

The University of California, Santa Barbara

The College of Creative Studies Student Handbook



Produced by the College of Creative Studies

Building 494, Room 104
University of California Santa Barbara, CA 93106-6110

Phone: (805) 893-4146
Email: info@ccs.ucsb.edu

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

About the CCS Student Handbook	3
Academic Calendar	3
CCS College Advising:	4
Degree Requirements	5
Unit Requirements	5
Units	5
Course Numbering	5
Credit Limitations	6
Repetition of Courses	6
University Requirements	7
UC Entry Level Writing Requirement	7
American History & Institutions Requirement	8
Academic Residence Requirement	8
GPA Requirement	9
Conduct	9
College Requirements	9
CCS General Education Requirements (GEs)	9
Outside Credit (AP, IB, Transfer)	10
Major Requirements	11
CCS Policies & Regulations	11
Advising	11
Quarterly Faculty Advising Requirements & Procedures	11
Registration Blocks	12
Building Access & Classroom Use	12
Regular & Electronic Access	12
Using Classrooms outside of Classes	13
Double Majors, Minors. & Dual College Enrollment	13
CCS Course Descriptions	14
CCS Forms & Petitions	14
CCS Forms:	14
Petitions	15
Dean's Signature	15
FERPA	15
Enrollment	16
Enrollment	16

Schedule Changes	16
Withdrawal from a Course after the Deadline	16
Quarterly Units, Deficit Loads & Fee Reductions	17
Leaving the University (temporarily or permanently)	18
Returning to the University	18
Grading	18
Grading System & Options	18
Letter-Grades	18
Passed/ Not-Passed Grades	19
CCS Grading System (P/NR)	19
Incomplete Grades	20
In-Progress Grade	21
Withdrawal Grade	21
Retroactive Grade Option Change Policy for 1st Yr Students	21
Academic Eligibility	22
Academic Notice and Subject to Disqualification	22
Contract for Success	22
GOLD	23
Course Registration & Pass Times	23
Graduating Students	23
Declaring Candidacy	23
Campus Behavior & Communication Expectations	24
Campus Code of Conduct	24
Academic Integrity	24
Campus Communication	24

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. The information in the General Catalog should supersede any information provided here if conflicts arise. (catalog.ucsb.edu)

Visit the Letters and Science website, www.duels.ucsb.edu, for more information on:

- Opportunities for Undergraduate Research
- Pre-professional Advising (ex: pre-health or pre-law)
- Discovery and UCSB Seminars
- College, department, and major & minor requirements

Visit the CCS website, <https://www.ccs.ucsb.edu>, for more information on:

- Research Fellowships
- Travel Fellowships (TURF)
- CCS Major Information, including major requirements
- Course Descriptions for CCS Courses

Students should arrange an appointment with a staff advisor for further clarification on any of the information included in this handbook.

Academic Calendar

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](#)

CCS College Advising:

To make the most of your academic experience, we encourage you to build a strong, collaborative relationship with the CCS advising office. Our advisors are here to support you in navigating your academic path—from understanding major and degree requirements to planning your schedule and accessing campus resources. The most successful advising relationships are built on regular, two-way communication, so don't wait for a problem to arise—reach out often. Your advisors are not just here to answer questions but to help you make informed decisions and connect you with the broader UCSB community.

Schedule a meeting see the updated contact information for the CCS Advising staff here:

<https://ccs.ucsb.edu/student-life/resources>

CCS Main Phone Line: [\(805\) 893-4146](tel:8058934146)

Degree Requirements

To be eligible for a bachelor's degree from UCSB, students in the College of Creative Studies must meet all the general University of California requirements, in addition to the appropriate college requirements. Students 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 Requirements](#)
2. [University Requirements](#)
3. [College GE Requirements](#)
4. [Major Requirements \(details below\)](#)

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:

<i>Classification:</i>	<i>Course number:</i>
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*

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 college courses completed at two-year colleges or non-UC institutions. The only exception to this cap is for specific lower-division requirements.

