Governance of the College of Agricultural and Environmental Sciences (CA&ES) on the UC Davis campus is shared with an academic body composed of members of the Davis Division of the Academic Senate employed in the CA&ES, and members of the UC Davis Academic Federation employed in the CA&ES. The Executive Committee of this body serves on behalf of both constituencies.
PART I. FUNCTION

1. The Academic Senate of the College of Agricultural and Environmental Sciences shall govern the College of Agricultural and Environmental Sciences in matters of instruction leading to the degree of Bachelor of Science in accordance with the Bylaws and Regulations of the Academic Senate and Academic Federation (College Bylaw 2653A; Davis Division Bylaws 133 and 137). Conduct of the government with respect to graduate instruction shall be subject to the rules and coordinating powers of the Graduate Council (College Bylaw 2653A; Davis Division Bylaw 79; Am. 5-21-91, 6-5-96, 6-9-05, 6-7-12).

2. The Academic Federation of the College of Agricultural and Environmental Sciences, Davis, shall act in an advisory capacity to the associate director of the Agricultural Experiment Station, Davis. Matters of concern shall include agriculture and natural resources (Am. 11-30-87, 5-21-91, 6-9-05).

PART II. MEMBERSHIP

3. The Academic Senate of the College of Agricultural and Environmental Sciences (Davis Division Bylaw 143) shall consist of:

   (A) The president of the university; the chancellor of the Davis campus, the dean of the College of Agricultural and Environmental Sciences, Davis, the dean of Graduate Studies, Davis, and the vice chancellor of Research, Davis (Renum. 2-22-94; Am. 6-9-05);

   (B) All members of the departments, divisions or equivalent administrative units of the College of Agricultural and Environmental Sciences, Davis, who are members of the Academic Senate (Am. 11-30-71, 5-26-87; Renum. 2-22-94, 6-9-05); and

   (C) The university librarian and registrar of the Davis campus (Am. 11-30-87, 5-21-91; Renum. 2-22-94, 6-9-05)

4. The Academic Federation of the College of Agricultural and Environmental Sciences, Davis, shall consist of: (Am. 11-30-87, 6-9-05)

   (A) The chancellor of the Davis campus, the vice president, Division of Agriculture and Natural Resources of the university; the associate director of the Agricultural Experiment Station, Davis; the dean of Graduate Studies, Davis; and the vice chancellor of Research, Davis (Am. 5-21-91; Renum. 2-22-94; Am. 6-9-05)

   (B) All members of the departments, divisions or equivalent administrative units of the College of Agricultural and Environmental Sciences, Davis, who are members of the Academic Federation (Am 6-9-05).

PART III. MEETINGS

5. There shall be at least one regular meeting each year, to be held within the last 15 days of academic instruction. The annual reports of the standing committees shall constitute an order of business at this meeting (Am. 6-2-69, 6-1-95; Renum. 6-2-11).

6. A special meeting may be called by the chair or vice chair of the Executive Committee at any time. Also, upon the written request of a total of ten members of the Academic Senate and/or Academic Federation to the secretary, a special meeting must be called within thirty days of receipt of the request (Renum. 2-22-94; Am. 6-5-96, 6-9-05; Renum. 6-2-11).
7. The call for each meeting shall be issued through the secretary, who shall notify each member of the Academic Senate and Academic Federation, at least five academic days before the meeting. For a special meeting, the notice shall include a statement of the purpose which shall constitute the order of business for the meeting (Am. 6-5-96, 6-9-05; Renum. 6-2-11).

8. A total of twenty-five voting members of the Academic Senate and/or Academic Federation shall constitute a quorum for the transaction of business (Am. 6-5-96, 6-9-05; Renum. 6-2-11).

9. A total of twenty-five voting members of the Academic Senate and/or Academic Federation shall constitute a quorum for the transaction of business (Am. 6-5-96, 6-9-05; Renum. 6-2-11).

PART IV. COMMITTEES (Renum. 6-2-11)

10. (A) Committees of the college include standing committees and special committees. These are made up of representatives of the Academic Senate, Academic Federation, and others as applicable. These committees may be constituted of elected members, appointed members, and ex officio members. Executive Committee can appoint an additional committee member(s) on an ad hoc basis whenever the workload increases. Members of standing committees are appointed annually beginning September 1, and they are expected to serve a term of three years. Continuity is accomplished by appointing some new members each year with the expectation that each member will serve for three years (Am. 11-28-83, 6-4-84, 5-21-91, 6-5-96, 6-9-05, 6-7-07; Renum. 6-2-11).

(B) The annual reports of the standing committees shall be presented at the annual meeting of the spring term (Am. 5-28-75, 5-21-91, 6-5-96, 6-9-05).

(C) Special committees are created by action of the Executive Committee. Unless otherwise specified at the time of creation of a committee, the members shall be appointed by the Executive Committee for terms not to exceed one year. Each special committee shall have such powers and perform such duties as shall be designated in the resolution calling for its appointment. No special committee, however, shall be appointed or elected to perform any duties assigned to a regular standing committee (Am. 5-28-75, 6-5-96).

