

**Executive Committee of the School of Public Policy  
REPORT TO THE RIVERSIDE DIVISION  
December 4, 2018**

**School of Public Policy Regulations**

**To Be Adopted**

**PRESENT**

**PROPOSED**

**PPR1 STATUS OF STUDENTS  
PPR1.1 CATEGORIES OF STUDENTS**

**PPR1.1.1** The categories of students are (1) regular students, (2) special students, (3) limited students, as defined in the Manual of the Academic Senate, Regulations 310, 312, 314, 650.

**PPR 2 REGISTRATION AND COURSEWORK  
PPR2.1 ACADEMIC ADVISOR**

**PPR2.1.1** The School of Public Policy, hereafter referred to as School, will assign an academic advisor to each of their majors and will require students to obtain the academic advisor's signature before submitting an academic petition.

**PPR2.2 STUDENT RESPONSIBILITY**

**PPR2.2.1** Students should plan their program of studies carefully in consultation with their academic advisor. They should go to the Chair of their program with any irregularities in the program that may require special approval. It is the student's responsibility to

ensure that all requirements for graduation are satisfied.

PPR2.2.2 Withdrawal from any course or a change in enrollment after the deadlines published in the Schedule of Classes requires the approval of the Chair of the student's program.

### PPR2.3 REGISTRATION/ENROLLMENT REGULATION

PPR2.3.1 The confirmation of classes is a student's selection of courses to be pursued in any term.

PPR2.3.2 Each term, students are required to register and enroll by the date set by the campus. Selection of courses must be approved by the academic advisor if this is required by the School. Students who do not attend the first class meeting may be dropped from the course.

PPR2.3.3 A student is expected to make regular progress toward the degree. For undergraduate students, enrollment in less than 12 units must have the approval of the Chair of the student's program.

PPR2.3.4 Any addition that would increase the student's academic load to more than 20 units must also be approved by

the student's academic advisor. An undergraduate student on probation may not enroll in more than 17 units without the consent of the student's academic advisor. An undergraduate who is subject to dismissal may not enroll in more than 15 units without the consent of the student's academic advisor.

PPR2.3.5 After on-line enrollment in classes is closed, students may request changes in courses by formal petition.

PPR2.3.6 A student may add a course up to the end of the second full week of instruction. Courses may be added until the end of the third week of instruction with the consent of the instructor and academic advisor. No course may be added after third week without approval of the Chair of the student's program.

PPR2.3.7.1 A student may drop a course without prior approval no later than the end of the second full week of instruction. From the third through the sixth full week of instruction, a course may be dropped with the approval of the academic advisor. No course may be dropped after week 6 without approval of the Chair of the student's program.

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PPR2.3.7.2 Any withdrawal which would reduce the undergraduate student's academic load to less than 12 units must be approved by the chair of the student's program.

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PPR2.3.7.3 In the School of Public Policy, instructors can enforce policies in which students may be required to forfeit their seats in particular courses by removing students' names from the roster after the first full week of classes and up to the end of the second full week of instruction if students do not meet attendance requirements approved by the Executive Committee of the School of Public Policy, hereafter referred to as Executive Committee, or course syllabi. A student who is removed from a course roster for not meeting attendance requirements will not be allowed to continue in that course and will receive an "F" or an "NC" unless the student formally drops the class.

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PPR2.3.7.4 A course dropped after the end of the second full week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.

PPR2.3.8 With approval of the Chair of the student's program, students may withdraw from the University up until the last day of instruction.

PPR2.3.9 Any changes in a student's schedule of classes not covered by the above regulations must have the approval of the Chair of the student's program.

#### PPR2.4 MAJOR REQUIREMENTS

PPR2.4.1 A major shall consist of no fewer than 36 and no more than 72 upper-division units.

PPR2.4.2 Candidates for the B.A. degree may not receive more than 80 units of credit toward the degree for work taken in the major discipline (i.e., students must take at least 100 units outside the major discipline).

PPR2.4.3 A student may elect a second (or third) major in a department or program of another college. In such cases, the student must complete all course requirements for each of the two (or three) majors chosen and must complete a minimum of 36 upper division units (BA degree) or 40 upper division units (BS degree) in each of the chosen areas. Up to 8 units in courses acceptable for the two

(or three) majors may be counted toward the 40 upper division units required for each major. Where the multiple major offers the same degree and includes departments or programs in more than one college or school, students will be expected to satisfy the college/school requirements of the college/school of their choice. If the multiple majors include different degrees, the college/school breadth requirements for each degree designation must be satisfied. If the multiple majors lead to different degrees (BA and BS) it will be noted on the transcript. A declaration of two (or three) majors requires the approval of the Dean of the student's program of the colleges/school concerned and filed by the students with their chosen college/school.