In addition, **graduation credit cannot be assigned for:**

- Exercise and Sport Studies 1 courses, or their equivalents, in excess of 6 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 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, 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

The University of California Entry Level Writing Requirement may be fulfilled prior to "matriculation. (before beginning at UCSB) by:

- scoring 3 or higher on either of the English AP Exams;
- scoring 30 or higher on the ACT combined English Language Arts (ELA) Exam;
- scoring 680 or higher on the SAT Writing Exam;
- scoring 5 or higher on the IB higher level English A exam;
- scoring 6 or higher on the IB standard level English A1 exam;
- receiving a C or higher in an English composition course that satisfies GE Area A-1;
- placing in Writing 2 via UCSB's Collaborative Writing Placement Exam (CWP, see below);
- passing the Analytical Writing Placement Exam (AWPE). UCSB will only accept AWPE results from students transferring from another UC campus.

The Collaborative Writing Placement (CWP) will be offered twice during Summer Orientation and once a quarter. U.S. students who have not fulfilled the requirement by 1-6 above will be contacted via email about how to register for the placement. Students with questions about the CWP may contact the Writing Program: placement@writing.ucsb.edu. Students who are not placed in Writing 2, should plan on enrolling in Writing 1 during their first year at UCSB. A grade of C or higher is needed in Writing 1 to satisfy the Entry Level Writing Requirement. A student who receives a C- or lower must repeat Writing 1 until they earn a C.

International students who are not immigrants and who have not fulfilled the requirement through 1-6 above must participate in the English for Multilingual Students Program online writing diagnostic essay. Details about this assessment will be sent to students via email. The diagnostic essay, as well as other student information, including TOEFL, SAT and/ or ACT test scores, will be used to guide writing course placements. Students will be placed into one of four academic English levels in the English for Multilingual Students Program, Department of Linguistics (LING 3A, LING 3B, LING 3C or LING 12) or may be referred to the Writing Program for placement. To satisfy the

Entry Level Writing Requirement through the EMS Program, students must successfully complete LING 12 with a C or better.

Once students matriculate at UCSB, they may not fulfill Entry Level Writing by transferring a course from another institution, and transfer courses that are articulated to fulfill GE Area A will not be accepted for credit unless Entry Level Writing has been satisfied.

American History & Institutions Requirement

Courses used to fulfill the American History and Institutions requirement may also be applied to General Education and/or major requirements where appropriate. Equivalent courses taken at other accredited colleges or universities or in UC Extension are acceptable as determined by the Office of Admissions.

The American History and Institutions requirement may be satisfied in four additional ways: (1) a score of 650 or higher in the SAT Subject Test in U.S. History; (2) a score of 3 or higher on the College Board Advanced Placement Examination in American History; (3) a score of 3 or higher on the College Board Advanced Placement Examination in American Government and Politics; or (4) passing a noncredit examination in American history or American institutions offered in the Department of History during the first week of each quarter (consult the department for further information).

Students who transfer to UCSB from another campus of the University of California where the American History and Institutions requirement was considered satisfied will automatically fulfill the requirement at UCSB. International students on a nonimmigrant visa may petition for a waiver of this requirement. Contact a CCS Staff Advisor for information.

Academic Residence Requirement

Candidates for a bachelor's degree must be registered in the University for at least three terms to fulfill the University's academic residence requirement. A term is a regular quarter, including summer session, in which a student completes six or more units of resident (on-campus) courses. Each UC summer session in which a student completes at least two units but fewer than six is the equivalent of half a term's residence. Courses taken in UC Extension do not satisfy residence requirements.

Credit earned at other institutions does not apply to academic residence. This includes coursework students complete at another campus of the University of California, even while simultaneously enrolled at UCSB. In addition, credit earned at UCSB through the intersegmental cross-enrollment option will not apply to academic residence requirements.

Education Abroad (EAP), UC Washington, D.C. (UCDC), and UC Center in Sacramento (UCSAC) Program Participants.

With one modification, students who participate in the University of California Education Abroad program or UCDC program or UCSAC program, are responsible for all academic residence requirements as explained above. For students who participate in EAP, UCDC, or UCSAC as seniors, the rule requiring 35 of the final 45 units in the college or school in which the degree is to be awarded is modified to 35 of the final 90 units. Students must secure prior approval to use this modification and may graduate without returning to UCSB provided that they have satisfied all degree requirements by the end of their year abroad. **Those who have any remaining degree requirements must return to UCSB to complete a minimum of 12 units on campus while fulfilling final degree requirements.**

College of Creative Studies Residence Requirement

Students in the College of Creative Studies must be enrolled with the College for a minimum of six quarters. Quarters spent in University Extension and those completed in the University's Education Abroad Program do not apply to the residence requirement. Summer quarters do not apply to the residence requirement.

