Policies and Regulations

For information on other policies applicable to students, visit deanofstudents.ucr.edu.

Academic Policies

Catalog Rights Policy for Undergraduate Degrees

Students who enter UCR as freshmen normally follow the catalog in effect in their first year of studies. Transfer students who have completed appropriate transfer programs have prior catalog rights. Check with the college dean’s office for more information.

Academic Senate Regulation R6.12 states as follows: To be awarded the bachelor’s degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog.

At UCR, courses are assigned a unit value determined by the number of hours of work per week required of the student. Specifically, Academic Senate regulations require three hours of work per week for each unit of credit. For example, in a 4-unit course scheduled to meet four hours per week, a student is expected to spend eight hours of preparation outside of class. Grades in courses are assigned as follows:

Passing “A” (distinction), “B” (high pass), “C” (pass), “D” (marginal pass). Grade point values per unit are as follows: “A”=4, “B”=3, “C”=2, “D”=1. The grades “A,” “B,” “C,” and “D” may be modified by plus (+) or minus (-) suffixes. Minus grades carry three-tenths grade point less per unit, and plus grades (excluding “A+”) carry three-tenths grade point more per unit than unsuffixed grades.

Not passing “F” (failure). No grade point value.

Grade Delay “GD.” Assigned temporarily when grade posting is delayed for administrative reasons. Students who see “GD” on their grade report or transcript should contact their instructor for clarification.

Incomplete “I.” Units are not charged and grade points are not assigned. Withdrawal “W.” Course dropped after the second week of classes. Units are not charged and grade points are not assigned.

The grade point average (GPA) is determined by multiplying each grade point value by the number of units assigned to the course, adding up these grade point units, and dividing the total grade point units by the total number of units for which letter grades are received. The grade point balance, also calculated on the transcript, represents the number of grade point units students have earned above or below the GPA required for their degree objective. In the case of undergraduates, it is a “C” average (2.00); for graduate students, it is a “B” average (3.00).

Satisfactory/No Credit Grades

A student in good standing may undertake courses on a Satisfactory/No Credit (S/NC) basis subject to the following limitations: the grade “S” is awarded for work satisfactory for unit credit in meeting degree requirements. For undergraduates, the requirement is a “C” average (2.00); for graduate students, it is a “B” average (3.00). Units are assigned for courses graded “S,” but “S” has no grade point equivalent and does not enter the GPA. Neither units nor grade points are assigned for an “NC” grade; the grade is recorded on the transcript but does not enter the GPA. Some graduate and undergraduate courses may, in accordance with regulations, be designated for grading on an S/NC basis only. Graduate courses are letter graded unless the course description specifies otherwise.

In certain preidentified graduate courses, the department may allow a third (residual) category in which a graduate student may elect to take a course on an S/NC basis, provided that the graduate advisor consents. (Graduate students must petition to take undergraduate courses outside their major on an S/NC basis, and they may not take undergraduate courses in their major on an S/NC basis.) Students should consult the Graduate School of Education before electing courses on an S/NC basis to be used for a teaching credential.

Students enrolled in an undergraduate degree program may receive credit for courses undertaken and graded “S” on the UCR campus to a limit of one-third of the total units undertaken and passed on the Riverside campus at the time the degree is awarded. Units completed on another campus of the university by a Riverside undergraduate student enrolled as an intercampus visitor are considered Riverside work for the purposes of this regulation.

Courses required in or prerequisite to the undergraduate student’s major subject may be taken on an S/NC basis only on approval of the chair of the student’s department (or other primary instructional unit) in each individual case. Students on “limited” status may take courses on an S/NC basis at the discretion of the dean of the school or college in which the student is enrolled. Courses in the X or XR300, X400, or 300 series are not subject to the one-third limitation on courses graded “S.” For additional limitations on 300 and 400 series courses, see individual college sections in the Undergraduate Studies section of this catalog. A student may elect “S/NC” or delete “S/NC” from a course by filing a petition with the Registrar. The deadline is the end of the eighth week of instruction and is listed each quarter at classes.ucr.edu.

Incomplete Grades

The grade “I” (incomplete) is a provisional grade which denotes that a student’s work was of passing quality but incomplete for good cause. Units attempted are not charged for courses graded “I.” The grade of “I” may be replaced if the work is completed as specified by the instructor prior to the end of the following quarter. When a course graded “I” has not been successfully completed after one additional quarter or by the time the student is ready to graduate (whichever is less), it will be replaced by a grade of “F” or by “NC” (if the course were taken on an S/NC basis). The appropriate dean may extend the time for successful completion when he or she considers that circumstances warrant it, provided the request is received before the grade “I” is changed to “F” or “NC.”

In Progress Grades

For certain courses extending over more than one term, where, by consent of the Academic Senate, evaluation of the student’s performance may be deferred until the end of the final term, provisional grades of “IP” (in progress) are assigned in the intervening terms.

Neither units nor grade points are assigned for “IP” grades. The provisional grades are replaced by the final grade if the student completes the full sequence. In the event that the full sequence is not completed, the grade “IP” is replaced by the grade “I,” and further changes in the student’s record are subject to regulations governing the grade “I.”

Workload Credit

Workload credit is given for UCR classes preparatory to regular university work. Workload credit does not carry units for graduation but does count as part of a student’s academic course load and enrollment status.

Repetition of Courses

Repetition of courses not authorized to be taken more than once for credit is subject to the following conditions: generally, a student may repeat only courses in which a grade of “D,” “F,” or “NC” was received.

