



**UCLA** GRADUATE DIVISION

# Standards & Procedures for Graduate Study at UCLA

Updated and Effective November 2018

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# Administration

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## 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 Provost for Graduate Education.

## 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

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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 website](#)).

The UCLA English as a Second Language Placement Examination (ESLPE) diagnostic (placement) exam is required of all entering UCLA graduate students who as applicants were required to take the TOEFL or IELTS exam, and who have not otherwise satisfied the ESL requirement. Students who scored 100 or above on the TOEFL iBT exam or who received an IELTS overall band score of 7.5 or above are exempt from this requirement. The exam must be taken no later than the end of the first quarter of graduate study at UCLA. The student's score on the ESLPE will determine any requirements to complete ESL courses, which should be taken as early as possible and before advancement to candidacy for the degree. The student's academic department or program monitors enrollment in and satisfactory completion of such courses. Students who as applicants were required to take the TOEFL or IELTS exam and who wish to hold teaching apprentice appointments at UCLA must also take and pass the Test of Oral Proficiency (TOP) exam before beginning their appointment. Additional information regarding the TOP 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

## 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 M.A., M.S., and M.A.T., 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.

An eligible student who plans to pay a Filing Fee in the final quarter must advance to candidacy at least one quarter prior to using the Filing Fee. The advancement to candidacy forms must be received at the Registrar's Office no later than the Friday of second week of the quarter. Students may not advance to candidacy while using a Filing Fee.

Advancement to candidacy may not occur until the foreign language requirement has been satisfied. Master's advancement to candidacy should always precede doctoral advancement to candidacy.

Petitions and transcripts pertinent to the master's program should be attached to the advancement to candidacy form. Any change in a 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.

### **Capstone Plan or Thesis**

Depending on what is offered by their major department, students follow either the thesis plan (Plan I) or the capstone plan (Plan II). 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 the 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*.

## **Master's Comprehensive Examination or Capstone Project**

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

## **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.

## **Open Access and Public Dissemination**

The submission of a thesis is the last step in an academic program leading to the award of a graduate degree. The manuscript is a scholarly presentation of the results of the graduate student's research and/or creative work. UCLA requires that research and scholarly work conducted by graduate students and incorporated into theses be made publicly available through the University of California's institutional repository, [eScholarship](#). Graduate students have a responsibility to share their work with scholars in all disciplines and the general public. The policy of the University of California is that graduate students own the copyright to their original works of authorship. The license granted to UCLA as required by the Thesis and Dissertation Public Dissemination policy is fully consistent with [University copyright policy](#).

As one of the requirements for conferral of a degree, a graduate student must submit the thesis to UCLA through [ProQuest](#) and to the institutional repository [eScholarship](#). ProQuest and the institutional repository make the manuscript available several months after the graduate student submits it. A graduate student must adhere to the [Graduate Council policy](#) regarding delayed public dissemination (also known as an "embargo") in both ProQuest and UC eScholarship.

Upon submission of the thesis as a requirement for conferral of the degree, the graduate student shall grant a nonexclusive, worldwide, royalty-free, perpetual license to The Regents of the University of California as set forth in the UCLA Thesis and Dissertation Submission Agreement.

## **Filing Requirements**

For guidance in the final preparation of the manuscript, the student should consult the [Thesis and Dissertation Filing Requirements](#).

If planning to submit a thesis during the current academic year, the student is encouraged to attend a workshop on manuscript preparation and filing procedures conducted by the Graduate Division at the beginning of each quarter. Information is available on the [Graduate Division website](#) and on the Registrar's Calendar.

## Research Involving Human or Animal Subjects

When conducting research for the purpose of fulfilling the requirements for the master's degree, research that entails the use of human or animal subjects requires approval from the student's thesis committee and the appropriate unit in the [Office of Research Administration \(ORA\)](#) prior to initiating the research project.

## Thesis Committee Regulations

Nominations for the thesis committee are listed on the "Nomination of Master's 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 M.A. or M.S.) 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 conduct an 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 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 oral, departmental 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 faculty adviser from the graduate program and/or graduate program guidance committee. The departmental or interdepartmental program administers the written, and in some cases oral, departmental qualifying examination after the completion of courses and other preparatory work recommended or required by the graduate program.

