

2009 Student Resources
Daytime MBA Program

Curriculum

The UC Davis MBA program cultivates your ability to deal successfully with the challenges of a continually changing, increasingly competitive global business environment. You take six core courses and three breadth courses to prepare you for in-depth study. Your fifteen elective courses allow you to focus on the areas that best prepare you for your career goals. To earn the Master of Business Administration degree, you must successfully complete 72 units (24 courses) with a cumulative grade point average of 3.0 or better, including the required core and breadth courses.

Required Core and Breadth Courses

The required core curriculum is designed to provide you with a foundation in the functional areas of business: accounting, economics, finance, marketing, organizational behavior and statistics. These disciplines are examined through the use of case studies, lectures and the study of a few select companies on which to base illustrations and spark discussions. The core consists of six courses in the first year: MGT200A, MGT201A, MGT202A, MGT203A, MGT204, and MGT205. Breadth courses are designed to bring into focus the initial topics of study and apply them to your chosen concentration. You choose the three breadth courses that most benefit your study of management.

Elective Courses

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

Choose Your Concentration

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

- Business Analytics and Technologies
- Entrepreneurship
- Finance/Accounting
- General Management
- Marketing
- Public Health Management (classes taught on the UC Davis main campus)
- Strategy
- Technology Management

Academic Advising

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

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

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

Students with Disabilities

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

Registration for Classes

You use SISWEB, sisweb.ucdavis.edu to enroll in courses. Through SISWEB, you can drop and add courses, view and print your course schedule, print your unofficial academic record, change your address, view your student account, and view your financial aid status. Registration information is available on the GSM website prior to the beginning of registration. Refer to the academic calendar for specific dates.

To access SISWEB, you need your UC Davis LoginID and password, as well as your student identification number and PAC (Personal Access Code). Information on setting up your campus computing account is available from Information Technology, which manages the accounts. If you have any problems using SISWEB, email sisweb@ucdavis.edu.

Cross-Registration

After regular registration has ended, you can cross-register for classes at any of our three locations, based on space availability. The course fee structure for the Bay Area is different than for Davis courses. For each Bay Area course you take, you pay an additional \$762 Differential Course Fee. There is no additional charge for Sacramento courses. See the day student website for complete cross-registration instructions.

Dropping and Adding Classes

If you need to change your schedule, you must make those changes using SISWEB by first dropping, then adding courses. The SISWEB system is the **only** valid method for making class changes. Refer to the Academic Calendar for specific deadlines. It is your responsibility to drop a course using SISWEB. **There is no automatic course withdrawal for non-attendance.**

Transferring Courses

You may apply for credit for **previously** completed coursework to count toward your MBA degree, with approval of the Graduate Advisor. You cannot receive credit for core courses or for credits used toward another degree. Refer to Section 5.8 in the MBA Program Policies & Procedures.

Individual Study and Practicum Courses

Once you have completed all core courses, you may design an Individual Study or Practicum Course under the supervision of a faculty member and with the approval of the Graduate Advisor. Individual Study and Practicum Courses are assigned a grade of Satisfactory/Unsatisfactory. Refer to Sections 4.4 & 4.5 in the MBA Program Policies & Procedures.

To register for one of these courses, you must:

1. Identify a project and faculty sponsor (regular GSM faculty, not adjunct or visiting).
2. Complete the Independent Study Form and get approval from the faculty member and the Graduate Advisor.
3. The GSM Registrar then adds you to the course once you have obtained the appropriate approvals.

Student Evaluations of Courses/Professors

Near the end of each quarter, you are asked to evaluate your course and instructor by completing a course evaluation form. The anonymous course evaluation is used by the GSM in evaluating its instructional program and academic personnel and is very helpful to the instructor in course planning and teaching improvement.

The entire course evaluation process is conducted under strict standards of confidentiality. The course evaluations are distributed in class by a GSM student. After they are completed, all forms (both used and unused) are collected by the student who places them in a sealed envelope and returns them to the Dean's Office, where the results are tabulated and placed in a confidential file along with the evaluation forms.