In some circumstances, students may repeat a “C-” to satisfy an academic requirement.
Continued Registration

Those units which are a repeat of courses in which a grade of "D-" has been received, unless a higher grade in the course is specifically required for graduation. Contact Student Special Services, (951) 827-3861, for additional details.

Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded. In computing GPA of an undergraduate who repeats courses in which the student received a "D" or an "F," only the most recently earned grades and grade points shall be used for the first 16 units repeated. In the case of further repetitions, the GPA shall be based on all grades assigned and the total units attempted. Courses in which a grade of "D" or "F" has been earned may not be repeated on an S/NC basis. Repetition of a course more than once requires approval by the appropriate dean in all instances.

Students should be aware that some professional and graduate schools count the grades for all courses, including those repeated, in calculating a student's GPA. The GPA used by such schools could differ significantly from that shown on a student's UCR transcript.

The Department of Veterans Affairs will not consider toward full time those units which are a repeat of courses in which a grade of "D-" has been received, unless a higher grade in the course is specifically required for graduation. Contact Student Special Services, (951) 827-3861, for additional details.

Change of Grade

All grades except "I" and "IP" become final when they are assigned. No term grade may be revised by reexamination. No change of grade may be made on the basis of reassessment of the quality of a student's work. However, at the discretion of the instructor in charge of a course, reexamination and reassessment of work may be allowable under the terms of the Sanctioning Guidelines of the UCR Academic Integrity Policy. See Academic Integrity later in this section. An instructor may approve and report to the Registrar a correction of a recorded course grade at any time if clerical or procedural error has been made in assigning, transmitting, or recording the original grade.

Procedures for the Appeal of Grades

The Regulations of the Riverside Division of the Academic Senate state that if a student believes that nonacademic criteria have been used in determining a grade, the student shall attempt to resolve the grievance with the instructor of the course through written appeal to the instructor via the chair of the department. If the grievance is not resolved to the student's satisfaction at the departmental level, the student may file a complaint with the dean of the college or school having jurisdiction over the course or with the dean of the Graduate Division if the student is in graduate status. The complaint should be filed immediately after the alleged use of nonacademic criteria but no later than six weeks after the beginning of the subsequent quarter. Nonacademic criteria are criteria not directly reflective of class performance, such as discrimination on political grounds or for reasons of race, religion, sex, or ethnic origin or for other arbitrary or personal reasons.

Expected Progress for Undergraduate Students

Expected Progress A full-time undergraduate student is considered to be making Expected Progress toward a baccalaureate degree if he or she:

1. passes at least 45 units each academic year,
2. declares a major by the time the student earns 90 units, and
3. follows a program of study consistent with the requirements of the student's declared major or undeclared student's College or School.

Continued Registration A full-time undergraduate student is considered ineligible for Continued Registration if he or she:

1. does not pass at least 37 units in each academic year, or
2. does not complete the Expected Progress requirements as stated above.

Failure to Meet Criteria for Continued Registration Registration of a full-time undergraduate student who is ineligible for Continued Registration under any of the criteria described above shall be at the discretion of the faculty in the student's College or School or Associate Dean for Student Academic Affairs in each College or School.

Units Passed For purposes of determining eligibility for Continued Registration, in addition to units earned by passing regularly enrolled courses, the following defines what shall be counted as units passed.

1. Workload only, non-credit courses with passing grades shall be counted as units passed.
2. If a student receives a grade of D in a course and then repeats and passes the course, the units from each enrollment shall be counted as units passed during the quarter the course was taken. Provided the student has not accumulated more than a total of 16 repeated units.
3. Units earned during a summer session, either at UCR or another accredited school and transferred to UCR, shall be counted as units passed during the academic year immediately preceding the summer session.
4. Units earned during a summer session, either at UCR or another accredited school and transferred to UCR, shall be counted as units passed during the academic year immediately preceding the summer session.
5. Units passed by examination shall be counted as units passed during the quarter in which the examination was taken.
6. Units graded IP (In Progress) shall be counted as units passed.
7. Units graded I (Incomplete) are not counted as units passed. When the grade of I is replaced by a passing grade, the units shall be counted toward Expected Progress for the quarter in which the I grade was awarded.

Units of Courses Taken at Other Institutions A student is prohibited from obtaining transfer units for courses taken at a non-University of California campus in a quarter during which the student is enrolled as a full-time student at UCR. Summer session course work is exempt from this restriction.

1. To request an exception, a petition must be submitted to and approved by the appropriate College or School committee or administrative officer prior to the quarter of concurrent enrollment.
2. In those instances where approval has been granted, units earned from courses taken at a non-University of California campus shall be counted toward the Expected Progress in the quarter(s) in which the concurrent enrollment occurred.

Posthumous Awards

The University of California, Riverside seeks to extend sympathy and compassion to the families of students who pass away near the completion of their degrees and to recognize the academic achievement of students who would have fulfilled the requirements of the degree. These actions must also be balanced with attention to academic and institutional integrity. For more information on identifying and considering candidates for the award of posthumous undergraduate degree, please contact the Office of Student Affairs in the appropriate college.