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. The following was approved by the Graduate Council in 2015 with an effective date of Fall 2016. These regulations supplant all prior action of the Graduate Council on the membership, appointment, and responsibilities of doctoral committees. These doctoral committee regulations apply to all interdepartmental degree programs (IDPs) and departments offering a doctoral degree.

The regulations below are the Graduate Council's Minimum Standards; individual departmental and interdepartmental graduate programs may have additional requirements that are documented on the [Graduate Division website](#). Each program or department may set additional requirements above the UCLA minimum standards regarding:

- a. UCLA members (e.g. all three must hail from the home department/program, two out of three from the same discipline as the student, etc.)
- b. Parameters for service as a Co-Chair
- c. Minimum academic credentials of any additional members

The table below summarizes the faculty titles that are eligible to serve on doctoral committees according to the Minimum Standards. All doctoral committees must have a minimum of four faculty members. Questions about titles not included in the table should be directed to [academicservices@grad.ucla.edu](mailto:academicservices@grad.ucla.edu).

## Doctoral Committee Membership Eligibility Table (GC Am.12/15/2017)

Faculty Title	Chair*	Co-Chair	UCLA Senate Member (3 needed)	UCLA Tenured Senate Member (2 needed)	Subject Matter Expert (5 <sup>th</sup> Member)
UCLA Professor (Full & Associate)	✓	✓	✓	✓	✓
UCLA Assistant Professor	✓	✓	✓		✓
UCLA Professor Emeritus (Full & Associate)	✓	✓	✓		✓
UCLA Professor in Residence (Full & Associate)	✓	✓	✓	✓	✓
UCLA Assistant Professor in Residence	✓	✓	✓		✓
UCLA Acting Professor (Full & Associate)	✓	✓	✓		✓
UCLA Adjunct Professor (CDP certified)**	✓	✓	✓		✓
UCLA Adjunct Professor (non-CDP certified)					✓
UCLA Professor of Clinical X (CDP certified)**	✓	✓	✓		✓
UCLA Professor of Clinical X (non-CDP certified)					✓
UCLA Lecturer					✓
UCLA Researcher					✓
Non-UCLA faculty with an equivalent UCLA Academic Senate faculty appointment***					✓
Non-UCLA faculty <i>without</i> an equivalent UCLA Academic Senate Appointment					✓

\* The Chair must hold a current UCLA Academic Senate faculty appointment per Minimum Standard #1 in the same department or IDP as the graduate student. If a committee has co-chairs, at least one must be from the student's major department or IDP at UCLA.

\*\* Only one CDP-certified member may serve on a doctoral committee unless 1) there are more than four members and 2) three other members hold UCLA Academic Senate faculty appointments per Minimum Standard #1.

\*\*\* Non-UCLA faculty with an equivalent UCLA Academic Senate appointment per Minimum Standard #1 may serve as one of the four committee members, in addition to being eligible to serve as co-chair.



## Minimum Standards for Doctoral Committee Membership

- 1) All doctoral committees require a minimum of four faculty members among whom a minimum of three members (including the Chair) must hold UCLA Academic Senate faculty appointments limited to:
  - Professor (any rank)
  - Professor or associate professor emeritus
  - Professor in Residence (any rank)
  - Acting professor or acting associate professor
- 2) Two of the three required UCLA doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series).
- 3) If certified and approved by the Committee on Degree Programs (CDP), one Adjunct Professor (any rank) or Professor of Clinical X (any rank) may serve in place of the required three UCLA Senate faculty members listed in #1 above. Only one such substitution is allowed per doctoral committee. (GC Am. 12/15/2017)
- 4) The Chair always must hold a current UCLA Academic Senate faculty appointment per #1 above in the same department or IDP as the graduate student. If a committee has co-chairs, at least one must be from the student's major department or IDP at UCLA.
- 5) Additional members (above the minimum number of four) who have subject matter expertise may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members.
- 6) Only one committee member with an Academic Senate faculty appointment per #1 above or its academic equivalent at an accredited university or college (UC or non-UC) may serve without need of an exception from the Graduate Division.
- 7) All committee members read, approve, and certify the dissertation.

Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.

### Exception List

The following was approved by the Graduate Council in 1993, with subsequent amendments. The current requirements were approved by the Graduate Council in 2015 with an effective date of Fall 2016:

Department and IDP chairs may nominate an Adjunct Professor (any rank) or Professor of Clinical X (any rank) employed at UCLA as an exception to membership of doctoral committees. 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. 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 required UCLA membership, but not as part of the required tenured 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 both a request for a renewal of the exception and current 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 approved by CDP exception is permitted to serve as one of the three UCLA members on any given dissertation committee.

Requests for exceptions are to be addressed to an Associate Dean of the Graduate Division. The Graduate Division will conduct the initial screening (to ensure 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**

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 university oral qualifying examination.

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, a 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; the committee chair must a) provide written consent ahead of time to allow one member to participate remotely and b) notify the Graduate Division within 14 business days of the examination in adherence to the requirements of the section Remote Participation of a Doctoral Committee Member at a Qualifying Exam or Final Defense below.

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 5 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; the committee chair must a) provide written consent ahead of time to allow one member to participate remotely and b) notify the Graduate Division within 14 business days of the action in adherence to the requirements of the section Remote Participation of a Doctoral Committee Member at a Qualifying Exam or Final Defense below.

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) The entire doctoral committee reads, approves, and certifies the dissertation. The dissertation is considered as approved with one negative decision. A negative decision is indicated by a refusal

to approve the dissertation and by a letter from the chair of the committee to the Dean of the Graduate Division reporting the fact.

- 5) Even though the doctoral committee has agreed to its waiver, any member 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.
- 6) All members have the responsibility to see that standards of performance on a campuswide and university-wide 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.

### **Remote Participation of a Doctoral Committee Member at a Qualifying Examination or Final Defense**

Only one committee member (never the chair or co-chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee chair must provide written approval to the student ahead of the examination.

The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the committee chair must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or interdepartmental program Chair may petition the Graduate Division for an exception to allow a second member (not the chair or co-chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation).

### **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.

A student may not advance to doctoral candidacy and receive a doctoral degree in the same quarter. At least one quarter must elapse between the doctoral advancement to candidacy and the completion of degree requirements (filing of dissertation). Additionally, a student may not receive a master's degree and

doctoral degree in the same quarter. At least one quarter must elapse between the award of a master's degree and the award of a doctoral degree. Master's advancement to candidacy should always precede doctoral advancement to candidacy. (GC Am. 11/22/2017)

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.

### **Candidate in Philosophy (C.Phil.) Degree**

The Candidate in Philosophy (C.Phil.) is awarded to qualified students upon advancement to candidacy in Ph.D. 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 Ph.D., 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.

## **Research Involving Human or Animal Subjects**

When conducting research for the purpose of fulfilling the requirements for the doctoral degree, research that entails the use of human or animal subjects requires approval from the student's thesis committee and the appropriate unit in the [Office of Research Administration \(ORA\)](#) prior to initiating the research project.

## **Open Access and Public Dissemination**

The submission of a dissertation is the last step in an academic program leading to the award of a graduate degree. The manuscript is a scholarly presentation of the results of the graduate student's research and/or creative work. UCLA requires that research and scholarly work conducted by graduate students and incorporated into theses be made publicly available through the University of California's institutional repository, [eScholarship](#). Graduate students have a responsibility to share their work with scholars in all disciplines and the general public. The policy of the University of California is that graduate students own the copyright to their original works of authorship. The license granted to UCLA as required by the Thesis and Dissertation Public Dissemination policy is fully consistent with [University copyright policy](#).

As one of the requirements for conferral of a degree, a graduate student must submit the dissertation to UCLA through [ProQuest](#) and to the institutional repository [eScholarship](#). ProQuest and the institutional repository make the manuscript available several months after the graduate student submits it. A graduate student must adhere to the [Graduate Council policy](#) regarding delayed public dissemination (also known as an "embargo") in both ProQuest and UC eScholarship.

