

# University of California, Berkeley College of Letters and Science By-Laws and Regulations

(January 2022)

## TABLE OF CONTENTS

### Section I

#### BY-LAWS OF THE FACULTY OF THE COLLEGE OF LETTERS AND SCIENCE

Part I.	FUNCTIONS.....	2
Part II.	MEMBERSHIP.....	2
Part III.	OFFICERS.....	2
Part IV.	MEETINGS.....	2
Part V.	QUORUM.....	3
Part VI.	COMMITTEES.....	3
	Title I. Appointment and Tenure.....	3
	Title II. List of Standing Committees.....	4
Part VII.	ORDER OF BUSINESS.....	6
Part VIII.	SUSPENSION OF RULES.....	6
Part IX.	RECOMMENDATIONS TO THE ACADEMIC SENATE.....	7
Part X.	AMENDMENT OF BY-LAWS.....	7

### Section II

#### REGULATIONS OF THE FACULTY OF THE COLLEGE OF LETTERS AND SCIENCE

100.	BREADTH REQUIREMENTS.....	8
	(A) English Reading and Composition.....	8
	(B) Quantitative Reasoning.....	8
	(C) Foreign Language.....	9
	(D) Distribution Requirement.....	9
110.	PASSED OR NOT PASSED.....	9
120.	ADVISING AND APPROVAL OF CONFIRMED CLASS SCHEDULES.....	10
130.	CONCURRENT ENROLLMENT.....	10
140.	MINOR PROGRAMS.....	10
150.	DOUBLE MAJOR PROGRAMS.....	11

# SECTION I

## BY-LAWS OF THE FACULTY OF THE COLLEGE OF LETTERS AND SCIENCE

### Part I. FUNCTIONS

1. The Faculty of the College of Letters and Science shall conduct the governance of the College of Letters and Science, subject to the following limitations: (E.C. 02/23/22)

- (A) The Faculty is a Committee of the Berkeley Division of the Academic Senate, is responsible to the Division, and may from time to time be instructed by the Division.
- (B) Graduate study and higher degrees are subject to the rules and coordinating powers of the Graduate Council.
- (C) The Faculty is not responsible for student discipline.

### Part II. MEMBERSHIP

2. The Faculty of the College of Letters and Science shall consist of those members of the Academic Senate designated in Berkeley Division By-Laws 64 and 84. (E.C. 4-77; 7-85)

Instructors of less than two years service shall not be entitled to vote.

### Part III. OFFICERS

3. Chair

The Chair of the Faculty shall be selected by Executive Committee as their chair to serve for a term of two years, which are in addition to the three-year term for Executive Committee members.

(Am. 02-23-22)

4. Associate Dean

The Associate Dean of the college is authorized to refer any or all questions, including petitions of students, placed in their hands for presentation to the Faculty, directly to the appropriate standing committee.

(Am. 02-23-22)

### Part IV. MEETINGS

5. The Faculty shall meet at such times as it may determine or at the call of the Chair. Upon the written request of seven voting members, a special meeting must be called by the Chair or, in their absence or disability, by the Associate Dean. The call to all meetings must be sent to all members of the College faculty at least five days of instruction prior to the meeting.

(E.C. 02-23-22)

6. The Chair of the Faculty is authorized to call informal meetings of the Faculty for the purpose of presentation or discussion of matters of interest to the Faculty or a large group thereof. At such meetings the formal Order of Business, Faculty By-Law 16, shall not be applicable, and no formal resolutions shall be passed or votes taken except such as affect the program, place or time of meetings of such informal sessions.

#### Part V. QUORUM

7. Fifteen voting members shall constitute a quorum.  
(E.C. 7-85)

#### Part VI. COMMITTEES

##### Title I. Appointment and Tenure

8. (A) Selection-Members of the Executive Committee and the Committee on Courses of Instruction and Academic Program shall be elected by the Faculty of the College of Letters and Science.

(Am. 02-23-22)

(B) Committees members are elected to serve a term of three years beginning with the first day of instruction in the Fall, except as otherwise provided. Committee members may run for multiple terms.