11. Executive Committee

The Executive Committee shall consist of eight elected members of the Academic Senate and four elected members of the Academic Federation, as defined in Part II, at least one student representative, and the following as ex officio members: the dean of the college, an associate dean selected by the dean of the college, and the dean of the College of Biological Sciences. The eight members of the Academic Senate and four members of the Academic Federation serve three-year terms, requiring a three-year rotating schedule with the election of two members in one year and three members in each of the other two years for Academic Senate members and two members in one year and one member in each of the other two years for Academic Federation representatives. The divisions of human and environmental sciences are each represented by two of the eight Academic Senate members and by one of the four Academic Federation members. The Division of Agricultural Sciences is represented by four of the eight Academic Senate members and by two of the four Academic Federation members. A designated Executive Committee member shall serve as liaison for the college with campus libraries on matters of education (Am. 5-21-91, 6-6-94, 6-5-96, 6-10-98, 6-7-00, 6-9-05, 6-7-07, 6-5-08; Renum. 6-2-11).

(A) It shall be the duty of the Executive Committee:
(1) To coordinate the actions and affairs of the Academic Senate and the Academic Federation of the college (Am. 6-6-94);

(2) To recommend to the college members of the Academic Senate and Academic Federation the appointive members of all standing committees as prescribed in these bylaws (Renum. 2-22-94; Am. 6-5-96);

(3) To appoint members of special committees as may be authorized (Renum. 2-22-94);

(4) To receive requests that may require committee action and to direct such requests to the appropriate committee or committees (Am. 6-1-67; Renum. 2-22-94; Am. 6-9-05);

(5) To serve as liaison between standing and special committees of the college and between those committees and the UC Davis Division of the Academic Senate. Examples of standing and special meetings include the Academic Senate Chairs Orientation meeting in September, CA&ES chairs meetings and other special committees. The Executive Committee should provide for representation at these meetings or arrange for updates to ensure the committee is updated on academic senate and college activities (Am. 6-1-67; Renum. 2-22-94; Am. 6-6-94, 6-5-96, 6-9-05, 6-2-11);

(6) To consider administrative matters referred to it by the dean of the college (Renum. 2-22-94);

(7) During fall quarter to consider the list of members of the Academic Senate and Academic Federation as specified in Bylaw 1729C (En. 6-5-96; Am. and Renum. 6-9-05, Am. 6-7-12);

(8) During spring quarter to consider changes in membership of the Academic Senate and Academic Federation as specified in Bylaw 1729C (En. 6-5-96; Am. and Renum. 6-9-05, Am. 6-7-12); and,

(9) To cooperate with the library committees of the UC Davis Division of the Academic Senate and represent the College Academic Senate and Academic Federation with respect to the library on issues of education (En. 6-10-98; Am. and Renum. 6-9-05).

(B) The chair of the committee is authorized to confer with the chair of the Committee on Committees of the UC Davis Division of the Senate to arrange liaison between the two committees (Am. 6-9-05).

(C) Officers

(1) Chair and Vice Chair

The chair of the Executive Committee shall be a member of the Academic Senate. The vice chair can be either a member of the Academic Senate or Academic Federation. They shall take office on September 1. The chair, or in the chair’s absence the vice chair, shall call and preside at all meetings (Am. 6-1-67, 5-28-75, 6-5-96, 6-9-05).

(2) Secretary

The secretary of the Executive Committee can be either a member of the Academic Senate or Academic Federation. It shall be the duty of the secretary to issue notice
of meetings, to keep and distribute minutes of the proceedings, to issue notice of elections, and to conduct elections as provided in these bylaws. The secretary shall send annually to the members of the Academic Senate and Academic Federation, in the fall term, the list of members of the Academic Senate and Academic Federation prepared by the Rules and Jurisdiction Committee. Changes in membership shall be reported by the department chairs to the secretary and an updated list shall be prepared spring quarter for approval of the Executive Committee and voted on by the general membership at its annual meeting as specified in Bylaw 2917C (Am. 6-1-67, 5-21-91, 6-5-96, 6-7-12).

(D) Following the CA&ES elections, the current Executive Committee and the newly elected members whose term begins the following 1st of September shall meet during one of the May meetings prior to the annual CA&ES spring faculty meeting in June, to select the new chair, vice chair, and secretary. At that same meeting, the student representatives will be identified for all CA&ES committees for the following year. (Am. 6-1-67, 11-22-82, 6-9-05, 6-2-11).

(E) The term of the new Executive Committee begins on September 1 of each year (Am. 6-9-05).

(F) The Executive Committee shall determine when vacancies exist in its own membership and shall fill such vacancies as specified in Bylaw 2347G (Am. 6-6-94; Renum. 6-9-05; Am 6-7-12).

