

**UNAUTHORIZED WITHDRAWAL (U)** U - *Failure Unauthorized Withdrawal* The symbol U indicates that an enrolled student did not complete course requirements and did not properly withdraw from the course. It is assigned when, in the opinion of the instructor, completed assignments or course activities, or both were insufficient to make normal evaluation of academic performance possible. (0 grade points per unit.) **As the result of federal “return of Title IV funds,” faculty are requested that when a grade of “U” is assigned that the last date of known attendance or submitted assignment (whichever is later) must be noted. Faculty members are requested to retain all records related to the affected student.**

**UNEMPLOYMENT INSURANCE** Faculty members are covered under provisions of the State Unemployment Insurance Act.

**UNI-TRACK (8-3079)** Uni-Track is a program operated by the university that permits advanced high school students to earn university credit for university level courses taught at their high schools. Typically, but not exclusively, these are advanced placement courses. A participating high school can propose a course for inclusion in the program by submitting a course syllabus, an instructor's resume and transcripts to the university. The appropriate academic department reviews the proposal. If the course is seen as the equivalent in content and level to one offered by the department, and if the instructor meets the department's qualifications for instruction at that level, the course is approved and the department nominates the instructor as an adjunct instructor. Students in the course are then given the option of enrolling in the course as a Uni-Track student for a nominal fee.

**UNITS** A credit or semester unit represents one hour of class work per week for one semester. It is assumed that two hours of preparation are required for each hour in class. Three hours of laboratory per week are the equivalent of one unit. In a limited number of courses two hours of laboratory per week are the equivalent of one unit. Also, two hours of activity or studio (art, dance, music, physical education) are normally equivalent to one unit of credit. Units registered and units allowed are terms that appear on the student's grade report, transcript, and evaluation. “Units registered” is the column used for GPA calculation. The units allowed column is used to determine units completed toward the total unit requirement for the degree.

**UNIVERSITY ADVANCEMENT** See Advancement and Development

**UNIVERSITY BOARD ON PROMOTION (BOP or UBOP)** This is the university peer review committee that reviews the files of faculty who are candidates for promotion and makes recommendations to the Provost and Vice President for Academic Affairs. The committee consists of six tenured faculty members, excluding department chairs, elected at large, who hold the rank of Professor or equivalent. No more than one member may be from any one school (including the Library or Student Affairs).

Communications to the committee should be directed to the chair c/o Academic Personnel Services. The board meets regularly on Thursdays from 2 p.m. to 4 p.m. during the Spring Semester. The meetings are held in executive session.

**Reference:** [Policy on Promotion \(APM\)](http://www.csufresno.edu/aps/apm/327.pdf)  
<http://www.csufresno.edu/aps/apm/327.pdf>

**UNIVERSITY BOARD ON RETENTION AND TENURE (BORT or UBORT)** This is the university peer review committee which reviews the files of probationary faculty and makes recommendations to the Provost and Vice President for Academic Affairs for retention, tenure or termination. The committee consists of five tenured faculty members, excluding department chairs, elected at large, who hold the rank of Professor or equivalent. No more than one member may be from any one school (including the Library or Student Affairs).

Communications to the committee should be directed to the chair c/o the Office of the Provost. The board meets regularly on Tuesdays from 2 p.m. to 4 p.m. during the Spring Semester. The meetings are held in executive session.

**Reference:** [Policy on Retention and Tenure \(APM\)](http://www.csufresno.edu/aps/apm/325.pdf)  
<http://www.csufresno.edu/aps/apm/325.pdf>

**UNIVERSITY BUDGET COMMITTEE (8-2743)** The University Budget Committee is a standing committee of the Academic Senate. The committee is responsible to the Academic Senate on budget and resource use as they affect the university including but not limited to the instructional budget, allocation of faculty positions, allocation of space, institutional support budget, the athletic budget, and self-support programs. The committee consists of seven faculty members, no more than one from any college/school, elected at large by the faculty. The Associate Provost for Academic Resources is an ex-officio member.

