The University of California, Santa Barbara

The College of Creative Studies Student Handbook

Produced by the College of Creative Studies

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Requirements and policies in the CCS Student Handbook are subject to change each academic year.

Academic Calendar

ACADEMIC CALENDAR FOR 2024-2025

For past and future Academic Calendars, please use our Academic Calendar Menu

March 31

	Fall 2024	Winter 2025	Spring 2025	Summer 2025
Quarter Begins	September 22, 2024	January 6, 2025	March 31, 2025	June 23, 2025
New Student Convocation	September 23			
Pre-Instructional Activities	September 23-25, 2024	January 6	March 31	
First Day of Instruction	September 26	January 6	March 31	
Holidays	November 11 (Veterans' Day) November 28-29 (Thanksgiving)	January 20 (MLK Jr. Day) February 17 (Presidents' Day)	May 26 (Memorial Day)	June 19 (Juneteenth) July 4 (Independence Day) September 1 (Labor Day)
Instruction Ends	December 6	March 14	June 6	Varies by Session
Final Exams	December 7 - 13	March 15 - 21	June 7 - 13	Varies by Session
Quarter Ends	December 13	March 21	June 13	September 13
Administrative Holidays	December 24 & 25 (Christmas) December 31, 2024 (New Year's Eve) January 1 , 2025 (New Year's Day)	March 28 (Cesar Chavez Day)		
Commencement			June 14 - 15	
Days of Instruction	49	48	49	Varies by Session

The Academic Calendar is available on the Registrar's website.

Specific Registration Pass Times are posted on GOLD for each student under the registration tab, but are also available in general windows on the Registrar's website.

Deadlines for other registration activities can be found on the registration calendar.

About the CCS Student Handbook

The CCS Student Handbook describes the requirements that all students must fulfill to earn a bachelor's degree from the College of Creative Studies at the University of California, Santa Barbara.

It also includes important information about enrollment, registration, and student responsibilities. It does not include detailed information about major or minor requirements, nor does it provide a comprehensive description of the many opportunities that are available at UCSB.

Please refer to the *UCSB General Catalog* for complete information about academic

departments, courses, majors, and minors.
(catalog.ucsb.edu)

Visit the website, www.duels.ucsb.edu, for more information about:
- Opportunities for Undergraduate Research
- Pre-professional Advising (ex: pre-health or pre-law)
- Discovery and UCSB Seminar

Visit the CCS website, https://www.ccs.ucsb.edu, for more information on:
- [Research Fellowships](#) (Create Fund)
- Travel Fellowships ([TURF](#))
- [CCS Major](#) Information

Students should arrange an appointment with a staff advisor for further clarification on any of the information included in this handbook. Staff advisors are found in the CCS main office (room 104 of Building 494), Monday through Friday (9-12 and 1-4) for walk-in or by appointment. Advising appointments are also available via Zoom.

Degree Requirements

To be eligible for a bachelor's degree from UCSB, students in the College of Creative Studies must meet the general **University of California requirements** and the appropriate **college requirements**. They must also complete **major requirements** in consultation with their faculty advisor, as well as comply with university regulations governing registration, scholarship, examinations, and student conduct. Following is a summary of bachelor's degree requirements for students in the College of Creative Studies.

1. [Unit Requirement](#)
2. [University Requirements](#)
3. [College Requirements](#)
4. [Major Requirements](#)

Unit Requirements

UNITS

Credit for academic work at UCSB is expressed in units. Typically, the value assigned to a course is determined at the rate of one unit for each three hours of student work per week, including time in class. In order to be eligible for graduation, students must complete at least 180 total units.

COURSE NUMBERING

Courses at UCSB are identified by their course number as lower -division, upper-division, graduate, or professional, as follows:

Classification: Course number:
Lower-Division 1-99
Upper-Division 100-199
Graduate 200-299; 500-599
Professional 300-499 *Professional courses do not apply to the bachelor's degree*

UCSB courses are considered lower-division if they are numbered 1-99, and UCSB courses numbered 100-199 are considered upper-division. Graduate courses numbered 200-299 and 500-599 will apply to the upper-division unit requirements. Transfer students from community colleges should take particular note of the upper-division unit requirement as community college courses do not count as upper-division.