Up to one quarter of residency may be waived in certain circumstances, and require approval of the student's faculty adviser and the dean of the College.

GPA Requirement

Students in the College of Creative Studies must, at the time of graduation, have a GPA of at least 2.0 in all UC courses that have been undertaken for letter grades.

Conduct (link to UCSB Catalog)

College Requirements

CCS General Education Requirements (GEs)

Course Requirements: All CCS students must complete eight GE courses, which are broadly distributed across university disciplines and unrelated to their major. The specific courses are confirmed eligible to apply to your GEs by either the:

- A) student's faculty advisor communicates individual course approval to staff advisors, and/or
- B) pre-approved list, predetermined by the program committee of each major.

Ethnicity Requirement: Each student must take one course to fulfill the 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. Students should choose from this list: [Ethnicity Course List](#).

Courses used to fulfill Ethnicity or the University's [American History and Institutions](#) requirements may also be applied to the CCS General Education, as appropriate. Equivalent courses taken within CCS, at other accredited colleges or universities, in UC Extension, or in summer session may also be acceptable.

Course Approval: Once a GE course is approved, passed, and applied to the degree audit, the decision remains, even if a student's interdisciplinary focus within their major, or major, changes within the College

Grading: GE courses may be taken on a Pass/No Pass (P/NP) basis.

AP/IB Exams: AP and IB exams cannot be used to satisfy CCS GE requirements.

IGETC Completion: Completion of the IGETC fulfills the GE requirements for CCS GEs.

Additional Requirements for CCS GE Courses:

1. No more than two courses from the categories listed below may count toward GE requirements without additional approval from your faculty advisor:
 - a. Any single department, or
 - b. Language instruction courses, and any that apply toward [Area B](#) of L&S GEs.
2. Students must earn a minimum of 3 units in the course to apply it as a GE.
3. Writing 1, or any courses numbered 99/199, 99RA/199RA, and internships may not count toward GE requirements.
4. Transfer courses must not have been used to fulfill high school graduation requirements. Other college credits articulated into UCSB may be used to meet GE requirements if all criteria are met.

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 in the Letters and Science and Engineering GE system.
2. Courses taken to satisfy the General Education requirements may also be applied simultaneously to the American History and Institutions & Ethnicity requirements.

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

General CCS major requirements can be found on each major's individual page on the CCS website, <https://ccs.ucsb.edu/majors> - links on the top right. To further discuss the requirements for your CCS major, please schedule a meeting with your faculty advisor.

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 CCS Staff Advisors 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 Faculty 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 signed proof of their faculty advisor's 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 by faculty, 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 advisor's 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 proof of their approval 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 progress and approved by the receiving department or college and sent to CCS, at which time the block will be lifted.

Building Access & Classroom Use

Regular & Electronic Access

The building is open daily from 9:00 AM to 4:00 PM, during which time the main doors are unlocked for general access.

Outside of these hours, but within the extended access window of 7:30 AM to 10:00 PM, the building can still be accessed through entrances equipped with electronic locks, using an activated

UCSB Access Card.

CCS students will have their access cards activated upon arriving on campus for their first quarter. If you get a new access card, please see the Student Affairs Manager in Rm. 102 for help activating your new card's building access permissions.

Please note: Violation of code of conduct or building rules or regulations may result in revocation of electronic building access.

Using Classrooms outside of Classes

Room schedules are posted near the entrance of each classroom. Please be mindful of scheduled classes and events when using any room—especially when playing pianos, as sound can carry to neighboring spaces.

Your consideration helps maintain a respectful environment for all.

Under the “sponsorship” of a CCS faculty member, students can reserve rooms in CCS for clubs and academic-related activities. Email your request to advising@ccs.ucsb.edu and include the club or event information and the faculty taking responsibility for the group..

Double Majors, Minors. & Dual College Enrollment

CCS students may pursue multiple majors within CCS or across colleges. CCS students are expected to be deeply engaged in their primary chosen major. Double majors should be pursued only by highly dedicated students who can fully commit to both areas of study. Minors, which typically consist of a fairly small set of courses, require less intensive focus and are recommended for those seeking formal recognition in an additional discipline at a lower level of engagement.