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

Code of Academic Conduct

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

ASM Ethics Pledge

The Associated Students of Management have developed a GSM Ethics Pledge and all incoming students are asked to sign the Ethics Pledge Book each year at the GSM's Annual Pledge Ceremony. Students take the following pledge, *"I promise to complete my degree with honesty and integrity, and will continue to hold myself and my classmates to the highest standards of honor from this day forward."*

Academic Standing

To remain in good academic standing, you must complete or waive the six core courses in your first two quarters, complete 36 units per academic year, and maintain a quarterly and cumulative grade point average of 3.0 or higher. If you do not meet this requirement, you are placed on academic probation. If you are still on probation at the end of the following quarter, you are subject to dismissal. Refer to Section 7 in the MBA Program Policies & Procedures.

Grade Reports

Grades are available on the GSM website as soon as they are available from the University Registrar's Office, usually 2-3 weeks after finals for the quarter. You can view them and print an unofficial report through the SISWEB System.

You can request an official copy of your transcript with your MBA courses through the University Registrar's website at registrar.ucdavis.edu/html/transcripts.html.

Grading Options

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

Grade points are assigned each letter grade as follows:

| | | |
|--------|--------|----------|
| 4.0=A+ | 2.3=C+ | 0.0=F |
| 4.0=A | 2.0=C | |
| 3.7=A- | 1.7=C- | 0.0=P/NP |
| 3.3=B+ | 1.3=D+ | 0.0=S/U |
| 3.0=B | 1.0=D | |
| 2.7=B- | 0.7=D- | 0.0=I |

Application for Candidacy

You must file an Application for Candidacy and the Degree Check form with Admissions and Student Services in the quarter preceding completion of the program. The MBA Candidate Worksheet helps you track your progress. The Candidacy and Degree Check forms and deadlines are available on the GSM website. Missing the candidacy deadline delays awarding your degree.

Student Awards at Commencement

The Richard C. Dorf Award, Robert H. Smiley Award and the James F. Sullivan Award are given to outstanding students each year at Commencement. The Richard C. Dorf Award recognizes outstanding academic achievement. The Robert H. Smiley Award recognizes outstanding leadership at the School. The James F. Sullivan Award recognizes outstanding service to the school and community. The nomination and selection process takes place in the spring quarter.

Beta Gamma Sigma Honor Society

The mission of Beta Gamma Sigma is to encourage and honor academic achievement and personal excellence in the study and practice of business. Membership in Beta Gamma Sigma is the highest national recognition a business student can receive at an AACSB school. Its membership of 375,000 comprises the brightest and best of business leaders.

MBA students, who have completed 36 units of coursework by the end of the spring quarter and rank in the top 20 percent of eligible MBA students based on cumulative grade point average, are nominated for membership in Beta Gamma Sigma and recognition is given at the annual Student Recognition Celebration in the fall.

Grievance Policy

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

2009-2010 Academic Calendar

Fall 2009

| | |
|----------------|----------------------------|
| July 15 | Registration Begins |
| September 10 | First Day of Orientation |
| September 17 | Fall Payment Due |
| September 23 | Last Day of Orientation |
| September 24 | Classes Begin |
| October 26 | Winter Registration Begins |
| November 11 | Veterans Day Holiday |
| November 26-27 | Thanksgiving Recess |
| December 3 | Classes End |
| December 7-11 | Final Examinations |

Winter 2010

| | |
|-------------|-------------------------------|
| December 28 | Winter Payment Due |
| January 4 | Classes Begin |
| January 18 | Martin Luther King Holiday |
| February 1 | Spring Registration Begins |
| February 15 | President's Day Holiday |
| March 1 | Financial Aid Application Due |
| March 15 | Classes End |
| March 16-20 | Final Examinations |

Spring 2010

| | |
|-----------|----------------------|
| March 22 | Spring Payment Due |
| March 29 | Classes Begin |
| May 31 | Memorial Day Holiday |
| June 3 | Classes End |
| June 5-10 | Final Examinations |
| June 12 | Commencement |

Exam Schedule

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

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

www.trumba.com/calendars/ucdgsm

Course Materials

The Office of Project and Instructional Resources manages the course materials. For current information, visit our website at students.gsm.ucdavis.edu/dtmba/textbooks_paks.htm.