CREDIT LIMITATIONS

The university accepts a maximum of 105 quarter units or 70 semester units of credit for college courses completed at two-year colleges or non-UC institutions. Only subject credit for specific lower-division requirements is assigned subsequently. In addition, graduation credit cannot be assigned for:

- Exercise and Sport Studies 1- courses, or their equivalents, in excess of six units.
- Repetition of courses for which credit has already been earned, unless their official descriptions in the General Catalog permit repetition for credit.
- Courses that duplicate material covered in similar courses already completed (such as Psychology 5 and any course from PSTAT 5AA-ZZ).
- Lower-division language courses for students who have completed ninth grade or higher in a school that uses that language for instruction.
- Foreign language courses at the same level or lower level than any such courses already completed.
- 98/99 and 198/199/199AA-ZZ independent studies courses in excess of the 45-unit cumulative limit placed upon these classes.
- University Extension courses numbered other than 1-299.
- Courses graded F, NP, I, IP, or W at the time of graduation.
- Courses not transferable to the University of California.
- Courses from unaccredited schools. `
- UC courses numbered 300-499. (Professional Courses)

REPETITION OF CCS COURSES

Some CCS courses may be repeated for credit towards a student's degree. These are usually courses in which the content changes quarter to quarter, but the name of the course remains the same. Painting, Drawing, Book Arts, Music Composition, and science reading and laboratory projects are examples of such courses. See your staff advisors for further clarification. For rules regarding repetition of courses in either the College of Letters & Science or the College of Engineering, please refer to the General Catalog.

University Requirements

All UCSB students must complete the following university requirements.

UC Entry Level Writing Requirement

American History & Institutions Requirement

Academic Residence Requirement

GPA Requirement

Conduct

College Requirements

CCS GENERAL EDUCATION REQUIREMENTS

Students in the College of Creative Studies must complete a total of 8 courses for the General Education Requirement. Courses are eligible to be considered as GE's if they are minimum three-unit academic courses that contain some element of instruction. Generally, courses listed in CCS or under L&S Areas A through G (excluding Writing 1) are suitable and should be chosen in consultation with and approval of faculty and/or staff advisors. AP and IB exams cannot count for any of a student's GE courses. UCSB transferable community college courses may be used towards GE and major requirements with the consent of the CCS faculty and/or staff advisors as long as the courses were not used to earn a high school diploma. Courses must be completed according to the following distribution:

> **Eight GE courses taken outside of the major, unrelated to the major, and broadly distributed amongst disciplines**. No more than two courses from any one discipline may be used toward the GE requirements unless otherwise specified by the major. These courses should be selected in consultation with CCS faculty and staff advisors. No more than two courses may be from Area B.

Some CCS majors may have additional requirements or expectations appended to the General Education requirements (ex. Math or Physics majors). Please consult CCS major sheets for specific GE addenda.

Students with questions about the General Education requirements should meet with a

CCS Staff Advisor. Go to https://www.ccs.ucsb.edu for hours and appointment information.

General Provisions Governing All Degree Candidates

1. Courses in the student's major **may** be used to fulfill the related General Education requirement.
2. Courses taken to satisfy the General Education requirements may also be applied simultaneously to the American History and Institutions & Ethnicity requirement.

ETHNICITY REQUIREMENT

Objective: To learn to identify and understand the philosophical, intellectual, historical, and/or cultural experiences of HISTORICALLY oppressed and excluded racial minorities in the United States.

One course is required. There are two ways to satisfy this requirement: complete one of the approved UCSB courses, or complete a UCSB-approved transfer course (see Assist.org for info)

OUTSIDE CREDIT (AP, IB, Transfer)

Students may be able to transfer credit earned through AP exams, IB exams, A Level exams, or courses taken at other institutions. For information regarding their number of transferable units, students should consult their New Student Profile found on GOLD. Additionally, students should consult the credit conversion charts for AP, IB, and A Level exams found on the UCSB General Catalog:

- Advanced Placement Credit and Chart
- International Baccalaureate Credit and Chart
- A Level (GCE) Credit and Chart
- Credit from Other Institutions

MAJOR REQUIREMENTS

Please schedule a meeting with your faculty advisor to discuss the requirements for your CCS major. General CCS major requirements can be found on the CCS website: https://www.ccs.ucsb.edu

Additional major enforced Regulations for CCS Math Majors: Students majoring in CCS Math must take **all of their general education courses for a letter - grade**.

