Graduate Adviser’s Manual
Academic Affairs

Graduate Division
UC Riverside
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ORGANIZATION

Graduate Adviser
The Graduate Adviser is the official representative of the Graduate Dean in matters affecting graduate students of the Adviser's academic unit. Their common objectives are to enroll students of high potential whose interests and abilities are compatible with the graduate program and to guide students to successful completion of the academic program. There should be a close working relationship between the Adviser and the Graduate Division. The Dean depends upon the experience and judgment of Graduate Advisers and upon their recommendations in matters requiring the Deans' action. The Division staff provides information to the adviser on a continuing basis and responds to requests for special assistance.

The Graduate Adviser is nominated by the Chair of the academic unit and appointed by the Graduate Dean. Some academic units have more than one Adviser—one for admission & recruitment and one for enrolled students. The Graduate Adviser is responsible for supervising graduate study in the department and for seeing that each graduate student is assigned an individual faculty adviser. In many academic units, the Adviser is instrumental in the appointment and supervision of graduate teaching assistants; there may also be an appointed TA coordinator.

The signature of the Graduate Adviser ordinarily is the only departmental signature recognized as official on the various forms of the Graduate Division, and on applications and petitions presented by graduate students. In the absence of the Graduate Adviser, the department chair or program director's signature will be accepted. It is the Graduate Adviser who formally approves the student's programs of study, advises them on advancement to candidacy for higher degrees, and considers their petitions. In all these matters, the Adviser must judge whether the student's request is appropriate, is in the student's best interest and is feasible under existing regulations. Both the student and the Graduate Dean are dependent upon the Adviser's judgment. When the Adviser signs a form, the Dean assumes it has had careful review, represents the Adviser's considered judgment, and is acceptable to the department. If action is recommended which represents an exception to Division policy, a memo providing the basis for the exceptional action should accompany the application or petition.

Graduate Council
The Graduate Council is a standing committee of the Riverside Academic Senate, whose primary function is to regulate and exercise general responsibility for graduate education on this campus and to implement University-wide policies, procedures, requirements and standards. The Graduate Council reviews all proposals for new degrees and programs before Senate approval and carries out, on behalf of the Academic Senate, mandated reviews of existing graduate programs. Membership includes 16 members of the Academic Senate, the Graduate Dean (ex officio), and two graduate students. The graduate students have a voice but not a formal vote. The Vice-Chair of the Council is
usually the campus representative to the system wide Academic Senate Coordinating Committee on Graduate Affairs (CCGA).

The Graduate Council sets policies and standards for admission to graduate status; sets policies and standards for appointment of Teaching Assistants, Teaching Fellows, Associates, Graduate Student Researchers, and recipients of University fellowships; establishes policies relating to graduate degrees, approves changes in degree requirements and establishes procedural rules, sets policies defining satisfactory progress and normative time to degree, limiting graduate student course loads and transfers of academic credit, and regulating part-time study and Leaves of Absence. The Council also establishes policies for the conduct of comprehensive qualifying (candidacy) and final oral examinations, and makes general rules governing dissertations and theses. The Graduate Dean acts for the Council in the appointment of candidacy and dissertation committees, advancing students to candidacy, certifying that all degree requirements have been fulfilled, and approving all graduate degree conferrals in accordance with the regulations of the Academic Senate.

It is also the responsibility of the Graduate Council to approve all proposed graduate and professional courses (approval by the Academic Senate Committee on Courses is also required). The Council, together with the Committee on Courses, may establish general policies (consistent with the regulations of the Senate) with respect to units of academic credit, grading options, course numbers, the qualifications of instructors, and the listing of courses. In considering each proposal for a new course, or reviewing courses already established, a Graduate Council subcommittee, Courses & Programs, also considers similar courses offered by other academic units, and recommends action on the formal course proposal.

Graduate Council meetings are held approximately once a month. All graduate program faculty are urged to contact the Council members representing their disciplines, so that their views and general concerns may be heard. Most items are reviewed by a subcommittee before being considered by the Council; please allow adequate time for this consideration. Problems arise when new courses or programs are submitted without adequate lead-time.