Upon submission of the dissertation as a requirement for conferral of the degree, the graduate student shall grant a nonexclusive, worldwide, royalty-free, perpetual license to The Regents of the University of California as set forth in the UCLA Thesis and Dissertation Submission Agreement.

## **Filing Requirements**

For guidance in the final preparation of the manuscript, the student should consult the [Thesis and Dissertation Filing Requirements](#).

If planning to submit a dissertation during the current academic year, the student is encouraged to attend a workshop on manuscript preparation and filing procedures conducted by the Graduate Division at the beginning of each quarter. Information is available on the [Graduate Division website](#) and the Registrar's Calendar.

## **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, normally 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 submitted to the Graduate Division. 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 UCLA Graduate Degrees](#).

### **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 should contact 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 that member's qualifications for doing so.
- 4) A statement of the department's Graduate Council-approved language requirements for the Ph.D. (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 the [Graduate Division website](#).

Note: UCLA does not offer *ad hoc* joint degree programs, Chateaubriand joint degrees, or cotutelle agreements with other universities. (GC Am. 11/17/2017)

## Individually Designed Articulated Degree Program

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 majors 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 degrees, and separate and distinct theses, dissertations, comprehensive examinations, and/or capstone projects 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 M.A. in History and a M.A. in Political Science, not a M.A. 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 M.B.A., Executive M.B.A., M.P.H. for Health Professionals, Ed.D. Educational Leadership Program, and M.S. 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 must have completed no more than one-third of required course units (excluding 500 series courses) in the second program.

In order to petition for an individually designed articulated degree program, the following materials need to be submitted to the Graduate Division (Academic Services, 1255 Murphy Hall):

- A "Change of Major" form that has been completed and signed by the student and both graduate programs.
- A letter from the student that includes the following and is signed by the Chairs of both graduate programs:
  - a. An explanation of interest in an articulated program (i.e., educational objectives, enhancement of career opportunities, etc.).
  - b. A tentative plan of study, including expected degree completion dates. If the student is a doctoral candidate, the plan of study needs to address time to degree.
  - c. An acknowledgment that the requirements for each degree will be fulfilled independently, and that no courses, exams, projects, theses or dissertations may be used to fulfill requirements for both degrees.
- A letter signed by the second program's current admission committee chair and at least one additional faculty member of the current admission committee indicating how the student's qualifications meet the requirements for graduate admission.

- A letter of support from the chair of each of the two graduate programs that acknowledges and agrees to the split of student FTE as defined above.

# Regulations and Policies

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## 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 M.A., M.S., and Ph.D. are numbered in the 400 series; these may not be used to satisfy the minimum graduate course requirements for M.A. or M.S. 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, may 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.

### **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.

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 MyUCLA. 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. There is a processing fee for each credit by examination petition.

## **Change of Major/Classification**

### **Eligibility**

Continuing graduate students in good academic standing may petition for a change of major/classification after discussing their plans with their new program/department. The Major/Classification Change petition is available on the Graduate Division website.

Note: Students who have completed and been awarded their degrees must go through the admissions process.

### **Deadlines**

While there is no deadline for Major/Classification Change petitions, students and departments should submit petitions before the end of the tenth week of instruction for changes in the current quarter. Students should consult with their department about any deadlines before completing a Major/Classification Change petition.

### **General Provisions**

Students must be officially approved in the major and degree objective in which they are to receive their degrees at the time the degrees are awarded.

## Academic Disqualification and Appeal of Disqualification

The Graduate Council amended the following Academic Disqualification procedure and process on November 2, 2018:

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 student should follow the appropriate appeals process detailed below. Physical presence in the country is not required for appeal.

The record for any student who is recommended for 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 department. Unless there are indications of procedural error 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.

### Academic Disqualification Procedure

The graduate program recommends to the Graduate Division that a graduate student be subject to academic disqualification based on the reasons listed above.