Final Examinations

The instructor in charge of an undergraduate course shall be responsible for assigning the final grade in the course. The final grade shall reflect the student's achievement in the course and shall be based upon adequate evaluation of that achievement. The instructor's methods of evaluation must be clearly announced during the progress of the course. Evaluation methods must be of reasonable duration and difficulty and in accord with applicable departmental policies. The methods may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device. If a final written examination is given, it shall not exceed three hours in duration and shall be given only at the time and place announced at classes.ucr.edu. No student shall be excused from assigned final examinations.
Backdating Units
Undergraduate students who have no more than two courses or 8 units of course work remaining to be completed in their program for the bachelor's degree at UCR and who have been approved for admission to graduate status may begin the coursework for an advanced degree at the beginning of their final quarter of undergraduate study. The student must inform the college office prior to enrollment in course work. When students are registered in graduate status, they then petition for credit for the courses completed beyond those required for a bachelor's degree. The petition must be signed by the dean of the school or college, attesting to the fact that the student's deficiency was as stated, and the petition is subject to approval by the department and the dean of the Graduate Division.

Credit by Examination
Credit by examination may be earned in accordance with regulations established by each college. The student should consult the Undergraduate Studies section of this catalog for specific regulations.

A UCR student in residence may take examinations for degree credit in courses offered on the campus without formally enrolling in them. The results of the examinations are entered upon the student's record. There is a $5 service charge for each petition.

Undergraduate Credit for Graduate Courses
Students interested in obtaining undergraduate credit for graduate courses should contact the office of the dean of their college for further information.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Completed Units</th>
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<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>0–44.9</td>
</tr>
<tr>
<td>Sophomore</td>
<td>45–89.9</td>
</tr>
<tr>
<td>Junior</td>
<td>90–134.9</td>
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<tr>
<td>Senior</td>
<td>135 or more</td>
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<tr>
<td>Limited</td>
<td></td>
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<tr>
<td>Second Baccalaureate</td>
<td></td>
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<tr>
<td>Professional</td>
<td></td>
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<tr>
<td>Credential Programs</td>
<td></td>
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<tr>
<td>Medical Program</td>
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<tr>
<td>Graduate</td>
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<tr>
<td>Master's</td>
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<tr>
<td>Doctoral 1 (not advanced to candidacy)</td>
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<tr>
<td>Doctoral 2 (advanced to candidacy)</td>
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<tr>
<td>Postdoctoral</td>
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</tbody>
</table>

Undergraduate classification is determined by the number of quarter units earned. Postbaccalaureate and graduate classifications are based on the student's academic objective and whether or not the student is advanced to candidacy for a doctorate.

Scholarship Regulations

Academic Standing To remain in good academic standing, a student must maintain a GPA of at least 2.00 and make progress toward the degree at a satisfactory rate.

Academic Probation Students are placed on academic probation if, at the end of any term, their GPA for the term is less than 2.00 but greater than 1.50, or their cumulative GPA, computed on the total of all courses undertaken in the university, is less than 2.00 (“C” average).

Academic Disqualification Students are subject to disqualification from further registration in the university a) if, at the end of any term, their GPA for that term is less than 1.50 or b) if, after two terms on academic probation, their cumulative GPA, computed on the total of all courses undertaken in the university, is less than 2.00 (“C” average).

If, after one quarter on academic probation, the cause for probation has not been removed, Student Special Services is required to notify the Department of Veterans Affairs (VA), and benefits may be terminated. Students who are allowed by the university to continue may file a request for resumption of benefits with Student Special Services.

Students who are subject to the provisions of this regulation are also subject to such supervision as the faculty of their college may determine. The faculty may disqualify a student under its supervision from further registration in the university or, by suspending the provisions of this regulation, may permit a student subject to disqualification to remain in the university.

Undergraduate students who are disqualified are excluded from the university, and their connection with the university is presumed to be ended by such exclusion. Under certain circumstances, disqualified students may be readmitted upon their petition to the college and interview with the dean. Ordinarily, students are not readmitted until after the lapse of a year and unless their deficiencies are repairable within a reasonable period of time. During the period of disqualification, a student must give evidence of conduct which indicates that improved academic performance can be expected upon readmission. If readmitted, students must remove their deficiencies through above-average work undertaken in the university. It is usually required that all deficiencies be removed during the first year after readmission.

To transfer from one campus of the university to another, or from one college to another on the same campus, students who have been disqualified or who are on probation must obtain the approval of the appropriate dean to whose jurisdiction transfer is sought. Upon completion of the transfer, the students are subject to such supervision as the faculty of their college may determine.

Graduate students must maintain an average of at least three grade points per unit in all upper-division and graduate courses taken for letter grade during residence at the UC. Only courses in which the student is assigned grades “A,” “B,” or “C,” or equivalent, may be counted in satisfaction of the requirements for the master's degree. Graduate students who acquire scholarship deficiencies are subject to action by the dean of the Graduate Division.

Programs for Outstanding Students
Departments of the colleges offer and administer various courses and honors programs for specially prepared, outstanding students. In some departments, equivalent special studies and seminar programs have been designed for students with special aptitudes. Interested students should consult their faculty advisors early for details of the program in their major department.

Honors
Chancellor's Honor List Students who are placed on the dean's honor list for all three quarters in a single academic year (fall, winter, and spring) are placed on the Chancellor's Honor List for that academic year.

Dean's Honor List Any student who in any quarter completes a minimum of 12 units with letter grades, with no grade in any course below a “B” and no grade of “NC” or “I,” and who has a GPA of 3.50 or better for all work undertaken in the university for that quarter, is placed on the Dean’s Honor List.

Graduation with Honors The Academic Senate has established the following standards for award of honors at graduation: No more than the top 2 percent (by GPA) in the June graduating class shall receive highest honors. No more than the next 4 percent of graduating students shall receive high honors, and no more than the next 10 percent shall receive honors. To be eligible for honors at graduation, a student must have completed 60 or more quarter units of graded courses at the UC. The GPAs used to determine class rank shall be based on courses taken at the UC.

