

Standards & Procedures

for Graduate Study at UCLA



Standards and Procedures for Graduate Study at UCLA provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirements. Also included are general regulations concerning graduate courses, standards of scholarship, leave of absence, normal progress toward degree, and a number of other matters.

No single publication or handbook can answer the full range of questions a student may have. Another source of information for graduate study at UCLA is located at the Graduate Division website (www.gdnet.ucla.edu). Here you will find *Program Requirements for Graduate Degrees at UCLA*, a comprehensive listing, by academic year of matriculation, of degree requirements for each graduate program, as well as policy and procedure governing academic apprentice personnel appointments, procedures for preparing and filing a thesis or dissertation, and other useful information. If you need additional assistance or information on anything affecting your graduate study, please do not hesitate to come to the Graduate Division offices in Murphy Hall. We will be happy to assist you.

We hope this handbook is useful and informative, and that you find enrichment and gratification in your pursuit of graduate study at UCLA.



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Administration

The Graduate Division

The UCLA Graduate Division is responsible for administering policy established by the Academic Senate and its Graduate Council for master's, doctoral, and graduate professional degree programs other than the professional degree programs in Dentistry, Law, and Medicine. The Division oversees graduate recruitment and admissions, including the recruitment of a diverse student body, fellowships, teaching and research assistantships and other graduate student support, and the maintenance of high quality standards in all UCLA graduate programs. The Dean of the Graduate Division also serves as Vice Chancellor Graduate Studies.

The Graduate Council

The Graduate Council is a standing committee of the UCLA Academic Senate. In keeping with the University's commitment to the philosophy of shared governance, the Council is responsible for the establishment of policy and standards for graduate education at UCLA; the approval, review, and monitoring of graduate degree programs; and recommendations regarding fellowships and assistantships.

The Graduate Adviser

At matriculation, a graduate student usually selects, or is assigned, a faculty adviser who assists the student in program planning and completing degree requirements. Sometimes this role is temporarily assumed by a faculty adviser assigned to the program as a whole. When a student's master's or doctoral committee is established, the chair of the committee assumes the adviser's role.

Degrees and General Requirements

The graduate student earns a master's or doctoral degree by distinguished achievement in advanced study and research. In addition to course work, there are various means of evaluating achievement in study, including qualifying and comprehensive examinations and various kinds of laboratory and field work. Achievement in research is primarily assessed through evaluation of the master's thesis or doctoral dissertation. Professional master's and doctoral degree programs require professional training. The demonstration of achievement in these fields may take various forms, including field work, completion of projects, and training that involves professional licensure.

Preparation

An applicant for any advanced degree must possess a bachelor's degree from an institution of acceptable standing and must have completed the prerequisites for graduate study at UCLA in the applicant's field. This handbook includes the general requirements for graduate study and degrees. For more specific degree requirements students should consult their departments and *Program Requirements for UCLA Graduate Degrees* (available by academic year of matriculation on the Graduate Division web site at www.gdnet.ucla.edu under the heading "Departments and Majors").

International students whose first language is not English must first pass the TOEFL with a score of 560 on the paper-and-pencil test, a score of 220 on the computer-based test, a score of 87 on the internet-based test (TOEFL iBT), or the International English Language Testing System (IELTS) examination with an overall band score of 7.0 before being eligible for admission. Once admitted and upon arrival at UCLA, the student must then take the UCLA English as a Second Language Placement Examination (ESLPE), an English diagnostic test, before being permitted to register. Admission is canceled for those who fail the test. A student may pass the test but still be required to complete English as a Second Language courses beginning in the first term at UCLA. The student's academic department or program monitors enrollment in and satisfactory completion of such courses. An additional test to demonstrate English speaking proficiency is required for such students who also wish to serve as teaching assistants. Additional information regarding this requirement for teaching assistants may be found in the Graduate Division's *Academic Apprentice Personnel Manual*.

Duplication of Degrees

Graduate Council policy states that:

The University of California, in general discourages the duplication of advanced degrees. At the same time, it recognizes that a professional degree does not duplicate an academic one, and that the holders of either an academic or professional degree may have the pressing need to earn another degree in an area quite different from that of their first endeavors.

All applicants for a second academic graduate degree at the same level as, or at a lower level than the graduate degree they already hold, will be required to show compelling cause to the department before it reviews and recommends admission to the Dean of the Graduate Division.

If admitted for a second graduate degree, students will be held to all the usual degree requirements and University regulations pertaining to fees, registrations, examinations, advancement to candidacy, residency, etc. Courses already applied to any earlier graduate degree cannot be applied to the second degree.

The Graduate Division is particularly concerned that a careful review and special justification be made by the graduate program in all cases where an applicant or a continuing student is recommended for admission to a second doctoral degree program. This concern also extends to a recommendation for student support for pursuit of a second doctoral degree.

The Master's Degree

Thesis or Comprehensive Examination Plan

Depending on what is offered by their major department, students follow either the thesis plan or the comprehensive examination plan. The University minimum standards are the same under either plan, but a department may set higher standards and require additional courses and/or examinations to evaluate a student's capability in his or her field. The departmental graduate adviser should be consulted concerning such requirements. Information regarding standards and examinations may also be found in the *UCLA General Catalog* and in *Program Requirements for UCLA Graduate Degrees*.

University Minimum Standards

Courses

The minimum program of study consists of at least nine graduate and upper division courses (36 units) completed while in graduate status. At least five of those courses (20 units) must be graduate. For the MA, MS, and MAT, the five graduate courses may be in the 200 series (graduate courses and seminars) and, in limited number, the 500 series (directed individual study or research). For other master's degrees, they may be in the 400 series (graduate professional courses) as well as the 200 and 500 series. Many master's programs, especially professional programs, require more courses/units than the University minimum.

Satisfactory/Unsatisfactory (S/U) Graded Courses

Courses taken on an S/U basis outside the major, and 500-series courses within the major, may be applied toward the degree and/or academic residency requirements if so approved by the program. Students in interdepartmental majors may not apply S/U graded courses to degree requirements, unless they are in the 500 series.

Courses offered within the major on an S/U basis only are applicable toward degree and/or academic residency requirements if so approved by the program. A course that is multiple-listed in more than one department (one with an 'M' prefix) and that is taken for S/U grading, may not be applied toward a master's degree without a petition if one of the departments is the student's major.

Scholarship

To be in good standing, a 'B' (3.0) grade point average is required in all courses taken in graduate status at the University. A student also must have a 3.0 grade point average in all courses to be applied toward the master's degree.

Transfer of Credit

Through petition, courses completed in graduate status on other UC campuses may apply to master's programs at UCLA, provided they were not used toward a previous degree. Such courses may fulfill up to one-half of the total course requirement, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of two courses completed with a minimum grade of 'B' in graduate status at institutions other than UC may apply to UCLA master's programs. Two courses

would be the equivalent of eight quarter units or five semester units. They may not fulfill the minimum five-graduate-course requirement or the academic residence requirement. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit.

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA.

Correspondence courses are not applicable to graduate degrees.

Credit for UCLA Extension Courses

Enrollment through UCLA Extension is not a substitute for enrollment in a regular academic session. Credit for UCLA Extension courses is usually limited to instances where the courses are taken prior to graduate admission (but after award of the bachelor's degree) to demonstrate ability in the field, although unusual circumstances may justify an exception. By petition to the Graduate Division, UCLA Extension courses may be applied toward master's degrees if the following conditions are met:

- 1) The courses (100, 200, or 400 series) must be clearly identified as CONCURRENT courses on the transcript. The designation "XLC" must appear before the department name and course number to designate a concurrent course.
- 2) A student must have received grades of 'B' or better in the courses.
- 3) A student must have completed the courses after the award of the bachelor's degree.
- 4) The petition must have the support of the graduate program and include an official UCLA Extension transcript.

A maximum of two concurrent UCLA Extension courses (eight units) may be applied toward a nine-course, five-graduate-course program.

A student in a program requiring more than nine courses for the master's degree may petition for concurrent courses completed through UCLA Extension (with a grade of 'B' or better after the student has received the bachelor's degree) to meet one-half the course requirements over and above the University minimum of nine.

Grades earned in UCLA Extension are not included in computing grade averages for the graduate transcript and

therefore cannot be considered in determining whether a student is on academic probation.

Academic Residence

Students are required to complete at least three quarters of academic residence (registration and enrollment) in graduate status at the University of California, including at least two quarters at UCLA. A student is in academic residence after completing at least one course (four units) in graduate or upper-division work during a quarter.

