

From: Dean of Graduate Education Susan L. Ettner and Graduate Council Chair James Bisley

Sent: Tuesday, November 29, 2022 10:31 AM

Subject: Program Requirements for Graduate Degree Programs



Division of Graduate Education

Graduate Council

What you need to know:

- Graduate students are subject to program requirements as published for the year they matriculate.
- Any changes to program requirements must be agreed upon in advance and approved by the Academic Senate and its Graduate Council.
- The Division of Graduate Education solicits program change requests annually in January.

Dear Deans, Department Chairs, Directors, Vice Chairs and Student Affairs Officers:

Program requirements are the official description of program-specific and university requirements students must complete to earn a graduate and professional degree at UCLA. Program requirements are updated annually, and students are subject to degree requirements as published for their program for

the year in which they matriculate. Program requirements provide assurance by the university that graduate degree programs will be taught as proposed and approved by the Academic Senate and its Graduate Council. Any changes to program requirements must be agreed upon in advance. Programs cannot make ad-hoc changes to requirements or hold students to other requirements published elsewhere in department or program websites or handbooks.

The Graduate Council delegates authority to approve minor changes in graduate program requirements to the Division of Graduate Education. Major changes are reviewed by the Graduate Council's Committee on Degree Programs and, in some cases, by the Graduate Council as a whole. The Division of Graduate Education solicits program change requests annually in January. The deadline to accept program changes is early April for the following academic year. Late requests for program changes are considered only in extraordinary circumstances.

Faculty and staff can subscribe to the [Graduate Admissions/Student Academic Services List Subscription](#) to receive notifications on the annual program requirements update cycle. A [Best Practice Checklist \(PDF\)](#) for Program Requirements is also available for download from Go.Grad.ucla.edu.

As a reminder, the official Graduate Council-approved description of [program requirements for all graduate and professional degree programs can be found on the Division of Graduate Education website](#). This includes all master's, doctoral, and professional doctoral degree programs offered by the university except for certain professional degree programs in Dentistry, Law, and Medicine (M.D., D.D.S., J.D., and L.L.M).

If you have questions, please email: academicservices@grad.ucla.edu.

Best regards,

James Bisley

Chair, Graduate Council

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