**Graduate Division**
The Graduate Division supervises all post baccalaureate programs at UCR and all graduate students. It is headed by the Graduate Dean who is appointed by the Chancellor and is responsible to the Chancellor and the Graduate Council for the administration of graduate affairs in accordance with academic policies and with the assistance of a central staff. In the campus administrative organization, the Dean reports to the Executive Vice Chancellor. The Division has two Associate Deans who are responsible for all staff functions and administrative support for the Dean.
Graduate Division Personnel & Roles

Deans (x2-4302)
• Joseph W. Childers, Dean
• Leah Haimo, Associate Dean
• Kevin Esterling, Associate Dean

Academic Affairs (x2-3315)
• Linda G. Scott, Director (x2-3387)  (Handles any data requests involving matriculated students, student conduct, dismissal, low grades, iEval, and Postdocs)

• Karen Smith, Administrative Analyst (Handles leave of absence, half-time status, and ICE petitions, fellowship support, and student employment).

• Kara E. Oswood, Administrative Analyst (Handles PhD filing fee petitions, dissertation, and qualifying exam committees, PhD advancement to candidacy paperwork, dissertation format, acceptance of dissertations & PhD graduation).

• Amanda Wong, Administrative Analyst (Handles master’s transfer unit, master’s filing fee petitions, master’s advancement paperwork, master’s petitions, master’s committees, & master’s theses format, acceptance of master’s theses and master’s graduation).

Admissions (x2-3313)
• Linda G. Scott, Director
• Patricia Fagan, Manager
• Elisa Gutierrez
• Vannessa Figueroa
• Judith Lopez

Graduate Recruitment and Outreach
• Maria Franco-Aguilar (x2-3680)

Central Staff (x2-4302)
• Yung Phung, Analyst (x2-2635)
• Andrea Gonzales, Analyst (x2-6119)

Grad Success (TADP)
• Maggie Gover (x2-6113)

VALUABLE WEB SITES

SCHEDULE OF CLASSES: http://www.classes.ucr.edu/
GENERAL CATALOG:  http://www.catalog.ucr.edu/

GRADUATE DIVISION:  www.graduate.ucr.edu

GRADUATE DIVISION PUBLICATIONS AND FORMS
At this site are the Student Handbook, Annual Report, Graduate Students Employment Manual and various student petitions and forms: http://graduate.ucr.edu/pub_forms.html

OFFICE OF THE REGISTRAR  http://www.registrar.ucr.edu/

GROWL
Each student has a GROWL account where they can enroll in course work, view grades, their bill, course confirmations, view/accept Financial Aid Awards, make address changes, update Privacy Restrictions, change their PERMPIN, apply for the Deferred Payment Plan (DPP), view registration holds, request transcripts, make a housing payment, pay for fees and authorize other individuals to view their account. http://ucribm.ucr.edu/Paws/PAWS.html

STUDENT BUSINESS OFFICE (SBS)
SBS is responsible for student billing. Call them for help interpreting a student’s bill. They also oversee the Deferred Payment Plan (DPP).
http://www.sbs.ucr.edu/

STUDENT CONDUCT POLICIES
http://conduct.ucr.edu/LEARNPOLICIES/Pages/StandardsofConduct.aspx

GRADUATE ACADEMIC INTEGRITY ISSUES
http://graduate.ucr.edu/academic_affairs.html

CRAMS (COURSE REQUEST AND MAINTENANCE SYSTEM)
http://crams.ucr.edu/

ACADEMIC SENATE  http://senate.ucr.edu/


ACADEMIC SENATE BYLAWS
Includes regulations on academic integrity, faculty conduct, grading, university requirements
http://senate.ucr.edu/bylaws/

DISPUTE RESOLUTION AND APPEAL PROCEDURES
http://graduate.ucr.edu/academic_affairs.html
ACADEMIC ADVISING AND EVALUATION

The academic policies and procedures outlined below apply to all enrolled graduate students. The staff of the Academic Affairs Section (x2-3315) is always willing to help answer your questions about academic policies and procedures, graduate programs and degrees, and to assist you with student petitions.

Enrollment Reports
Every week of the quarter until the end of the third week of classes (last day to add or enroll), the Graduate Division sends various reports to the Graduate Program Staff indicating what students have paid, number of units, citizenship status, etc. Departments should review these lists and contact any graduate students who have failed to register. In order for the campus to receive budgetary credit for students it is imperative that they are registered and enrolled by the end of the third week of classes (see below). Also, students who hold fellowships, assistantships, or traineeships should be aware that they must be enrolled in at least twelve units by the enrollment deadlines.