Additional major enforced Regulations for CCS Physics Majors: Students majoring in CCS Physics must take one **ABC sequence within their GE's. This means that they will take three courses in one discipline.**

CCS Policies & Regulations

Advising

An important aspect of the Creative Studies program is the consistent, one-on-one faculty advising and mentorship that each student receives. All CCS students are assigned a faculty advisor with whom they discuss major requirements, their quarterly academic plan, and opportunities for research or other creative activities. In addition, the two CCS Student Affairs Officers can provide academic support to CCS students in a myriad of ways and are accessible by phone, email, appointment, or walk-in Monday through Friday (9-12 and 1-4).

Quarterly Advising Requirements & Procedures

All CCS students are required to meet with their assigned faculty advisor each quarter to discuss their academic programs and to get approval of their proposed courses of study for the following quarter. **It is the student's responsibility to contact their faculty advisor each quarter to schedule this advising meeting.**

Students must have a quarterly advising meeting and provide the advising office (Room 104 of the CCS building or via email) with proof of their faculty advisors approval.

Students are notified of advising deadlines by email. The deadline to turn in advising slips is typically around the end of pass one.
   Proof of approval includes:
- a filled out and signed quarterly advising yellow slip or
- an email exchange that includes a proposed schedule and written approval by the faculty advisor forwarded to advising@ccs.ucsb.edu
- OR **Your advisors also have access to a Yellow Slip google sheet that they can update with their approval and your proposed schedule.**
  - note: if this option is utilized after the advising deadline, it is also best practice to send advising@ccs.ucsb.edu a quick email that this is completed to expedite the removal of any blocks.

Students who are in their final year of study before graduation will need to complete advising using a comprehensive graduation checklist (faculty advisors have access to this form). This graduation checklist is to be updated each advising meeting and tracks a student's progress toward graduation and degree completion.

Registration Blocks

Students who fail to contact and meet with their faculty advisors and turn in the signed advising slip by the date noted each quarter will have their registration blocked. "CCS Advising Block" will appear as an error on GOLD. This registration block will only be removed upon submission of any past-due advising forms.

If a student has a CCS advising block, with the intent to change colleges/majors, the college/major change form must be in process and approved by the receiving department or college and sent to CCS, at which time the block will be lifted.

Building Access

The building is open daily from **7:30 am - 10 pm**. The front doors are unlocked during business hours 9am - 12pm & 1pm - 4pm. All other times, the building can be accessed from the side entrances equipped with electronic locks and accessible with activated UCSB Access Cards. All CCS students are eligible to request access to the CCS building. Students must complete the building access request form and agree to the rules and requirements of building access.

Double Major/ Dual College Enrollment

CCS students may pursue multiple majors within CCS or across colleges. If a student pursues two majors that are in different colleges, then they must complete the requirements for both Colleges. Dual college enrollment affects a number of university and college requirements, such as the academic residency requirement and general education. Students must meet with the advisors of the College corresponding to each of their majors to plan completion of both degrees. Students should first consult their staff advisors if they are interested in pursuing more than one major.

 If students have a second major in the College of Letters & Science or Engineering they must comply with the drop and change of grading option deadlines of that college. These deadlines are different from and earlier than those of CCS, and are found on the Registrar's website each quarter (http://registrar.sa.ucsb.edu/calinfo.aspx). Students also must comply with the unit restrictions of that college.

CCS Course Descriptions

Descriptions for CCS courses can be found online on the CCS website (https://ccs.ucsb.edu/courses). It is strongly recommended that students save an

electronic copy of the course descriptions each quarter for their personal files and future reference, such as for applying to graduate schools or professional programs. Because the majority of CCS courses are different each quarter, and many are different each year, the actual course content of many CCS courses is not printed in the UCSB General Catalog. The College also maintains a file of all past course descriptions should students ever need this information.

A student's official UCSB transcript lists CCS courses by their generic titles, as printed in the UCSB General Catalog. Students may request an annotated supplemental unofficial transcript from CCS detailing those courses. In addition, if more information is required concerning the content of specific courses, students may request a copy of the full description of each course they have taken. Prior quarters' course descriptions are available online under the "Courses" tab. To request a supplemental CCS transcript, please contact Frank Bauman (frank.bauman@ccs.ucsb.edu).