(G) The Executive Committee shall have power to receive and act upon resignations, to decide when vacancies occur, and to make appointments to fill vacancies in standing and special committees of the Academic Senate and standing committees of the Academic Federation. Substitutes may be appointed in cases of illness or emergency (Am. 5-21-91, 6-5-96; Renum. 6-9-05).

(H) The Executive Committee shall make its own rules of procedure consistent with the bylaws (Am. 6-1-67, 6-5-96; Renum. 6-9-05).

(I) At least five academic days prior to the regular meeting of the spring term, the Executive Committee shall distribute to the members of the Academic Senate and Academic Federation a list of the proposed members of the various standing committees. The ex officio members and the proposed chairs of such committees shall be designated. Members of the Executive Committee shall be eligible as members and as chairs of other committees. At the regular meeting of the spring term, the Executive Committee shall report its recommendations for consideration by the Academic Senate and Academic Federation. Acceptance of the report of the Executive Committee by the Academic Senate and Academic Federation with or without amendments, shall constitute appointment of proposed members of standing committees (Renum. 6-5-05).

12. Graduate Education Committee

This committee shall consist of at least four appointed members of the Academic Senate, representing differing areas of interest and expertise, two appointed representatives of the Academic Federation, one graduate student representative, and, as an ex officio member, an associate dean of the college selected by the dean. The chair of the committee shall be appointed by the Executive Committee. The duties of this committee shall be to: (En. 6-6-94; Am. and Renum. 6-9-05; Renum. 6-2-11)

(A) Advise the Executive Committee on graduate education issues and policies, especially in the context of college academic plans (En. 6-6-94; Renum. 6-9-05);
(B) Act as liaison between Executive Committee and Graduate Council (En. 6-6-94; Am. and Renum. 6-9-05);

(C) Review applications for graduate fellowships and other graduate medals and awards; advise the Executive Committee on proper and best use of graduate endowment funds (En. 6-6-94; Am. and Renum. 6-9-05);

(D) Maintain communication with the Executive Committee (Am. 6-9-05); and

(E) Review and where appropriate act upon student petitions (Am. 6-9-05)

13. **Student Actions and Individual Majors Committee**

This committee shall consist of at least five appointed members of the Academic Senate representing differing areas of interest and expertise, two appointed representatives of the Academic Federation, one or two undergraduate student representatives, the master adviser for the individual major, and, as an *ex officio* member, an associate dean of the college selected by the dean. The master adviser for the individual major will chair this committee. The duties of this committee shall be to: (Am. 5-21-91, 6-6-94; Renum. 2-22-94; Am. and Renum. 6-9-05; Renum. 6-2-11)

(A) Review each application for an individual major and approve or disapprove applications on the basis of criteria described in Regulation 2967 (Am. 5-21-91, 6-6-94; Renum. 6-9-05; Am. 6-7-12);

(B) Periodically review the requirement for organizing an individual major and make recommendations to the Academic Senate on any proposed changes (En. 11-21-72; Am. 11-28-73, 3-16-76, 5-21-91, 6-6-94; Renum. 6-9-05);

(C) Review and where appropriate act upon all student petitions requesting exceptions to specific college graduation requirements (Reg. 53B-E) (Am. 5-21-91, 6-6-94; Am. and Renum. 6-9-05);

(D) Review and where appropriate act upon all student petitions requesting permission to graduate under suspension of Davis Division or Senate regulations, forwarding approved petitions to the Undergraduate Council of the Davis Division of the Academic Senate and denied petitions to the Executive Committee for further review. (Am. 5-21-91, 6-6-94; Am. and Renum. 6-9-05; Am. 6-7-07; 6-7-12);

(E) Review and where appropriate act upon all other student petitions (Am. 6-9-05);

(F) Recommend policies to be employed in the supervision of all students subject to academic probation or disqualification for quantitative reasons (Davis Division Academic Senate Reg. 900) (Am. 5-21-91, 6-6-94; Renum. 6-9-05; Am. 6-7-07);

(G) Recommend policies, consistent with Davis Division guidelines, to be followed in approving or disapproving student petitions to drop courses or elect passed/not passed grading after the deadline (Am. 5-21-91, 6-6-94; Renum. 6-9-05; Am. 6-7-07);

(H) Recommend regulations for and to administer the Honors Program in accordance with the regulations of the college. The duties of this committee shall be to recommend and administer the regulations with respect to granting of honors (En. 6-6-94; Am. 6-5-96; Am. and Renum. 6-9-05);
(I) Review candidate applications for undergraduate college/university medals and various other college awards (Am. 6-9-05); and

(J) Maintain communication with the Executive Committee (Am. 6-9-05).