Students may obtain a statement of the specific requirements for graduation with honors from the office of the dean of their college.

University Honors Program For a description of the University Honors Program, see Educational Opportunities in the front of this catalog. For a listing of requirements and courses, refer to University Honors Program in the Programs and Courses section of this catalog.
Academic Integrity
At UCR, honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The culture of academia requires that students take responsibility for learning and for producing products that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others’ words, research results, and ideas, using the methods accepted by the appropriate academic disciplines, and engage honestly in all academic assignments.

Policy
University Of California Policies Applying to Campus Activities, Organizations, and Students, section 100.00 Policy on Student Conduct and Discipline states that “Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students:

102.1 All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
102.2 Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.”

Procedures
I. Requirements and Expectations
Research To foster intellectual honesty, schools, departments and research units at UCR are encouraged to develop statements that fit the distinctive research climate and needs of their individual disciplines. These guidelines may cover responsibilities of research supervisors, assignment of credit for publications, training of research apprentices, requirements for record keeping of experimental procedures and data storage, and standards for merits and promotions which value quality over quantity.

It is the responsibility of each individual engaged in research at UCR to be informed of University policies relating to research and of the policies and procedures of the agencies funding his or her research. Copies of relevant policies are available in the Office of Research and will be provided at no cost.

Courses Faculty members, teaching assistants, and other instructional personnel are encouraged to include statements addressing academic integrity as part of the syllabus for every course and to educate students about expectations and standards in the context of the course in order that students may not, through ignorance, subject themselves to the charge of academic misconduct. Instructors are further encouraged to inform students of campus resources available for dealing with academic difficulty.

II. Faculty Actions
Research In cases of alleged academic integrity violations in research, faculty members, teaching assistants, and other instructional personnel should report suspicion of fraudulent or unethical research practice by students immediately to the Chair of the department, Dean of the school or Director of the organized research unit. The report must then be forwarded to the Associate Dean for Research who will be responsible for coordinating further actions.

Courses If a faculty member, teaching assistant, or other instructional personnel suspects that an act of academic misconduct has occurred in a course, s/he must communicate with the student regarding the alleged act of misconduct and the information upon which the allegation is based within 30 business days of discovery of the alleged act. Under special circumstances, the instructor may make a request for an extension of time through the Vice Provost for Conflict Resolution. Whenever possible, the communication should take place through an in-person consultation and should be conducted in a manner that respects each student's privacy and maintains an environment that supports teaching and learning. When a meeting is not possible or practical, an instructor may communicate with the student in writing. Written communication will be sent by U.S. mail to the address most recently filed with the Registrar's Office, or to the student’s University e-mail address. When multiple students are involved, faculty are encouraged to communicate with each student separately.

An instructor may request the assistance of the Ombudsperson or a member of the Student Conduct & Academic Integrity Programs staff to be present at the conference to assist in a fair and focused discussion about what may have occurred.

The student must be given the opportunity to respond to the allegation of misconduct. When communication is made in writing, students will be given 10 business days to respond.

After conferring with the student and/or considering the student’s written response, the instructor will determine whether it is more likely than not that the student committed an act of academic misconduct. In making this determination the instructor will pay attention not to whether the student meant to engage in misconduct, but whether the misconduct occurred. The instructor may then follow up with one of the following actions:

A. In cases where the instructor determines that there is no misconduct, s/he may dismiss the allegation and take no further action.

B. In cases where the student does not dispute the facts upon which the charges are based, the instructor may impose an appropriate academic sanction, taking into account the clarity of course expectations, the level of the students’ experience or knowledge of principles of academic integrity, the nature of the assignment, and the degree of intentionality and pre-meditation of the misconduct.

Actions taken must be documented through the Academic Misconduct Referral form, or a referral memo to Student Conduct & Academic Integrity Programs, the central location where all records of incidents of academic dishonesty are kept on file. It is essential that the form or referral memo include the student’s name and student identification number, the name of the class in which the act took place, the date or time period in which the act occurred, a description of the academic misconduct, a summary of actions taken, all original documentation supporting the charge, and the academic sanctions assigned.

C. In cases where the student disputes the facts upon which the charges are based, the instructor will refer the case to Student Conduct & Academic Integrity Programs. The Academic Misconduct Referral form or memo must include the student’s name and student identification number, the name of the class in which the act took place, the date or time period in which the act occurred, a description of the academic misconduct, a summary of actions you have taken, all original documentation supporting the charge (except where prohibited by law), and the academic sanctions recommended. Faculty are further encouraged to forward a copy of the course syllabus and other written communication that addresses academic integrity standards and expectations for the course. Faculty are further encouraged to evaluate the assignment or examination on its merits and to make note of the grade to be assigned in the event that the student is not found responsible for violation of the University’s policies or where insufficient evidence exists to hold the student responsible.

Instructors who are in part-time or temporary appointments or who will be on sabbatical or other leave or who will be leaving the University are required to provide a copy of all documentation to the Department Chair, who will serve as a proxy for the instructor if s/he is unavailable to participate fully in resolving the allegations of misconduct.

If grades are awarded while the case is in progress, the faculty member will assign a temporary grade placeholder of Grade Delay “GD” pending the outcome of the process.

D. Violations that the instructor believes to be particularly egregious shall be referred directly to the College Academic Integrity Committee in the instructor’s College for review.