CCS Forms & Petitions

Students are expected to submit college-specific forms based on the college in which they are enrolled. CCS students should not complete forms from the College of Letters and Science or the College of Engineering unless they are enrolled in a double major. Many CCS forms are available online, using the links. You must be *logged into your UCSB email* to see many of the following:

- Guidelines & Proposal for Student-Led Colloquium (pdf to review)
    - Available to submit through docusign powerform (preferred method)
- Yellow Advising Slip (pdf)
- Late/Retroactive Changes (Drop/Add a Course) to Schedule (not dual college)(docusign)
- CCS 1-Quarter Residency Waiver
- Permanent or Temporary Deficit Load Petition (international students contact OISS first) Docusign Powerform (preferred method)
- All CCS 199- Independent Study/Research/Internship (docusign)
- Art Internships (docusign)

For forms that apply to all students at UCSB, you can find the following forms online from the Registrar's Office

- *[Petition to Enroll in a Graduate Course](#) You'll need emails for the instructor of the course, and the chair of the department of the course is in.*
- *[Incomplete Grade Petition](#)*
- *Incomplete Grade Extension*
- *Petitions for Readmission or Reinstatement*

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Once students submit their SIR to UCSB, FERPA fully comes into effect, granting the student the right to keep education records private. In special circumstances, students may waive their FERPA rights, but must first speak with a staff advisor in the CCS main office. To learn more about FERPA, visit this website: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Enrollment & Grading

ENROLLMENT

Each quarter, every student at UCSB must register in courses, clear any blocks on registration, and pay fees and other outstanding financial obligations.

Additionally, each fall quarter, every student must confirm or update address information either through the GOLD system at https://my.sa.ucsb.edu/gold/login.aspx or with a Change of Address petition. Each step must be completed by specified deadlines. The failure of an undergraduate student to complete the steps involved in enrollment by the specified deadlines will constitute presumptive evidence that the student has withdrawn from the university.

A student whose status has lapsed because of failure to satisfy the conditions of admission, failure to register, failure to clear blocks, or failure to meet financial obligations, and who wishes to resume studies, must file an application for readmission/ reinstatement **and pay the associated nonrefundable fee.** Readmission/reinstatement iis not guaranteed. Check the previous link for applicable deadlines.

SCHEDULE CHANGES

After registration, changes in the student's schedule can be made using GOLD until the pass time deadlines published on the Registrar website for each quarter. Such changes include course drops, adds, and change in grading options. Unapproved withdrawal from or neglect of a course for which one has registered **will result in a failing grade.**

Course additions after the first week of classes require the approval of the course instructor.

[Deadlines for CCS Students](#)

Unless otherwise published by the registrar, the Last Day to:
Drop Writing 1, 1E, 1LK, 2, 2E, 2LK, 50, 50E, 50LK: 5th day of classes (**no exceptions)**

Add classes: 15th day of classes

Drop classes (other than the above Writ courses: Last day of instruction

Change grading option: Last day of instruction

QUARTERLY UNIT MINIMUM & DEFICIT LOAD/TUITION FEE REDUCTION

The average academic study load for undergraduate students is 15 units per quarter, to yield 180 units by the time of graduation. The minimum full-time study load is 12 units, but students will not graduate in four years if they enroll in the minimum number of units each quarter. Students who are not able to carry at least 12 units per quarter must petition and receive approval prior to enrolling in a deficit program. [The docusign petition](#).

Undergraduate students who have submitted their petitions to the College of Creative Studies for a deficit program of 10 or fewer units prior to the first day of instruction may be considered for a 50 percent reduction of the educational fee and nonresident tuition, subject to approval of the Office of the Registrar. [See the registrar's website for information and petition](#). **Only those students with verifiable reasons of employment, health, or family responsibility or students who have declared candidacy for graduation for the requested quarter will be eligible for the fee reduction.** Deficit program approval does not constitute automatic approval of fee reduction. Students in the College of Creative Studies may petition for permanent approval of deficit programs (that is, for permanent part-time status).

International Students

Instructions per OISS:
https://oiss.ucsb.edu/students/current-students/academic-requirements-students

Academic reduced course load - How to Apply

Meet with a CCS advisor and your Faculty Advisor to determine your eligibility for a reduced course load and the possible impact of part-time enrollment on your program of study.