The committee normally meets on Wednesday afternoons during the academic year from 3 p.m. to 5 p.m. in UC 203.

**Reference:** [By-Laws of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/apm129.pdf)  
<http://www.csufresno.edu/aps/apm129.pdf>

[University Budget Committee](http://www.csufresno.edu/senate/committees/university_budget_committee.html)  
[http://www.csufresno.edu/senate/committees/university\\_budget\\_committee.html](http://www.csufresno.edu/senate/committees/university_budget_committee.html)

**UNIVERSITY BUDGET OFFICE (8-3902)** The University Budget Office operates under the direction of the President and the Vice President for Administration. It provides the university with budget allocation administration for General Fund and Lottery Fund budgets. It also provides management oversight for the Special Fund, Auxiliary Corporations, and University Improvement Fund budget as well as for reimbursed grant/contracts, indirect cost recovery, and annual compensation changes. The office functions as the central conduit for monitoring the resources impact of personnel changes (position management), budget transfers, benefits usage, risk management premiums, fee revenue collections, and the Reserve. The office also provides support for major university projects and ad hoc management reports. The office publishes the *Budget Book* each year.

**Reference:** [University Budget Office](http://www.csufresno.edu/BudgetOffice/)  
<http://www.csufresno.edu/BudgetOffice/>

**UNIVERSITY BUSINESS CENTER (8-2352)** Established in 1988, the University Business Center is the outreach arm of The Sid Craig School of Business. The Center provides programs; assists with grants and contracts; sponsors speakers, conferences, and a wide spectrum of services for meetings; and is the umbrella organization for a number of institutes and centers including the Central California Small Business Development Center and the Institute for Development of Entrepreneurial Activities.

**UNIVERSITY CENTER** Located across from the University Student Union, the University Center houses the University Restaurant and other food services on the first floor. The offices of the Academic Senate and the Center for Enhancement of Teaching and Learning are located on the second floor.

Room 200 in the University Center is frequently used for large meetings. The Academic Senate holds its meetings in this room. Senate committees meet in Room 203 within the Senate Office.

**UNIVERSITY COURTYARD (8-2345)** Residence Halls, including the Residence Dining Facility, may be used by students, faculty, and other university employees for all functions in keeping with the stated purpose of the university. Students, educators, or governmental organizations may reserve space for meetings, conferences, workshops, etc.

**UNIVERSITY FARM LABORATORY** See Farm Laboratory

**UNIVERSITY GRANTS AND RESEARCH (8-0840)** This office serves faculty and students who wish to apply for and secure external funds in support of their creative ideas and professional interests. The office serves as a resource for information and technical assistance, as well as a vehicle to assist in obtaining necessary reviews and approvals before proposals are forwarded to the funding agencies.

**Reference:** [University Grants and Research](http://www.csufresno.edu/grants/)  
<http://www.csufresno.edu/grants/>

**UNIVERSITY HIGH SCHOOL (8-3056)** Since 2000, the university operates a high school for advanced students through the College of Arts and Humanities. The high school is a charter school. Students at University High study a common curriculum that includes two years of Latin, four years of music and other academic courses required for four year baccalaureate institutions. Teachers choose textbooks and other readings that enable students to learn thoroughly the basic ideas, theories, vocabulary and facts of the disciplines that comprise the arts and humanities, social sciences and natural sciences. To complement the coursework, a feature of the school is the requirement that all students read a book in common every month of the four years of matriculation.

**Reference:** [University High School](http://www.csufresno.edu/univhigh/)  
<http://www.csufresno.edu/univhigh/>

**UNIVERSITY HOUSE** Located on the NW corner of Van Ness and Holland Avenues on Fresno's Christmas Tree Lane in Old Fig Garden, University House is the official residence of the university President and family. Built in 1941 as a private residence by Robert O. and Catherine Lisenby McMahan, the 7300 square foot house was the home of the McMahan family until 1965. Mr. McMahan was the president of the McMahan Furniture Company and a longtime university supporter providing scholarships to Fresno State students.