Course Drops and Withdrawals A student officially notified of alleged academic misconduct may not withdraw from the course until the determination of responsibility is made and any sanctions are imposed. A sanction for a violation of academic integrity that affects the course grade will be mapped. The student may not avoid the imposition of a sanction by withdrawing from a course. If the student is found not responsible for academic misconduct, the student will be permitted to withdraw from the course with a grade of “W”.
III. Administrative Actions

Research: The Associate Dean for Research, in consultation with the original recipient of the report, will review the description of the academic misconduct and documentation supporting the charges and determine if unethical conduct may have occurred, and if so, may undertake a preliminary inquiry or formal investigation following the guidelines outlined in UCR Policy on Integrity in Research, posted on the Office of Research Affairs Website at www.ora.ucr.edu/ORA/announce/integrit.htm. In the event that the preliminary inquiry or formal investigation finds probable cause to warrant disciplinary proceedings, charges of misconduct will be processed in accordance with existing procedures for adjudicating alleged academic misconduct in courses.

Courses

A. In cases where the student does not dispute the facts upon which the charges are based, Student Conduct & Academic Integrity Programs, upon receipt of the Academic Misconduct Referral form, will follow up with the student in writing to formally advise the student of the academic sanctions assigned by the instructor as well as appropriate disciplinary sanctions assigned by the University.

The decision shall be forwarded in writing to the student within 15 business days of the review; and communicated to the instructor, college and/or division in accordance with legitimate educational interest criteria as articulated by the Family Education Rights and Privacy Act.

Students with a record of previous academic misconduct will be referred to the Academic Integrity Committee in their College for a formal hearing, with a recommendation that suspension or dismissal be considered.

B. In cases where the student disputes the facts upon which the charges are based, upon receipt of an Academic Misconduct Referral Form from an instructor, Student Conduct & Academic Integrity Programs will notify the student of the University Policy that was allegedly violated; the factual basis for the charges; and the right to be assisted by an advisor of choice or an attorney (at his or her own expense) and ask the student to schedule an Administrative Review. Within 15 working days of the referral of the matter to the SJA, notification will be sent to the student by U.S. mail to the address most recently filed with the Registrar’s Office, or to the student’s University e-mail address.

Whenever possible an Administrative Review will be scheduled such that both the faculty member and the student can attend. The purpose of an Administrative Review is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at a Review is to assist in a thorough and honest exposition of all related facts. A Review is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same functions; rather, it is an academic process unique to the community of scholars that comprise a University.

The review will:

- explain fully the alleged violation of the Standards of Conduct
- review materials associated with the alleged misconduct
- give the student and the instructor the opportunity to present their accounts of the incident and present any witnesses or other individuals who may have relevant information about the incident
- address how the student’s alleged conduct was judged, why the behavior is unacceptable, the impact of conduct on others in the community, causes and motives of the conduct, and alternatives for balancing personal circumstances with needs and expectations of the community

In the event that Student Conduct & Academic Integrity Programs determine that the student is responsible for academic misconduct, the academic sanctions recommended by the faculty member as well as appropriate disciplinary sanctions will be assigned taking into account the clarity of course expectations, the level of the student’s experience or knowledge of principles of academic integrity, the nature of the assignment, and the degree of intentionality and premeditation of the misconduct.

The decision shall be forwarded in writing to the student within 15 business days of the review and communicated to the instructor, college and/or division in accordance with legitimate educational interest criteria as articulated by the Family Education Rights and Privacy Act. In cases where the instructor has held a grade in abeyance pending the outcome of an Administrative Review, s/he shall submit a final grade with the Registrar that is consistent with the decision of Student Conduct & Academic Integrity Programs as to the question of misconduct.

In the event that Student Conduct & Academic Integrity Programs receives an allegation of academic misconduct by a student who previously has been charged and found responsible for academic misconduct or encounters a case that is sufficiently complex to require additional consultation the case will be referred to the Academic Integrity Committee in the instructor’s College, with the request that the case be resolved through a formal hearing.

IV. Academic Integrity Committees

College Academic Integrity Committees

An Academic Integrity Committee will be established in each of the Colleges and for the Graduate Division/Professional Schools to:

- hear cases referred by Student Conduct & Academic Integrity Programs that are sufficiently complex to require additional review
- hear serious and repeated violations of academic misconduct upon referral from an instructor or Student Conduct & Academic Integrity Programs
- hear appeals of decisions and/or sanctions imposed by an instructor or Student Conduct & Academic Integrity Programs

In the Spring quarter, the committee on Committees shall appoint 4 BCOE faculty, 4 AGSM faculty, 2 GSOE faculty, 6 CHASS faculty and 6 CNAS faculty to the panels to serve one-year terms effective July 1-June 30. Four to six full-time undergraduate students, and four to six graduate students will be appointed to each College Committee and shall serve one year terms effective July 1-June 30. In all cases an effort will be made to appoint members who represent the disciplinary diversity within each College. The undergraduates shall be chosen from the undergraduate student body by the Associated Students of UCR. The graduate students shall be chosen from the graduate student body by the Graduate Student Association. Students who have been suspended or are on academic or disciplinary probation, evicted from University Housing for reasons related to conduct, or who have a case pending before the Student Conduct Committee or an Academic Integrity Committee are not eligible to serve as committee members. (Am 20 February 07)

A hearing panel of 3-5 members will be drawn from the pool of appointees for each case. A quorum of the committee consists of three persons, with at least one faculty member, one student for College Committees and one faculty member and one graduate student for the Graduate/Professional School Committee. In the absence of a quorum, the hearing will be rescheduled. Staff support to the Committee will be provided by the Vice Provost for Conflict Resolution or his/her designee.