One quarter of residence in summer study may also be earned in either of these ways: (1) enrollment in two six-week Summer Sessions taking at least two units of upper division and/or graduate work in each session, OR (2) enrollment in one eight-week Summer Sessions for at least four units of credit. Residence earned through Summer Sessions enrollment is limited to one-third of the degree requirements.

Foreign Language Requirement

Every effort should be made to complete foreign language requirements before the beginning of graduate study or as early as possible thereafter so that the language skill will be of maximum benefit.

Advancement to Candidacy

It is the student's responsibility to file advancement to candidacy forms for the master's degree in the major department no later than the second week of the quarter in which the student expects the award of the degree. Failure to do so will prevent the student from receiving the degree until the quarter in which the forms are filed and the student is advanced to candidacy, regardless of when the degree requirements were completed. Advancement to candidacy may not occur until the foreign language requirement has been satisfied. Forms for this purpose are available in the department. Petitions and transcripts pertinent to the master's program should be attached to the advancement to candidacy form. Any change in program of study after filing for advancement to candidacy should be reported in writing to the Registrar's Office by the department chair or graduate adviser.

Candidates have one calendar year from the date of advancement to candidacy in which to complete all requirements for the degree. After that point, a petition to extend candidacy is required. In instances where five years have passed since advancement to candidacy, the student and department must justify in writing to the Graduate Division why the student should be allowed to graduate without being required to repeat course work,

examination or language requirements. Such justification also may be required in instances where the course work included in an advancement to candidacy petition was completed five or more years ago.

The Master's Thesis

Every master's degree program that includes a thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research. Before beginning work on the thesis, the student obtains approval of the subject and general plan from the thesis committee.

For guidance in the final preparation of the manuscript, the student should consult the thesis and dissertation adviser, Office of the University Archivist, 21560 Young Research Library, and the Graduate Division publication, *Policies and Procedures for Thesis and Dissertation Preparation and Filing*, available at www.gdnet.ucla.edu/publications.asp. If the student is planning to submit a thesis during the current academic year, the student is encouraged to attend one of the orientation meetings on manuscript preparation and filing procedures which are conducted by the thesis and dissertation adviser and the Graduate Division at the beginning of each quarter. Orientation meeting dates are listed in the Registrar's Calendar online at www.registrar.ucla.edu, and announcements are posted each quarter in departmental offices and libraries.

If a student is conducting research for the purpose of fulfilling the requirements for the master's degree, the student should be aware that if the research will entail the use of human subjects (medical procedures, questionnaires, interviews, etc.), in addition to receiving the approval of the thesis committee, the student must also seek the approval of the appropriate Human Subject Protection Committee (HSPC) at UCLA, prior to the initiation of the research project. Additional information regarding application procedures may be obtained from the HSPC - School of Medicine, (310) 825-5344; HSPC - General Campus, (310) 825-7122.

Thesis Committee Regulations

Nominations for the thesis committee are listed on the "Nomination of Master's Thesis Committee" form and sent to the Graduate Division for consideration.

- 1) Master's thesis committees are appointed by the dean of the Graduate Division, acting for the Graduate Council, upon nomination by the chair of the department (or interdepartmental degree committee), after consultation with the student.

- 2) Master's thesis committees consist of a minimum of three faculty members from UCLA.
- 3) Master's thesis committee members must hold one of the following academic ranks:
 - Professor (any rank, regular series)
 - Professor emeritus
 - Professor-in-residence (any rank)
 - Acting professor (any rank)
- 4) Adjunct professor (any rank), professor of clinical X (any rank), and visiting professor (any rank) may serve as one of the three regular members (not as chair) on professional (not MA or MS) master's thesis committees.
- 5) Acting assistant professors may serve as regular members but not as chairs on thesis committees.
- 6) The chair of the committee and at least one other member must hold academic appointments in the student's department, or, in the case of a student in an interdepartmental degree program, must be selected from a list of faculty members who actively participate in the program.
- 7) Additional members (above the minimum) from any of the above titles as well as those with the title of lecturer may be appointed to the committee and/or serve as co-chairs, and shall have the same voting rights and responsibilities as the other committee members.
- 8) By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

Exception List

The following was approved by the Graduate Council in 1993, with subsequent amendments:

Department chairs may nominate as exceptions individuals employed at UCLA whose titles are not currently approved for service as part of the required membership of a master's thesis committee. These nominations must include a curriculum vitae and a statement by the department chair that the prospective appointee's research and academic qualifications are equal to those of a ladder faculty at UCLA, that there is a likelihood that the nominee's appointment will be renewed and it is expected that the individual will be at UCLA for at least five to seven years. The nomination also must include a description of the advising, mentoring and service (as an

additional member at UCLA or on committees at another university) on master's thesis committees. If there has been none, it should be so stated. Finally, the department or program faculty must vote on the nomination and a record of the vote must be included. The record of the vote must include: a) number of votes in favor of the action; b) number of votes against; c) number of abstentions; d) total number of faculty eligible to vote.

If approved, these individuals will count as part of the three required members on a committee but may not serve as chair.

Approval for the exception is for five years or until the individual's UCLA appointment is terminated, whichever comes first. At five years the department chair must submit a request for a renewal of the exception with an updated curriculum vitae.

All exceptions of this nature are to be handled through the above procedures; ad hoc individual exceptions will not be entertained.

No more than one individual who has been approved as an exception will be permitted to serve on any given thesis committee.

Requests for exceptions are to be sent to the Associate Dean of the Graduate Division. The Graduate Division will do the initial screening (to be sure that all appropriate materials are included with the request), and then forward the requests to the Graduate Council Committee on Degree Programs (CDP) for consideration.

Because obtaining an exception for an individual faculty member could take some time due to the review process required for each request, including committee consideration, students should not assume that they may use a particular individual on their committee until approval for the exception is granted.

The Master's Comprehensive Examination

The comprehensive examination is administered by a committee consisting of at least three faculty members appointed by the student's department. Information concerning this examination and its form (written or oral or both) may be obtained from departmental graduate advisers. In some departments, the comprehensive examination may serve as a screening examination for admission to the doctoral program.

The Doctoral Degree

University Minimum Standards

Program of Study

A doctoral student's program of study is planned in consultation with the faculty adviser and/or departmental guidance committee, who supervise the student's activities until the appointment of the doctoral committee. This program lies within the scope of the departmental or interdepartmental program which has been approved by the Graduate Council. However, it is designed with flexibility for individual needs and interests. Students must fulfill all formal University requirements for the doctoral degree: scholarship; academic residence; foreign language proficiency; written, and in some cases, departmental oral qualifying examinations; the University written and oral qualifying examination; and the dissertation, as well as any additional requirements.

The University does not specify course requirements for doctoral programs. Such courses are completed as required or recommended by the department for knowledge in the field of specialization and for preparation for qualifying examinations.

Scholarship

To be in good standing, a 'B' (3.0) grade point average is required in all courses taken in graduate status at the University.

Academic Residence

Doctoral students are required to complete at least two years of academic residence (registration and enrollment) in graduate status at the University of California, including one year, ordinarily the second, in continuous residence at UCLA. If the master's degree was earned at UCLA, one year of the residence requirement may have been met towards the doctorate. In most cases, however, a longer period of academic residence is necessary, and from three to five years is generally considered optimal. Academic residence occurs after a student has completed at least one course (four units) of graduate or upper-division course work during a quarter.

Foreign Language Requirement

Not all programs have a foreign language requirement (or its equivalent). In instances where there is a requirement, every effort should be made to complete it before the beginning of graduate study or as early as possible thereafter so that the language (or equivalent) skill is of maximum

benefit. A student who is in a doctoral program that requires one or more languages must complete all language requirements before the University oral qualifying examination and advancement to candidacy unless the program specifically allows part of the requirement to be completed after the examination.

Departmental Guidance Committee / Written and Oral Qualifying Examinations

The first phase of the student's program is supervised by a departmental faculty adviser and/or departmental guidance committee. The department administers the written, and in some cases, departmental oral qualifying examination after completion of courses and other preparatory work recommended or required by the department.

After completion of all departmental requirements and the appropriate foreign language, if required, the chair of the department, after consultation with the student, nominates a doctoral committee.

Doctoral Committee Regulations

The following regulations are consistent with regulations 526 through 534 of the Los Angeles Division of the Academic Senate. These regulations supplant all prior action of the Graduate Council on the membership, appointment, and responsibilities of doctoral committees.