The original property totaling 1.3 acre, includes a garden, swimming pool and a complete guest house (now used extensively as a lanai for university functions and meetings). Improvements have been made on the property since its donation. Forkner-Giffen Construction built the southern colonial residence. In recent years, the architect, Robert Boro has supervised such additions as a pond with waterfalls, background lighting, and architectural rockwork to provide the grounds with a more scenic landscape.

In 1965, The California State University Trustees, on behalf of the State of California, accepted the house as a gift to Fresno State College for the use of its President to assist in the performance of official duties. This was the first designated presidential residence in the CSU. President Frederic W. Ness and his family were the first occupants of University House.

University House is the site of many university functions throughout the year.

**UNIVERSITY JOURNAL (8-2795)** The *University Journal* is the campus community newsletter, published twice each month online by the Office of University Relations. The *Journal* contains a mix of news, profiles, features, and campus calendar highlights. It is the place to look for newsworthy faculty accomplishments, explanations of campus policies, and news about visiting lecturers or dignitaries, and stories about the interesting pastimes of faculty and staff. News submissions and calendar items are due in Thomas Administration Rm. 107 ten (10) days prior to publication.

**Reference:** [University Journal \(online\)](http://www.csufresno.edu/univrelations/feature/journal/Default.html)  
<http://www.csufresno.edu/univrelations/feature/journal/Default.html>

**UNIVERSITY MIGRANT SERVICES (8-1787)** Part of Academic Enhancement Services, UMS offers academic support and development services to migrant or farm worker students who are no longer participating in the College Assistance Migrant Program (CAMP).

**UNIVERSITY ONE (8-4775)** Faculty are invited and encouraged to participate in University 1, a 3-unit credit elective course designed to guide students through the academic process and help ensure their success. University 1 responds to a growing number of students who leave the university, often in their first year, without earning any type of degree. The course emphasizes students' transition into academic life and the psychological, sociological, and physiological changes that they encounter. Course content focuses on writing, critical thinking, computer literacy, interpersonal communication, prioritizing, financial management, health & wellness, diversity, campus resources and career planning. A component of the course also includes more traditional content focused on studying, note-taking and test-taking strategies. An important element of University 1 is that it prepares students for future coursework in General Education and in the major.

University 1 responds to this problem, emphasizing students' transition into academic life and the psychological, sociological, and physiological changes that they encounter. The course was approved by the Academic Senate and implemented in 1996, and continues to develop as an important vehicle to increase student persistence at this university and to enhance graduation rates. A particularly important element of University 1 for faculty is that it prepares students for future coursework in General Education and in the major.

University 1 instructors receive a 3 WTU assigned time, join a cadre of dedicated and innovative faculty, and have the opportunity to shape the next generation of students. Faculty members who have been a part of this experience have expressed great satisfaction and a sense of renewal from their involvement in the course. In fact, many instructors note that experience in teaching this course adds both breadth and new teaching techniques to their departmental teaching responsibilities.

**Reference:** [University 1](http://www.csufresno.edu/avpaa/univone.html)  
<http://www.csufresno.edu/avpaa/univone.html>

**UNIVERSITY OUTREACH SERVICES (8-2048)** The purpose of this office is to provide prospective undergraduate students, parents, school personnel, and other interested individuals with comprehensive information about the university, the general CSU admission requirements, special events and services to encourage enrollment at the university. Special events include University Open House and Preview Day.

**Reference:** [University Outreach Services  
http://www.gotofresnostate.com/](http://www.gotofresnostate.com/)

**UNIVERSITY POLICE DEPARTMENT** See Police

**UNIVERSITY RELATIONS (8-2795)** The Office of University Relations is the primary media and public relations office for the university. The office is responsible for disseminating news about the university, responding to media inquiries, and producing university publications. The office also develops strategic communication plans and advises the administration on policy issues that could affect public perception of the university.