Programs should recommend disqualification only after a student has been informed in writing of deficiencies, given an academic plan, and provided adequate time to correct deficiencies. The program should consult with the Graduate Division regarding this process. If the program faculty determines that the student has not resolved the deficiencies to meet the degree requirements, the program chair recommends academic disqualification to the Dean of the Graduate Division.

After reviewing the recommendation and accompanying materials, if it is determined that the criteria for academic disqualification have been met, an Associate Dean in the Graduate Division sends a letter of academic disqualification to the student and informs the program and Registrar. The Graduate Division also places a hold on the student’s record that blocks further registration and enrollment in graduate status at UCLA.



## **Appeals Policy**

The decision to disqualify a graduate student for failure to meet the minimum University GPA requirement is not subject to appeal. Disagreements over evaluation of academic quality will not be considered as an appropriate basis for appeal. A student may appeal the academic disqualification decision if they believe and can provide evidence indicating that it was based on: (a) procedural error or (b) on non-academic criteria in violation of the University of California nondiscrimination policies. Further information about the nondiscrimination policies is available in the General Catalog on the UCLA Registrar's Office website.

### **Student Appeals Process – Procedural Error**

1. Within 30 calendar days after the date of the notice of disqualification from the Graduate Division, the student who has been academically disqualified may submit a written appeal for reconsideration for cause, specifically procedural error, to the Dean of the Graduate Division. The appeal should state concisely specific reason(s) the student believes the decision should be overturned in the context of procedural error. The student should state the alleged procedural error and provide specific information and documentation to support the claim (e.g. the department did not follow its own published regulation for the number of times an examination could be taken).
2. The Graduate Division will forward the appeal to the student's program or department, whose chair will provide the Graduate Division and the student with a written response to the appeal within fifteen (15) business days of receiving it.
3. The Graduate Division will review the departmental response and send the student a decision regarding the appeal within fifteen (15) business days of the department's response. The Graduate Dean retains final authority on the decision.

### **Student Appeals Process – Grounds other than Procedural Error**

Within 30 calendar days after the date of the notice of disqualification from the Graduate Division, the student who has been academically disqualified may submit a written appeal for reconsideration for cause, specifically judgments based on non-academic criteria in violation of the University of California nondiscrimination policies, to the Dean of the Graduate Division.

Appeals for cause related to non-academic criteria as covered by University of California nondiscrimination policies require the student also to report the allegation(s) to the appropriate office(s) to investigate. These offices include the ADA/504 Compliance Office, Office of Student Conduct, Discrimination Prevention Office, Center for Accessible Education, Title IX Office, and others as established by university policy. If the student has not already filed a report, the Graduate Division will refer such cases to these offices.

When an investigatory office determines that an investigation is warranted based on the information provided in the student's appeal, the Graduate Division will hold the appeal decision in abeyance until the

investigation is complete. When an appeal decision is in abeyance, the academic disqualification remains in place.

If there is no affirmative finding by the appropriate investigatory body of substantive mitigating circumstances that affected a disqualified student's academic performance the academic disqualification will stand.

If there is an affirmative finding:

Within 30 calendar days of the finding, the student may submit a written appeal to the Graduate Division requesting to reverse the disqualification decision.

The Dean of the Graduate Division will refer the student's written appeal to the Graduate Council's Committee on Degree Programs (CDP) for a recommendation. The student is entitled to a personal appearance before the Committee.

This Committee, after reviewing the graduate student's written appeal, will make a recommendation to the Dean as to the disposition of the case. The Graduate Dean retains final authority on the decision. Every reasonable effort will be made to transmit a final decision to the student by the end of the regularly scheduled term that follows the date of receipt of the student's appeal for cause based on the affirmative findings of the investigation(s).

## **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 Resource Office](#).

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 MyUCLA 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 MyUCLA 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, and by exception only following advancement to candidacy, no more than 18 quarters per [APM 410-17c](#). 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. 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 student services 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.

### **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.

### **Program Accommodations for Pregnant Graduate Students**

UCLA and its faculty, staff, and other employees shall not require a graduate student to limit their studies due to pregnancy or pregnancy-related conditions including (but not limited to) childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions, in accordance with federal law.

