

MBA Program Policies & Procedures

Revised June 2009

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<http://students.gsm.ucdavis.edu/dtmba/PandP.pdf>

GRADUATE SCHOOL OF MANAGEMENT

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1. MASTER'S OF BUSINESS ADMINISTRATION DEGREE

1.1. Requirements for the Master's 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 at least **three breadth courses**.
- B. complete a minimum of 72 approved quarter course units,
- C. complete at least three quarters in residence (or equivalent), and
- D. **have a cumulative grade point of at least 3.0 after completing all course work.**

1.2. Residency Requirements

Candidates for the MBA degree must be in residence at least three academic quarters. Two six-week summer sessions may be counted as the equivalent of one regular quarter for purposes of satisfying the residence requirement. A minimum of two units must be taken in each summer session.

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 5.8 on transfer credit.

1.4. Advancement to Candidacy

Every student must file an official application for Advancement to Candidacy after completion of at least one-half of the course requirements for the degree and at least one quarter before completion of all degree requirements. The forms are available from the Office of Admissions and Student Services and on GSM web site.

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 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.

2. REGISTRATION REQUIREMENTS AND SCHEDULING

Academic Senate Regulations require that every graduate student consult with her or his Graduate Advisor before enrolling in classes each quarter. Student in academic good standing (Section 7.4) are exempted from meeting with the Graduate Advisor.

All students not exempted above must file a study plan with the Graduate Advisor before enrolling in classes each quarter. If a graduate student does not seek or does not follow appropriate advice, the Advisor may place a "hold" on that student's registration for the succeeding quarter.

2.1. Registration Requirements

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 Planned Educational Leave, Section 9.2.)

A student who fails to register except under this condition is regarded as having withdrawn from the University.

2.2 Adding/Dropping

In order to add courses after initial attendance in classes, a graduate student is required to secure the approval of the instructor and a Graduate Advisor and fulfill the add procedures of the department in which the course is offered. Students can obtain a Permission to Add (PTA)/Permission to Drop (PTD) form from the Office of Admissions and Student Services.

After the twelfth day of instruction (last day to add deadline), the student must get the instructor's approval and submit at PTA form. The student must complete the form and obtain the instructor's signature before a PTA number can be issued.

After the twentieth day of instruction (last day to drop deadline), a student wishing to drop a course obtain the approval of instructor and the Associate Dean. The student must complete the PTD form and obtain the instructor's and Associate Dean's signatures before a PTD number can be issued. The student must provide strong justification for dropping the class. Poor academic performance per se is not a justifiable reason for a late drop.

There is \$3.00 processing fee for each PTA and PTD number issued. The student will see this fee appear on the next billing statement from the University.

PTA/PTD numbers will not be issued after the seventh week of instruction. A student wishing to add or drop a course after the final examination must submit a Retroactive Add or Drop Petition to the Registrar's Office for consideration by the Grade Change Committee.

2.3 Auditing

Auditing of classes (i.e. sitting in) is not allowed. All MBA students must be paid and registered in order to attend classes. Non-MBA students are prohibited from auditing GSM classes.

2.4 Scheduling of Classes

Regular class meeting times and places are scheduled by the Associate Dean.

2.5 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 and hour will not conflict with another class or unduly burden the students.

2.6. Final Examinations

Final examinations are scheduled during the University scheduled “finals week” for the quarter. The finals schedule is posted prior to quarterly enrollment.

2.7. 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.

3. FULL-TIME AND PART-TIME STUDY & ACADEMIC PROGRESS

3.1. Policy on Full-Time and Part-Time Study

1. Ordinarily, students studying for the MBA degree at the Graduate School of Management will pursue a full-time program. Exceptions may be made for unusual circumstances by petition to the Dean. Full-time study in the GSM is defined at least four courses totaling at least 12 quarter hours per quarter in the Day program, and at least two courses totaling at least 6 quarter hours per quarter in the WP program.
2. A Day program student may get approval for part time study. A part-time student may enroll in no more than two courses per quarter. Approved part-time students pay the same fees as full-time students, but only pay one-half of the Educational Fee.
3. All full-time students must successfully complete, or be exempted from, all of the required 6 first-year core courses by the end of their first year. If a student is exempted by examination from one or more core courses, each course must be replaced in the student’s curriculum by another approved course. Exceptions to this policy can be made by petition to the Graduate Advisor for joint-degree students; no other exceptions will ordinarily be made.
4. Part-time students that have not yet successfully completed all core classes, must file a plan of study indicating how and when the remaining core classes will be completed. This plan must be filed with the Graduate Advisor and approved prior to enrollment.
5. No student may enroll for more than 16 units of 100, 200, and 400 level courses combined per quarter.