PPR2.4.4 All courses in the major must be completed in regular or summer session at UCR. Exceptions to this policy must have the approval of the student's program Chair.

PPR2.4.5 A student may transfer from one major to another by filing a change of major petition which requires the approval of the academic advisor and Chair of the student's program.

PPR2.4.6 Transfer students must complete a minimum of 16 upper-division units in their major on the Riverside campus for the bachelor's degree.

PPR2.4.7 A grade point average of at least 2.00 in upper division courses taken in the field of the major is required for graduation.

#### PPR2.5 CREDIT BY EXAMINATION

PPR2.5.1 A student who wishes to have the privilege of examination for degree credit must be in residence and in good academic standing.

PPR2.5.2 A student may take examinations for degree credit in courses offered in the School, without formally enrolling in them with the exception of English composition courses.

PPR2.5.3 Arrangements for examinations for degree credit must be made in advance with the Chair of the student's program of the school and (where the student's major department requires it) with the student's academic advisor. The approval of the Chair of the student's program, the instructor who is appointed to give the examination, and the academic advisor (where

required by the major department) are necessary before the examination may be given.

**PPR2.5.4** The results of all examinations for degree credit, either with grades or with a satisfactory/no credit report, are entered upon the student's record in the same manner as they are entered in regular courses of instruction.

#### **PPR2.6 UNDERGRADUATE CREDIT FOR GRADUATE COURSES**

**PPR2.6.1** A student who has a grade point average of at least 3.00 in all courses taken in the University, or who has shown exceptional ability in a special field and received approval by the academic advisor, may take a graduate course for undergraduate credit, with the permission of the instructor concerned, within the limitations specified by Systemwide Regulation 740.

#### **PPR2.7 ENROLLMENT ON A SATISFACTORY/NO CREDIT BASIS**

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**PPR2.7.1** An undergraduate student in good academic standing may receive credit for courses undertaken and graded "S" on

the Riverside 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. This same limitation applies to courses that are only graded Satisfactory/No Credit. Units completed on another campus of the University by a Riverside undergraduate enrolled as an intercampus visitor are considered Riverside work for the purposes of this regulation.

**PPR2.7.1.1** Courses which are required in or prerequisite to the undergraduate student's major subject may not be taken on a Satisfactory/No Credit basis unless approved by the Chair of the student's program.

**PPR2.7.1.2** Limited status or special status students may take courses on a Satisfactory/No Credit basis only with the approval of the Chair of the student's program in which they are enrolled.

**PPR2.7.2** Units earned on a Satisfactory/No Credit basis will be counted in satisfaction of degree requirements, but such courses will be disregarded in determining the student's grade

point average.

**PPR2.7.3** Students are permitted to add Satisfactory/No Credit their schedule of classes or delete Satisfactory/No Credit from their schedule of classes until the end of the eighth week of instruction.

#### PPR2.8 MINORS

PPR2.8.1 A disciplinary minor is a subset of courses selected from a non-interdisciplinary major. It is proposed by the sponsoring department or program and approved by the Executive Committee, the Faculty, the Committee on Educational Policy and the Academic Senate. Among these courses must be a sufficient number (totaling 16 units) selected from courses accepted for the major.

PPR2.8.2 An interdisciplinary minor is a set of courses focused on an interdisciplinary thematic area, proposed by the Executive Committee, and approved by the Faculty, the Committee on Educational Policy and the Academic Senate. Each minor is to be supervised by a representative committee of at least four Faculty members.

PPR2.8.3 A minor shall consist of no

fewer than 16 and no more than 28 units of organized upper-division coursework. No overlap may occur among courses used to satisfy upper-division course requirements for a major and a minor. A minor may use up to one upper-division course in the major discipline for minors requiring 16 units and up to two upper-division courses in the major discipline for minors requiring 20 units or more provided that the courses are not also applied to the major.