Students' course enrollment each quarter should total at least twelve graduate units (or a combination of graduate and upper division units equivalent to 12 graduate units as described on page 17), including credit for supervised teaching and research, unless the Graduate Adviser has approved a lesser load.

Budgetary Credit for Graduate Student Enrollment
Budgetary allocations to support graduate-level education are determined by the Office of the President calculated on the basis of Full-Time Equivalent (FTE) student enrollment. Therefore it is important that all graduate students are registered and enrolled correctly to reflect all work actually undertaken by the third week of the quarter. Budgetary credit is not received for students who are on academic leave of absence or who pay the Filing Fee in lieu of registration. Also, budgetary credit is not received for Ph.D. students who have been enrolled more than nine quarters after advancement to candidacy.

The Academic Record
A graduate student is expected to make satisfactory progress toward an approved academic objective, as defined by the faculty of the program in accordance with the guidelines presented below. It is important that the academic record of the student be assessed each quarter to confirm satisfactory progress.

After grades have been processed for each quarter, the following reports are produced for the use of the Graduate Division and Graduate Advisers. Copies are sent to the individual academic units.

- Graduate students whose current GPA is less than 3.0 (either cumulative and/or term GPA)
- All Incomplete grades and Grade Delay (GD) notations
• Graduate students whose current GPA is less than 3.00 for fellowship holders, TAs, Teaching Fellows, Associates, and GSRs
• Number of units of F and NC grades

Records should be reviewed with special attention to grade point average, number of units of Incomplete grades and NC grades in research units.

Students with a GPA of less than 2.01 are automatically dismissed from the University. They may appeal the dismissal. They must submit a petition for reinstatement outlining their reasons for poor performance along with a letter of support from the Graduate Adviser.

Students with an overall GPA of less than a 3.00 for one quarter or two quarters of a quarterly GPA of less than 3.00 are not making acceptable progress and may be dismissed. The Graduate Division sends all students with less than a 3.00 GPA a letter of caution. The second quarter their GPA is below the standard the department is consulted about the wisdom of allowing the student to continue. Students with less than a 3.00 GPA for three consecutive quarters are normally dismissed. They may appeal the dismissal. They must submit a petition for reinstatement outlining their reasons for poor performance along with a letter of support from the Graduate Adviser.

Students with two full quarters of NC grades in research are deemed to be making unacceptable progress and may be dismissed. These students are also sent a letter of caution. The Graduate Division always consults with the department prior to sending dismissal letters to those students.

The Graduate Dean should be informed of any action taken with regard to a student's academic record and be provided with copies of any related correspondence with the student.

**Directed Studies Courses (290)**
Courses numbered 290 (Directed Studies) are intended to provide an opportunity for qualified students to undertake advanced work in a topic (or topics) appropriate to the student's special interests and needs, which is not covered in a regularly offered course on campus.

Students must file (no later than the third week of classes) a "Petition for Directed Studies (290)" and obtain the signatures of the instructor, the Graduate Adviser or Department Chair, and the Dean of the Graduate Division. Particular attention is paid to the correlation between the number of units of the 290 and the amount of substantive academic work assigned. Also, 290s should not be used if the same work is available in a regularly offered course on campus. Some indication of how much time, each week, the student will be in consultation with the faculty member should be indicated. Students doing directed research or studying for exams should not enroll in a 290 course but rather a 297 or 291 respectively.
Academic Evaluation and Review

Graduate programs should establish well-defined criteria for completion of degree programs and keep students currently informed of all changes in the rules, policies, and procedures in the graduate program that affect them. Formal evaluation of students is recommended at the end of their first and third quarters of attendance, and is required by Graduate Council policy at least annually. This provides encouragement and support to those students making acceptable progress, and most important, may avert potential problems with students who are not succeeding.

Each academic unit is encouraged to develop a process of student evaluation and advising; the following methods are suggested as helpful:

- Within the context of each course in which the student enrolls, the instructor shall conduct evaluation of the student’s performance.

- For those students engaged in research activities, frequent evaluation and advising on an informal basis conducted by the supervising member of the faculty is suggested.

- Continuing supervision of dissertation or thesis work by the student's appointed committee with the primary faculty adviser as chair with progress discussed with the student on a quarterly basis.

- An overall written evaluation of each student's academic progress, which is conveyed to the student, must be done at least once each academic year. A copy of this evaluation must be forwarded to the Graduate Division.