Membership

- 1) Doctoral committees consist of a minimum of four faculty members from UCLA of the following academic ranks:
 - Professor (any rank)
 - Professor or associate professor emeritus
 - Professor-in-residence (any rank)
 - Acting professor or acting associate professor
- 2) Adjunct professors (any rank) and professor of clinical X (any rank) may serve as one of the four regular members and/or co-chair on professional (non-PhD) doctoral committees.
- 3) Three of the four doctoral committee members must hold appointments at UCLA in the student's major department.
- 4) One of the four doctoral committee members must hold an appointment at UCLA in a department "outside" the student's major department. (Faculty who hold multiple appointments count as "inside" if one of those appointments is in the student's department.)
- 5) Two of the four doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series) at UCLA.
- 6) The chair of the doctoral committee must hold a UCLA appointment in the student's major department or interdepartmental degree program as professor (any rank, regular or in-residence series), or professor or associate professor emeritus. If a committee has co-chairs, at least one must be from the student's major department or interdepartmental degree program at UCLA.
- 7) Additional members (above the minimum number of four) may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members.
- 8) Those holding titles indicated in 1) above, as well as adjunct professor and adjunct associate professor, professor of clinical X, and visiting professor or visiting associate professor may serve as additional members (above the minimum of four) and may also serve as co-chair of the committee.
- 9) By petition (to accompany the committee nomination), one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above. (Funding for travel expenses will not be provided by the Graduate Division.)
- 10) By petition (to accompany the committee nomination), the "outside" member of the doctoral committee may be from another university inside (not UCLA) or outside of the UC system and from the same field as that of the student. The petition, approved by the chair, vice-chair or authorized departmental faculty graduate adviser must include documentation of the following:
 - A curriculum vitae of the faculty member who is nominated to serve as the "outside" member.
 - The faculty member nominated to serve as the outside member must hold a regular series appointment at a university that offers accredited graduate degrees or have equivalent intellectual qualifications as documented in the vitae and attested to in a letter from the chair of the department.

- A statement indicating that the department has made arrangements to finance all travel expenses of the outside member to attend the University oral qualifying and, if required, the final oral (defense of the dissertation) examination. Students are not permitted to finance these travel expenses.

These petitions will be reviewed by the Associate Dean of the Graduate Division on a case-by-case basis. Therefore, the student and department should make sure that such a petition and the committee nomination are submitted many weeks in advance of the anticipated date of the University oral qualifying examination, in particular because there is no guarantee that they will be approved, which means that an alternative committee may need to be nominated later if the petition is not approved. This petition process may not be used to retain a UCLA faculty member as a regular committee member once they have left the University for an appointment at another university.

Interdepartmental Degree Programs

In addition to the regulations above, interdepartmental degree program doctoral committees are subject to the following regulations:

- 1) The three committee members from the student's "department" must be selected from a list of faculty members who actively participate in the program. This list will be prepared by the chair of the interdepartmental degree committee and submitted to the Graduate Division at the beginning of each Fall term.
- 2) The one "outside" member will be selected from eligible UCLA faculty whose names do not appear on the list of faculty members who actively participate in the interdepartmental program.
- 3) Two different departmental affiliations must be represented among the four members of the doctoral committee.

Exception List

The following was approved by the Graduate Council in 1993, with subsequent amendments:

Department chairs may nominate as exceptions individuals employed at UCLA whose titles are not currently approved for service as part of the required membership of a doctoral committee. These nominations must include a curriculum vitae and a statement by the department

chair that the prospective appointee's research and academic qualifications are equal to those of a ladder faculty at UCLA, that there is a likelihood that the nominee's appointment will be renewed and it is expected that the individual will be at UCLA for at least five to seven years. The nomination also must include a description of the advising, mentoring and service (as an additional member at UCLA or on committees at another university) on doctoral committees. If there has been none, it should be so stated. Finally, the department or program faculty must vote on the nomination and a record of the vote must be included.

If approved, these individuals will count as part of the required inside membership but not as part of the required tenured membership or required outside membership, and may not serve as chair.

Approval for the exception is for five years or until the individual's UCLA appointment is terminated, whichever comes first. At five years the department chair must submit a request for a renewal of the exception with an updated curriculum vitae.

All exceptions of this nature are to be handled through the above procedures; ad hoc individual exceptions will not be entertained.

No more than one individual who has been approved as an exception will be permitted to serve on any given dissertation committee.

Requests for exceptions are to be sent to the Associate Dean of the Graduate Division. The Graduate Division will do the initial screening (to be sure that all appropriate materials are included with the request), and then forward the requests to the Committee on Degree Programs (CDP) for consideration.

Because obtaining an exception for an individual faculty member could take some time due to the review process required for each request, including committee consideration, students should not assume that they may use a particular individual on their committee until approval for the exception is granted.

Appointment

- 1) Doctoral committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the chair of the department or interdepartmental program committee, after consultation with the student. The committee must be appointed prior to holding the oral qualifying examination.

- 2) Recommendation for reconstitution of a doctoral committee is made jointly by the chair of the department and the chair of the doctoral committee, after consultation with the members of the committee who are in residence and the student. Reconstitution is approved by the dean of the Graduate Division, acting for the Graduate Council.

Duties and Responsibilities

The doctoral committee:

- 1) Conducts an oral qualifying examination, and at its option, written examination, to determine whether the candidate is qualified for advancement to candidacy for a doctoral degree. This examination is open only to the committee members and the student. All members of the committee must be present at the examination. It is the duty of the chair to see that all members of the committee are present. Each member of the committee reports the examination as “passed” or “not passed.” A student may not be advanced to candidacy if more than one member votes “not passed” regardless of the size of the committee. Upon majority vote of the doctoral committee, the oral qualifying examination may be repeated once. Students must be registered to take written and oral qualifying examinations. If such examinations are to be taken in the summer, the student must have been registered in the immediately preceding Spring term.
- 2) Approves the subject for the dissertation and provides the guidance required for progress toward the degree.
- 3) Decides, by unanimous agreement, whether to waive the final oral examination on the dissertation in cases where it is not required for all students by departmental regulations (but see 6 below). If such an examination is required, the entire committee must be in attendance (it is the duty of the chair to see that all members of the committee are present) and each member must record a decision of “passed” or “not passed.” A student will not be considered to have passed the final oral examination with more than one “not passed” vote regardless of the size of the committee.
- 4) Selects from its membership, by unanimous agreement, the certifying members who will read, approve, and certify the dissertation. A minimum of three members must be certifying members, two of whom are from the student’s department and one from an “outside” department. The chair of the doctoral

committee (or both co-chairs, if applicable) must serve as certifying member(s). At least two “inside” and one “outside” certifying member(s) must hold professorial appointments at the University of California (unless an exception is granted in accord with Membership, 10 above).

- 5) The certifying members (whether the entire committee or a subcommittee selected by the entire committee) read, approve, and certify the dissertation. In cases where fewer than the entire membership have been chosen as certifying members, approval of the dissertation must be unanimous. If the entire committee is acting as certifying members, the dissertation is considered as approved with one negative decision. A negative decision is indicated by a refusal to sign the dissertation approval page and by a letter from the chair of the committee to the dean of the Graduate Division reporting the fact.
- 6) Even though the doctoral committee has agreed to its waiver, any member of the subcommittee which has been chosen to certify the dissertation may require that a final oral examination, in defense of the dissertation, be held. If a final oral examination is required, the entire doctoral committee must attend and vote.
- 7) In addition to the above duties and responsibilities, “outside” members have the responsibility to see that standards of performance on a campuswide and universitywide basis are maintained. In this role, they serve as the public and are entrusted to ensure that fairness, equity, and academic integrity have been preserved by the doctoral committee.

Advancement to Candidacy

Students are advanced to candidacy following completion of course and language requirements and the written and oral qualifying examinations. The academic residence requirement for doctoral advancement to candidacy consists of four quarters of registration, three of which (ordinarily the last three) must be spent in continuous residence at UCLA. If offered by the program, the Candidate in Philosophy degree (see below) is awarded for the quarter in which the student is advanced to candidacy. A student is advanced to candidacy by the Graduate Division when the report on the University oral qualifying examination is received, providing that all the above conditions are met. The student is automatically billed for the doctoral advancement to candidacy fee at the time advancement occurs.

In instances where ten years have passed since advancement to candidacy, the doctoral committee chair must justify in writing to the Graduate Division why the student should be allowed to graduate without being required to repeat course work, examination or language requirements. In all such cases, the student is required to complete a final oral examination (defense of the dissertation) with all committee members present. This requirement cannot be waived by the doctoral committee.