3.2 Academic Progress

All students, whether full-time or part-time, must complete the requirements for the MBA degree within a period of 3 years (Day) or 4 years (WP) after matriculation. This period will not ordinarily be extended because of educational leaves or part-time study. If the degree requirements are not completed within the required period, the student must petition the 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.

3.3 Transfer Between Full-Time And Part-Time Programs (amended November 18, 2005)

1. Students who want to transfer from one program to another must apply for admission to the new program and be admitted. Admission is not automatic.
 - a. Students must be in good academic standing.
 - b. Students must have completed all core courses.
 - c. Students admitted into another program are subject to the fees and policies in effect at the time of transfer.
 - d. Student may transfer only one time over the course of their MBA.

2. **For transfer from the part-time program to the full-time program:**
 - a. Students must have at least 24 units or 8 courses remaining.
 - b. Applications are accepted only for the fall quarter.
 - c. Students must submit their request to Admissions no later than August 1.
 - d. Students must demonstrate a recent change in employment status or other compelling reason for requesting transfer.

3. **For transfer from the full-time program to the part-time program:**
 - a. Applications are accepted for each quarter.
 - b. Students must submit their requests no later than one month before the quarter begins.
 - c. Students must demonstrate a compelling reason for requesting transfer

4. CURRICULUM

4.1. The Core

The core consists of six required courses (taken in the first year), 200A, 201A, 202A, 203A, 204, and 205.

4.2. Breadth Courses

Students must complete a minimum three designated breadth courses prior to graduation.

4.3. Post-Core Courses

To earn a degree, each student must successfully complete at least 72 approved quarter course units. This means that 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 (200's), individual study (299), and practicum (400's)** courses offered by the GSM. Students can also substitute courses from outside the GSM following the procedures specified in section 5.4.

4.4. 299 Coursework

1. 299 courses are directed individual study courses that 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., 299 courses are intended to complement, not replace, existing courses. The learning objectives and plan of study for 299 courses would generally be similar to other 200 level graduate courses.
2. 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).
3. 299 courses must be sponsored by an Academic Senate GSM faculty member and approved by the Graduate Advisor. The student must complete a 299 form to be signed by the student's sponsor and the Graduate Advisor. The Graduate Advisor determines the specific deadlines and procedures for approving 299 courses. 299 forms are available in the Office of Admissions and Student Services or on the website.
4. Students taking 299 courses should be evaluated by either a paper or written exam. Students are required to submit a log of time spent on 299, 498 and 499 courses, with faculty meetings separately identified.
5. Students may count no more than six units of 299 credits toward the MBA degree.

4.5. Course Cross enrollments between the MBA programs (amended November 18, 2005)

The Day 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 students may enroll in Working Professional Program courses, subject to availability of space and permission of the instructor. Day students may not enroll in a Day course and attend the working professional course.
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 course.
4. Individuals not admitted to the Graduate School of Management as students in either program may not take WPMBA courses.
5. Enrollment priority is given to student in their own program courses.

4.6. Practicum Courses

1. Practicum courses are formally structured as follows:
 - a. Definition of a practicum course: A practicum course is either a "professional skills" course which provides students with skills that managers might 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.
 - c. Practicum courses may allow different formats for student evaluation, including pass/fail, if the instructor wishes it.
 - d. No more than six units of practicum courses may be taken and applied toward graduation requirements.
2. Practicum courses must be formally approved by the Committee on Courses and the faculty before they are assigned permanent course numbers.

5. GRADING, CREDIT AND COURSE EVALUATIONS

5.1. Standards of Scholarship

1. Courses in the 100, 200, and 400 series in which the student receives grades of "A", "B", "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. Candidates must maintain an average grade point of at least 3.0 in all upper division and graduate courses elected during their residence as graduate students 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 arriving at the graduate GPA.

5.2. 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. Normally, it is expected that A's 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 breadth and elective courses, the same standards apply except there are no suggested quantitative guidelines for a particular category.

5.3. Satisfactory, Unsatisfactory (S/U)

All GSM courses must be taken for a letter grade except those courses specifically designed with Satisfactory/Unsatisfactory grading. Non-GSM courses that fulfill any of the student's graduate program course requirements may not be taken S/U under any circumstances.

With approval of the Graduate Advisor, a student may petition to take one graded non-GSM course per quarter on an S/U basis. S/U petitions must be filed in the Office of Admissions and Student Services by the end of the fifth week of the quarter. After the twenty-fifth day of instruction, students must also complete a petition to the Dean of the GSM, explaining the reason for missing the deadline for requesting to take a course S/U. Late S/U requests normally will not be granted.

5.4. 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.

5.5. Substitution of Courses Taken

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. Exceptions are outside courses that have been approved as part of standing concentrations, or as part of approved joint-degree programs. TTP 289A (Overview of Energy and Development) and TTP 289B (Understanding the other side of the Meter) are pre-approved for outside credit **and do not need Graduate Advisor's permission prior to enrolling.**

5.6. Credit by Examination

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

5.7. 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 course work. Exemption, if granted, does not lower graduation 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 of courses 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.