Textbooks

You can purchase all textbooks at the UC Davis Bookstore located in the Memorial Union.

Textpaks

A textpak is a compilation of **copyright-protected** case studies, book chapters and supplemental materials. You may access them online, print a hard copy, or order a hardcopy online.

Study.net is our online textpak provider and you purchase the textpak on-line through Study.net. Please contact Study.net customer support directly if you have questions about accessing materials. When emailing support please include a contact telephone number.

How to Access Textpaks

1. **REGISTER ON STUDY.NET** Register as a student on study.net and create your individual login and password, by clicking on Student Registration and following the instructions. *You only do this once.*
2. **ACCESSING A NEW COURSE** Go to study.net, login, and click on the **My Courses** button. Then click on "To purchase or access new course material, **please click here.**" Select University California-Davis and your course.
3. **ACCESSING INDIVIDUAL READINGS** From **My Courses**, select the course, click View Course, and then follow the online instructions. The individual reading is downloaded to a new browser window in a PDF file. You can now read, save or print this file. *If you are unable to view a file or activate your eBook Reader because of firewalls or corporate proxy limitations, please contact Study.net Customer Service.*
4. To order a printed version of your textpak (for an additional charge), you select this option during the order process or you can go back later. All printed textpak orders are processed within 48 hours and shipped USPS Priority Mail for delivery 2-3 days later. Allow at least one week for delivery.
5. If your instructor adds readings, an asterisk appears next to the reading title. Scroll down to the bottom of the "Online Materials" webpage and click on the link to access the new reading. If you have any problems, please contact Customer Service.
6. Many of the materials distributed by Study.net are stored in a PDF file format and protected with a "digital rights management" application that utilizes **Adobe's eBook Reader**.

A SPECIAL NOTE ABOUT CLASS EMAIL LISTS: A complete archive of emails sent to the class roster is available through SmartSite, and you can access emails sent before you enrolled in the course. To minimize spam, you can only send emails to the class from your UC Davis email (@ucdavis.edu) account.

To view any protected PDF files **YOU MUST USE VERSION 6.0.1 OR HIGHER OF ADOBE ACROBAT READER**. We highly recommend upgrading to Version 7.0. Adobe's eBook Reader must also be activated on your computer to view PDF eBook files. With Adobe Acrobat version 7.0, this process is automatic. With older versions of Acrobat, activation instructions will appear automatically on your computer screen, after logging in.

If at any time, you need to review these instructions, click on the link located on the left side of your screen titled, **eBook Help**, or contact Study.net Customer Service directly.

Textpak Customer Support Contacts

Study.net Customer Support E-mail

customerservice@study.net

Study.net Telephone (M-F 9:00 a.m. – 6:00 p.m. EST)

(888) 462-0660

Study.net Telephone (weekend & evenings)

(888) 805-2956

UC Davis GSM Textpak Managers

Jackie Romo
General

jmromo@ucdavis.edu
instructional@gsm.ucdavis.edu

On-line Course Materials and Information

Course materials, including the syllabus, handouts, assignments, lecture notes, other documents, and **email archive** are typically available through SmartSite. **SmartSite** is an online course management tool that instructors can use to post and distribute non-copyrighted materials, homework assignments and other course information.

Instructors may also use this to set up work groups, create online assignments and exams, and chat with students. Other features include discussion boards, news groups and the ability to share electronic documents with others enrolled in the course. To get started, go to the website at smartsite.gsm.ucdavis.edu.

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Facility Information

Computer Room

You may use the UC Davis MBA Computing Room terminals at any time for computer access. Computers are for class work and other University-related business only. Food or drinks are not permitted in the room.

Computer Accounts

You are assigned a UC Davis computer account that includes an email address. We use email to communicate with you, so it is critical to check your email regularly. Complete instructions are available at computingaccounts.ucdavis.edu. For assistance, contact our computing services staff.

Wireless Network Access

You can access Moobilenet from any location in AOB IV. Moobilenet is also available in other locations around campus.

Network Printers

Printers are located in the UC Davis MBA Computer Room and in the Student Lounge.