The Candidate in Philosophy (C.Phil.) Degree

The Candidate in Philosophy (C.Phil.) is awarded to qualified students upon advancement to candidacy in PhD programs where it is offered.

The C.Phil. is not a terminal degree. This means that a department cannot recommend a student for advancement to doctoral candidacy and at the same time disqualify the student for continued registration and further study or research in the dissertation. If a student withdraws from the University after advancement to candidacy and award of the C.Phil., the department must be willing to readmit the student at some subsequent date, provided the period of absence combined with the previous terms of study does not exceed the maximum time limit set by the department for completion of the degree.

Academic requirements for the C.Phil., like those for advancement to candidacy for the PhD, include the departmental program of study, the written, and in some cases, departmental oral qualifying examinations, such foreign language (or substitute program) requirements as the department has established as prerequisite to advancement to candidacy, and the University oral qualifying examination which is administered by the doctoral committee.

The academic residence requirement for the C.Phil. consists of four quarters of registration, three of which (ordinarily the last three) must be spent in continuous residence at UCLA. The C.Phil. cannot be conferred after or simultaneously with the award of the PhD.

Doctoral Dissertation

Every doctoral program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. The choice of subject must be approved by the doctoral committee which usually reviews and approves the dissertation prospectus at the time of the University oral qualifying examination. Subsequently, the

doctoral committee guides progress toward completion of the dissertation.

For guidance in the final presentation of the manuscript, a student consults the thesis and dissertation adviser, Office of the University Archivist, 21560 Young Research Library, and *Policies and Procedures for Thesis and Dissertation Preparation and Filing*, available on the Graduate Division web site. When planning to submit the dissertation during the current academic year, students are encouraged to attend one of the orientation meetings on manuscript preparation and filing procedures which are conducted by the thesis and dissertation adviser and the Graduate Division at the beginning of each quarter. Orientation meeting dates are listed in the Registrar's Calendar online at www.registrar.ucla.edu, and announcements are posted each quarter in departmental offices and libraries.

If conducting research for the purpose of fulfilling the requirements for a doctoral degree, students should be aware that if the research will entail the use of human subjects (medical procedures, questionnaires, interviews, etc.), in addition to receiving the approval of the doctoral committee, students must also seek the approval of the appropriate Human Subject Protection Committee (HSPC) at UCLA, prior to the initiation of the research project. Additional information regarding application procedures may be obtained from the HSPC - School of Medicine, (310) 825-5344; HSPC - General Campus, (310) 825-7122.

Final Oral Examination (Defense of the Dissertation)

If the final oral examination is required, either for all students in a specific degree program or for an individual student by the doctoral committee, the entire committee must be in attendance and each member must record a decision of "passed" or "not passed." A student is not considered to have passed the final oral examination with more than one "not passed" vote, regardless of the size of the committee. The final oral examination may be waived with the written consent of all members of the doctoral committee on a designated form obtained from the department. If the examination is required for all students in a specific degree program, the waiver request form also must be accompanied by an additional written justification from the chair of the program.

Normative Time-to-Degree

The normative time-to-degree for a program is the number of quarters established for students to complete

requirements for the doctorate from the time of matriculation into graduate status in the University of California. In establishing the normative time for a program, the assumption is made that a student enters graduate standing with no stated deficiencies and works full-time to the degree. The normative time is determined in consultation with the program faculty and approved by the Graduate Council.

Graduate Foreign Language Requirements

Each department, school, or interdepartmental degree program determines, with Graduate Council approval, whether or not it will require a command of foreign languages (or an equivalent) for a degree.

Some students meet the foreign language requirements by completing a UCLA foreign language department examination or a foreign language examination administered by their own department. Some departments permit students to fulfill the requirement through completion of course work or through achievement of a certain level of proficiency (e.g., 5 or 6) on the UCLA Foreign Language Department Placement Test given by the foreign language departments. If a program requires special proficiency in a language, this is fulfilled through a special examination. In addition, some departments have approved substitute programs which may fulfill the language requirement.

For further information on these requirements and for additional departmental requirements for specific programs, a student should consult the program's description of its foreign language requirements for the master's or doctoral degree in *Program Requirements for Graduate Degrees* at UCLA at www.gdnet.ucla.edu.

UCLA Foreign Language Department Examinations

In some instances special examinations are offered by UCLA language departments to registered UCLA students. Information regarding these examinations may be obtained directly from the language departments.

UCLA Foreign Language Department Placement Test

While these placement tests vary from language to language, they are written examinations (of various sections — multiple choice, fill-in, essay, etc.) used to determine what level of language ability a student has attained from previous study. The test results indicate what level

of proficiency the student has attained (i.e., Spanish 3, 4, 5, etc.). If this is approved as an option for fulfilling foreign language requirements in a department, students are allowed to submit the test results in lieu of completion of course work.

UCLA Departmental Language Examinations

Some departments have obtained Graduate Council approval to administer language examinations to students in their programs. These examinations are administered by faculty committees in the departments. A student must be registered when taking departmental language examinations. For further information, the student contacts the graduate adviser in the department.

A department that wishes to newly establish the option of offering UCLA Departmental Language Examinations must, in accord with guidelines provided by the Graduate Council on March 5, 1971, complete and submit to the Graduate Division a proposal that contains the following:

- 1) The establishment of its own Graduate Foreign Language Examination Committee with the responsibility for its language examination program, including responsibility for certifying the results of such examinations on an official form provided by the Graduate Division.
- 2) Identification of the members of the department's Graduate Foreign Language Examination Committee and their tenure. Any proposed subsequent change in its membership must be submitted to the Graduate Division for approval.
- 3) Specific enumeration of the languages in which each member will be examining, and his or her qualifications for doing so.
- 4) A statement of the department's Graduate Council-approved language requirements for the PhD (or other graduate degrees) in full; clear indication of the parts of these requirements that are to be met with departmentally administered exams; and the languages for which departmental examinations are to be given.
- 5) At least one sample examination showing the type or types of exams the department proposes to offer, and a clear indication of the level or levels of competence required.

The proposals should be addressed to the Associate Dean, Graduate Division, who has delegated authority by the

Graduate Council's Committee on Degree Programs to approve or refer them to the committee.

English as a Foreign Language

An international student whose native language is other than English, with the approval of the major department and the Graduate Division, may petition for either English or the native language to fulfill the foreign language requirement. The student may offer only one of these in fulfilling a two-language requirement. Proficiency in English is evaluated by performance on UCLA's English as a Second Language Placement Examination as well as through demonstration of achievement in graduate study. The department chair's signature on the petition is certification of sufficient competence in English, or acceptance of the native language, to meet the department's language requirement.

Alternate Requirements

In some departments a special program of course work may be offered in place of a foreign language. This is included in the program's description of its foreign language requirements for the master's or doctoral degree in *Program Requirements for UCLA Graduate Degrees*. A student should consult the departmental graduate adviser for details on such a program.

Timing

Students in master's programs must complete the language requirement before advancement to candidacy. A student who is in a doctoral program that requires one or more languages must complete all language requirements before the University oral qualifying examination and advancement to candidacy unless the department specifically allows part of the requirement to be completed after the examination.

Articulated and Concurrent Degree Programs

In addition to those programs offered in an individual discipline, it is possible to complete studies leading toward two degrees through approved concurrent and articulated degree programs. Both of these types of programs have the advantage of allowing the student to complete two degrees in less time than normally required if the courses of instruction are taken in sequence. The aim of these programs is to provide an integrated curriculum of greater breadth between the two disciplines. The programs differ in that concurrent programs are designed to allow a specified amount of credit to apply

toward both degrees, while articulated programs do not allow any credit overlap.

A list of these programs may be obtained from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall.

In addition to approved existing articulated and concurrent degree programs, a student may petition for an individually designed articulated degree program. The student must be able to demonstrate the need and desire to work simultaneously on two degree programs in two different majors. By using this procedure, individual students may design a program that allows them to be registered in two major simultaneously.

If the individual articulated program is approved, a student is expected to complete all the requirements for each degree; no courses may be applied toward both degrees, and separate and distinct theses and/or comprehensive examinations must be completed. The student who completes both degree programs will receive two separate degrees (one in each major), not a double major with one degree (i.e., the student may receive a MA in History and a MA in Political Science, not a MA in History and Political Science).

A potential advantage of this program is that it allows the student to take courses during any quarter that may apply toward either of the degrees. Further, the student may take both sets of comprehensive examinations or file two theses in the same quarter without changing majors back and forth. With careful scheduling, it may be possible for some students to complete both degrees in less time than it would take to complete them sequentially.