The benefits and services provided to students affected by pregnancy or pregnancy-related conditions shall be no less than those provided to students with temporary medical conditions. Students with

pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable accommodation so they will not be disadvantaged in their courses of study or research.

Inquiries and complaints regarding pregnancy discrimination may be directed to the [Title IX Coordinator](#), 2241 Murphy Hall, 310-206-3417, or the U.S. Department of Education [Office for Civil Rights](#).

### ***In Absentia* Registration**

The *University of California Fee Policy for Graduate Student In Absentia Registration* allows graduate students to take research or course work leaves outside of California and remain enrolled in the University while paying 15 percent of combined Tuition and Student Services Fees. *In Absentia* Registration is for the academic year only.

#### **Eligibility**

Students must be enrolled full-time and in good academic standing (GPA of 3.0) to be eligible for the reduced *in absentia* fee. Research must be directly related to the student's degree program; of a nature that makes it necessary to be completed outside of California for at least one full academic term; involve only indirect supervision appropriate to evaluating the student's academic progress and performance; and involve no significant in-person collaboration with UC faculty during the *in absentia* period.

Note: Students in self-supporting graduate programs are not eligible for *in absentia* registration.

#### **Duration**

Academic doctoral students must have advanced to candidacy by the time the *in absentia* status would begin. Academic doctoral students are eligible to register *in absentia* for up to two years (6 quarters), with an additional year requiring approval by the Dean of Graduate Division.

Master's and graduate professional students must have completed at least one year of course work by the time the *in absentia* status would begin. Master's and graduate professional students are eligible to register *in absentia* for up to one year (3 quarters).

Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

#### **Deadlines**

The deadline to request *in absentia registration* is no later than one week prior to the beginning of each quarter based on the Registrar's Office calendar.

The Graduate Division will not review late requests or request for retroactive *in absentia* registration except under extraordinary circumstances.

## **General Provisions**

*In absentia* status has significant benefits that do not apply when a student takes a leave of absence (LOA): Students have access to university resources including full library privileges and access to faculty; maintain their UCLA insurance coverage; and remain eligible for merit and need-based financial support.

## **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.

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 the Registrar's Office.

## **Filing Fee**

The University of California established a fee, amounting to one-half of the regular term University Registration Fee (UCLA Student Services Fee), for the filing of a dissertation or thesis and/or formal final examination for the doctor's or the master's degree when a candidate has completed all other formal requirements for the degree.

## **Eligibility**

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) the student must have been registered in the previous quarter.

## **Application Procedure**

To establish eligibility to pay the Filing Fee, the student submits a Filing Fee application to the Academic Services unit of the Graduate Division. The application must include approvals from the following faculty: either a) all committee members for doctoral students or master's Plan I (thesis) students, or b) the department/program Chair for master's Plan II (comprehensive examination or capstone project) students. If the Graduate Division approves the Filing Fee application, the student is billed for the amount of the fee.

## **Deadlines**

The deadline to submit the Filing Fee application is Tuesday of Week 1 with the exception of the Summer term. See the [Graduate Division Academic Calendar](#) or the [Registrar's Calendar](#) for exact dates.

## **Filing Fee Usage Period**

The Filing Fee Usage Period extends from the day after the end of the previous academic quarter through the last day of the current academic quarter. See the [Graduate Division Academic Calendar](#) or the Registrar's Calendar for exact dates. (GC Am. 6/08/2018 eff. 18F)

In order to complete all degree requirements during the usage period, the following must occur with all necessary signatures and approvals (as applicable): completion of final examination (dissertation defense), submission of doctoral dissertation or master's thesis, or submission of results of comprehensive examination or capstone project. Students may not advance to candidacy while using a Filing Fee.

If a student does not complete degree requirements during the Filing Fee Usage Period, the student must apply for readmission and then register as a student in order to complete all degree requirements.

The Filing Fee will not be refunded because degree requirements were not completed during the Filing Fee Usage Period.