(Am. 02-23-22)

(C) The Chair serves for a two-year term, which is in addition to the three-year elected term as a member of the Executive Committee.

(En. 02-23-22)

(D) The Vice Chair of the Executive Committee shall be selected by the Chair of the Executive Committee from among its members, to serve for a term of one year, renewable for a second year. Service as Vice Chair is included within the three-year term of Committee members.

(En. 02-23-22)

##### (E) Committee Elections

###### 1. General Provisions

Subject to provisions in these By-Laws, committee elections are to be conducted by electronic means, unless the Chair of the Faculty decides that an election shall be conducted by other means.

(En. 02-23-22)

###### 2. Notice of Election

Not fewer than 30 days of instruction prior to the election, the Chair of the Faculty must send to each voting member of the college a Notice of the Election.

(En. 02-23-22)

###### 3. Voting

- At least 14 calendar days before the Election, the Chair of the Faculty must make available to each voter a ballot of all nominees, and their departmental affiliation.
- Each voter will have access to a secure voting system that is administered by the college.

- The voting system will authenticate the identity of each voter and separate the identity of each voter from their vote to maintain the confidentiality of the voting process.
- The voting system will be designed so that once a vote has been cast, neither the voter nor anyone with access to the system can change the vote.

(En. 02-23-22)

#### 4. Nominating Petitions

- Nominating Petitions must be filed with the Chair of the Faculty within 10 weekdays after the Notice of Election has been sent.
- A Nominating Petition must state the departmental affiliation of the nominee and nominators (if any).
- The nominee must accept the nomination.

(En. 02-23-22)

## Title II. List of Standing Committees: Their Powers and Duties

### 9. Executive Committee

The Executive Committee comprises the Chair of the Faculty and at least eight and ideally thirteen elected members. The Executive Dean of the College, and one Associate Dean shall also serve on the committee as non- voting ex-officio members.

The elected members should be represented from each of the divisions of the college, and from L&S administered majors, in an effort to maintain disciplinary balance and breadth of representation on the committee.

(Am. 02-23-22, 11-27-95)

(A) This committee shall have general oversight of the welfare and instruction of the students of the College. It shall address broad questions of policy regarding liberal arts education and the pedagogical direction of the College, and shall make decisions on behalf of the general welfare of the students. It shall make such studies, reports and recommendations concerning questions of educational policy as it may from time to time deem advisable or which may be referred to it by the Faculty of the College or other appropriate authority. The Faculty may, however, establish committees to deal with special aspects of educational policy or other matters.

(Am. 02-23-22)

(B) Requirements for departmental, group and field major programs, and minor programs, including prerequisites and limitations on programs, and alternative electives, shall be submitted to this committee with endorsement by the cognizant Dean for approval before publication and before they become effective.

(Am. 02-23-22)

(C) This committee shall determine which courses may appropriately be accepted to satisfy the requirements described in the Regulations of the Berkeley Division and the

requirements prescribed by the Faculty of the College in accordance with those Regulations.  
(E.C. 02-23-22)

(D) The committee may authorize the Associate Dean responsible for undergraduate advising to administer the Regulations of the Berkeley Division insofar as these apply to students enrolled in the College, to approve on behalf of the Faculty such suspensions of the regulations as may, in their judgment, appear necessary or equitable in individual cases, to supervise those students who become subject to probation or dismissal, and to take appropriate action in the case of each such student.  
(E.C. 02-23-22)

(E) This committee may review, amend or repeal the Regulations of the Faculty of the College at any regular or special meeting of the Executive Committee by a two-thirds vote of all the voting members present, but no regulation change shall be made that is inconsistent with legislation of the Academic Senate or the Berkeley Division of the Academic Senate.  
(En. 02-23-22)

#### 10. Courses of Instruction and Academic Program.

This committee shall consist of at least five faculty members, elected to three-year terms. One of the five faculty members shall be chosen from the department of English, Rhetoric, or Comparative Literature. This member will serve as chair of the Reading and Composition Subcommittee. Another faculty member shall be selected from Mathematics, Statistics, or Computer Science. This member will serve as chair of the Quantitative Reasoning Subcommittee. A third faculty member shall be chosen from a language-teaching department. This member will serve as chair of the Languages Subcommittee.