If a student pursues two majors that are in different colleges, they must complete the requirements for both colleges. Dual-college enrollment affects a number of university and college requirements, such as academic residency and general education. Students must meet with the advisors of the college(s) 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 (<https://registrar.sa.ucsb.edu/calendars/quarterly-deadlines>). Students also must comply with the unit restrictions of that college, applying for units above the college maximum each quarter, if needed.

Most minors can be pursued without declaration until the minor is completed. Minors do not give students additional access to department classes. However, some minors do require declaration and student privileges may default to the more restrictive college. Be in contact with CCS Advisors to determine if some of the restrictions can be more flexible. To declare a minor, you typically must contact the undergraduate advisor in the department that hosts the minor that you wish to declare.

CCS Course Descriptions

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.

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).

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. However, you can ask for a "CCS: transcript (summary)" of all CCS courses you've taken for this purpose by emailing info@ccs.ucsb.edu. The College also maintains a file of all past course descriptions should students ever need this information.

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 below. You must be *logged into your UCSB email* to see many of the following:

CCS Forms:

[Guidelines & Proposal for Student-Led Colloquium](#) (pdf to review)

Available to submit through [docusign powerform](#) (preferred method)

[Advising Yellow Slip](#) (pdf)

[CCS 1-Quarter Residency Waiver](#)

[CCS 199- Independent Study/Research/Internship](#) (docusign)

[Art Internships](#) (docusign)

[W&L 190 Junior Tutorial](#)

For forms that apply to all students at UCSB, you can find the following forms [online](#) from the Registrar's Office:

Petitions

Found here: <https://ucsb.my.site.com/success/submit-petition>

- Policies and Procedures may change as new petitions are added to SSH.

Use petitions to:

Late/Retro* Drop a Course

Late/Retro* Add a Course

Grading Option Change, Retroactive

Course Load Change (Deficit Load), Undergraduate Partial Fee Reduction

Change of Major/Double Major. Please note that any change/addition of college petitions must be submitted by an advisor.

*note: Retro = after the quarter has ended, Late = during the quarter in question. For Summer Sessions, all sessions are considered "during the quarter" until all Sessions have ended.

Dean's Signature

If you need the Dean's signature for a petition, **DO NOT send the petition directly to the Dean.** Please send your ready-to-go paperwork to the CCS Staff Advisors for processing. If needed, we will present your petition to the Dean for his review, and then process it accordingly.

FERPA

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student 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 for a meeting, 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

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 the 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 is 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's website for each quarter. Such changes include course drops, adds, and changes 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

Withdrawal from a Course after the Deadline

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 approved in truly extraordinary circumstances.

Quarterly Units, Deficit Loads & Fee Reductions

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.

Deficit loads can affect financial aid and visa eligibility, so it is crucial that students connect with the Financial Aid office or OISS as needed before submitting their petition to CCS.

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 the 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). See an Advisor for more information.

International Students

Instructions per OISS How to Apply:

<https://oiss.ucsb.edu/students/current-students/academic-requirements-students>

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 Deficit Load petition](#) (docusign).
2. Complete and submit the Academic Reduced Course Load form on the [UCSBGlobal](#) platform.
3. Make sure to enter 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 only be able to submit this verification 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](#) (docusign) by the 15th day of instruction.

Leaving the University (temporarily or permanently)

Please see the catalog for information and instructions here:

<https://catalog.ucsb.edu/pages/bOKSoyANCBBYelixt3MP>

Financial Aid information and implications can be found here:

<https://www.finaid.ucsb.edu/withdrawing>

Returning to the University

For information about readmission (left in good standing) and reinstatement (did not leave in good standing), see <https://registrar.sa.ucsb.edu/enrollment/readmission-reinstatement>

Students seeking readmission or reinstatement in the College of Creative Studies must submit a letter addressed to the Dean along with the readmission/reinstatement form. This letter can be sent to advising@ccs.ucsb.edu.

Grading

Grading System & Options

Three grading options exist at UCSB for undergraduate courses: letter grades (A-F), passed/not passed grades (P/NP), 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 still enroll in courses offered exclusively on a P/NP basis.
- The course is open to all qualified students on this basis and is advertised as such 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, inside 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 (P/NR)

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 of units, between 1 and 6, that is to be completed 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. Upon satisfactory completion of the coursework by this deadline, the student is entitled to have the Incomplete replaced by a passing grade determined by the instructor concerned, and to receive unit credit and appropriate grade points. If the work is not completed and/or a grade is not reported to the Office of the Registrar by the deadline, then the I will be changed automatically to an 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 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 of the course, 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 attempted courses when assessing the student's grade-point average for graduation.