Services include: producing and distributing news releases and publicity photos; responding to media requests for information and for faculty experts; arranging news media interviews with faculty, staff, and administration; arranging news conferences, when appropriate; advising departments and individuals on media and public relations; assisting departments in the preparation of their own publications and Web sites; and producing certain materials, and the publication of the *University Journal*.

**Reference:** [University Relations  
http://www.fresnostatenews.com/](http://www.fresnostatenews.com/)

**UNIVERSITY RESTAURANT (8-4200)** Located on the east side of the University Center, the University Restaurant provides fine dining for faculty and students. The restaurant offers a continental breakfast and a full luncheon menu. The restaurant is also used for receptions and/or dinners. For details, contact Food Services (8-3904).

**UNIVERSITY STUDENT UNION (8-2741)** Constructed in the late 1960's with student funds and planning, the University Student Union provides a full range of services to the university community. It contains conference and meeting rooms, lounge areas, fast food outlets, recreation area, and the campus information desk and ticket office. Offices for student activities, the Associated Students, and various committees as well as other service facilities for students and faculty are contained in this building. Use of the building for meetings of faculty and staff groups may be arranged at the Reservation Center on the second floor. Tickets for concerts, local movie theaters, Greyhound bus lines, and money orders are available at the USU Information Center in the main lobby.

The mission of the University Student Union is to encourage students and other members of the university community to meet and share talents, interests, cultures, and ideas in a participatory environment. Through cooperative governance between the USU board, its committees, and staff (in coordination with the university), and through provision of cultural, social and educational, and recreational programs, there is opportunity for ripening of intellectual, creative and communicative capacities.

**Reference:** [USU](#)

<http://www.csufresno.edu/USU/usuabout.html>

**UPPER-DIVISION WRITING EXAMINATION (8-2457)** The UDWE is administered by the university and may be used to satisfy the upper-division writing skills requirement. One unit of credit may be granted (ENGL 100W) to registered undergraduate students upon request. This unit may be applied toward the 40 upper-division unit degree requirement and total units for the baccalaureate degree but cannot be applied toward the 30 residence unit degree requirement or for postbaccalaureate credit. University registration deadlines must be adhered to. English 1 is a prerequisite to taking the UDWE. For details, contact Testing Services (8-2457).

**UPWARD BOUND (8-2963)** The program offers 65 students from area high schools the opportunity to pursue their dreams of a college education. Serving 9th through 12th graders at Edison, Fresno High, Madera, Parlier, Sanger and Roosevelt high schools, the program offers weekly after school tutorials, Saturday study sessions, monthly college conferences, study skills and career development courses and special workshops for college preparation.

**Reference:** [Upward Bound](http://www.csufresno.edu/upwardbound/)  
<http://www.csufresno.edu/upwardbound/>

## **USE OF UNIVERSITY FACILITIES DURING NONSCHEDULED HOURS**

**FACULTY USE** Faculty members who exercise nonscheduled use of campus facilities are responsible to take care for the security of state property and their personal safety and the safety of others. In consideration of the responsibility of the university Police to identify persons who are in buildings at nonscheduled times, employees should notify the campus Police Department by phone of their presence in the building.

**STUDENT USE** Non-scheduled use of lecture rooms must be arranged through either the Office of the Provost and Vice President for Academic Affairs or the Space and Facilities Planning Office. Departments shall develop their own regulations on the use of specialized laboratory, office, or equipment use by faculty and students during nonscheduled hours. Department regulations should emphasize the safety of individuals and the security of state property. The Police Department shall be notified of all use at times when buildings are normally locked. Departmental regulations shall be approved by the dean. Department chairs are responsible for the enforcement of all established regulations.

**Reference:** [Policy on Use of University Buildings and Grounds](http://www.csufresno.edu/aps/apm/645.pdf)  
<http://www.csufresno.edu/aps/apm/645.pdf>

[Policy on Overnight Use of Campus by University and Non-University  
Related Events](http://www.csufresno.edu/aps/apm/650.pdf)  
<http://www.csufresno.edu/aps/apm/650.pdf>