Copy Machines

A copy machine is located in the Student Lounge for your use for academic materials. Copyright laws prohibit copying of course readers and more than 20% of a textbook.

Email and Enewsletter

Our main communication link with you is email, and we send a bi-weekly e-newsletter with critical information about courses, registration and announcements. **You are expected to check email on a regular basis.** University and GSM communications are always addressed to your UC Davis email.

To forward your UC Davis email to another email address, go to computingaccounts.ucdavis.edu.

You have a mailbox in the Student Lounge. Items such as announcements and homework are placed in these mailboxes and you are responsible for checking your mailbox.

Parking

You can purchase a permit for on-campus parking through Traffic and Parking Services (TAPS). Visit their website for complete information. You can also purchase a daily permit through vending machines located around campus. 45 minute parking meters are available for very short-term parking.



INTEGRITY

an essential piece of the puzzle

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

Examples of Academic Misconduct

Cheating, including:

- * receiving or providing unpermitted help on an exam; copying or sharing test answers; engaging in unauthorized communication about or during an exam; giving test questions to one who hasn't taken the exam
- * using unauthorized material during an exam
- * submitting an altered exam for regrading
- * taking a test for another or having a ringer take a test
- * continuing to work on an exam when time is up
- * stealing others' work

Plagiarism, including using others' work (e.g., words, ideas, pictures, or data) from any source (Internet, books, articles, etc.) without giving credit. Others' words must be put in quotation marks and cited, and others' ideas must be cited even if paraphrased in the student's own words.

Fabrication, including fabricating or falsifying data, results, or references, e.g., in reports or papers submitted for class or in a thesis or dissertation.

Providing False Information, including giving forged excuses to postpone or avoid assignments or to add or drop classes; or signing another's name or having another sign in to a class.

Unauthorized Collaboration or assistance, including working with others on graded work without the instructor's permission (e.g., on in-class or take-home tests, papers, labs, or assignments).

Re-Using Work Without Permission, e.g., submitting the same work in more than one course or re-using work submitted in another course or for a different purpose, without the current instructor's permission.

Unfair or Disruptive Conduct, e.g.,

- * talking or "wandering eyes" (not keeping eyes on one's own paper) during an exam; talking in class
- * leaving unauthorized notes, books, or other materials out or visible during an exam
- * having an unauthorized device on or out during an exam or class (e.g., cell phone, PDA, computer)
- * exiting the room without permission

Examples of Other Misconduct

- *Physical assault, including sexual assault
- *Conduct that threatens health or safety of the student him or herself or others
- *Threats of violence
- *Possession or use of weapons or explosives
- *Stalking
- *Sexual harassment
- *Hazing
- *Use, possession, or distribution of alcohol in violation of law or policy
- *Illegal use, possession, or distribution of other controlled substances
- *Forgery, alteration or misuse of I.D. or records
- *Providing false information to the University
- *Dishonesty, such as theft (including identity theft), fraud, or possessing stolen property
- *Misuse of, damage to, or unauthorized entry to property or equipment
- *Violation of policies regarding use of email or other electronic or computing resources
- *Obstruction or disruption of teaching, research, or other University activities
- *Failure to follow official directions
- *Violation of disciplinary sanctions or conditions
- *Violation of residence hall rules

Students who commit crimes are subject to arrest and criminal prosecution as well as campus disciplinary action. Students may be disciplined for off-campus conduct that threatens safety or security or involves University property, functions, or activities. See SJA publication *Off-Campus Jurisdiction* at <http://sja.ucdavis.edu/policies.html>

Student Responsibilities

UC Davis campus standards include the *UC Standards of Conduct for Students* and the *UC Davis Code of Academic Conduct*. Both require honesty and fairness in all academic work.

Students must

- **Be honest at all times, and do their own work** to help them develop their skills, knowledge, and abilities.
- **Act fairly and treat others with respect.** If students have problems, they must seek help.
- **Know the rules.** Ignorance is no defense. Students who have questions about whether their conduct may violate the *Standards of Conduct* (e.g., what constitutes plagiarism or the extent of permitted collaboration on a lab), must seek guidance from the instructor, the Learning Skills Center, or Student Judicial Affairs (SJA).
- **Uphold campus standards.** If a student witnesses academic dishonesty or other misconduct harmful to students or the University, s/he should report it to faculty, staff, or SJA. Reports may be confidential.

