awarded to students who have fully met all the requirements of the class.
- B-: Given to students whose performance in a class has been deficient but exhibits basic understanding of the material.
- C+,C,C-: Indicate serious deficiencies in performance.
- D+,D,D-: Indicate that the work is barely passing.  
Not passing (work is so poor that it must be repeated to receive recognition).
- F:

### 7.3 Grade Distribution

Instructors set the grade distribution in their classes. In core classes, often half the students or more have a received a grade of B or B+.

### 7.4 Satisfactory/Unsatisfactory (S/U) Grading

All MBA courses, other than independent study and group study courses (298, 299, 498, 499) will be graded on a letter basis. Faculty may petition the GSM Committee on Courses for exceptions to this rule. Non-GSM Non-GSM courses taken for S/U grades do not count toward degree requirements.

### 7.5 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.

## 7.6 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:

- A. Courses should meet a legitimate educational need which should be defined in relation to a specific educational or career objective,
- B. The educational or career objective should be consistent with the overall philosophy and structure of the Graduate School of Management,
- C. Substitutions must be 100, 200, or 400 level courses, and
- D. 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.
- E. 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):
  - 1. TTP 289A Overview of Energy and Development
  - 2. TTP 298B Understanding the Other Side of the Meter
  - 3. ECN 122 Game Theory (recommended for Business Analytics concentration)
  - 4. ARE 252 Applied Linear Programming (recommended for Business Analytics concentration)
  - 5. MAT 168 Optimization (recommended for Business Analytics concentration)
  - 6. 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)

## 7.7 Credit by Examination

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

## 7.8 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.

## 7.9 Transfer Credit

Upon matriculation, students are expected to perform all work for the MBA degree in residence at UC Davis. In rare cases, a limited number of transfer credits might be possible, subject to the approval of the Graduate Advisor and in accordance with the UC Davis Graduate Council Policy on Residence and Transfer Credit.<sup>1</sup> Incoming students contemplating a request for transfer credit should consult with the Graduate Advisor prior to matriculation.

To be considered, coursework must have been performed at an institution with appropriate accreditation (e.g., AACSB-International), and have not been used for another degree. If a course is approved for transfer credit, the student may not then receive credit for a corresponding UC Davis course (as determined by the Graduate Advisor). The policy for non-UC institutions and UC campuses is different, as described in the full policy. Students with questions should contact the Graduate Advisor.

## 7.10 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. ACADEMIC STANDING, PROBATION AND DISQUALIFICATION

## 8.1 Academic Good Standing

A MBA student is in academic good standing at the end of a given quarter if all of the following requirements are met:

- A. The student has successfully completed the required number of units for the most recent academic year (36 units for the Full-time MBA and 18 units for the Part-time MBA).
- B. The student has successfully completed all core classes scheduled for the quarter.
- C. The student has not accumulated a combination of more than eight units of "I" and "U" grades.
- D. The student's grade point average (GPA) for the quarter is at least 3.0.
- E. The student's cumulative GPA is at least 3.0, calculated on all graduate courses completed while registered as an MBA student at the University.

## 8.2 Academic Probation

Academic probation is intended to provide students whose academic performance is less than satisfactory a period of time in which to bring their performance up to the minimum standards of the GSM. A student is placed on probation by the Associate Dean for Instruction in accordance with the procedures outlined below. A student on academic probation will be sent a letter informing the student of his or her probationary status and of the requirements for returning to academic good standing.

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<sup>1</sup> The current version of the policy is GC2001-03 (rev. 01): <http://www.gradstudies.ucdavis.edu/sites/default/files/upload/files/grad-council/gc2011-03-residence-and-transfer-credit-approved-10-7-11.pdf>



- A. If a student does not meet the requirements to be in good academic standing at the end of a given quarter, the student is automatically placed on probation for that quarter. The student must meet with the Academic Review Panel (see section 10.2).
- B. If the student is not in good academic standing for a second quarter, the student is subject to disqualification from the University (see section 8.4).
- C. If a student successfully petitions to continue in the program (see section 8.4) and is not in good academic standing in a future quarter, the student is again subject to disqualification from the University.

### 8.3 Academic Disqualification

Academic disqualification means that, for one or more of the academic reasons listed in 5.1, a student is no longer eligible to continue study.

### 8.4 Procedures for Disqualification

A student may be disqualified only by the Dean of Graduate Studies and in accordance with the procedures below.

- A. A student is subject to disqualification if he or she is on academic probation for two or more quarters. The student may petition the GSM Dean to be allowed to continue in the program; there is no presumption that such a petition will be approved.
- B. In consultation with the Associate Dean for Instruction and Graduate Advisor, the GSM Dean will review the record of a student subject to disqualification, considering any information provided by the student.
  1. If the petition is approved, the student may continue and may have conditions specified by the GSM Dean. The student must meet these conditions to return to good academic standing.
  2. If the petition is denied, the GSM Dean will make a recommendation to the Dean of Graduate Studies that the student be disqualified. The Dean of Graduate Studies or designee will review the information provided and make a decision following the Disqualification and Appeal procedures adopted by the Office of Graduate Studies and endorsed by the Graduate Council.

