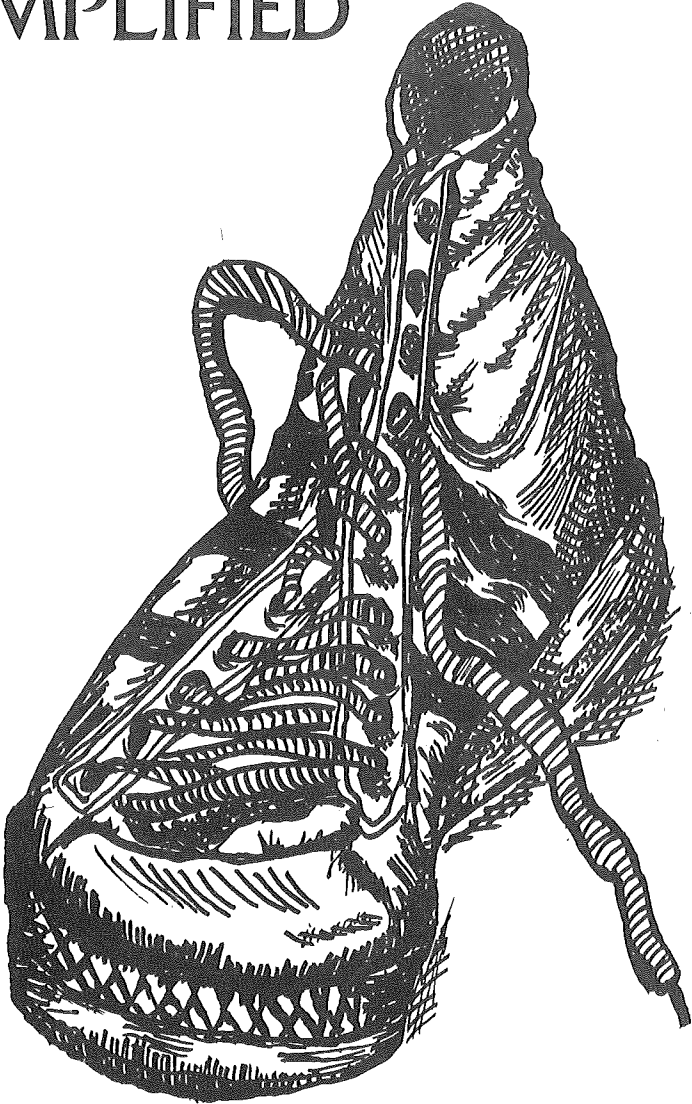


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BUREAUCRACY SIMPLIFIED



Undergraduate Student Manual
of the University of California
Santa Cruz 1982-83

be transferred to the new college by the former college.

Course Enrollment

A student enrolls officially in classes by filing the course enrollment form (CEF). This form is the official record of all courses for which you are currently accountable. No credit will be awarded for courses that do not appear on your course enrollment form. (See also Credit by Petition.)

Filing a course enrollment form is considered the last step in the registration process. Student status may be lapsed for failure to file a CEF on time. See Lapse of Status for more information.

Check the Schedule of Classes, which lists course prerequisites and enrollment limitations, and consult with your academic adviser to determine your program for the quarter. A full program at UCSC consists of three full-credit courses per quarter. Approval to carry more than or fewer than the three courses may be granted by your senior/academic preceptor.

Academic Senate regulation 6.1 contains the text regarding the program of studies.

COURSE ENROLLMENT FORM

Pick up your course enrollment form (CEF) at your college office at the beginning of the quarter. Check the Calendar for the CEF filing period. A \$50 late fee is charged for filing the CEF after the last day of the filing period.

You may indicate a letter-grade request on your course enrollment form. See Evaluation of Performance: Letter-Grade Option Courses for more information.

You must file in person, not by mail or proxy. If you plan to enroll in full-time field study, arrange course enrollment approval with your college before you leave campus.

Instructions for completing the course enrollment form are printed on the form itself and in the Schedule of Classes.

Verification of Enrollment in Courses

During the second week of classes instructors receive class enrollment checklists listing the students enrolled in each of their classes. If your instructor informs you that your name is not on the list, it is your responsibility to report the discrepancy to the registration section in the Office of the Registrar immediately.

You will receive an enrollment verification slip at your college during the sixth week of the quarter. It will include any changes to your program of

study you have made with an Add/Drop Petition. If any information on the form is incorrect, report the discrepancy to the registration section by the deadline on the form.

You must be correctly enrolled in order to receive credit for a course.

Verification of Enrollment for Outside Agencies

If you need to verify your enrollment in courses for an outside agency such as an insurance company or a bank, see the verifications clerk in the Office of the Registrar, 9:00 a.m. to 4:00 p.m. Your enrollment cannot be verified until after you file your course enrollment form.

You must be enrolled in 15 units (three full-credit courses) for full-time status. Enrollment in 10 units is considered part-time. Units attempted through credit by petition are not considered for enrollment verification.

You will need to provide the verifications clerk with the agency's deadline, the dates of enrollment which you want verified, and a stamped envelope addressed to the agency. An agency will usually give you its own verification form; or, you may ask the Office of the Registrar to use a standard form for this purpose. The form may take up to two weeks to prepare.