5.8. Transfer Credit

Students may be excused from taking core courses only by exemption, as described in Section 5.6, and not by transfer of credit.

Though ordinarily 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 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 requests along with substantiating documentation must apply 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, and statements about the qualifications of the instructor. Additional supplemental information may be required in some areas. Specifics on transferring courses where applicable are as follows:

1. Open Campus. A student may transfer up to twelve units of credit for upper division and graduate work taken through UCD Open Campus prior to admission. Students will receive unit and grade point credit for their transferred open campus work. GSM courses taken through Open Campus before the student was enrolled in the GSM may be used to satisfy both GSM core and graduation requirements. Acceptability of Open Campus courses is determined by the Graduate Advisor on an individual basis. Students will receive unit and grade point credit for their transferred course work.

2. **Summer Sessions**. Work taken during the UC Davis Summer Sessions prior to admission may be transferred towards the MBA degree provided the work was done after receipt of the bachelor's degree and was not a requirement for admission.
3. **Undergraduate Status**. Under current regulations at UC Davis, as many as six units of graduate work taken by a student in undergraduate status may be credited towards a graduate degree program provided they were not used in satisfaction of the unit or any other requirements for the bachelor's degree. Only 200 and 400-level courses are eligible for transfer.
4. **University Extension**. By Academic Senate regulation, University Extension X300 level courses cannot be used to satisfy unit requirements for graduate degrees.
5. **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.
6. **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. **Joint Degree Programs**. A student who is in an approved joint degree program (either a professional degree/academic degree program or two academic degree programs) ordinarily will transfer a total of 12 units overall between academic programs. However, with the approval of the Deans of both programs, more than 12 units may be transferred. This approval has been given a priori in the case of some joint degree programs. Please see Section 11 on Joint Degree Programs.

5.9. 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 Instructional Resources staff and will be kept in the until the instructor submits the course grades.

6. REPEATED COURSES AND INCOMPLETES

6.1. Repeated Courses

With the consent of the Graduate Advisor and the Dean, any student may repeat a course in which she or he received a grade of C, D, F, or Unsatisfactory 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.

6.2. Incompletes

The grade of Incomplete shall be assigned only when the student's work is of passing quality but incomplete for good cause as determined by the instructor. Students must remove the Incomplete 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, she or he shall be placed on academic probation (see section 7 on Scholarship). To remove an Incomplete grade, the student should obtain a Petition for Change of Incomplete Grade, available from Office of Admissions and Student Services, fill it out and give it to the instructor who in turn will assign a grade and return the petition to the Office of Admissions and Student Services.

7. SCHOLARSHIP WARNINGS AND DISQUALIFICATION

7.1. 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.

7.2. Disqualification

Disqualification means that, for one or more of the academic reasons listed below (in 7.4 and 7.5), 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 terms "disqualification" and "dismissal" are used interchangeably.

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.

7.3. 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.

7.4. 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 hours for full-time (part-time) study, and
 - b. Full time students have successfully completed all the core classes scheduled for the quarter. Part time students have successfully completed at least two of 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 student who is not in academic good standing for three successive quarters shall be disqualified.

7.5. 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 graduate 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".

7.6. 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 9.2 for a full description of Planned Educational Leave.

8. APPEALS PROCEDURES

A student who is subject to disqualification or who has been disqualified may submit an appeal for reconsideration 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 and Curriculum 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.

In all cases of student appeals forwarded to the Educational Policy and Curriculum Committee, the student may submit a written statement of the basis for the appeal and may request a personal appearance before the Educational Policy and Curriculum 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 and Curriculum 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 and Curriculum Committee.

9. WITHDRAWAL AND LEAVES

A student who withdraws or breaks registration without filing for PELP (Day program) or a Notice of Non-Registration (WP programs) 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.

9.1. Withdrawal

1. Students leaving the University during a quarter are required to notify the Assistant Dean – 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. For students who withdraw once classes begin but before the official end of the quarter, WP course fees are refunded based on the drop deadlines published by the GSM.

9.2. Planned Educational Leave (PELP)

Planned Educational Leave (PELP) is defined as a planned interruption or pause in your education. The intent of the program is to make it possible for you to suspend your academic work, leave the campus and later resume studies with a minimum of procedural difficulty.

1. Enrollment Procedures

If you elect to enroll in the Planned Educational Leave Program, fill out the application form, including a brief statement explaining your reasons for leaving and objectives to be attained during the leave. The signature of the Dean on the PELP application guarantees the students re-admission for the quarter specified on the form.

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.

2. Duration of Leave

Requests for PELP must be approved by the Dean. The minimum Planned Educational Leave shall be one full quarter, starting as of the first day of the quarter. The maximum Planned Educational Leave shall be three quarters.