Departments that are considering a student's application to an individually designed articulated degree program must consider that the student FTE will be split between both departments. This is also the case if a Graduate Division major is combined with Law. If the program combines a Graduate Division major with Dentistry or Medicine, the entire FTE is assigned to Dentistry or Medicine. This FTE split occurs regardless of what courses the student is taking during a quarter.

The individually designed articulated degree program is not available to students who are enrolled in special-fee, self-supported programs (e.g., Fully Employed MBA, Executive MBA, MPH for Health Professionals, EdD Educational Leadership Program, and MS in Engineering (online program)). These students pay special fees directly to the school and not to the University as a whole, and thus are entitled to pursue only the degree for which they are paying the special fees.

A student who is interested in applying for an individually designed articulated degree program must have completed at least one quarter in graduate status at UCLA in a single Graduate Division major.

The student submits a proposal to the Graduate Division (Graduate Admissions/Student Academic Affairs, 1255 Murphy Hall). This proposal must include the following:

- The names of the majors and degrees to be combined.
- A statement explaining why the student is interested in the articulated program (i.e., educational objectives, enhancement of career opportunities, etc.).
- A tentative plan of study, including expected dates of degree awards.
- A statement by the student acknowledging that the requirements for each degree will be fulfilled independently, and that s/he understands that no courses, exams, or theses may be used to fulfill requirements for both degrees.
- A change of major petition which has been completed and signed by both departments.
- A statement from the chair of each department involved that approves of the student's plan and acknowledges and agrees to the split of student FTE as defined above.

The department in which the student is not enrolled at the time of application may require the student to go through its admissions screening process before it will submit a statement approving the articulated program.

Regulations and Policies

Courses

Graduate Courses

Courses numbered in the 200, 400, and 500 series are ordinarily open only to students who have completed prerequisites or who have sufficient background for the subject matter of the course. Graduate courses and seminars which can fulfill the minimum graduate course requirement of any advanced degree are numbered in the 200 series. All graduate courses especially designed for programs leading to graduate degrees other than the MA, MS, and PhD are numbered in the 400 series; these may not be used to satisfy the minimum graduate course requirements for MA or MS degrees. Courses numbered in the 500 series are directed individual study or research at the graduate level. Courses numbered in the 300 series are professional courses or pre-professional experience and are not applicable toward requirements for graduate degrees.

Individual Study or Research Courses

Graduate individual study or research courses are numbered as follows: 596 (directed individual study or research); 597 (preparation for the master's comprehensive examination or doctoral qualifying examination); 598 (master's thesis research and preparation); and 599 (doctoral dissertation research and preparation). Certain 500 series courses, with limitations as to their use, have been approved by the Graduate Council for Satisfactory/Unsatisfactory grading for application to the minimum course requirements for master's degrees, or for repetition for credit. The same method of grading (letter or S/U) is determined in advance for all of the students enrolled in a particular course. Before enrolling, a student should obtain full information from the graduate adviser in the department which offers the course.

If approved by the Graduate Council for a student's program, no more than two courses in the 500 series (not including course 501) shall apply toward the divisional minimum of nine courses required for a master's degree; and only one of these two courses may be counted toward the minimum of five graduate courses required for the degree.

A department that offers master's degree programs requiring more than the minimum nine courses, in accord with guidelines established on February 22, 1974, may propose to the Graduate Council that additional 500

series courses be applicable, as follows: for programs of 10-11 courses, two 500 series courses, for programs of 12-15 courses, three 500 series courses; for programs of 16-18 courses, four 500 series courses. A department may request an exception to these guidelines by submitting for the approval of the Graduate Council a written proposal indicating the total number of 500 series courses to be permitted, the specific courses involved, and the special justification for the exception.

Regulations For Examinations

Final Examinations in Graduate Courses

The instructor in charge of a graduate course is responsible for assigning the final grade in the course. The final grade will reflect the student's achievement in the course and will be based on adequate evaluation of that achievement. The instructor's method of evaluation must be announced at the beginning of the course. The method may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device. Evaluation methods must be of reasonable duration and difficulty and must be in accord with applicable Academic Senate and departmental policies. Final written examinations may not exceed three hours' duration and are to be given only at the times and places established and published by the departmental chair and the Registrar's Office.

The instructor, if he or she wishes, will release to individual students their original final examinations (or copies). This may be done by any method which ensures the student's right to privacy. Otherwise, the instructor will retain final examination materials, or a copy of these, until the end of the next succeeding regular term of instruction. During that period, students will have access to their examinations.

Disposition of Master's Written Comprehensive Examinations

A department, if it wishes, may release the original written comprehensive examinations to the student. Otherwise, it will retain these examination materials at least until the end of the next succeeding regular term of instruction. During that period, students will have access to their examinations.

Doctoral Qualifying Examinations

To be admitted to doctoral candidacy, students must provide written evidence of competency in the field. This can be done by passing a series of written examinations

or by other methods specified by the department or interdepartmental program. The nature of this written evidence must be approved by the Graduate Council for each degree program.

In addition, a student is required to pass the University oral qualifying examination administered by the doctoral committee. The doctoral committee also has the option of requiring additional written examinations. The University oral qualifying examination is open only to the members of the doctoral committee and the student. Only upon satisfactory completion of the written and oral qualifying requirements, can a student be advanced to candidacy.

The following was approved by the Graduate Council in 2005:

Under special circumstances and only by petition for an exception to the Graduate Division, one member (not the chair or co-chairs) of a previously-appointed doctoral committee may participate in a doctoral oral qualifying or, in limited circumstances (see last bullet), a final oral examination (defense of the dissertation) via video conferencing. Because these petitions must be individually reviewed by the Graduate Division, they must be submitted well in advance of the scheduled date of the examination.

The following conditions or items must pertain and be included with the petition for an exception:

- The exception must involve a current member (one only) of an appointed doctoral committee from the UCLA faculty who is unable to be physically present during the examination due to extenuating circumstances. The member cannot be a chair or co-chair of the committee.
- The committee member cannot be a member from outside of UCLA who was appointed by special petition. These members are appointed as exceptions at the outset with the understanding that they will be physically present at all examinations.
- Required is a statement that the exception is based on the financial cost and/or hardship involved in making it possible for the committee member to be physically present at the examination and explaining the reasons.
- Required is a statement that the student and committee chair have explored the option of reconstituting the committee and an explanation of why reconstitution is not feasible.

- Required is a statement that the participation will involve both audio and video technology (required) and identification of the places where the video conference on each end will occur and the type of equipment to be used.
- The technology involved may not distract from the presentation. For example, if PowerPoint slides are to be used by the student and are not visible to the video conferencing participant, s/he must be provided with a copy of the slides in advance of the examination.
- Required is a statement that the department or faculty member has made arrangements to finance the video conferencing and technology involved. The student is not allowed to cover any of the costs involved.

In addition to the above:

- If the exception involves the final oral examination (defense of the dissertation), required is a statement as to why it is not feasible or preferable to just formally waive the examination, and hold an informal examination with the members who can be present.

If an exception is approved, the committee chair is responsible for signing the name of the member who is participating by video conference on the examination form and countersigning his/her own name as well as obtaining an e-mail or fax confirmation from this individual confirming that the student has passed the examination which is to be attached to the examination report form before it is sent to the Graduate Division.

Graduate departments and programs are cautioned that an exception request must meet all of the criteria and circumstances outlined above or it will be returned without consideration. Also, in all instances except where such an exception is approved, all members of committees must be physically present during these examinations.

Disposition of Doctoral Written Qualifying Examinations

A department may, if it wishes, release the original written qualifying examinations to the student. Otherwise, it will retain these examination materials at least until the end of the next succeeding regular term of instruction. During that period, students will have access to their examinations.

Standard of Scholarship

UCLA requires at least a 'B'(3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In courses graded on an S/U basis, a grade of S (Satisfactory) shall be awarded only for work which would otherwise receive a grade of 'B' or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a 'B'(3.0), or if the student's work in any two consecutive terms falls below a 'B'(3.0) average. The Dean of the Graduate Division determines a student's eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).

I (Incomplete) Grades

The grade 'I' (Incomplete) is assigned when a student's work is of passing quality but is incomplete for good cause. A student is entitled to remove the Incomplete and to receive unit credit and grade points provided the student satisfactorily completes the work of the course by the end of the next full quarter that the student is in academic residence. It is not necessary for a student to be registered at the time the work for the course is completed.