(Am. 02-23-22, 11-27-95, 3-21-88, 9-82)

The duties of the Committee shall be:

(A) To review and study the need for both existing and proposed essential skills and breadth courses in departments within the administrative jurisdiction of the College of Letters and Science and to make recommendations concerning such courses to the Committee on Courses of Instruction of the Berkeley Division.  
(Am. 02-23-22, 3-21-88)

(B) To review the courses and other provisions for fulfilling the essential skills and breadth requirements and to recommend them to the Executive Committee for approval.  
(Am. 02-23-22, 11-27-95, 3-13-89, 5-9-78)

(C) To consult with departments on the relation between breadth and the departmental major programs.

(D) When desirable, to recommend establishment of new courses which are needed for breadth.

(E) As a standing committee, Courses of Instruction and Academic Programs may be asked to make recommendations to the EC as needed. (En. 02-23-22)

If a non-routine matter arises relating to the reading and composition, quantitative reasoning, or foreign language essential skills requirement, the appropriate committee representative will convene a special subcommittee on the matter and will make recommendations to the Executive Committee. (Am. 02-23-22)

All special subcommittees shall contain at least five members, including the subcommittee chair. Specific minimum membership requirements are: (Am. 02-23-22)

- (F) Reading and Composition: Three members from departments teaching in the program, and the director of the College Writing Program; (Am. 02-23-22)
- (G) Quantitative Reasoning: One member each from the departments of Mathematics, Statistics, and Computer Science; (E.C. 02-23-22)
- (H) Languages: Three members selected from different language-teaching departments.

Subcommittee members shall be recruited only as needed. (Am. 02-23-22, 11-27-95)

## Part VII. ORDER OF BUSINESS

11. (A) The Order of Business shall be:

- (1) Minutes
  - (2) Announcements by the Chair
  - (3) Announcements by the Executive Dean, or other executive officers
  - (4) Unfinished business
  - (5) New business
  - (6) Special reports of standing and ad hoc committees
- (Am. 02-23-22)

(B) The regular Order of Business may be suspended at any meeting by a two-thirds vote of the voting members present.  
(E.C. 5-9-78)

## Part VIII. SUSPENSION OF RULES

12. The rules of the Faculty may be suspended by vote of the Faculty, provided that not more than two voting 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."

(E.C. 02-23-22, 5-9-78)

#### Part IX. RECOMMENDATIONS TO THE ACADEMIC SENATE

13. The Faculty shall not make recommendations to the Academic Senate or any of its legislative agencies as to the amendment or repeal of Senate legislation, or as to new legislation in the Senate, unless written notice of the proposed recommendation shall have been sent to each member of the Faculty at least five days of instruction previous to the meeting at which the recommendation is to be moved.

(E.C. 4-77, 5-9-78)

#### Part X. AMENDMENT OF BY-LAWS

14. The foregoing By-Laws may be added to, amended or repealed at any regular or special meeting of the Faculty by a two-thirds vote of all the voting members present, but no amendment shall be made that is inconsistent with legislation of the Academic Senate or the Berkeley Division of the Academic Senate.

(Berkeley Division By-Laws Part III. Title I.)

(E.C. 02-23-22, 4-77, 5-9-78)

## SECTION II

### REGULATIONS OF THE FACULTY OF THE COLLEGE OF LETTERS AND SCIENCE

#### 100. LETTERS AND SCIENCE COLLEGE (L&S EC 4-2015) REQUIREMENTS

The College's breadth requirement comprises certain skills and subjects which the candidate must complete according to the specifications listed below. No course offered in partial satisfaction of the breadth requirement may be used to satisfy any other part of the requirement but may be used in partial satisfaction of a major or minor requirement or in satisfaction of a campus requirement.