14. Undergraduate Majors and Courses Committee

This committee shall consist of at least eight appointed members of the Academic Senate, an appointed representative of the Academic Federation, one or two undergraduate student representatives, and the following ex officio members: an associate dean of the college selected by the dean, the chair of the appropriate Courses Committee of the College of Biological Sciences, and the chair of the appropriate Courses Committee of the College of Letters and Science. The chair of the committee will be designated by the Executive Committee. The duties of this committee shall be to: (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94; Am. and Renum. 6-9-05; Renum. 6-2-11)

(A) Review all proposals to add new majors or to change or delete existing majors, except individual majors, and to make recommendations for appropriate action to the Executive Committee, informing the Undergraduate Program Review Committee about such proposals (En. 5-21-91; Am. 6-6-94; Am. and Renum. 6-9-05);

(B) To approve the criteria proposed by any major within the college for a minimum grade point average of a defined set of preparatory courses (or UC Davis equivalents) for entrance into the major (Am. and Renum. 6-9-05);

(C) Review and act upon all proposals to add new minors or to change or delete existing minor programs of study in the college (En. 5-21-91; Am. 6-6-94; Renum. 6-9-05);

(D) Act upon all requests to add new courses or to change or delete existing courses and periodically review existing courses. At its discretion, the committee may give the concerned department or undergraduate group a hearing when a course request is denied or when the committee initiates recommendations for changes in an existing course (En. 5-21-91; Am. 6-6-94; Am. and Renum. 6-9-05);

(E) Provide a written report annually to the Executive Committee and to the Academic Senate regarding changes in the educational programs of the college during the past year and on the current status of the programs (En. 5-21-91; Am. 6-6-94; Am. and Renum. 6-9-05); and

(F) Maintain communication with the Executive Committee (Am. 6-9-05).

15. Undergraduate Program Review Committee

This committee shall consist of at least nine appointed members, one undergraduate student representative, and, as an ex officio member, an associate dean of the college selected by the dean. Eight members shall be appointed from the Academic Senate and one member from the Academic Federation. The committee chair shall be designated by the Executive Committee. The duties of this committee shall be to: (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94, 6-5-96; Am. and Renum. 6-9-05; Renum. 6-2-11)

(A) Perform periodic reviews of UC Davis programs that involve the college’s undergraduate majors and other teaching activities and report conclusions of the committee to the Executive Committee (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94, 6-5-96; Am. and Renum. 6-9-05);
(B) Monitor implementation of review recommendations as requested by the Executive Committee (En. 6-6-94; Am. 6-5-96; Am. and Renum. 6-9-05);

(C) Maintain a file of reviews, implementation of review recommendations and pertinent supporting materials (En. 5-21-91; Renum. 2-22-94; Am. 6-6-94; Am. and Renum. 6-9-05); and

(D) Maintain communication with the Executive Committee (Am. 6-9-05).

16. International Programs Committee

This committee shall consist of at least eight appointed members, one or two student representatives, and as ex officio members, the dean of the College of Agricultural and Environmental Sciences (or the designated representative), the associate dean of International Programs, a continuing education specialist (International Training and Education of University Extension), and the chair of the International Agricultural Development Graduate Program. Four members shall be appointed from the Academic Senate and four members shall be appointed from the Academic Federation. Each programmatic area of the college is to be represented by at least two of the appointed members. The chair of the committee will be designated by the Executive Committee. The duties of the committee shall be to: (Am. 5-21-91; Renum. 2-22-94; Am. 6-6-94, 6-5-96; Am. and Renum. 6-9-05; Renum. 6-2-11; Am 6-7-12)

(A) Make recommendations and give advice to the college and the Agricultural Experiment Station concerning international program policies of the college and the Agricultural Experiment Station (Am. 6-9-05);

(B) Provide oversight for the International Programs Office and International Agricultural Visitors Program (Am. 6-9-05);

(C) Encourage the development of college international programs (Am. 6-9-05);

(D) To provide guidance for relevant graduate groups (Am. 6-9-05);

(E) Promote Academic Senate and Academic Federation participation in international teaching programs, research, and service activities; (En. 11-26-74; Am. 6-6-78, 11-30-87, 5-21-91, 6-6-94, 6-5-96; Am. and Renum. 6-9-05) and

(F) Maintain communication with the Executive Committee (Am. 6-9-05).

17. Rules and Jurisdiction Committee

This committee shall consist of at least three appointed members. Two members shall be appointed from the Academic Senate and one member shall be appointed from the Academic Federation. The committee chair shall be designated by the Executive Committee. The duties of this Committee shall be to: (Am. 11-30-87, 5-21-91; Renum. 2-22-94; Am. 6-5-96, 6-9-05; Renum. 6-2-11)

(A) Recommend such changes and additions to the Bylaws and Regulations as may seem advisable (Am. 5-21-91).

(B) Supervise all changes in Bylaws and Regulations proposed to the college Executive Committee by other committees or by individuals (Am. 5-21-91, 6-5-96).

(C) Prepare and submit a list of members of the Academic Senate and Academic Federation to the secretary annually during the fall term. This list shall identify the department(s) within the college with which Academic Senate and Academic Federation members are
associated. This list shall be an item of business of the Executive Committee during the fall term. Changes in membership shall be reported by the department chairs to the secretary and an updated list shall be prepared by the committee spring quarter for approval by the Executive Committee and voted on by the general membership at its annual meeting (Am. 5-30-79, 5-21-91, 6-5-96).