## **General Provisions**

An eligible student is allowed one academic-quarter use of the Filing Fee during graduate status. Graduate status includes all periods of registration and enrollment in any graduate-level degree program at UCLA.

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. A graduate student may hold staff employment while using a Filing Fee.

The Filing Fee is not a substitute for registration for purposes of deferring student loans.

## Leaves of Absence

### Eligibility

On recommendation of the department, a leave of absence may be granted by the Graduate Division to continuing graduate students in good academic standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available on the Graduate Division website.

Note that 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. If the student anticipates using 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.

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.

### Types and Criteria

A student may request a leave of absence for the following reasons: emergency, family obligation (e.g., parenting), medical, military, outside employment, and financial hardship. Per University requirements including continuous registration, a student who is conducting research or thesis or dissertation preparation and writing is not eligible for a leave of absence, but *may* qualify for *in absentia* registration (see below).

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 course work and have advanced to candidacy. 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 Immigration and Customs Enforcement (ICE) policy governing international student visas.

### **Duration**

A leave is granted for a period of one to three quarters at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. No more than three quarters of leave of absence are permissible for graduate students during the course of their enrollment at UCLA. Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

### **Deadlines**

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.

The Graduate Division will not review late requests or requests for retroactive leave of absence except under extraordinary circumstances.

### **General Provisions**

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.

Any graduate student who returns before the end of the planned leave period 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-week notice will result in liability for any and all late registration/late enrollment fees assessed by the Registrar's Office.

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.

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.

## Withdrawal

Withdrawing from the University means discontinuing attendance in all courses in which students are enrolled.

### Eligibility

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.

### Deadlines

All withdrawals must be requested by the last day of instruction of the quarter in which the withdrawal is to begin. Deadlines are published for each quarter in the Registrar's Office Calendar.

The Graduate Division will not review late requests or request for retroactive withdrawal except under extraordinary circumstances.

### General Provisions

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 apply for and receive readmission to the Graduate Division.

## Readmission

### Eligibility

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, must submit an online application with the application fee. A formal application for readmission is not required for students who are returning from an official leave of absence.

## **Deadlines**

A student should check with the department regarding any deadlines.

## **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.

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. 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 Academic Services, 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.

UCLA students must have completed one quarter of study and have a cumulative grade-point average at or above 3.0 to participate in the Intercampus Exchange.

This program is not available to students who are enrolled in special-fee, self-supported programs (e.g., M.B.A., 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.

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. 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.

Application forms and procedural information for Intercampus Exchange may be obtained from the [Graduate Division website](#).

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.

## Posthumous Graduate Degrees and Certificates of Attendance

The University of California, Los Angeles seeks to extend sympathy and compassion to the families of students who pass away near the completion of their degrees and to recognize the academic achievement of students who would have fulfilled the requirements of the degree. These actions must also be balanced with attention to academic and institutional integrity. Normally, the posthumous degree is conferred on students who were enrolled or on leave at the time of death.

To be eligible for a master's degree under the comprehensive examination plan, the deceased student must have been enrolled in the final quarter of course work, the successful completion of which would have culminated in the awarding of the degree.

To be eligible for a master's degree under the master's thesis plan, the deceased student must have completed required course work and a draft of the thesis which, following review by the thesis committee is recommended as warranting conferral of the master's degree posthumously.

To be eligible for a doctoral degree (Ph.D., D.Env., Ed.D., D.M.A., Dr.P.H.), the deceased student must have advanced to candidacy, and completed a body of research or scholarship in tangible form (e.g., published work or substantially completed draft of the dissertation) that: (a) *in substantia* meets the degree program's standards for awarding the doctoral degree, and (b) following review by the dissertation committee, is recommended as warranting conferral of the doctoral degree posthumously.