You may request an extension by submitting your request in writing to the Office of Admissions and Student Services at least three weeks prior to the beginning of the quarter you originally intended to return. Planned Educational Leave can not be extended beyond the maximum three quarters duration.

Requests to shorten your leave must be made in writing to the Office of Admissions and Student Services. To ensure re-instatement on time students should submit requests at least eight weeks in advance of the quarter you wish to return.

3. Academic Credit

Students on PELP are not eligible to enroll in Open Campus on the Davis campus and shall not earn academic credit at Davis during the period of the leave. 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 program: Refund of registration fees are subject to the UC Davis Campus rules on PELP. It is presumed that no university services will be provided to the student after the date they file their intent with the GSM Registrar.

WP programs: Full refund of Registration Fees is available within the first week of classes each quarter. Fifty percent of Registration Fees will be given within two weeks of classes each quarter.

5. Entry on Transcript

As a student enrolled in the Planned Educational Leave Program you shall have an entry on your official transcript indicating the dates of your Educational Leave.

6. Availability of University Services

If you are enrolled in the Planned Educational Leave Program, you will be classified as “on leave” and will not be considered a “regularly enrolled student” (a regularly enrolled student is one who has registered for the current quarter and paid fees.) You will not be eligible to receive normal University services during the period of your Educational Leave, except as follows:

- Career Services and Computing Facilities
- UC Davis Campus Libraries: Library privileges are available only to those PELP students who purchase a library card at Shields Library.

7. Return to Classes

At the conclusion of your Planned Educational Leave, you will be allowed to return if you resume your regular academic work at the agreed upon date and satisfy any holds that may have been placed on your registration.

Students who fail to return at the agreed upon date and who do not extend their leave will be automatically withdrawn from the University.

8. Employment

University employment of graduate students in the Day program on PELP may be approved for one quarter only. After the one quarter has been used, students are prohibited for salary titles ordinarily used for support of graduate students, such as Teaching Assistants, Graduate Readers, Research Assistants, PGRs.

9.3. Financial Aid

The effective date of a student PELP or withdrawal is the date the Dean approves the request. 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. STUDENT CONDUCT AND DISCIPLINE

10.1 Standard of Conduct

A standard for student conduct is outlined in the booklet, 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**.

10.2 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.

11. JOINT DEGREE AND INTERDISCIPLINARY DEGREE PROGRAMS AT UC DAVIS

11.1. Engineering Management

Engineering and Management is a joint program offered by the Graduate School of Management and **the College of Engineering**. It is designed to enable students to obtain both the Master of Business Administration degree and the Master of Engineering degree in two years. Students must be admitted to both a UC Davis graduate program in Engineering and the Graduate School of Management, as well as to the joint degree program in Engineering and Management.

Course work to be credited toward both degrees must be approved by the respective Deans and Graduate Advisors.

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

11.2. Management and Law

The joint 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 the 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. 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 joint degree programs.**

11.3. Management and Animal Science

Students must meet requirements for acceptance in both the Graduate School of Management and the Department of Animal Science.

A current list of graduation requirements for the program can be obtained from the **GSM's area advisor for joint degree programs**

11.4. Agricultural Economics and Management Dual Degree Program

Agricultural and Resource Economics and Management is a joint degree program offered by the GSM and the **Department of Agricultural and Resource Economics**. It is designed to enable students to obtain both the Master of Business Administration degree and the Master of Agricultural and Resource Economics. Students must be admitted to both a UC Davis graduate program in Agricultural and Resource Economics and the Graduate School of Management. The program is designed for completion in six quarters of full-time study, assuming the student has met all prerequisite courses.

A current list of graduation requirements for the program can be obtained from the **GSM's area advisor for joint degree programs**

11.5. MD/MBA

The joint 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.

A current list of graduation requirements for the program can be obtained from the GSM's area advisor for joint degree programs

11.6 Public Health Management

The Public Health Management concentration prepares you for diverse roles in government agencies and other organizations. The MBA coursework provides you the leadership and management competencies required to progress from mid-level positions to higher-level positions with increasing managerial responsibility.

Courses in business analytics and technologies, finance, marketing, organizational behavior and strategy develop a broad managerial decision-making context to apply and integrate specific tools and techniques related to public health management issues.

As part of this concentration, you take up to 12 units of Public Health coursework, taught on the main UC Davis campus during the day, that count toward the 72 units for your MBA degree.

SPH 210 Introduction to Public Health Informatics (2 units)
SPH 273 Health Services Administration (3 units)
SPH 222 Social and Behavioral Aspects of Public Health (3 units)
SPH 290 Seminar in Public Health (1 unit per quarter for 4 quarters)

11.7. Individualized Joint Masters Degree Programs

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