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

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

Visit our web site at <http://sja.ucdavis.edu/> to access the following publications:

- * [Avoiding Plagiarism...](#)
- * [Unauthorized Collaboration...](#)
- * [The Code of Academic Conduct](#)
- * [Why Integrity Matters](#)

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

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Revised: August 2006



UC Davis Code of Academic Conduct

All members of the academic community are responsible for the academic integrity of the Davis campus. Existing policies forbid cheating on examinations, plagiarism and other forms of academic dishonesty. (1) Academic dishonesty is contrary to the purposes of the University and is not to be tolerated. A code of conduct for the campus community must exist in order to support high standards of behavior.

Examples of academic misconduct include:

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

The ultimate success of a code of academic conduct depends largely on the degree to which it is willingly supported by students themselves.

RESPONSIBILITIES OF STUDENTS

The following recommendations are made for students:

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

RESPONSIBILITIES OF FACULTY

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

The following recommendations are made for the faculty:

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

RESPONSIBILITIES OF THE ADMINISTRATION

The following recommendations are made for the administration:

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

REPORTING VIOLATIONS AND JUDICIAL PROCEDURES

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

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

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

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

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

If, after adjudication, the student is found in violation, the grade should be assigned in accordance with paragraph 7 under "Responsibility of Faculty." If there is no violation, the instructor shall assign a grade based on the quality of the work completed. A student who is dissatisfied with the decision in his or her hearing may appeal the decision (see [UCD Administration of Student Discipline](#)).

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

The instructor shall not apply a more severe grade adjustment than recording a "0" or "F" on the specific assignment or test on which misconduct occurred. Where an instructor has referred a case for adjudication but has not received a report confirming a violation at the time that the course grades are due, the words "evaluation incomplete" should be written in the "Memorandum" column of the Course Report.

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

Footnotes

1. See Section 102.00 of University of California Policies Applying to Campus Activities, Organizations, and Students (Part A) (hereafter, UC Policies) for the University Standards of Conduct (available at the Office of Student Judicial Affairs).

2. The Code of Academic Conduct was originally approved and issued by the Office of the Chancellor, with the support of the Davis Division of the Academic Senate, in November 1976. The Chancellor approved a revised Code of Academic Conduct in 1985, and again in 1987 and 1993, after the proposed revisions had been reviewed and endorsed by the Davis Division of the Academic Senate. The Code was updated and revised again in 1995, following review and endorsement of the revisions by the Davis Division and approval by the Chancellor. Under University policy, the Chancellor has the authority and responsibility for the establishment of student conduct regulations and the administration of student discipline. See Sections 103.00 through 104.80 of the UC Policies. The document implementing the system of student discipline on the Davis campus is the Administration of Student Discipline (available at the Office of Student Judicial Affairs).

3. See Section 103.10 of the UC Policies.

4. Under the general direction of the Vice Chancellor for Student Affairs, the Office of Student Judicial Affairs is directly responsible for the administration of student discipline. See UCD Administration of Student Discipline, approved by the Chancellor January 1993.

5. Page 57(a), Regents Standing Order, 105, Academic Senate, The Manual of the Academic Senate.

6. See Sections 103.10 through 103.11 of the UC Policies.

Student Judicial Affairs
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The Student Disciplinary System at UC Davis

ADMINISTRATION OF THE STUDENT DISCIPLINARY SYSTEM

The Office of Student Judicial Affairs (SJA) administers the campus student disciplinary system, under authority delegated from the Chancellor. Cases involving alleged violations of University policies or campus rules by students must be referred to this office, which maintains centralized, confidential disciplinary records.

Where possible, informal procedures are used, emphasizing the personal growth and development of the student. Where formal procedures are used, the system is designed to provide a prompt, fair, and impartial hearing and resolution of the matter. A student may consult an advisor or attorney at any stage in the informal or formal process.