Annual review of all graduate students is the responsibility of the faculty of each graduate program. Ordinarily the Graduate Adviser and/or the assigned faculty adviser or the chair of the student's advisory or dissertation committee act to draft a written evaluation which should include a brief review of the student's work to date, with particular attention to the period since the last report, describe the student's progress toward the degree, point out any areas in which improvement is recommended or required, and establish academic objectives for the following period.

ACADEMIC RESIDENCE

The term "Academic Residence" applies only to students' status within the University; it has no connection with their status as residents of the State of California. Students registered in regular University course work for at least four units of upper-division or graduate courses in a quarter are considered to be "in residence." Registration for at least two units of such work in Summer Session qualifies for one-half a term's residence.

For the doctorate, the minimum academic residence is two years (six academic quarters), one year of which must be completed in continuous residence at the UCR campus. For the master’s degree, the minimum academic residence is one year (three academic
quarters), of which two quarters must be spent at UCR. Work completed at other campuses of the University of California may satisfy one of the three quarters of the residence requirement and no more than one-half of the quarter units required for a master’s degree at UCR. No academic residence credit will be given for courses taken through Extension or in Limited Status (considered an undergraduate category). No credit will be given for courses completed while on leave of absence. Students may not transfer any units or time spent in residency in a program in which they successfully completed a degree.

REGISTRATION AND ENROLLMENT POLICIES

Graduate student status is required until all degree requirements are completed. Graduate student status is maintained by enrollment in course work, leave of absence and filing fee status.

A graduate student is expected to register and enroll for each regular academic session (fall, winter, and spring quarters) until all requirements for an advanced degree or credential have been completed, including final examinations and the submission of an approved thesis or dissertation. Enrollment is not official until all required fees have been paid and the student is enrolled in course work.

Students must enroll through GROWL, or have the department enroll them via computer. Students are responsible for ensuring that their course enrollment is correct. Unless granted a leave of absence or approval to pay the Filing Fee in lieu of registration, a graduate student who does not register for any quarter by the final deadline will be considered to have withdrawn from the University. Student status will lapse and candidacy for any degree may lapse at this time.

A graduate student can pay fees without being enrolled in classes. The last day to enroll in course work is the last day to add (the end of the third week of courses). Students who do not enroll by this date have their status lapsed and their fees returned to them. To enroll after this date requires the approval of the Graduate Dean and will only be approved under exceptional circumstances. If approved, students will be assessed a $100 late fee.

If a student files their study list and then fails to pay full registration fees their status will be lapsed on the last day to add (the end of the third week of courses) for failure to complete the enrollment process. Any portion of the fees paid will be returned to the office that paid them or to the student. Again, to enroll after this date requires the approval of the Graduate Dean and will only be approved under unusual circumstances. Students will also be assessed a $100 late fee.

Leave of Absence

A graduate student is expected to enroll for each regular academic session unless a formal leave of absence is granted. Students, who have not attained the academic objective for
which they were admitted and who fails to enroll or secure a formal leave, lose graduate standing with the University. A leave of up to one year's duration may be granted if, after review of the student's academic program, it has been determined that the leave is consistent with the student's academic objective. Both the academic unit and the Dean of the Graduate Division must approve this.

An academic leave of absence is intended to cover the temporary interruption of the student's academic program for appropriate reasons consistent with the student's academic program and University policy and guidelines. Graduate students granted a leave of absence forfeit the use of University facilities and faculty time. Students who must leave the academic program for more than three quarters normally should withdraw and apply for readmission at the time they expect to resume graduate study at UCR.

A leave ordinarily may be granted when a student is to be away from the University of California for any of the following reasons:

- Serious illness or temporary disability
- Concentration upon an occupation not directly related to the student's academic program
- Temporary interruption of the student's academic program for other appropriate reasons, such as family responsibilities

Generally, leaves of absence are limited to a total of three regular academic quarters and may be granted retroactively, after the start of a quarter, under exceptional circumstances. A leave may not be granted if a student has not completed at least one quarter's work, or has not demonstrated satisfactory academic progress.

Students who wish to terminate their leave before the end of the approved leave period should notify the Graduate Division in person or in writing so that registration materials can be produced for them.

While on a leave of absence, a student is not eligible for University fellowship support, University research grants, or financial aid. A graduate student on leave may not work on any UC campus. A student on leave cannot take any examinations or receive academic credit for work done during the leave period.