If the work is not completed by the end of the next quarter of residence, the 'I' grade will automatically be replaced with the grade 'F' or 'U' (Unsatisfactory) as appropriate. The work for a course for which the 'I' grade has lapsed to an 'F' or 'U' may, with the permission of the instructor, be completed in a subsequent quarter and the appropriate earned grade assigned. Until that time, however, the 'F' or 'U' grade appears on the record and the 'F' is calculated in the grade-point average. A student may file to remove an 'I' grade which has lapsed to an 'F' or 'U' by following the procedures for removing an 'I' grade described below. When the grade is assigned by the instructor, the Registrar's Office will remove the lapsed 'F' or 'U' and replace it with the earned grade.

When initially assigned, 'I' grades remain on the permanent record but are excluded from the GPA. When

the required work is completed, the assigned grade will appear under the term during which the 'I' grade was satisfied.

If a student receives an Incomplete grade in a course and will be completing the requirements to remove it, the student should not reenroll in the course. The student should have the department send a UCLA Report of Academic Revision to the instructor, who upon completion of the work, submits the grade to the Registrar's Office. Once the grade is received, a confirmation is issued to the department and/or instructor and a processing fee is then charged to the student's BAR account.

The Report and grade assigned must be on file in the Registrar's Office by the end of the student's next registered term to prevent the 'I' grade from lapsing to an 'F', 'NP', or 'U'. The UCLA Report of Academic Revision can also be used to remove Incompletes that have lapsed.

A student may confirm that a grade has been received via URSA Online at www.ursa.ucla.edu. The student should be sure to check the term during which the "I" grade was removed. If the grade is not recorded, the student should check with the individual instructor to insure that the form with a final grade and proper date of completion assigned has been forwarded to the Registrar's Office.

Credit by Examination

Graduate students in good standing may petition to the appropriate instructors, the department, and the Dean of the Graduate Division for permission to take courses for credit by examination, up to a maximum of three courses. To be eligible for this privilege, a student must be registered in graduate status at the time of the examination. Credit earned by examination may be applied toward the minimum course requirements for master's degrees, but it cannot apply to academic residence requirements for master's and doctoral degrees. Petitions for this purpose are available in Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. There is a processing fee for each credit by examination petition.

Academic Disqualification and Appeal of Disqualification

A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0) required by the Academic Senate to remain in good standing (note that some programs require a higher grade point average). Other examples include failure of examinations, lack of progress toward

the degree, poor performance in core courses, etc. Probationary students (those with cumulative grade point averages below 3.0) are subject to immediate dismissal upon the recommendation of their department.

Regulation 904 of the Academic Senate states that "Disqualification of graduate students is at the discretion of the Dean of the Graduate Division concerned." This means that the Graduate Dean has final authority over this decision and that an appeal can go no higher. If a student wishes to appeal (i.e., ask for reconsideration of) the decision, the Academic Senate has established criteria (Senate Appendix VI, Part III) for the appeal:

- The record for any student who is subject to disqualification for reasons other than failure to maintain a grade-point average greater than 3.0 will be reviewed by the Graduate Division, in consultation with the student's graduate adviser. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's record, the student will then be disqualified from further registration in graduate status at UCLA, and will be notified in writing of this action.
- A student who is subject to disqualification or who has been disqualified may submit a written appeal for reconsideration for cause to the Dean of the Graduate Division within 30 calendar days after the date of the notice of disqualification. Such appeals will be considered only if based upon appropriate cause such as: (a) procedural error, (b) judgments based upon non-academic criteria, (c) personal bias, (d) specific mitigating circumstances contributing to performance, or, (e) discrimination on the basis of race, sex, or handicap not pertaining to required academic performance. Disagreements over evaluation of academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Dean of the Graduate Division will refer the appeal to the Graduate Council Committee on Degree Programs. In all cases of student appeals, so referred, the student must submit a written statement of the basis for the appeal and is entitled to a personal appearance before the Committee on Degree Programs.
- This committee, after consultation with the department, will make a recommendation to the Dean as to the disposition of the case and the Dean of the Graduate Division will make a final decision. Every reasonable effort will be made to transmit a final decision to the student by the end of the regularly scheduled term following the one in which

the original appeal for reconsideration has been submitted. In reporting the final decision of the Dean to the student, the basis for the decision, its effective date, and the nature of the recommendations of the Committee on Degree Programs will be included.

- If the student is seeking the JD, SJD, LLM, MD, or DDS degrees, the disqualification and appeals process will be according to the written procedures adopted by the Schools of Law, Medicine, and Dentistry respectively.

What a student should do:

- Within 30 days after the date of the notice of termination from the Graduate Division, the formal written appeal should be submitted to the chair of the department or program, with a corresponding copy to the Graduate Division.
- The appeal should state specific reasons the student believes the decision should be overturned. Note the definition of cause stated above. For example, if the student believes there was procedural error, the student must specifically outline this, e.g., the department did not follow its own published regulations for the number of times an examination could be taken. It is always preferable to be specific and succinct in all statements.
- The chair of the department or program is responsible for providing the student with a written response to the appeal within 30 days of receiving it, with a copy to the Graduate Division.
- If the student is not satisfied with the response, the student may request in writing that the Graduate Division review the decision.
- The Graduate Division will refer the appeal to the Committee on Degree Programs for a recommendation only in instances where it is determined that appropriate cause exists. The Graduate Dean retains final authority on the decision.

Registration and Degree Progress

Normal Progress/Full-Time Graduate Program

Three courses (or 12 units) per term are considered the normal enrollment for graduate students and are required for a student not in doctoral candidacy to be counted for full-time status in the University's official enrollment.

Therefore, a student is directed by the department to enroll full time whenever possible.

Teaching assistants (TAs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load.

Graduate students holding special fellowships must be enrolled in at least twelve units, both before and after advancement to candidacy. The twelve units required per quarter may include, among others, courses in the 500 series (individual study or research).

Veterans are required to make normal progress toward the degree as stated by the major department. Information on Department of Veterans Affairs regulations is available from the Veterans Affairs coordinator, 1113 Murphy Hall.

Although UCLA is a full-time educational institution, it recognizes the need for part-time study in special circumstances. Approval of less than full-time enrollment is at the discretion of the department. If a student has family or employment responsibilities or health problems that preclude full-time enrollment, the student should contact the departmental graduate adviser to discuss the possibility of an exception.

Registration and Enrollment by Deadlines for Each Term

Graduate students are responsible for registering (paying fees), enrolling (enrolling in specific courses for a specific number of units and a grading basis), and making changes in registration and enrollment each term by the Graduate Council-approved deadlines posted in the Registrar's calendar in the online Schedule of Classes. If students fail to make certain through URSA Online that their registration and enrollment is correctly recorded prior to the end of instruction during the term and they later submit a retroactive petition to change any aspect of their registration and enrollment, there is no guarantee that such a petition will be approved and there is a significant likelihood it will be denied. Therefore, students should periodically review their registration and enrollment status through URSA Online to make sure it is correct for a given term prior to the last day of instruction of that term.

Employment and Degree Programs

Policy governing the employment of graduate students regards the individual as primarily a student rather than an employee, and emphasizes the need for the student to make timely progress toward the degree. Graduate students are limited to a maximum of 12 quarters of appointment in academic apprentice teaching titles and a maximum of 18 quarters in a combination of academic apprentice teaching and research titles. Graduate students appointed to any title are limited to a maximum of 50 percent time employment during the academic year.

University policy prohibits the employment of graduate students in academic titles. This policy was established to ensure that graduate students: (1) make timely progress toward the degree, (2) not be subjected to the conflicting roles of student/faculty members, and (3) not be involved in the instruction of their peers.

Continuous Registration

Unless granted a formal leave of absence, graduate students are expected to register every term, including the term in which their degree or certificate is to be awarded. A student must be registered in order to take any University examination with the exception of those that are permitted by payment of the Filing Fee (master's comprehensive or doctoral final oral examination [defense if the dissertation]). Students must be registered during the regular academic quarter when they take the written and oral qualifying examinations for the doctorate. To be eligible to take such examinations in the summer, the student must have been registered in the immediately preceding Spring term.

If students have completed all requirements for the degree except the filing of the thesis or dissertation and/or the final examination (master's comprehensive or doctoral final oral examination), they may be eligible to pay the Filing Fee (half the registration fee) instead of registering.

To be eligible to take final examinations, file theses or dissertations, or receive degrees during the summer, students must pay the Filing Fee (if eligible) unless they are registered in a Summer Session.