### 8.5 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 Senior Assistant Dean. A student in the second quarter of probation is not eligible, but may withdraw and apply for readmission at a later date. However, for such a student, the minimal conditions of probation will still apply at the later date and readmission cannot be guaranteed; the application for readmission will be considered in competition with other applicants filing for admission or readmission 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 9.3 for a full description of Planned Educational Leave.

## 9. WITHDRAWAL, PLANNED EDUCATION LEAVE AND NON-REGISTRATION

A student who withdraws or breaks registration without filing for PELP (Full-Time Sacramento and Bay Area Programs) or a Notice of Non-Registration (Sacramento and Bay Area programs 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 Senior Assistant Dean of 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.

## 9.1 Withdrawal

- A. Students leaving the University during a quarter are required to notify the Senior 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.
- B. Full-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.
- C. Sacramento and Bay Area: 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.

## 9.2 Non-Registration (Sacramento and Bay Area Programs 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.

## 9.3 Planned Educational Leave Program (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.

### A. 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 Senior Assistant Dean of Student Affairs. If approved, PELP application guarantees the students re-admission for the quarter specified on the form.

Full-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 Senior Assistant Dean of Student Affairs. If the PELP request is approved, any refunds are based on the date the application was received by the Senior Assistant Dean of Student Affairs.

Full-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 Senior Assistant Dean-Student Affairs.

Sacramento and Bay Area Programs: 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 Senior Assistant Dean of Student Affairs. If the PELP request is approved, any refunds are based on the date the application was received by the Senior 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 cancellation of registration. After the first day of classes, the PELP application will also serve as a Withdrawal Petition for the quarter.

#### B. Duration of Leave

Requests for PELP must be approved by the Senior 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 (Full-Time students= 3 quarters, Sacramento and Bay Area students = 4 quarters).

You may request an extension by submitting your request in writing to the Senior 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 Senior 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.

#### C. Academic Credit

Students on leave through 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”.

#### D. Refunds

Full-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 Senior Assistant Dean-Student Affairs.

Sacramento and Bay Area programs: Refund of course fees is subject to GSM drop deadlines and refund policies.

#### E. 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.

#### F. 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.

#### G. Financial Aid

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

## H. Optional Health Services (Full-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.

## I. 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.

## J. Academic Appointments

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

# 10. STUDENT CONDUCT AND DISCIPLINE

## 10.1 Standard of Conduct

The 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, and in the *GSM Student Academic Conduct Booklet*. 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.

## 10.2 Academic Review Panel

The Academic Review Panel deals with academic performance or conduct issues. It acts in an advisory and support capacity for students dealing with academic performance, and does not have formal authority to instate or remove students from Academic Probation or to impose sanctions for misconduct. It also provides recommendations on appropriate sanctions to Student Judicial Affairs for academic misconduct. The Academic Review Panel consists of the GSM Graduate Advisor, Associate Dean for Instruction, Senior Assistant Dean for Student Affairs, the Director of Academic and Student Services, and the Registrar.

## 10.3 Meetings with Academic Review Panel

Each student placed on Academic Probation shall meet with an Academic Review Panel at the beginning of the next quarter. The purpose of the meeting will be to determine the cause of poor academic performance in the preceding quarter and to make a plan for improving academic performance in the current and future quarters.

## 10.4 Violations

The Associate Dean for Instruction acts as the ethics coordinator for the GSM in accordance with the School's ethics policy. The coordinator and 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 Student Judicial Affairs (SJA).

- A. If SJA determines that academic misconduct has occurred, the GSM Academic Review Panel will meet and make a recommendation to the Dean on appropriate sanctions for the violation.
- B. The Dean will then make a final recommendation to SJA for the violation.
- C. SJA will make the final determination of the sanction, and will maintain authority over implementing and overseeing the sanction. All appeals of SJA sanctions will be handled by SJA.

## 11. SELF-SUPPORTING SACRAMENTO AND BAY AREA PROGRAMS

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

### 11.1 Fee Remission for Teaching/Research Assistant Positions

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

### 11.2 Student Activities Fee and Health Insurance

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

### 11.3 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.

### 11.4 Dual Degree Students in Self-Supporting Programs (Sacramento or Bay Area)

Sacramento and Bay Area students who enroll in another degree program at UC Davis, while also a Sacramento/Bay Area student, are required to pay the Sacramento and Bay Area course fees in addition to any fees incurred while attending the other campus degree program.