- PPR2.8.4 A grade point average of at least 2.00 in upper division courses taken in the field of the minor is required for graduation.
- PPR2.8.5 Courses in the minor may be applied toward college/School breadth requirements
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### PPR3 DEGREE REQUIREMENTS

#### PPR3.1 GENERAL REQUIREMENTS

- PPR3.1.1 *Units.* A minimum of 180 units of academic work is required for graduation. Not more than six units of Physical Education activity courses or their equivalent may be counted toward the 180-unit requirement for the Bachelor's Degree. No 400 series or equivalent courses and no more than three courses in the 300 series or equivalent may be counted

toward the 180-unit requirement. A maximum of 216 units is allowed toward the bachelor's degree. (See definition of these course categories in Senate Regulation 740)

- PPR3.1.2 *Grade Average.* A grade point average of at least 2.00 in all courses undertaken in the University of California is required for graduation.
- PPR3.1.3 *Concurrent Enrollment.* Concurrent enrollment in any course offered by University Extension (including correspondence courses) or by other institutions is not permitted except by prior approval of the Chair of the student's program.
- PPR3.1.4 *Senior Residence.* Thirty-five of the final 45 units completed by each candidate prior to receiving the Degree of Bachelor of Arts or Bachelor of Science must be earned in residence on the Riverside campus. No more than 18 of the 35 units may be completed in summer session courses on the Riverside campus. The minimum residence at the University of California required for a degree is three quarters. One of these may be completed in the summer session on the

Riverside campus provided the student carries at least 12 units unless a reduced load is approved by the academic advisor and Chair of the student's program. Courses completed in the University of California Extension are not considered work in residence.

**PPR3.1.5** *Filing of Candidacy.* Students must declare their candidacy for the Bachelor's Degree with the Dean's office at the beginning of their final quarter in accordance with the dates published in the Schedule of Classes.

**PPR3.1.6** *Honors.* Honors with the Bachelor's Degree are awarded to students who complete their work at the University of California with distinction and meet the policies laid down by the Committee on Honors. Honors are granted at graduation as follows: honors, high honors, highest honors.

## **PPR3.2 BREADTH AND SUBJECT REQUIREMENTS FOR THE BACHELOR OF ARTS**

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**PPR3.2.1** *English Composition:* Students must demonstrate adequate proficiency in English composition by completing a

one-year sequence of college-level instruction in English composition, with no grade lower than C as described in R6.1.

**PPR3.2.2** *Humanities:* 20 units in Humanities as described in R6.3. Internships and independent study courses, and courses cross-listed with Business Administration, Education or Physical Education, may not be used to satisfy this requirement.

**PPR3.2.3** *Social Sciences:* 16 units in Social Sciences as described in R6.4. Internships and independent study courses, and courses cross-listed with Business Administration, Education or Physical Education, may not be used to satisfy this requirement.

**PPR3.2.4** *Ethnicity:* 4 units as described in R6.5.

**PPR3.2.5** *Foreign Language:* The Foreign Language Requirement (except for Foreign Language majors who satisfy the spirit of the language requirement by majoring in one or more languages) may be satisfied in

two ways:

**PPR3.2.5.1(1)** By completing the fourth-quarter level or its equivalent in one foreign language at UCR or at another college or university with a minimum grade of C; American Sign Language may also be used to satisfy this requirement.

**PPR3.2.5.2(2)** By demonstrating proficiency at the fourth-quarter level on a foreign language placement exam offered by one of the foreign language departments at UCR. This test does not yield unit credit; it only determines whether the Foreign Language Requirement has been met, or in which course in the language sequence a student should enroll.

**PPR3.2.5.3** For majors in other schools or colleges the number of quarters required to fulfill the Foreign Language requirement for the B.A. Degree will be determined by a committee

appointed by the Executive Committee and the other school or college concerned. In no instance will this requirement be less than the minimum required by either body.

**PPR3.2.6** *Natural Sciences and Mathematics: 20 units in Natural Sciences and Mathematics as described in R6.2*

**PPR3.2.7** No course from a student's major discipline may be used in satisfaction of breadth requirements PPR3.2.1 to PPR3.2.6. However, courses outside the major discipline, but required for the major may satisfy these requirements. Students who elect a double or interdisciplinary major may apply courses from one of the majors, departments or programs in satisfaction of PPR3.2.1 to PPR3.2.6. Also, the same course may not be used to meet two breadth requirements.

**Statement of Purpose and Effect:** While the public policy major has been around for a little more than 10 years, it will move from CHASS to SPP as of July 1, 2018. These regulations are therefore being established for the major within SPP for the first time.

Submitted by Dean Anil Deolalikar (after approval by the SPP Executive Committee on 3/15/18)

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Approvals

Committee on Courses	October 9, 2018
Committee on Educational Policy	November 9, 2018
Committee on Faculty Welfare	October 22, 2018
Graduate Council	October 18, 2018
College of Humanities, Arts and Social Sciences	October 17, 2018
The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:	September 18, 2018
Received by Executive Council:	November 19, 2018