1. Complete the CCS petition, [available online here](#). (DocuSign)
2. Complete and submit the Academic Reduced Course Load form on the [UCSBGlobal](#) platform.
3. Make sure to enter your this email advisor@ccs.ucsb.edu so UCSBGlobal will send the CCS Advising Office an email to verify that you are eligible for the Academic Reduced Course Load for one of the valid reasons. They will be able to submit this verification only if

you have completed the CCS Deficit Petition.
4. Once approved, you will receive an email notification from OISS. Keep this approval email for your records as proof that you were authorized to drop below full-time enrollment.
5. Log onto GOLD and drop the appropriate course(s).
6. Submit request for Partial Fee Reduction (see below).

ABSENCE, WITHDRAWAL, & READMISSION/ REINSTATEMENT

Temporary Absence During a Quarter

Students are expected to attend classes regularly, and in most instances attendance and participation in class are factors in determining the final grade. If an absence is unavoidable due to serious illness or personal emergency, each instructor should be notified. Regardless of the reasons for absence, however, students will be required to complete all coursework.

If an absence is late in the term and prolonged, making it impossible to complete the coursework on time, students may petition their instructors to assign an Incomplete (I) grade. To receive an I grade, a student must submit the approved petition to the Office of the Registrar by the last day of the quarter in which the I is to be assigned. A $5 fee will be assessed. A student who is unable to make this request in person may ask the Office of Student Life to notify each instructor of the circumstances of the absence and to circulate a petition on the student's behalf. If the instructor agrees that an extension of time for completion of the course is justified and approves the petition, a grade of Incomplete will be assigned. See page 20 for complete details about Incomplete grades.

Withdrawal from a Course

In extenuating circumstances, students can petition to drop a course after the quarterly deadline. If the request is not approved, the student will receive the grade assigned by the instructor of the course. The retroactive drop request process requires the submission of the completed Late/Retro Drop petition, a narrative addressing why the student is making the request and supporting documentation if appropriate.

Students should continue attendance while the request is evaluated. Requests to withdraw from a course after the last day of instruction are considered retroactive. Retroactive withdrawals are considered VERY unlikely and require documentation of a severe hardship that prevented the student from completing or dropping the course. Retroactive requests to drop a course after completing the final exam or final assignment are only in truly extraordinary circumstances approved.

Once fees have been paid or officially deferred, or after a financial aid agreement has been signed for a particular quarter, students that wish to withdraw for that term without completing the enrollment process must do so by [petition to the Office of the Registrar](). An enrolled student who wishes to withdraw from the university during a quarter without completing the quarter's work must obtain a petition for complete withdrawal from the Office of the Registrar.

If the petition requirements are met and the approval of the CCS Dean is secured, and if the completed petition is submitted to the Office of the Registrar by the deadline for course withdrawal, the student's registration will be canceled without academic penalty. If the completed petition is submitted to the Office of the Registrar after the deadline for course withdrawal, but no later than the last day of instruction for the term, a grade of W will be entered for each course in which the student was enrolled.

A student who receives permission to withdraw completely during the early weeks of a quarter may be entitled to a partial refund of fees for that quarter [as outlined on the Registrar website](). Students who have received Title IV federal aid will be required to return a portion of that aid if they withdraw before completing 60 percent of the quarter. Upon request, the Office of Student Life will process a petition for complete withdrawal, but no later than the last day of instruction for the term, for a student who cannot do so in person. If the CCS Dean approves the petition, the student's academic record will reflect the process described above.

Students who enroll and subsequently discontinue work during a quarter without an approved petition for withdrawal will receive F or NP grades, as appropriate, for all courses in which they are enrolled for that quarter. Such students are ineligible for any refund of fees, and their future registration privileges may be curtailed or revoked.

Students are advised to seek counsel from faculty, departmental, or college advisors, Counseling Services, Career Services, and the Financial Aid Office, if appropriate, before withdrawing to consider the full implications of this action. After withdrawal and before future registration, undergraduates must apply for and receive permission to be readmitted. Note: The deadline to submit a petition for complete withdrawal is the last day of instruction for the term.

GRADES

Grading System & Options

Three grading options exist at UCSB for undergraduate courses: letter grades A -F, passed/not passed (P/NP) grades, and the CCS grading system.