When a complaint is received by Student Judicial Affairs, SJA notifies the student in writing of the alleged misconduct, and directs the student to schedule a meeting with SJA. For alleged violations occurring in University Housing, students will receive notice of an SJA referral from their Residence Hall Director. At the initial meeting, the student is advised of his/her rights and informed of the evidence supporting the charges. The student is provided with an opportunity to respond and to discuss possible resolutions of the case. Residence Hall violations are subject to remedies under the student's housing contract (e.g., involuntary move/contract termination) as well as student disciplinary action (e.g., Probation or Suspension from school).

INFORMAL DISPOSITION

Informal disposition means resolution without a formal, trial-type hearing, usually by agreement between the student and SJA, including the sanction to be imposed, if any. Under Informal Disposition procedures, no penalty can be imposed without the student's consent, unless he/she fails to participate in the disciplinary process. Most cases are resolved by Informal Disposition. Students do not have to say anything at the informal meeting, but if they choose to do so, they must tell the truth. Providing false information in the discipline process is a serious violation which can result in removal from the University.

If the student does not participate in this process, unilateral action can be taken or the case may be referred for formal adjudication. Unilateral action may include administrative holds on registration, transcripts, graduation, and/or diploma, or may include disciplinary Probation, Suspension, or Dismissal from the University. Accordingly, it is important to schedule an appointment promptly and to participate in the process. A student may appeal unilateral action, but must show reasonable grounds for failing to cooperate. If, after discussion, the student and SJA cannot agree on Informal Disposition, the case may be referred to the appropriate hearing body for formal adjudication.

FORMAL ADJUDICATION

A formal disciplinary hearing is an administrative proceeding, not a trial or court hearing. The goal is to find the truth through a fair, prompt, and effective process, respecting and preserving the rights of the accused student, the University community, the referring party, and any witnesses. Hearings shall be scheduled and concluded with reasonable speed to avoid hardship for the student, referring party, or witnesses. Formal hearings are conducted before student/faculty hearing panels or hearing officers appointed by the Vice Chancellor for Student Affairs. SJA selects the adjudicative body, depending on the severity and nature of the charges.

The Campus Judicial Board (CJB) hears cases in which the requested sanction does not involve removal from the University. The Student Conduct Committee hears cases in which Suspension or Dismissal are requested sanctions. In general, Hearing Officers hear social misconduct cases. Those deciding the matter must have no prior involvement in the case, must be able to render a fair decision, and may be challenged and removed if found to be biased.

In cases before the CJB, the student and the referring party represent themselves, although they may each be accompanied by an advisor. In other proceedings (SCC, Hearing Officer), campus advocates may be assigned to investigate and present the case on behalf of the University and the student. When a student retains an attorney, an attorney may also present the University's case. Attorneys may not represent a student before the CJB.

Formal adjudication procedures start when a hearing is convened and the student is given written notice of the charges, including the alleged misconduct, the policies allegedly violated, and the time and place of the hearing. The notice also describes options for advocacy/ advisory assistance at the hearing, and the student's right to request and receive information possessed by the University which will be presented at the hearing.

HEARING PROCEDURES

Hearings are normally closed to outside observers, unless the accused student requests an open hearing. A request for an open hearing may be denied for substantial reasons (which may include concerns for safety or witness objections). The student may be present at the hearing or absent. Both the University and the student may present evidence and question witnesses. Panel members may also question witnesses. No witness can be compelled to incriminate him/herself, and the student charged may remain silent without inference of culpability. Because student disciplinary hearings are not court proceedings, formal rules of evidence do not apply (e.g., hearsay evidence is admissible). Written minutes and/ or audio recordings of the hearing are kept.

After the hearing ends, the hearing officer or panel prepares and submits a written report. This report contains factual findings whether the conduct found as to each charge constitutes a violation and, where appropriate, recommendation(s) regarding sanction(s) to be imposed. To be sustained, the charges must be proved by a preponderance of the evidence (i.e., there must be more evidence that the accused committed the violation than not). The findings and recommendation(s) must be based only upon evidence received at the hearing. The student receives written notice of the decision.