(D) Upon request, advise committee chairs and other officers of the Executive Committee concerning parliamentary procedures and rules of order (Am. 5-30-79, 5-21-91, 6-5-96).

(E) Supervise all elections. These elections shall be conducted by the secretary of the Executive Committee and the Rules and Jurisdiction Committee in accordance with the procedures set forth in these bylaws (Am. 5-30-79, 6-5-96).

(F) Edit and publish the Bylaws and Regulations of the college at appropriate intervals (Am. 5-21-91, 6-9-05) and

(G) Maintain communication with the Executive Committee (Am. 6-9-05).

PART V. ORDER OF BUSINESS (Renum. 6-2-11)

18. (A) The order of business at regular meetings shall be the following:

   (1) Minutes
   (2) Announcements
   (3) Reports by administrative officers
   (4) Reports of special committees
   (5) Reports of standing committees
   (6) Unfinished business
   (7) New business

   (B) The regular order of business may be suspended at any meeting by a two-thirds vote of the members present.

PART VI. RULES AND SUSPENSION OF RULES (Renum. 6-2-11)

19. The rules contained in Robert's Rules of Order shall govern meetings in all cases to which they are applicable. These rules may be suspended by vote, provided that no more than five members present object to such suspension. The chair shall always state the question as follows: "Those who object to a suspension of the rules will raise their right hand" (Am. 6-5-96; Renum. 6-2-11).

PART VII. AMENDMENT OF BYLAWS AND REGULATIONS (Renum. 6-2-11)

20. These bylaws may be added to, amended, or repealed at any regular or special meeting, by a two-thirds vote of the members present, provided that written notice of the proposed change shall have been sent to each member at least five academic days prior to the meeting at which the amendment is to be moved. (; Renum. 6-2-11)

21. The regulations may be added to, amended, or repealed at any regular or special meeting by a majority vote of the members present, provided that written notice of the proposed change shall have been sent to each member at least five academic days previous to the meeting at which the amendment is to be moved. (; Renum. 6-2-11)

PART VIII. PROCEDURES (Renum. 6-2-11)

22. Definitions
In these Bylaws and Regulations, the term "academic days" shall mean days of instruction unless otherwise specified (Am. 6-4-84; Renum. 6-2-11).

23. **Election of the Executive Committee**

The secretary of the Executive Committee and the Rules and Jurisdiction Committee shall conduct elections with the assistance of such other tellers as they may deem necessary. The procedure shall be as follows: (Am. 6-1-67, 11-30-71, 5-30-79; Renum. 6-2-11)

(A) **Notice of Election**

The secretary shall send to each member of the Academic Senate and Academic Federation a notice that nominations for the Executive Committee will be received by the secretary during the next 20 academic days, specifying the date after which nominations will no longer be received. Nomination procedures for regular election to the Executive Committee shall be started annually by the secretary not later than the third Monday in March. The request for nominations shall state which of the college programmatic areas are to be represented by the nominees and shall list the Executive Committee holdovers, with departmental affiliation, college programmatic areas represented, and term remaining (Am. 6-1-67, 6-6-94, 6-9-96, 6-9-98, 6-10-98, 6-9-05).

(B) **Nominations**

Each nominating petition indicates the programmatic area that the nominee is to represent if elected. It shall also include a statement that the nominee will accept the nomination, and shall be recommended in writing (either on paper or by electronic message) by five members of the Academic Senate or Academic Federation with their departmental affiliations indicated. If nominations received do not provide two or more candidates for each vacancy, the Executive Committee shall nominate members of the Academic Senate and Academic Federation to achieve this requirement (Am. 6-6-94, 6-9-05).

(C) **Voting**

Not more than ten academic days after the time for receiving nominations has expired, the secretary shall send a ballot to the members of the Academic Senate and Academic Federation. This ballot shall consist of a list of the nominees, in an order determined by lot, and the programmatic area each nominee agrees to represent, together with the names and departmental affiliations of those nominating each. The ballot shall also list the names of the holdover members of the Executive Committee (Am. 11-30-87, 6-6-94, 6-5-96).

The ballot shall be accompanied by a statement that the ballot is to be returned to the secretary within ten academic days and that specifies the date after which ballots will not be accepted. The statement shall also include instructions concerning the proper method of returning the ballot (Am. 6-9-05).

A plain envelope shall accompany the ballot. The voter, after marking the ballot, must enclose the ballot in this envelope. A second envelope, addressed to the secretary, shall be provided in which the plain envelope shall be returned to the Secretary. Upon the envelope addressed to the secretary there shall be a space for the name and signature of the voter. No ballot shall be counted unless such signature appears on said envelope (Am. 11-30-71, 6-6-94).
(D) **Counting the Ballots**

The secretary shall deliver the ballots to the Rules and Jurisdiction Committee, who shall count them (Am. 5-30-79, 5-21-91).