Letter-Grades

Any grade of D or above is considered a passing grade in letter-graded courses. There is no stipulation (such as a mandatory grade curve) concerning how these grades should be distributed in each class; this is left to the discretion of the instructor. Instructors may modify the grades of A, B, C, and D by assigning a plus (+) or a minus (-) suffix. Minus grades carry three- tenths of a grade point less per unit, and plus grades (except A+) carry an additional three - tenths of a grade point per unit.

Some undergraduate courses may be offered exclusively on a letter-graded basis. Such courses are specially identified in GOLD.

Passed/ Not-Passed Grades

Passed/Not Passed (P/NP) grades are not included in the computation of university grade-point averages. Courses graded P, however, are acceptable for unit and appropriate degree credit. P grades will be assigned only for coursework equivalent to a C or better on the letter-grade basis.

NP grades will be assigned for work equivalent to a C- or below. No unit or degree credit is given for courses graded NP. Some undergraduate courses may be offered exclusively on a P/NP basis. Such courses are specially identified in GOLD. Students on academic probation, as well as those in good standing, may take such courses without special approval. Students may elect the P/NP grading option in any number of courses (see GOLD to determine which courses allow the P/NP grading option) during a particular term provided that:

- They are in good academic standing (i.e., not on academic probation). However, students on probation may enroll in courses offered exclusively on a P/NP basis.
- The course is open to all qualified students on this basis and is so advertised in GOLD.
- The course is not required or accepted for the student's major or minor. Non -CCS courses required for the major or minor, whether lower- or upper-division, in or outside of the major department, must be taken for a letter grade.
- They elect this option at the time of registration or thereafter but not later than the last day of instruction.

Students who take major or minor courses in excess of minimum major or minor requirements may elect the P/NP option for those courses. Such courses will not be accepted in satisfaction of requirements for the major or minor. Students who plan to apply to graduate or professional schools should use P/NP grading sparingly, as it provides less information for admissions committees to review. Pre-law students should note that the Law School Data Assembly Service (LSDAS) will calculate an NP grade as

an F when considering applicants for admission into their programs.

CCS Grading System

The grading system for CCS courses is a combination of a Pass/ No Record grading and variable unit credit. For each course taken in CCS, the student enrolls for a specific number between 1 and 6 units that they plan to complete during the quarter. Students must always consult their instructors regarding the number of units they should enroll in for a certain CCS course. At the end of the quarter, the instructor of each course determines the number of units each student's work merits, based on the quantity of work done at a high quality level. If a student earns no units of credit, the course does not appear on their transcript. Students should request specific information from their instructors at the beginning of each quarter on what is expected in order to earn the number of units they desire. This information is usually provided in the course syllabus. Though there are no letter-grades in CCS courses, students are expected to maintain a high level of quality in all the work they do to fulfill academic requirements.

Incomplete Grades

The Incomplete (I) grade may be assigned when a student's work is of passing quality but is incomplete. I grades will be excluded in the computation of the student's grade-point average at the end of the quarter

Completion Deadline for Incomplete Grades

The deadline to complete an "I" grade is typically the end of the term following the term in which the I grade was reported, whether or not the student is registered and whether or not the course is offered in that term. The student is entitled to have the grade of Incomplete replaced by a passing grade as determined by the instructor concerned, and to receive unit credit and appropriate grade points, upon satisfactory completion of the coursework by this deadline. Unless the work is completed and a grade is reported to the Office of the Registrar by the deadline, then "I" will be changed automatically to F, NP, or U, as appropriate. If the instructor is unavailable, the chair of the department in which the course was offered is authorized to supervise completion of the work and to make the appropriate grade change. The instructor and chair also have the authority to extend the deadline for completion in the event of unusual circumstances that would clearly impose an unfair hardship on the student if the original deadline were maintained.

At the time of graduation, an I grade on the student's record in a course necessary for the fulfillment of degree requirements will disqualify the student for graduation. An I grade on the student's record at the time of graduation in a course not necessary for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the date of graduation. If not removed, it will remain an I on the record permanently. For the purpose of determining academic eligibility, any I grades remaining on the record at the time of graduation will be counted as F grades in

the computation of the required university grade-point average if the student has elected the letter-grade option.