Use of Human Subjects in Activities for Course Credit

Should you propose to include the participation of humans as subjects in a research project for course credit or in any other activity, contact the Contracts and Grants Office, Applied Sciences, ext. 2778, before beginning the activity. Federal regulations require that such projects be reviewed. You will fill out forms describing your project, and the UCSC Human Subjects Committee will review your application before you may begin the activity.

IMPORTANT REMINDER TO FINANCIAL AID RECIPIENTS

In order to receive your full Pell Grant award, you must enroll in at least three credit courses (15 units) each quarter. If you enroll in two credit courses, you will be eligible to receive only about two-thirds of your scheduled award. If you enroll in only one course, you will not be eligible to receive your Pell Grant or any other financial aid you may have been awarded, and you will be required to repay any funds you received prior to filing your course enrollment form.

A final reminder: if you do not file your course enrollment form by the deadline, you will jeopardize your financial aid eligibility and may be billed for any funds you received for that quarter.

TO ADD OR DROP COURSES AFTER FILING

Once the course enrollment form is filed, your program of study may be changed only by petition. Petitions to add or drop courses will be accepted only up to the deadlines specified in the Calendar. If you miss

evaluation in addition to the grade.

FACULTY NARRATIVE EVALUATIONS

In each course for which you receive credit, the instructor writes a narrative evaluation of your performance. Your evaluations are used in advising and become a part of your official academic record. Academic Senate regulation 9.2 contains the text of the narrative evaluation policy.

A computer-assisted word processing system known as SCRIPT has been installed to handle the monumental task of recording over 18,000 evaluations per quarter. Your copies of your evaluations for each quarter should be available through your college office in the middle of the following quarter. See also Transcripts.

NOTATIONS AND GRADES

UCSC students typically take three 5-unit courses each quarter. In most courses a notation of P (pass) or I (incomplete) is awarded for work of passing quality. Only passed courses appear on your final record. If your work is not of adequate quality to earn a P or an I, no notation is recorded and no indication that you have attempted the course appears on your official academic record. If the course work required to change an I notation to a P is not completed by the specified deadline, that course is treated as a "no record" and removed from the official academic record. (See Removal of Grade I, below.)

Although "no record" courses do not appear on your permanent record, failure to pass a required number of courses may affect your academic standing. See Unsatisfactory Performance, below.

Your copy of your academic record card will be available at your college office about two weeks after the end of each quarter. Your official academic record shows for each course the discipline and course number, abbreviated title, and a final notation of P, I, or IP (in progress: see Work in Progress, below), or A, B, or C if you requested a letter grade. If an NR appears in the final notation column, it means that the instructor in charge of the course did not submit the course report in time for your final notation to appear. Contact the instructor to find out what your final notation will be.

If you feel that an instructor has given you a notation based on other than academic criteria, you have the right to pursue the grievance procedure described below. Otherwise, all notations except I and IP are final. The Office of the Registrar accepts a change of final notation only when a clerical or procedural error has been made in recording the original notation. The instructor cannot reexamine your work and decide that you deserve a different notation or change your notation if you complete additional work. Talk to the instructor of the course if you think that the grade you received was not what the instructor intended.

Academic Senate regulations 9.1.1 and 9.1.2 contain the text of the general policy on notations.

Grievance Procedure for a Disputed Notation or Evaluation

If you feel that an instructor has given you a notation or evaluation based on your race, politics, religion, age, sex, national origin, or anything other than your academic performance in a course, you have the right to pursue the grievance procedure described here. You cannot file a grievance merely because you disagree with an instructor's assessment of your work. You must be able to offer evidence that the instructor disregarded your academic performance in giving the evaluation or notation. However, you may also file a grievance if the instructor used academic criteria for your evaluation or notation, but in an arbitrary or capricious way that does not reflect your performance in relation to course requirements. For instance, if the instructor says that a test will be given on chapters 1 through 8 and the test actually covers chapter 12, and the class receives poor evaluations as a result, you may have grounds for a grievance.

You must initiate the grievance procedure within one year from the date the evaluation or notation is added to your official academic record in the Office of the Registrar. The first step is to approach the instructor to see if the difficulty can be resolved at that level. If not, you should present the grievance in writing to the board, college, or division that offered the course. The chairperson of the board, provost of the college, or dean of the division will attempt to mediate the issue between you and the instructor.

If there is no resolution at this level, you may appeal to the Academic Senate Committee on Narrative Evaluations. If the committee finds that there are possible grounds for the grievance it will hold a hearing where you and the instructor can give evidence. The committee will attempt to reach an acceptable resolution and will vote on the issue if no resolution can be reached. The vote is final and authorizes the registrar to make any necessary changes in your academic record.

For the full text of the regulation regarding the grievance procedure see the Appendix.

LETTER-GRADE OPTION COURSES

The letter-grade option is available to undergraduates in all non-lower-division courses and in certain nonintroductory lower-division courses. You may request a letter grade only during the course enrollment form filing period. You may not request a letter grade if you file your CEF or add a course after the CEF filing deadline. See the Calendar. You may not cancel a letter-grade request later in the quarter. (Academic Senate regulation 9.1.3.)

A student who elects the letter-grade option in a course receives A, B, or C for passing work in addition to a narrative evaluation. If the student's work is of poorer quality than C the course is dropped from the record.