Failure of students to register as required will constitute presumptive evidence that they have withdrawn without leave from the Graduate Division, and that to be readmitted, they must apply formally in competition with all other applicants for admission.

Registration in the Final Quarter for the Award of the Degree

If a student is completing courses, using faculty time, library facilities, laboratories, or other University resources, or receiving University funds, the student is required to register in the final term in which the student expects to receive the degree.

When the award of a degree is expected at the end of a given term, but special circumstances (not involving preparation of the manuscript), over which a student has no control, prevent the completion of all requirements before the first day of instruction in the next term, a student may petition for a waiver of registration for that term. Such petitions must be accompanied by a letter from the graduate adviser or department chair elaborating the exceptional circumstances of the case.

If a student was registered for the preceding term and has completed all requirements for a degree in the interval between terms (before the first day of instruction), a student is not required to register to receive a degree at the end of the following term.

Complete official transcripts are available approximately 30 working days after the last day of the term. For graduating students, official transcripts with the graduation date included are available approximately seven weeks after the end of the term. If a student requires earlier proof of graduation, the student should contact a degree auditor at 1113 Murphy Hall.

The Filing Fee

If a student has completed, while registered, all requirements for a degree except the filing of the thesis or dissertation and/or the final examination (master's comprehensive or doctoral final oral examination), the student may be eligible to pay a Filing Fee during the quarter in which the degree is to be awarded instead of registering. Four conditions must be satisfied to be eligible for this fee: (1) all formal requirements for the degree, except for filing the thesis/dissertation and/or taking the master's comprehensive/doctoral final oral examination, must be completed before the first day of classes; (2) since last being registered and up to the first day of classes, the combined use of University facilities and faculty time must not exceed 12 hours; (3) during the quarter in question, the thesis/dissertation committee suggested only stylistic and/or typographical changes in the thesis/dissertation OR, in the case of master's comprehensive examinations, the faculty only administered the comprehensive examination; and (4) if the student is a

doctoral candidate, the student must have been registered in the previous quarter.

To establish eligibility to pay the Filing Fee, the student submits a Filing Fee application signed by the chair or departmental graduate adviser and, if the filing of a thesis or dissertation is involved, the chair of the thesis committee or doctoral committee, certifying that all the above requirements have been met. Forms for this purpose are available in the department or Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. After obtaining the required signatures, the student (or the department on behalf of the student) turns the form in at Graduate Admissions/Student and Academic Affairs. If the Graduate Division approves the Filing Fee application, the student is billed for the amount of the fee.

Students paying the Filing Fee are not eligible for the privileges normally accorded regularly registered students, such as the use of University facilities, other than the attention of the faculty necessary for the final reading of the dissertation or thesis and/or the taking of a doctoral final oral examination or master's comprehensive examination. A student may not use this fee for the purpose of taking course work of any kind. If the student is a fellowship or assistantship holder, an alien with a certain visa or one whose status depends on maintenance of a particular course load, the student is not eligible to use the Filing Fee. The Filing Fee is not a substitute for registration for purposes of deferring student loans.

If, after paying the Filing Fee in any one quarter, as a candidate, a student should find it necessary to use the educational facilities of the University in any way other than requiring the attention of the faculty sufficient for a final reading of the dissertation or thesis or the taking of a doctoral final oral examination or master's comprehensive examination, the student must resume registration as a student. If this should occur during a quarter in which the student has already paid the Filing Fee, the Filing Fee payment can be refunded. If a student pays the Filing Fee and fails to file the dissertation or thesis or if the student is required to repeat the doctoral final oral examination or master's comprehensive examination, the student must, depending on eligibility, either register as a student or pay an additional Filing Fee in the quarter in which the final requirement for the degree is completed. The Filing Fee will not be refunded because the dissertation or thesis was not filed or the examination not taken or passed.

Leaves of Absence

Only persons who are registered are entitled to use of University facilities (an exception is the library, to which

the public-at-large has access if a fee is paid) or faculty time. If the student anticipates using as much as 12 or more hours of University facilities and/or faculty time (excluding the library) in any quarter, the student is not eligible for a leave of absence or an extension of a leave of absence and must register. A student who has accumulated as much as 12 or more hours of use of University facilities and/or faculty time (excluding the library) since last being registered is not eligible for an extension of a leave of absence and must register in the next quarter. All usages of faculty time are to be considered, including reading and suggesting revisions to drafts of theses and dissertations.

On recommendation of the department and subject to the conditions stated in the paragraph above, a leave of absence may be granted by the Graduate Division to continuing graduate students in good standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available in the student's major department. If registration fees have been paid for the quarter in which the leave is to begin, a percentage of the fees paid is refunded according to the calendar date on which the approved leave request is submitted to the Graduate Division. All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. Deadlines are published for each quarter in the General Catalog and in the quarterly Schedule of Classes.

A leave is normally granted for periods of one to three quarters. Leaves may be extended for a total of two years (six quarters) at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. If the student fails to return to the University the quarter after being on official leave of absence, or leaves the University without an official leave of absence, the student must apply for readmission to graduate study. When a student is on a leave of absence, the Registrar's Office cannot confirm student status for student loan deferral.

Chairs of doctoral committees are asked by the Graduate Division to verify that if a student is applying for a leave or extension of a leave, the student will not be using University facilities or faculty time while on leave in accordance with the policy outlined above.

If a student is granted a leave for any period of time, the student may not keep a fellowship, grant, or salaried appointment to any apprentice teaching or research title. Furthermore, the granting of a leave of absence does not relieve a student from meeting the requirements for the

degree as they were stated in the catalog published and in effect at the time the student matriculated as a graduate student at UCLA.

If a student is returning from a leave of absence of less than three terms, an URSA notification letter is automatically sent to the mailing address. If the student has been away three terms or longer, the student is sent a Statement of Legal Residence which must be completed and returned to the Registrar's Office before registration information is available.

If the student is returning before the end of the period of the leave, the student must notify the Graduate Division and the Registrar's Office at least six weeks prior to the beginning of the term in which the student plans to register. Failure to give at least six weeks notice will result in liability for any and all late registration/late enrollment fees assessed by the Registrar's Office.

Request for Extension of Leave of Absence forms are available in the student's major department.

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all coursework and have advanced to candidacy. They will be conducting degree-related research equivalent to a full course of study during the leave. The Dashew Center for International Students and Scholars may request additional documentation for verification purposes; or (2) they provide evidence of a serious illness of their own (not that of a family member) that prevents attendance at UCLA. Before granting a leave of absence to international students, the Graduate Division requires written notification from the Dashew Center for International Students and Scholars to the effect that the student has been made aware of the immigration implications of a leave of absence and immigration requirements for maintaining legal status within the U.S. while on leave of absence. The Graduate Division will not approve a leave of absence that is not in compliance with Bureau of Immigration and Customs Enforcement (BICE) policy governing international student visas.

In-Absentia Registration

In-absentia registration is available to academic and professional graduate students undertaking coursework or research related to their degree programs outside of California. Students registered in-absentia are assessed 15% of the combined University Educational and Registration Fees and full health insurance fees. Additional information and petition forms are available on the Graduate Division website. Completed and signed petitions are

submitted to the Graduate Division Student Support Office, 1228 Murphy Hall.

Program Accommodations for Research Doctoral Students Who Are Parents

The following was approved by the Graduate Council in June 2009:

Research doctoral students who are undergoing childbirth or coping with other serious parenting demands must be allowed additional time to meet established deadlines for passing preliminary and/or qualifying examinations and completing their dissertations. A woman anticipating childbirth is entitled to receive an extension of up to one extra year for passing preliminary examinations and qualifying examinations and an extension of up to one extra year toward Normative Time completion while in candidacy. A woman or man confronted with extraordinary parenting demands such as a child's serious illness is entitled to receive an extension of up to six extra months for passing preliminary examinations and qualifying examinations and an extension of up to six extra months toward Normative Time completion while in candidacy. The total additional time granted by this policy cannot exceed two years, no matter how many children are involved.

Eligibility: A research doctoral student seeking parental accommodation must have substantial parenting responsibilities. These include childbirth, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

Note: Withdrawals, leaves, and delayed progress toward completion of degree may have implications for the visa status of international students. International students are urged to consult with the Dashew Center for International Students and Scholars before modifying their degree progress.

Withdrawal

With approval of the Dean of the Graduate Division, if a student is eligible for further registration in the University and is not under disciplinary disqualification, the student is entitled to a statement of honorable withdrawal. However, the Dean may attach comments to this statement.