Petitioning Process

An I grade may be placed on a student's record only if the completed Petition for an Incomplete Grade, signed by the instructor, is on file in the Office of the Registrar by the last day of the quarter. The student's BARC account is billed for the processing fee. In the absence of the petition or of a specific grade other than "I" the Office of the Registrar will record a grade of F , NP, or U. A grade may be changed to an "I" only with the approval of the Dean of Undergraduate Education and after successful completion of the petitioning process described above.

In-Progress Grade

The grade In Progress (IP) may be assigned provisionally in each but the last term of special courses extending over more than one term. In the last term, the grade assigned by the instructor replaces the provisional IP grades for all portions of the course. If a student fails to enroll in or complete the final course of a sequence in the next quarter in which it is offered, the IP grades will be replaced by the grade of I. Further changes of that grade will be subject to the conditions covering incomplete grades. IP designations are not included in the computation of grade-point averages.

Withdrawal Grade

The W grade will be assigned when a student withdraws from the university or receives permission to drop a course after the deadline for course withdrawal set by the executive committee of the college or school in which the student is enrolled. (This includes undergraduate enrollment in graduate-level courses.) The W grade will be assigned for each course affected. Courses in which a W has been entered on the student's record will be disregarded in determining a student's grade point average and will not be considered as courses attempted in assessing the student's grade-point average for graduation.

Academic Probation

Any UCSB student whose quarterly GPA falls below 1.5, or cumulative GPA falls below 2.0, is subject to academic probation and disqualification. If this occurs, students may be required to request reinstatement to the university, which is at the discretion of their faculty advisor and CCS Dean. Reinstatement is based upon their overall knowledge of the student's academic work, the circumstances of their academic probation, their satisfactory progress in their major and toward a degree, and any other academically relevant factors. Students whose quarterly or cumulative GPA places them on probation or subject to academic disqualification are responsible for responding to communications sent about their status. For more university policy information, see: https://ucsbpreviewcatalog.coursedog.com/pages/7fjJg27BKthWqbNPQdin

Student Responsibilities

GOLD

COURSE REGISTRATION & PASS TIMES

All UCSB students are assigned three distinct registration periods (or windows) called "pass times." It is only during an assigned pass time that a student can make changes to their schedule, such as dropping a course, adding a course, or changing the grading option for a course. Students can add up to 13 units during the first pass time, and during the second pass time they may add up to 19 units. During the third and final pass time, CCS students may add over 21 units. Please keep in mind that waitlist units count in the total number of units allotted for each pass time, and CCS students may only waitlist up to 10 units total. Multiple sections of the same class will not count multiple times towards the unit total.

Students can find the dates and times for their assigned pass times under the "Registration Information" tab found on GOLD. It is the student's responsibility to be aware of when their pass times occur each quarter for increasing the likelihood of securing desired courses. For tutorials on how to register for courses, go to the "Help" icon found on GOLD:

https://my.sa.ucsb.edu/gold/login.aspx

DECLARING CANDIDACY/GRADUATION

It is the student's responsibility to declare candidacy for graduation when they are one quarter away from degree completion. Students must utilize the "Graduation" tab on GOLD in order to select the quarter for which they will be eligible for degree completion. See guidelines here:
https://registrar.sa.ucsb.edu/registration-enrollment/graduation-process/declare-candidacy-for-graduation

Campus Code of Conduct

Students are members and citizens of this campus community, and will be held to the campus code of conduct standards. These expectations can be reviewed here:

https://ucsbpreviewcatalog.coursedog.com/studentlife/studentconductandresponsibility/conductandresponsibility

Academic Integrity

It is expected that students attending the University of California understand and subscribe to the ideal of academic integrity, and are willing to bear individual responsibility for their work. Any work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic dishonesty, such as cheating or plagiarism, will subject a person to University disciplinary action. Students should consult the [Office of Student Conduct](#) if they are uncertain about academic dishonesty.

Campus Communication

All students at UCSB are given a university email address. All official campus business and communication should occur through this address. Students should check their university email regularly and are responsible for all information and communications sent to this address. Students are still responsible for messages not received due to a full inbox and/or due to a faulty forwarding service.

Some important campus notifications are sent exclusively through messages on GOLD. Students are responsible for the content of these messages, and should regularly check for unread messages.

Messages sent through Gauchospace are also sent exclusively to the university email. Students are responsible for all messages from instructors and TAs.

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24