Courses used in satisfaction of the breadth requirement must have a minimum semester unit value of three (L&S EC 9-2013).

Courses offered by a major department or degree recommending program may be used to satisfy a portion of the breadth requirement.  
(L&S Fac 5-92)

#### Essential Skills ((L&S EC 4-2015)

##### (A) English Reading and Composition

The candidate shall complete a sequence of courses designed for the purpose of developing facility in English reading and composition. The first half of the requirement (R&C IA) shall be completed normally during the freshman year; the second half of the requirement (R&C IB) shall be completed normally during the sophomore year. A student admitted to the College with advanced standing is required to complete such sequence unless the student's transcript indicates the previous completion of equivalent college level work. The standards to be applied with respect to this requirement will be determined, and the means by which the requirement may be satisfied will be recommended to the Executive Committee by a standing committee of the Faculty of the College.

(Am. 3-12-90)

##### (B) Quantitative Reasoning

The candidate shall demonstrate competence in quantitative reasoning in one of the following ways:

- (1) By satisfactory performance on an examination administered by the College or an equivalent examination administered by another educational institution or agency. The topics to be covered and the standards to be applied shall be determined by a standing committee of the College and will ordinarily presuppose completion of approximately three and a half years of high school mathematics or the equivalent.
- (2) By completing with a minimum grade of C- any one college course from a list approved by the Executive Committee of the College on the



recommendation of the committee administering the quantitative reasoning examination. Courses approved to satisfy this requirement shall be those which develop competence in quantitative reasoning at a level equivalent or superior to that of the quantitative reasoning examination.

(E.C. 2-28-78)

(C) Foreign Language

The candidate shall satisfy this requirement in one of the following ways:

- (1) By completing in high school the third year of a foreign language with a minimum grade of C-.
- (2) By completing the second semester of Berkeley courses, or its equivalent at another institution, in a foreign language with a minimum grade of C-.
- (3) By demonstrating equivalent knowledge through examination, including the CEEB Achievement Test, the CEEB Advanced Placement Examination (if taken before admission to the College), or an examination administered on a campus of the University of California.

(D) Seven-Course Breadth (L&S EC 4-2015) Distribution Requirement

The candidate shall complete seven courses, taken on the Berkeley campus or articulated at transfer, with no more than two courses from the same department, as follows:

- one course in Physical Science;
- one course in Biological Science;
- one course in Arts and Literature;
- one course in Historical Studies;
- one course in Philosophy and Values;
- one course in International Studies (or participation in the University of California Education Abroad Program or a recognized equivalent program);  
and
- one course in Social and Behavioral Sciences.

The Executive Committee, on the recommendation of the Committee on Courses of Instruction and Academic Program, shall consider each course offered by the College of Letters and Science and by the Professional Schools and Colleges for assignment, if appropriate, to one or more of the seven areas.

(L&S Fac 5-92)

## 110. PASSED OR NOT PASSED

Students in the College of Letters and Science may not enroll on a Passed or Not Passed basis in courses taken to fulfill College requirements in foreign language, reading and composition, and quantitative reasoning, except in experimental sections offered on

a Passed or Not Passed basis by the departments concerned under Regulation 204 of the Berkeley Division. The Faculty of the College of Letters and Science delegates to the department, group, or committee in charge of a major its authority to accept as part of the major courses completed on a Passed or Not Passed basis.

#### 120. ADVISING AND APPROVAL OF CONFIRMED CLASS SCHEDULES

College advisers under the supervision of the Associate Dean responsible for undergraduate advising guide non-major students in the selection of proper programs of study and in other academic matters. At his or her discretion, that Associate Dean may require approval of a Faculty or College adviser each semester on confirmed class schedules of certain students, e.g., those not making satisfactory progress and those enrolled in limited or special status. Students in a major must have their schedule request forms signed each semester unless the department, committee, or group in charge of a major, after consultation with the Dean of the Undergraduate Division, decides to permit students in that major to file schedule request forms without an adviser's signature. Students other than those specifically required to have their schedule request forms approved may request schedules including 13 or more units in a normal program leading to completion of the requirements for the degree without an adviser's approval. Students who receive confirmed class schedules of fewer than 13 units or more than 20.5 units are subject to Regulation 801 of the Berkeley Division.