The purpose of an Academic Integrity Committee Hearing is to explore and investigate the incident giving rise to the appearance of academic dishonesty, and to reach an informed conclusion as to whether or not academic dishonesty occurred. In keeping with the ultimate premise and justification of academic life, the duty of all persons at a hearing is to assist in a thorough and honest exposition of all related facts. A hearing is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same functions; rather, it is an academic process unique to the community of scholars that comprise a University.
The Vice Provost for Conflict Resolution or his/her designee will serve as a non-voting Chair to facilitate the hearing. The Chair shall rule on all questions of procedure and evidence, including but not limited to: the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony. An Academic Integrity Committee Hearing will normally proceed as follows:

A. Committee members will receive and review a copy of the notification of charges and documentary evidence provided by the instructor, the University, and the student.

B. The Chair will ask all present at the hearing to introduce themselves for the record. The Chair will invite committee members to disqualify themselves from participation in the hearing if they believe for any reason that they cannot render a just and fair decision and will invite the student to request that a member be disqualified as a result of prior involvement in the case or if the student believes for an appropriate reason that a committee member cannot render a just and fair decision.

C. The charges shall be read aloud and the student shall be asked to respond to the charges by accepting responsibility, accepting responsibility and noting that there are mitigating circumstances, or denying responsibility for the alleged violations of University of California Policies Applying to Campus Activities, Organizations, and Students.

D. The faculty member and the student will be given the opportunity to present their accounts of the incident and present any witnesses or other individuals who may have relevant information about the alleged academic misconduct.

E. Committee members will be given an opportunity to ask questions of the faculty member, the student, and witnesses.

F. Upon conclusion of this discussion, each party will be asked if there is any additional information needed or if any discrepancies or questions need to be presented or addressed.

G. All parties will be required to leave the room while the Committee deliberates. After its discussion, the Committee will decide if a preponderance of the evidence indicates that the student is responsible or not responsible for alleged violations of University of California Policies Applying to Campus Activities, Organizations, and Students by way of a simple majority vote.

H. If the student is found to be responsible for violations of Policies, the Committee shall be informed of the student’s prior record to determine whether the student has been found responsible for previous academic misconduct. Based on this information, the Committee will determine the sanction(s) to be assigned, how and for how long the record of the sanction will be maintained on the student’s permanent record, and the conditions that must be met for the record to be removed, if any. In the event that the Committee determines that dismissal is warranted for a graduate student, this determination must be framed as a recommendation and forwarded to the Dean of the Graduate Division for review and approval.

I. Once the Committee has reached a decision on the sanction(s), the Chair will ask the parties involved to return to the room, and the results of the deliberation will be presented. Within fifteen business days, the Vice Provost for Conflict Resolution or his/her designee will mail notification to the student and instructor, and college or division detailing the decision and the sanctions imposed by the Committee and outlining the appeal process.

A tape recording of the hearing, but not the deliberations, shall be made and retained in Student Conduct & Academic Integrity Programs as part of the record for as long as the disciplinary record is retained, or for five years from the date of decision, whichever is shorter. The student may obtain a copy of the recording upon paying the expense of making such copy. Either party may arrange for a stenographer to make a full transcript of the proceedings at his/her own expense. If one party has the proceedings transcribed, arrangements shall be made before the hearing as to how to apportion the cost if both parties want copies. Other than for the purpose of the official record as provided above, mechanical or electronic devices for recording or broadcasting shall be excluded from the hearing.

1. The Academic Integrity Committee for the College of Humanities, Arts and Social Sciences shall address violations associated with Business Administration faculty and undergraduate students as articulated in these procedures. The Academic Integrity committee for Graduate/Professional Schools shall address alleged violations by credential and graduate students in Humanities, Arts and Social Sciences, Natural and Agricultural Sciences, Engineering, the School of Education, and the School of Management.

**Campus Academic Integrity Executive Committee**

One faculty member and one student from the Academic Integrity Committee in each College will make up a Campus Academic Integrity Executive Committee. The Executive Committee will:

- review, on an annual basis, cases addressed through instructors and Student Conduct & Academic Integrity Programs; to provide oversight and direction and to ensure that policies and procedures are appropriate and properly applied
- hear appeals of primary/non-appellate decisions and sanctions of a College Academic Integrity Committee

**V. Appeals**

Decisions of an instructor or Student Conduct & Academic Integrity Programs may be appealed through the College Academic Integrity Committee in the faculty member’s College. Appellated decisions of a College Academic Integrity Committee are final.

Primary decisions of a College Academic Integrity Committee may be appealed to the Campus Academic Integrity Executive Committee. Appellate decisions of the Campus Academic Integrity Executive Committee are final.

Appeals must be based on one or more of the following:

- new evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing
- procedural error that can be shown to have had a detrimental impact on the outcome of the hearing
- errors in the interpretation of University policy so substantial as to deny one of the parties a fair hearing
- grossly inappropriate sanction having no reasonable relationship to the charges

Either party may appeal a decision in writing to the appropriate Committee, through the University Administrator, within ten (10) business days after the written decision is made available. All appeals must be authored and signed by the submitting party. Appeals produced by advisors or other non-parties will not be considered.

The filing of a timely appeal suspends the imposition of sanctions until the appeal is decided, but interim action may be taken as determined by the Chair of the hearing. Grades or degrees may be withheld pending conclusion of the appeal.