(E) **Votes Required**

The election of each programmatic area Academic Senate and Academic Federation representative as a member of the Executive Committee shall be determined by plurality. For each place to be filled, the candidates receiving the highest number of votes shall be declared elected. In cases of a tie vote, Rules and Jurisdiction Committee will determine the elected Executive Committee member by lot (Am. 11-30-71, 6-6-94, 6-5-96, 6-9-05).

(F) **Ballot Validity**

No ballot shall be valid on which more names of candidates to represent a given programmatic area have been marked than are called for by the ballot. Any voter who spoils a ballot may, by tearing it across once and returning it to the secretary, obtain another ballot (Renum. 11-30-71; Am. 6-6-94).

(G) **Vacancy in an Unexpired Term**

The Executive Committee shall arrange to fill a vacancy in an unexpired term either by calling a special election or by appointment of the programmatic area candidate in the previous election, who received the next greatest number of votes after the successful candidate. If placement is filled by election, the Executive Committee can determine the length of term, but no longer than the normal three-year term. (Am. 11-30-71, 11-21-72, 6-6-94, 6-10-98).

(H) **Announcement**

Results of the election to the Executive Committee shall be announced at the spring meeting (Am. 11-30-71; Renum. 11-21-72, 5-27-77, 6-4-84).

24. **Mail Ballots**

Other than election of members of the Executive Committee, only those items of business which have been considered at a meeting of the Executive Committee or annual meeting may be submitted to a mail ballot of the membership of the Academic Senate and Academic Federation. Subject to this provision, a measure must be submitted to a mail ballot (1) at the request of the dean of the College of Agricultural and Environmental Sciences, Davis or the Executive Committee; (2) at the written request of 20 voting members of the Academic Senate or Academic Federation within ten academic days after the meeting at which the action was taken or the measure considered. Balloting shall be conducted in accordance with the procedures of Bylaw 2347, insofar as these are applicable. When ballots are mailed to the voters they shall be accompanied by all relevant texts and a brief summary of the arguments pro and con. In certifying the results, the number of affirmative votes, the number of negative votes, and the number of invalid ballots shall be reported (Am. 5-28-70, 11-21-72, 6-4-84, 6-5-96, 6-9-05; Renum. 6-2-11; Am. 6-7-12).
REGULATIONS OF THE COLLEGE

PART I. REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

25. The degree of Bachelor of Science will be awarded to those candidates who satisfy the general university requirements (Academic Senate Reg. 630, 634, 636, and 638) and the requirements of the college (Reg. 2653). (For an exception, see Academic Senate Reg. 642.) (Am. and Renum. 3-16-76; Renum. 2-22-94, 6-2-11; Am. 6-7-12)

26. College Requirements (Renum. 3-16-76, 6-2-11)

(A) Each candidate must complete a program of study either (a) as prescribed in a major approved by the Undergraduate Majors and Courses Committee and published in the UC Davis General Catalog, or (b) as an individual major approved by the Student Actions and Individual Majors Committee (Bylaw 1324). The program of study constituting a major, as published in the General Catalog, shall include a specification of depth subject matter in which the candidate shall be required to attain an average grade point average of at least 2.000. The program of study constituting an individual major shall include a specification of depth subject matter in which the candidate shall be required to attain an average grade point average of at least 2.000. (Am. 3-16-76, 5-13-83, 11-28-83, 2-14-84, 5-21-91, 6-10-98; Renum. 2-22-94; Am. 6-9-05, 6-7-12)

(B) A minimum of 180 quarter units is required for the degree (Am. 11-26-90, 6-10-98)

(C) No more than 6 units of Physical Education 1 and/or 6 and no more than 20 units of Internship 92 and 192 and courses numbered 99, 190C, 197T, and 199 may be counted toward the total of 180 units for the degree. A maximum of 12 units of Internship 92 and 192 is permitted. Credit will not be given for 192, 199 numbered courses prior to completion of 84 units. (Am. 6-1-67, 5-24-77, 6-3-85, 5-21-91, 11-23-92, 6-10-98)

(D) At least 54 of the 180 units must be in upper division or graduate courses except that a maximum of 9 units in professional courses (300 and 400 series) will be accepted toward satisfaction of this requirement.

(E) Satisfactory fulfillment of the English composition requirement. This requirement can be fulfilled by satisfying one of the two following options:

(1) Take two courses emphasizing written expression or one course emphasizing written expression and one course emphasizing oral expression.

   (a) one course must be selected from English 1, 3, 18, 19, 101, 102A-G, or 104A-F (courses with primary emphasis in writing skills), and

   (b) one courses selected from the courses not selected above, or from Comparative Literature 1, 2, 3, 4, NAS 5, or Rhetoric and Communication 1 (courses emphasizing either writing or speaking skills); (En. 5-28-75; Eff. Fall 1978, 6-3-85; Am. 11-26-90, 6-6-78, 6-1-95, 6-10-98, 6-9-99, 6-10-00); OR-

(2) Successfully pass the English composition examination administered by the College of Letters and Science, upon completion of 70 units. This examination does not yield unit credit (En. 11-26-90; Am. 6-10-98).