APPEALS

The accused student may appeal a hearing decision in writing, within ten days, on one or more of the following grounds:

(1) lack of substantial basis in fact to support the findings; (2) sanction(s) inconsistent with the findings; (3) unfairness in the proceedings; or (4) newly discovered important evidence not available at the time of the hearing. The appeal may be denied, granted in whole or part, or other relief may be directed where appropriate. On appeal, the student has the burden of proof, and must show that there is no substantial evidence to support the hearing panel's decision.

This information is excerpted from the UCD Administration of Student Discipline. Copies of this booklet are available upon request from Student Judicial Affairs, 3200 Dutton Hall, (530) 752-1128, and on the web at <http://sja.ucdavis.edu/sja/>

Types of Student Disciplinary Action

See UC Policies Applying to Campus Activities, Organizations, and Students, Section 104.00. **Warning** - Written notice that a violation of specified policies or regulations has occurred and that continued violations may result in further discipline.

Censure - Written reprimand for violations of specified policies or regulations, including notice that continued violations may result in further discipline.

Loss of Privileges and Exclusion From Activities Exclusion from participation in designated privileges and extracurricular activities for specified academic term(s).

Disciplinary Probation - A status imposed during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during Probation or violation of conditions of Probation may result in Suspension/ Dismissal.

Restitution - Reimbursement, either monetary or by service, for damages to or misappropriation of property.

Special Assignment - Assignment of costs, labor, duties, or other responsibilities (e.g., apology, research paper, community service) which are appropriate to the violation(s).

De-Registration - A student organization's registered status may be suspended for one or more quarters or revoked indefinitely, with accompanying loss of rights and privileges.

Other - Disciplinary actions such as monetary fines, holds on requests for transcripts, diplomas, or other student records to be sent to third parties, as set forth in campus regulations.

Sanctions may be imposed separately or in combination with other disciplinary action.

Suspension* -Termination of student status for specified academic term(s). Students may not attend classes, hold student employment, or use student services during Suspension, and must comply with all conditions imposed. Students may be barred from entering campus/University functions while suspended, and Suspensions appear on transcripts until the student is readmitted.

Dismissal* - Termination of student status for an indefinite period. Dismissed students may be barred from entering campus/University functions. Readmission to the University requires the specific approval of the Chancellor. Dismissed students may be readmitted only under exceptional circumstances. Dismissals are recorded on students' transcripts.

Interim Suspension - Exclusion from classes, or from other specified activities/areas of campus, as set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student may be placed on Interim Suspension if there is cause to believe that the student's presence will lead to physical abuse, threats of violence, or conduct that threatens health or safety, or other disruptive activity incompatible with the orderly operation of the campus.

Grade Penalties - Faculty may assign a grade of "0" or "F" when academic dishonesty has been admitted or proven in a hearing, and may assign an appropriate grade penalty for non-dishonest violations of The Code of Academic Conduct. The student is assigned a "Y" ("grade pending") mark until the case is resolved.

**These sanctions may be deferred, i.e., the student may be permitted to remain in school on condition that he/she waive the right to a formal hearing for a subsequent violation.*

University of California: Standards of Conduct for Students*

- 102.00** Chancellors may impose discipline for violation of, or an attempt to violate, any University policies or campus regulations. Violations or attempted violations include, but are not limited to, the following types of misconduct:**
- 102.01** All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty. [See UCD Code of Academic Conduct.]
- 102.02** Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the University or to University officials acting in the performance of their duties.
- 102.03** Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
- 102.04** Theft of, conversion of, damage to, or destruction of , any property of the University or property of others while on University premises, or possession of any property of the University or others stolen while on University premises.
- 102.05** Theft or other abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or University official; use of computing facilities to interfere with a University computing system. [See UCD Computer Use Policy].
- 102.06** Unauthorized entry to, possession of, receipt of, duplication of, or use of the University's name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any University properties, equipment, resources, or services.
- 102.07** Violation of policies, regulations, or rules governing University-owned or -operated housing facilities or leased housing facilities located on University property.
- 102.08** Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
- 102.09** Sexual harassment, as defined in University policy [see Section 160.00]: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- a) Submission to such conduct is made either explicitly or implicitly as term or condition of instruction, employment, or participation in other University activity; b) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or c) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.
- In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.
- Revised: September 1999 Prepared by: UCD Student Judicial Affairs
- 102.10** Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
- 102.11** The use of "fighting words" to harass any person(s) on University property, or in connection with official University functions or University-sponsored programs.
- "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in University programs and activities.
- 102.12** Hazing or any method of initiation or pre-initiation into a campus organization, or any activity by the organization or members of the organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person. [See UCD Hazing Policy, Student Organization Handbook.]
- 102.13** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
- 102.14** Disorderly or lewd conduct.