When an appeal has been filed, the appropriate parties may be requested to respond in writing to the matters in question before a decision about the appeal is made. The Committee will determine whether the grounds for appeal have been satisfied and whether further process is necessary to resolve the appeal. Findings of fact will be accepted as determined by the original adjudicator or adjudicating body, unless the appellate body determines that the original adjudicator or adjudicating body acted in an arbitrary, capricious, or unfair manner.

The Committee will make a decision based on the written submissions within fifteen (15) business days, or indicate in writing what further process is necessary for final resolution.

The Committee may approve, reject, or modify the decision and sanction in question. The action taken shall be communicated in writing to the student, the faculty member, and Student Conduct & Academic Integrity Programs, within fifteen (15) working days after receipt of the appeal and related documents. The decision of the appeal committee is final.
VI. Maintenance Of Records
Student Conduct & Academic Integrity Programs shall serve as the central location where all written, tape recorded, and electronic records of incidents of academic misconduct are kept on file. The records will be readily available for review by the Deans and Associate Deans of each College, the Dean of the Graduate Division, the Executive Vice Chancellor and Provost and the Vice Provost for Conflict Resolution in accordance with legitimate educational interest criteria as articulated by the Family Educational Rights and Privacy Act.

The file of a student found in violation of campus regulations (including the transcripts or recordings of the hearing) will be maintained by the Student Conduct & Academic Integrity Programs for a period of at least five years from the date of the letter providing notice of final disciplinary action, unless otherwise determined by the Assistant Provost for Conflict Resolution. When, as a result of a violation of the Standards of Conduct, a student is suspended, the fact that suspension was imposed must be posted on the academic transcript for the duration of the suspension. When a student is dismissed, the fact that dismissal was imposed must be posted on the academic transcript permanently.

Academic Misconduct
Chancellors may impose discipline for the commission or attempted commission of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.

Examples of sanctions that may be imposed include assignment of a lower grade, assignment of a failing grade, required participation in educational activities, disciplinary probation, or being dismissed from the university. The level of sanction depends on the violation committed. Procedures for review of misconduct and imposition of sanctions can be obtained from the Dean of Students at deansofstudents.ucr.edu.

A student officially notified of alleged academic misconduct may not withdraw from the course where misconduct is believed to have occurred, until the determination of responsibility is made and any sanctions are imposed. A sanction for a violation of academic integrity that affects the course grade will be imposed. The student may not avoid the imposition of a sanction by withdrawing from a course. If the student is found not responsible for academic misconduct, the student will be permitted to withdraw from the course with a grade of “W.”

Academic Misconduct Defined
Academic misconduct is any act that does or could improperly distort student grades or other student academic records. The following examples of academic misconduct are provided to assist students in developing an understanding of the university's expectations, recognizing that no set of written guidelines can anticipate all types and degrees of violations of academic integrity. To the extent that the examples provided are not exhaustive, duly appointed representatives of the university will judge each case according to its merits.

Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If students are in doubt about appropriate academic conduct in a particular situation, they should consult with the instructor in the course to avoid the serious charge of academic misconduct.

Cheating
- copying from another student's examination, quiz, laboratory work, or homework assignment
- possession or use of pre-prepared notes or other resources, in any form, during an examination, unless such use is expressly authorized by the instructor
- revising a work after its final evaluation and representing the revised version as being the original work
- using external assistance, including but not limited to tutors, books, notes, and calculators, on any in-class or take-home examination, unless the instructor specifically has authorized external assistance
- allowing someone else to conduct one's research or to prepare one's work without advance authorization from the instructor to whom the work is being submitted
- unauthorized use of electronic instruments, such as cell phones, pagers, or PDAs, to access or share information
- submitting for academic advancement an item of academic work that the same student has previously submitted for academic advancement, without prior authorization from the faculty member supervising the work

Plagiarism
- using another's work without giving credit
- copying the language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one's own efforts
- reproducing another person's work, with or without that person's knowledge or permission, whether published or unpublished, including but not limited to original ideas, strategies, and research, art, graphics, computer programs, music, and other creative expression. The work may consist of writing, charts, pictures, graphs, diagrams, data, Web sites, or other communication or recording media, and may include sentences, phrases, and innovative terminology, formatting, or other representations.
- submitting as one's own any academic exercise prepared totally or in part by another
- copying information from computer-based sources, i.e., the Internet
- allowing another person to substantially alter or revise one's work and submitting it as one's own
- using another's written ideas or words without properly acknowledging the source. The term “source” includes published works (books, magazines, newspapers, Web sites, plays, movies, paintings, and textbooks) and unpublished sources (class lectures or notes, handouts, speeches, casual conversation, other students' papers, or material from a research service).
- failure to acknowledge study aids such as Cliffs Notes or common reference sources
- unauthorized use of another person's data in completing a computer exercise or other class work

Unauthorized Collaboration
- working with other students to do lab work, review books, or develop a presentation or report without permission from the instructor to do so
- making lab data available to a student who did not attend the lab
- jointly calculating homework problems without professorial permission
- having someone else help rewrite a paper
- sharing sources for a take-home exam
- working in a group on a lab assignment without professorial permission
- debugging another's computer program without professorial permission
- submitting a group assignment, or allowing that assignment to be submitted, representing that the project is the work of all of the members of the group
- substituting for another student in order to meet a course or graduation requirement
- providing aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic evaluation
- permitting one's academic work to be represented as the work of another
- signing in other students for class attendance

Interference or Sabotage
- destroying, stealing, changing, or damaging another's lab experiment, computer program, term paper, exam, or project
- removing, defacing, damaging, hoarding or displacing library materials with the effect that others have undue difficulty using them
- interfering with the operation of a computer system so it has an adverse effect on the academic performance of others
- damaging computer equipment (including disks) or laboratory equipment in order to alter or prevent the evaluation of academic work
Campus Policies and Regulations

Disabled Access Grievance Procedure
UCR remains committed to its historical excellence in the area of accessibility for the disabled. UCR, in compliance with federal laws, state laws, and university regulations, does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its programs, activities, services, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, university programs and activities. As well, individuals may complain of any action which they believe discriminates on the grounds of race, color, national origin, sex, disability, or age.