The procedure for identifying and considering candidates for the award of posthumous graduate degrees is as follows:

1. A formal request may be initiated by any of the following: a family member, a faculty member, a dean, or a fellow student. The request should be made in writing to the Chair of the Department or Interdepartmental Degree Program (IDP) in which the student was enrolled.
2. The Chair will notify the Graduate Division of the request. Upon receipt, the Graduate Division will work with the Dean of Students to notify the person legally authorized to manage the deceased student's affairs that the process for considering the student for a posthumous degree has been initiated.
  - a. For a student being considered for a posthumous master's degree under the master's capstone plan, the Department or IDP Chair should submit a formal request to the Dean of the Graduate Division documenting that the student was enrolled in the final quarter of courses, or enrolled in courses the successful completion of which would have culminated in the awarding of the degree.
  - b. For a student being considered for a posthumous master's degree under the master's thesis plan or for a posthumous doctoral degree, the Department or IDP Chair will direct the thesis or dissertation committee to review: the student's academic record; the student's body of research and scholarly work; and the tangible evidence towards

completion of the thesis or dissertation. The committee will evaluate that portfolio on its merits and relative to the standards for awarding degrees in that program, and make a formal written recommendation to the Chair. The Chair will endorse and forward that recommendation to the Graduate Division.

3. The Graduate Division will review the recommendations from the committee and Chair and will confirm with the Registrar that the criteria for the degree have been met. Should the student be found to have met the conditions for awarding the posthumous degree, the Dean of the Graduate Division will forward the request to the Graduate Council, who upon approving the request will instruct the Registrar to issue the designated degree.
4. A doctoral committee could find that a student had completed a body of work that did not meet the program's standards for awarding the doctoral degree, but that would meet the conditions for awarding a master's degree under the capstone or thesis plan. The committee and Chair may make such a recommendation to the Graduate Division, which will review it and confirm with the Registrar that the master's degree criteria have been met. For the master's capstone plan, the Graduate Division will update the degree objective and instruct the Registrar to issue the designated degree. For the master's thesis plan, the procedure described in section 2b above will be followed.
5. Ordinarily, degrees awarded posthumously will be noted on the commencement program.
6. The student's diploma will be released or mailed to the person legally authorized to manage the deceased student's affairs. No indication of the posthumous nature of the award of the degree will appear on the diploma or in the student's official transcript. Any fees associated with the administration of the posthumous degree shall be waived.
7. Should the conditions for awarding a posthumous degree not be met, the Graduate Division may issue a Certificate of Attendance.

### **Certificate of Attendance**

If a student has passed away and the conditions for awarding a posthumous master's or doctoral degree have not been satisfied, a certificate from the Graduate Division indicating progress toward the degree may be awarded if the student:

- a. Was enrolled for at least one complete academic term of work; and
- b. Had attained a cumulative grade point average of 3.0 or higher.

The certificate is not an official UCLA document, but could state the dates of attendance, verified by the Registrar.

# Appendix

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## List of Websites Referenced in *Standards & Procedures*

### Appointment and Promotion Policies for Teaching Assistants (TAs) and Graduate Student Researchers

(GSRs) 410-17c: [www.ucop.edu/academic-personnel/\\_files/apm/apm-410.pdf](http://www.ucop.edu/academic-personnel/_files/apm/apm-410.pdf)

Concurrent and Articulated Degree Programs: <https://grad.ucla.edu/admissions/concurrent-articulated-programs/>

eScholarship: <http://escholarship.org/>

Graduate Division Academic Calendar: <https://grad.ucla.edu/academics/calendar/>

Intercampus Exchange: <https://grad.ucla.edu/academics/graduate-study/uc-intercampus-exchange-program>

Minimum Standards for Doctoral Committee Constitution: <https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/>

Office of Research Administration: <http://www.research.ucla.edu/ora/>

Program Requirements: <https://grad.ucla.edu/academics/graduate-study/program-requirements-for-ucla-graduate-degrees/>

ProQuest: [www.proquest.com](http://www.proquest.com)

Thesis and Dissertation Filing Requirements: <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>

Thesis and Dissertation Filing Workshops: <https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>

Thesis and Dissertation Public Dissemination Policy: <https://grad.ucla.edu/etd/disseminationpolicy.pdf>

Title IX: <https://www.sexualharassment.ucla.edu/>

UC Copyright Policy: <http://copyright.universityofcalifornia.edu/>

Veterans Resource Office: <http://www.veterans.ucla.edu/>