If a registered student leaves the University before the end of the quarter without formally withdrawing, the student will receive a grade of 'F' or, where appropriate,

'U' (Unsatisfactory) in each course in which the student is enrolled.

A percentage of the registration fees paid is refunded according to the calendar date on which the official notice of withdrawal is submitted to the Graduate Division. A student can refer to the current Schedule of Classes for the refund schedule.

If a student completes a quarter and fails to register or take a leave of absence for the following quarter, the student is presumed to have withdrawn from the University. If the student wishes to register for a subsequent quarter, the student will be required to be readmitted to the Graduate Division.

Readmission

University requirements state that unless granted a formal leave of absence, continuing graduate students who fail to register are considered to have withdrawn from the University and must compete for readmission with all other applicants. Thus, applicants who were previously registered at any time as graduate students at UCLA, whether having completed a graduate program or not, should submit an online application or request an Application for Graduate Admission from the major department and submit this to Graduate Admissions/Student and Academic Affairs with the application fee. Official transcripts of record for all college and university work completed since last registration at UCLA should be sent directly to the major department. A formal application for readmission is not required for students who are returning from an official leave of absence.

Change of Major

Continuing graduate students may petition for a change of major after discussing their plans with their new department. Forms for this purpose are available in the departments. Deadlines for this petition generally are the same as those for regular graduate admission and the department may treat such a petition in the same manner as that of a new application. Therefore students should always consult with the departments before filing a petition. Students must be coded in the major in which they are to receive their degrees at the time the degrees are awarded.

Summer Sessions

Enrollment of prospective graduate students in Summer Sessions courses does not constitute admission to graduate status in the University, which is possible only through

application for graduate admission during the regular academic year. This is true also for students readmitted to graduate status who wish to resume their study in Summer Sessions. Prospective students should be aware that courses completed in Summer Sessions after the award of the bachelor's degree will appear on their graduate transcripts, and grades received will be reflected in the graduate grade-point average.

A student should register continuously in the Fall, Winter, and Spring Quarters. Enrollment in either Summer Sessions does not constitute a substitution for the requirement of continuous registration.

If a student wishes to enroll in Summer Sessions courses and apply them to requirements for graduate degrees or University-recommended credentials, the student should consult in advance with the departmental graduate adviser concerning this possibility.

If the student was registered during the immediately preceding Spring Quarter, the student may take written and/or oral qualifying examinations for the doctoral degree during the summer without being registered in Summer Sessions. If the student was not registered the immediately preceding Spring Quarter, the student must wait until the Fall Quarter to take these examinations, at which time the student must be registered.

To be eligible to take the master's comprehensive or doctoral final oral (dissertation defense) examination, file a thesis or dissertation, or receive a degree during a Summer Session, a student must either pay the Filing Fee (if eligible) or be registered and enrolled in at least four units in a Summer Session. A doctoral student who is registered during the immediately preceding Spring Quarter may pay the Filing Fee to file the dissertation in Summer. A doctoral student who is not registered during the immediately preceding Spring Quarter may file the dissertation during Summer Session by registering and enrolling in four units (in a 599 course) for one Summer Session.

Academic Residence

Enrollment in two six-week Summer Sessions (must be consecutive for doctoral candidates) counts as one quarter of residence provided the student is enrolled in each session for the equivalent of at least two units of upper division and/or graduate work as given in a regular quarter. Enrollment in an eight-week Summer Session counts as one quarter of residence provided the candidate is enrolled for the equivalent of at least four units of upper division and/or graduate work as given in a regular quarter. Academic residence that

is earned through enrollment in Summer Sessions is limited to one-third of the degree requirements.

Course Credit

Regular session courses offered in Summer Sessions at UCLA by regular faculty qualify automatically for credit toward a higher degree. Regular session courses offered in Summer Sessions at UCLA by visiting faculty may apply, provided the chair of the department so recommends, in advance, to the Dean of the Graduate Division.

S/U Grading

Graduate students may enroll in Summer Session courses for satisfactory/unsatisfactory grading with the approval of their academic departments. The restrictions on applying S/U graded courses toward graduate degrees remain the same, regardless of whether these courses are completed for a summer or regular term.

Education Abroad Program

After completion of one academic year of study at UCLA, a graduate student may apply to study at most of the universities affiliated with the Education Abroad Program. Participation in the EAP is contingent upon endorsement of the student's proposal for study by the graduate departmental adviser, the department chair, the Dean of the Graduate Division, and the UCLA EAP Selection Committee. Such students remain under the academic direction of their home campus graduate adviser but may seek assistance from the director of the Study Center when appropriate. Participation in the Education Abroad Program may prove especially valuable to doctoral candidates who have been advanced to candidacy and are engaged in independent study and research directed toward their dissertations. Outstanding opportunities exist for fieldwork and research in the developing world and in Russia and Eastern Europe. In addition, the EAP offers special programs for graduate-level study of engineering in Japan and film and critical studies in Paris.

By approval of the Graduate Council, courses (units) to be applied toward an advanced degree shall be accepted only under all of the following conditions: (a) students, after returning, must present a transcript (or equivalent) showing work done abroad under the Education Abroad Program; (b) the major department indicates its approval of those courses which it recommends for credit toward an advanced degree; (c) the recommendations of the department are then submitted to the Graduate Division for approval. For further information regarding applications and deadlines, graduate students should consult the

Office of the Education Abroad Program, B300 Murphy Hall; (310) 825-4995. Inquiries should be made well in advance of the proposed period of overseas study.

Graduate Cross-Enrollment Program with the University of Southern California

As an integral part of a Regentally-approved program in Academic Resource Sharing which links UCLA with USC, the Graduate Cross-Enrollment Program makes possible graduate student exchanges in many departments. The program is limited to specialized course offerings which would not otherwise be available to UCLA students and is available only during the academic year (not in summer).

With the approval of the instructor and department chair at USC, the UCLA student signs up for a 501 course with the UCLA adviser and completes The College and University Regional Student Exchange Petition for Enrollment and Certification of Grade, available from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. The completed form must be filed with the graduate dean's office at USC by the third week of the UCLA quarter in which 501 credit is requested. Upon completion of the period of study at USC, the student will be evaluated by the USC instructor, who will forward the grade (S or U only) to the UCLA graduate adviser, to be recorded against the 501 course and submitted to the UCLA Registrar's Office. There is a credit limit of 8 units of such courses applicable toward the requirements for the master's degree. These 8 units cannot be used to satisfy the five-graduate-course requirement.

The UCLA student must have completed one quarter of graduate study at UCLA, must petition for study at USC in the manner described above, and must have registered and paid the other fees to UCLA before permission to cross-enroll will be granted. Library privileges will be extended at USC, but other privileges or services will not be available.

UC Intercampus Exchange Program

This program is available to students who wish to take courses on other campuses of the University of California while remaining registered on their home campuses. It is reserved for use by those students whose graduate study may be enhanced by work with distinguished faculty or use of facilities and resources accessible only on another campus. The grades received for the courses taken on the other UC campus are sent to the Registrar's Office on the home campus for inclusion on the student's record. Before attempting to enroll at another UC campus, the

student should ascertain that the chair of the department in which the course is offered is prepared to permit him or her to enroll and that the student has the necessary prerequisites for the course which he or she intends to take on the other UC campus. It is the responsibility of the Intercampus Exchange student to register on both campuses. The student must make certain he or she appears on the roster of the instructor in charge of a course so that registration can be verified when grades are assigned.

This program is not available to students who are enrolled in special-fee, self-supported programs (e.g., F.E.M.B.A., E.M.B.A., M.P.H. for Health Professionals, Ed.D Educational Leadership Program, M.S. in Engineering (online), etc.). These students pay special fees directly to the school and not to the University as a whole, and thus are not entitled to access to state-supported program offerings.

Application forms for Intercampus Exchange may be obtained from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. The form must be approved by the department and submitted to the Graduate Division for the Dean's approval. They are then forwarded to the other UC campus for approval by the Dean of the Graduate Division and the department chair on that campus. UCLA will not approve a student for Intercampus Exchange if his or her grade-point average is below 3.0. UCLA students must have completed one quarter of study before participating in the Intercampus Exchange Program. To avoid penalties for late filing of study lists, the application should be completed and filed at least one month before the beginning of the quarter in which the student expects to participate in this program. If a student does not actually enroll in the Intercampus Exchange Program after having applied, he or she should notify, in writing, the Deans of the Graduate Divisions on both campuses concerned so that the application may be canceled. Separate applications are required for each quarter.