(F) The college residence requirement is 35 of the final 45 units taken while a student in the college (En. 6-3-85; Am. 6-9-05, 6-4-09).
(G) University of California Extension courses can be used to satisfy graduation requirements only with approval of the dean. Only grade points from University of California, Davis extension courses will count toward the student's overall UC grade point average. (En. 5-21-91; Am. 6-9-05, 6-4-09).

(H) It is the college policy that students may choose to fulfill the university, college, and major requirements as stated in any UC Davis General Catalog in effect at any time they were enrolled at UC Davis. If they transferred to UC Davis from another post-secondary institution of higher education (i.e., community college, college, or university), they may follow the requirements as stated in any UC Davis Catalog in effect either during the three years immediately preceding their transfer to Davis or at the time they first enrolled at that prior institution, whichever is most recent. Once they have chosen the year of the General Catalog under which they wish to be governed, they must satisfy all of the university, college, and major requirements specified in that catalog (En. 5-21-91; Am. 6-10-98, 6-9-05).

(I) Undergraduate students may not exceed 225 units; registration for enrollment when the limit has been reached may only be approved by the dean (En. 6-10-98, Eff. Fall 1998).

27. Majors

The requirements for a major (except an individual major) normally originate with the Academic Senate of a department (departmental majors) or an undergraduate group (interdepartmental majors) and are finally approved for the Academic Senate of the college by the Undergraduate Majors and Courses Committee. An acceptable major prescribes a plan of study designed to explore an area systematically, to assure that all students pursuing that major will acquire specified common knowledge while being encouraged in pursuit of their individual educational goals. An approved new major or modification of an existing major shall not become effective until published in the UC Davis General Catalog or a supplement (En. 3-16-76, 5-21-91; Renum. 2-22-94; Am. 6-10-98, 6-9-05; Renum. 6-2-11).

28. Multiple Majors

(A) A student in good academic standing and with a minimum of a grade point average of 2.000 in the upper division courses taken toward the major may elect to declare simultaneously more than one major within the college or a combination of majors offered by the college and other undergraduate colleges on campus. Declaration of multiple majors is subject to the approval of the departments, programs or divisions in charge of the majors involved and the dean of the college (Am. 6-9-05; Renum. 6-2-11).

(B) Combinations of majors offered by a single department, program or division are not allowed (Am. 6-9-05).

(C) Approval of a request to declare more than one major is subject to the criteria for specifying minimal overlap between the programs: (Am. 6-9-05)

   (1) Eighty percent of the upper division units offered in satisfaction of course and unit requirements of each major must be unique; that is, they may not be offered in satisfaction toward the upper division unit requirements of any of the other selected majors. Courses with substantial overlap in content will not count as part of the 80 percent.

   (2) Departmental advisers may approve only one course for substitution when considering the 80 percent in upper division courses and units required for each major (Am. 6-9-05)
(3) When unit requirements of the majors included in a request differ, the major with the smaller number of upper division units required should be used to compute the minimal unit difference that must be met. (En. 5-1-03)

29. Requirements for an Individual Major

An individual major may be organized for a student having a specific academic interest not represented by an established major. Such a major must involve interrelated courses of 45 upper-division units from two or more areas of study. At least one of the two or more areas of study must be within the College of Agricultural and Environmental Sciences. At least 30 of the 45 upper-division units that are required in the program must be taken from courses provided by the College of Agricultural and Environmental Sciences. Each student wishing an individual major should submit a proposal to the dean, at least four quarters before graduation, for review by the Student Actions and Individual Majors Committee of the Academic Senate. This proposal must include: (1) a description of the special educational aims of the student, including a statement indicating why the educational objectives cannot be met by existing majors, and (2) a list of planned courses (En. 11-21-72; Renum. 3-16-76, 2-22-94; Am. 6-10-98, 6-9-05; Renum. 6-2-11).

30. Minors (En. 5-21-91; Renum 2-22-94; 6-2-11)

(A) A minor will normally consist of a minimum of 18 units of upper division work. (En. 5-21-91)

(B) Only one lower division course can be used to satisfy the 18 unit requirement for a minor. (En. 5-21-91)

(C) Only one course can be used to satisfy the requirements of both a major and a minor field. (En. 5-21-91)

(D) No course can be used to satisfy the requirements of more than one minor. (En. 5-21-91)

(E) A student may obtain more than one minor provided the applicable guidelines are allowed. (En. 5-21-91)

(F) Transfer units will not normally be used to satisfy minor requirements. Exceptions will require approval by the student's adviser and the Undergraduate Majors and Courses Committee. (En. 5-21-91; Am. 6-10-98, 6-9-05; Renum. 6-2-11)

(G) Students in the College of Agricultural and Environmental Sciences may obtain a minor in another college provided that minor program has been approved by the appropriate Academic Senate committee of that college. (En. 5-21-91; Renum. 6-2-11)