#### 130. CONCURRENT ENROLLMENT

Concurrent enrollment in courses offered by University Extension (including correspondence courses) or at other institutions is permitted. Students are responsible for consulting with a major/minor or college advisor prior to enrolling at another institution to ensure successful completion of their requirement(s) with planned transfer coursework.

(Am. 03-09-22)

#### 140. MINOR PROGRAMS

A. Departments and groups may establish minor programs, subject to the approval of the Executive Committee of the college. The minor program is intended as an optional program to encourage coherence in the work students undertake outside their major field(s) of study.

B. The following minimum criteria will apply to minor programs in the College of Letters and Science:

- (1) Five upper division courses are required for completion of a minor program. At least three of the five upper division courses must be taken at Berkeley.
- (2) All upper division courses used in satisfaction of a minor program must be taken for a letter grade. The Executive Committee is authorized to grant exemptions from this requirement to departments and groups.

- (3) The student must achieve at least a C average (2.000) in the upper division courses offered in satisfaction of a minor program.
- (4) Courses accepted for a minor program may also be accepted in satisfaction of college breadth requirements, provided they meet the criteria set forth in Faculty Regulation 100.

The Associate Dean responsible for undergraduate advising is authorized, in consultation with the department or group, to grant exceptions to these requirements to students on an individual basis.

C. A student may, in addition to completing a four-year major program, complete one or more minor programs. A student wishing to pursue a minor program must secure the approval of the department or group in charge of the program. The department or group is responsible for monitoring the minor program.

D. Work on one or more minor programs will not entitle a student registered in the College of Letters and Science to exceed the limit placed upon the number of units allowed in the college.

E. At the time that the student completes the minor program, the department or group in charge of the minor program shall notify the Office of the Registrar. Completion of the minor program will be noted on the student's transcript of Berkeley work.

F. A student may use a maximum of one upper division course to satisfy requirements of both a major and a minor. The Associate Dean responsible for undergraduate advising is authorized, in consultation with the department or group, to grant exceptions to this requirement to students on an individual basis. The Executive Committee is authorized to grant exemptions from this limitation to departments and groups.

#### 150. DOUBLE MAJOR PROGRAMS (En. 4-2020)

- A. Students in L&S who wish to pursue more than one major may apply for a double major. A double major program consists of two L&S majors resulting in a Bachelor of Arts degree with two majors, with one diploma issued.
- B. The following minimum criteria will apply to double major programs in the College of Letters and Science:
  - (1) Students must complete at least one semester at UC Berkeley and have an overall GPA of 2.0 or higher.
  - (2) A maximum of two upper-division courses may be used to satisfy requirements for both majors. The Associate Dean responsible for undergraduate advising is authorized, in consultation with the department or group, to grant exceptions to this requirement to students on an

individual basis. The L&S Executive Committee is authorized to grant exemptions from this limitation to departments and groups.

- (3) Both majors must be declared at least one semester before the student's Expected Graduation Term. Double major petitions will not be approved in a student's final semester.
- (4) All degree requirements must be completed by the ninth semester (fifth semester for transfer students). Plans that go beyond these allowable semesters will not be approved. Exceptions can be considered on an individual basis by the L&S Associate Dean.
- (5) Advisers in both major departments must approve the declaration of both majors.

- C. A student may complete multiple (e.g. triple or quadruple) major programs. Students wishing to pursue such programs must secure the approval of each department or group in charge of the program. All criteria listed in L&S 150.B will apply to these programs.
- D. At the time that the student completes both major programs, the department or group in charge of the major program shall notify the Office of the Registrar. Completion of both major programs will be noted on the student's transcript of Berkeley work.