Retroactive Grade Option Change Policy for 1st Yr Students

The Retroactive Grade Option Change policy, introduced in the 2023-24 academic year, is a pivotal resource designed to support first-year students as they acclimate to the academic demands of UC Santa Barbara. Recognizing the challenges students face in navigating UC expectations, this policy provides a safety net, allowing students to retroactively modify their grading option from letter-graded to P/NP on GOLD during their first three quarters with the following restrictions:

1. You can use this option only for courses in which you earned a C- or lower.
2. You can use this option only for your first three quarters at UCSB.
3. The change is only available during subsequent quarters. For example, you have until the end of Winter quarter to make the change for your Fall classes.

4. This applies to courses with "optional" grading only. (see the "course info" in GOLD to see if this is an option for any course)
5. You must be in good academic standing.
6. Once changed, it's final!
7. Intercollegiate athletes and those on veteran's benefits should always [check with advising](#) before making any grading changes.
8. Students considering law school after graduation should be aware that law schools recalculate NPs as Fs when determining a student's GPA.

Academic Eligibility

Academic Notice and Subject to Disqualification

Please review the policy here: <https://catalog.ucsb.edu/pages/7fJg27BKthWqbNPQdin>

You can also view your status in the "Grades" menu on GOLD. If you receive a notice from the college, first, don't panic! If you received an email from the College of Creative Studies Dean, read it carefully and follow the instructions provided. Reach out to a College Advisor and your Faculty Advisor with any questions or concerns.

Contract for Success

If you're not making sufficient progress in your CCS major—such as consistently not following your Faculty Advisor's guidance or not meeting academic or creative expectations—you may be placed on a Contract for Success.

This is a formal academic plan designed to help you get back on track. It outlines the specific courses you need to take each quarter, the grades or units you must achieve, and deadlines for completing any outstanding work. Following this plan closely is essential; any changes must be approved in writing by your Faculty Advisor.

A Contract for Success is typically not issued unexpectedly. It often follows earlier attempts by your Advisor to help guide your academic direction and address any concerns informally. Its purpose is to support your progress and ensure you can meet the standards of your CCS program.

Failure to meet the terms of the contract may result in dismissal from the College of Creative Studies. In such cases, Staff Advisors will work with you to explore a transfer to the College of Letters and Science, provided you remain eligible to continue at UCSB.

Most contracts outline expectations for the immediately following quarter to year, and may be extended further after the contract has ended. It is essential that students on a contract maintain their advising obligations to continue to know what to expect.

GOLD

Course Registration & Pass Times

All UCSB students are assigned three distinct registration periods (or windows) called “pass times” each quarter. 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 11.5 units during the first pass time and up to 15.5 units during the second pass time. During the third and final pass time, CCS students may add up to 95.5 units. Keep in mind that waitlist units count for 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 their pass times each quarter. Students should log into GOLD at the beginning of their pass times for the best chance at 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>.

Graduating Students

Declaring Candidacy

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](#). If you’ve missed the deadline to declare candidacy, please contact the Office of the Registrar at GraduationMatters@sa.ucsb.edu and copy advising@ccs.ucsb.edu.

Don't panic if you get a scary email!

When students declare candidacy on GOLD, the Registrar’s Office will send **automated** emails to notify students if their progress checks on GOLD say “work in progress.” Because CCS student clearances happen manually once all work is finished and graded, all CCS graduates receive these automated warnings.

To ensure readiness for graduation, students should check their Progress Check on GOLD to make sure they are meeting the minimum university requirements to graduate (180 units, ELWR, American History, and Ethnicity requirements, and a minimum 2.0 UC GPA.) If the only items remaining are General Education Requirements, Major Requirements, and the CCS Residency Requirement, students can contact CCS staff or faculty advisors for any questions about their remaining requirements and to do a preliminary graduation check.

Campus Behavior & Communication Expectations

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>

Please see the first section of this handbook for the CCS Code of Conduct.

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 be that 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 Canvas are also sent exclusively to the university email. Students are responsible for all messages from instructors and TAs.