(H) Satisfactory completion of a minor program shall be certified by the student's adviser. A student wishing to have a program certified and entered onto a transcript shall obtain the appropriate form from the dean’s office, obtain certification from his/her adviser and return the form to the dean’s office. The filing deadline shall coincide with the deadline for filing the major certification (form D3999). (En. 5-21-91; Renum. 6-2-11)
PART II. STUDY PLAN APPROVAL AND MAJOR CERTIFICATION (Am. 5-21-91, 6-10-98, 6-9-05)

31. Academic Advising

Each department or undergraduate group develops its own program and procedures to provide academic advising for its students and for compliance with Regulation 3263. Each major has one master adviser who provides academic leadership in teaching and advising relative to that major. Faculty advisers are appointed by the master adviser for the major. A faculty adviser must be either a member of the Academic Senate or the Academic Federation. Students should be encouraged to consult regularly with their advisers regarding their proposed study plans and other matters of concern. (En. 3-16-76, 5-21-91; Renum. 2-22-94; Am. 6-10-98, 6-9-05; Renum. 6-2-11; Am. 6-7-12)

32. (A) Study Plan Approval

Each student, in conjunction with his or her faculty or staff adviser, shall prepare a written plan specifying a program of study that will satisfy the student's educational goals and fulfill graduation requirements. This plan shall be completed with the faculty adviser by the end of the second quarter of the junior year, before completing 120 units in residence or by transfer. The Study Plan Approval Form shall be forwarded to the dean's office once it is completed. Filing a plan does not preclude subsequent change of major or other modifications of the plan, determined in consultation with the student's faculty adviser. Registration in the college for future quarters shall be denied students who do not comply with this regulation. (Am. 5-16-72, 5-30-74, 3-16-76, 5-21-91, 6-10-98; Renum. 3-16-76, 2-22-91, 6-2-11)

(B) Major Certification

A major certification is completed by the tenth day of instruction in the quarter a student plans to graduate. At that time the faculty adviser and the graduating advisee verify that all major requirements have been completed. If all major requirements have not been met, the faculty adviser indicates the courses the student must complete with acceptable grades for courses in progress to meet all major requirements. The dean's office completes the degree certification by verifying that all college and university requirements have been satisfied. The dean's office will send each master adviser a quarterly listing of all students who filed for candidacy through the Office of the University Registrar. (En. 6-10-98; Am. 6-9-05)

33. Add/Drop/Pass-Not Pass - After the Deadline

The dean of the college is designated by the Academic Senate as its agent in acting upon petitions of students to add/drop courses or elect passed/not passed grading after the deadline, such actions to be in accordance with Davis Division guidelines and with policies recommended by the Student Actions and Individual Majors Committee. The passed/not passed option is to be used only for elective courses and should not be used for major requirements. (En. 3-16-76; Am. 5-21-91; Renum. 2-22-94; Am. 6-9-05, 6-7-07; Renum. 6-2-11)

34. Academic Probation or Disqualification

Academic probation or disqualification of students in the college shall be governed by the Academic Senate regulations regarding scholastic status (Academic Senate Reg. 900 and 902) and by the Davis Division regulations regarding incomplete grades (Davis Division Reg. A540) and minimum progress (Davis Division Reg. A552). The dean of the college is designated by the Academic Senate as its agent in administering these regulations, in conformance with policies recommended by the Student Actions and Individual Majors Committee. The dean may request, from the student's adviser or the master adviser for the major, advice about any case involving
probation or disqualification. (En. 3-16-72; Am. 5-21-91; Renum. 2-22-94; Am. 6-9-05, 6-7-07; Renum. 6-2-11)

PART III. HONORS

35. The Student Actions and Individual Majors Committee shall administer the regulations regarding undergraduate honors, and the Graduate Education Committee shall administer the regulations regarding graduate honors in the college. (Renum. 3-16-76, 2-22-94; Am. 5-21-91, 6-6-94, 6-9-05; Renum. 6-2-11)

36. **Undergraduate Honors**

The Dean's Honors List includes the names of all students in the college who, in the preceding term, have completed at least 12 units on the Davis campus and who meet the minimum grade point average standard set for all work undertaken in the university by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate.

Senior students in honors status have the privilege of taking courses in the 194H series entitled "Special Study for Honors Students." (Renum. 3-16-76, 2-22-94; Am. 6-6-94; Renum. 6-2-11)

37. **Honors with the Bachelor's Degree**

The graduating students who complete their academic work with distinction may be recommended for honors, high honors, or highest honors in accordance with the minimum standards prescribed by the Committee on Undergraduate Scholarships, Honors, and Prizes of the Davis Division of the Academic Senate. The names of students to whom honors, high honors, or highest honors have been awarded are published in the commencement program, and the distinction is noted on their transcripts and diplomas. Students who have earned less than 45 units at the University of California are not eligible for consideration. Units earned on a passed/not passed basis shall be counted in the total units required for honors, but shall be disregarded in determining the student's grade point average. (Renum. 3-16-76, 2-22-94, 6-2-11)