The Vice Chancellor, Administration, is designated as the employee responsible for coordinating the university’s efforts to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The following procedure has been established.

Problems and complaints should be brought to the following offices or to the Vice Chancellor, Administration, who will refer them to the appropriate office for resolution.

Vice Chancellor, Administration, 3108 Hinderaker Hall: staff employment issues, facility accessibility, renovation of current facilities and planning of new ones, general campus transportation.

Executive Vice Chancellor and Provost, 4148 Hinderaker Hall: faculty employment issues, accessibility of computers, faculty accommodation of students.

Student Special Services, 125 Costo Hall: student support (adaptive equipment, note takers, interpreters, on-campus transportation, learning disability, classroom inaccessibility). Concerns that are not resolved by this office should be brought to the Vice Chancellor, Student Affairs, 2108 Hinderaker Hall.

A written, signed request for accommodation, together with documentation such as a physician’s certification, is necessary when making a request.

E-mail and Computer Expectation Policy
The primary mode of campus communication is e-mail, and it is therefore mandatory for students to utilize their UCR Webmail accounts to review academic and administrative electronic correspondence. UCR strongly recommends that all students have a computer with Internet access. UCR faculty will assume students have such access, and academic work may require it. The UCR administration will also assume that students have Internet access, and many administrative tasks may require students to use the Internet. For information concerning computer acquisition, student network access, student computing laboratories, and student computer support, visit UCR’s Student Computing Services Web site www.cnc.ucr.edu/policies/studentmail/index.php. Recorded information is available at (951) 827-2616.

Student Conduct and Responsibility
Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university’s function as an educational institution. Students shall refrain from conduct which interferes with university teaching, research, administration, or the university’s subsidiary responsibilities, or which endangers the health or safety of members of the university community or of visitors to the campus, and by disorderly conduct on university premises or at university-related events.

By authority of the Board of Regents, the Chancellor is entrusted with full power to act in the administration of student discipline. Rules concerning student conduct, student organizations, use of university facilities and related matters are set forth in both university policies and campus regulations, copies of which are available upon request at the Vice Chancellor, Student Affairs office, Student Conduct or Academic Integrity Programs, or at conduct.ucr.edu. Particular attention is called to the University of California Policies Applying to Campus Activities, Organizations, and Students and to the campus regulations implementing them. The UCR Student Discipline Procedures are also available in the Vice Chancellor, Student Affairs office.

Anti-Hazing
Hazing is strictly prohibited by both California law and University of California policy. California Penal Code, Section 245.6 (b) defines “hazing” as any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or educational institution of this state. The term “hazing” does not include customary athletic events or school-sanctioned events. University of California policy further defines “hazing” as participation in hazing or any method of initiation or preinitiation that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person. Incidents of hazing may be addressed through student disciplinary action, criminal charges, and/or civil action.

More information about hazing and how to report hazing is available in the Vice Chancellor, Student Affairs office or Student Conduct or Academic Integrity Programs office.

Fees
Students are expected to pay all fees and charges which they incur. Those with outstanding obligations to the university are not allowed to register; obtain a diploma, transcript of official record, or verification of student status; or participate in certain university services.
Nondiscrimination
The University of California, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or age in any of its policies, procedures, or practices; nor does the university, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and Section 12940 of the State of California Government Code, discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition (as defined in Section 12926 of the California Government Code), their ancestry, or their marital status; nor does the university discriminate on the basis of citizenship, within the limits imposed by law or university policy; nor does the university discriminate on the basis of sexual orientation. The university's general nondiscrimination policy covers admission, access, and treatment in university programs and activities, and application for and treatment in university employment.

In conformance with university policy and pursuant to Executive Orders 11246 and 11375, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the University of California is an affirmative action/equal opportunity employer.

Rape and Other Forms of Sexual Assault
The Protocol for Handling Incidents of Acquaintance Rape, Stranger Rape, and Other Sexual Assaults Involving Students is available at the Vice Chancellor, Student Affairs office.

Sexual Harassment
The University of California is committed to creating and maintaining a community in which all persons who participate in university programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the university community should be aware that the university is strongly opposed to sexual harassment and that such behavior is prohibited by law and by university policy. The university intends to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior that violates this policy.

Definition Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when
1. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other university activities
2. 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
3. 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.

Information Centers Confidential information and advising are available from the following:
1. Women's Resource Center, 260 Costo Hall, (951) 827-3337
2. Counseling Center, Veitch Student Center, (951) 827-5531
3. Office of the Ombudsperson, University Cottage, (951) 827-3213
4. Faculty and Staff Affirmative Action Office, University Cottage, (951) 827-5604

One of the many opportunities UCR Dance students have to perform is the annual “UCR is Dancing.” UCR also features a unique Dance History and Theory doctoral program.