- 102.15** Participation in a disturbance of the peace or unlawful assembly.
- 102.16** Failure to identify oneself to, or comply with directions of, a University official or other public official acting in the performance of their duties while on University property or at official University functions, or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.
- 102.17** Unlawful manufacture, distribution, dispensing, possession, use, or sale of controlled substances, identified in Federal and State law or regulations.
- 102.18** Manufacture, distribution, dispensing, possession, use, or sale of alcohol, which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.
- 102.19** Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- 102.20** Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon.
- 102.21** Violation of the conditions contained in the terms of a disciplinary action imposed under these Policies or campus regulations.

* Excerpt from the UC Policies Applying to Campus Activities, Organizations, and Students. ** UC Davis has jurisdiction over off-campus conduct when a student may be a threat to safety or security or the conduct involves academic work or University records, documents, or identifications

UC Davis Disability Resource Center

Services for Students with Learning Disabilities

Access to Special Adaptive Equipment and Assistive Devices

SDC loans variable-speed tape recorders, assistive FM and infrared listening devices, and other equipment as available to individual students. A resource room in Shields Library provides adaptive computer hardware and software.

Access to Tutoring

The University provides tutoring for students with disabilities to the same extent it is provided for all students. Small group tutoring, drop-in tutoring in math and science, and workshops on study skills are available through the Learning Skills Center (LSC), 2205 Dutton Hall. The SDC ensures that students with disabilities have equal access to the tutoring that is available to all students.

Disability Management Counseling/Advising

Disability Management Counseling/Advising addresses the specific issues and concerns directly associated with a student's disability. The Disability Specialists provide individual disability management advising to students with disabilities related to the impact of disability on their academic and personal needs, and coordination of academic support services.

Interpreting and Real-time Captioning Services

SDC coordinates the provision of sign language interpreters to facilitate communication in course lectures, discussions, labs and extracurricular activities. Oral interpreters and real-time captioners are also available based upon each student's preferred mode of communication.

New Student Orientation

The SDC provides an orientation for new students during Fall Quarter's Welcome Week, and additional orientation for new students is available on an individual basis.

Notetaker Services

SDC pays for note taking assistance in lectures, discussions, and labs. Usually, a stipend notetaker is authorized. These notetakers are students in the same class who are paid a stipend for providing copies of their notes. This service may include access to Classical Notes.

On-campus Mobility Assistance

SDC operates a shuttle service that travels within the campus core to assist students with temporary mobility impairments. Other mobility assistance services include referral for equipment repair and accessibility consultation.

Pre-Admission Assistance

Pre-admission information regarding SDC services is available to applicants and prospective students.

Reader Services and Specialized Educational Materials

SDC provides access to print material by supporting reader services, Braille, e-text, and enlarged print.

Referral to Other Resources, Services, Agencies

SDC Disability Specialists provide individual student referrals as appropriate to other campus resources and external resources including Department of Rehabilitation, Social Security Administration, and Yolo County In-Home Supportive Services.

Registration Assistance/Enrollment

SDC collaborates with the Registrar's Office to arrange for registration and enrollment assistance as needed to accommodate the functional limitations of the student's disability.

Special Parking

The SDC refers students to Transportation and Parking Services for medical parking permits, and to the State Department of Motor Vehicles for disabled parking placards.

Test-Taking Arrangements

When appropriate, the SDC will authorize exam-taking accommodations, such as extended time, a reader, or a scribe. Students are provided with quarterly letters to faculty that authorize appropriate exam and other in-class accommodations. Providing the accommodations for the exams is the individual Department's responsibility.

University of California, Davis - Graduate School of Management

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