Students may buy health insurance from the Campus Health Center while on leave but they must pay for it out of pocket and there are restrictions on how many quarters they can purchase it.

The UCR Housing Office has established regulations concerning students on leave status. Ordinarily, occupants of Bannockburn and Family Student Housing will be requested to vacate their premises if a leave is granted for more than one quarter, whether or not they have lived there the prior three quarters. The general rule is that students who have lived in Bannockburn for at least three quarters, fully registered, are entitled to one-
quarter residence while on leave. For the Residence Halls, students should be advised to discuss the matter with the director of the particular hall.

The immigration status of foreign students might be affected by a leave depending on circumstances and whether they are staying in the U.S. or returning to their own country. It is imperative that foreign students considering a leave of absence seek counseling at the International Education Center.

The student is also required to secure the signatures of the Cashier’s Office and Financial Aid (to determine if there are any outstanding debts or loan provision that must be considered), and is required to secure the signature of the International Education Center (if foreign) before a final decision can be made. The petition must be received in the Graduate Division by the published deadline dates. While a leave of absence may be granted retroactively to the beginning of the current quarter, a request for leave submitted after beginning of classes ordinarily should be accompanied by an explanation of the circumstances justifying the late request. If a student has already enrolled and paid fees for the quarter the leave request is also viewed as a withdrawal from the current quarter and the student is held to the withdrawal and refund of fees schedule.

Withdrawal
A student in good academic standing who intends to return within a year may request a leave of absence to avoid a lapse of student status. The student who withdraws and has not been granted a leave of absence by the Graduate Dean must be readmitted in order to resume graduate study. Additionally, students who withdraw and are later readmitted might be held for any program changes enacted while they have been in withdrawn status. If such a student had been advanced to candidacy for a degree, this status may be lapsed.

If a student plans to withdraw after completing all academic work for the latest quarter of enrollment and prior to enrollment and fee payment for the subsequent quarter, a written notice of intent is appreciated but not mandatory.

Students who register and later find that they are unable to attend UCR may cancel their registration prior to the second day of classes and receive a refund of registration fees by contacting the Graduate Division in writing.

Students who wish to withdraw after instruction begins and who have registered and enrolled for a regular academic session must file an official Graduate Petition for Withdrawal. Failure to do so can result in the assignment of failing grades in all courses of which the student is enrolled, and will jeopardize further academic standing.

Additionally, students who withdraw during the first five weeks of the quarter are entitled to a refund of some percentage of their fees. The date of a student's official withdrawal (and the date used to determine refund moneys) will be the date on which the petition was submitted to the Graduate Division. The students' refunds are based on the number of
calendar days since instruction began as seen on the Leave/Withdrawal Petition. The Graduate Student Health Insurance (GSHIP) fee is not refunded if it has been used.

If a student has received funds through the Financial Aid Office, fee and housing refunds must be returned to grant and/or loan funds rather than to the student. This includes student loans from commercial lenders.

Ordinarily, the petition is submitted in person to the Graduate Division. In case of serious illness or an emergency, the Graduate Division should be notified by telephone (951) 827-3315 as soon as possible, so that appropriate and timely assistance may be provided. The petition should be signed by the Cashier's Office, the Financial Aid Office, if the student is a financial aid recipient, and must secure the signature of the International Education Center, if the student is an international student, and the Graduate Adviser.

**In Absentia Registration**

Students pursuing graduate study or research outside the state of California for an entire quarter may register *In Absentia* and may receive an 85 percent reduction in the Student Services Fee and Tuition. Students are also assessed the Nonresident Supplemental Tuition and/or Professional School Fees if applicable.

*In Absentia* registrants should be advanced to candidacy for the doctorate or be writing a master's thesis. Masters students must have attended at least one year to qualify. Students in this status can be paid as a GSR and receive a fellowship stipend. They may also receive other forms of financial aid. PhD students may enroll for *In Absentia* for up to two years. However, petitions are only approved for one year at a time. Master’s candidates may apply for one year.

The criteria are as follows: the research or coursework is of a nature that makes it necessary to be completed outside of the state of California for at least one full academic term; the work away from the UCR campus is directly related to the student's degree program as evidenced by faculty approval; the work involves only indirect supervision (correspondence or review of written work) from UCR faculty during the *in absentia* period; and the work involves no significant collaboration with UCR faculty during the *in absentia* period.

**Filing Fee**

The Filing Fee policy established by the Board of Regents applies to students who have completed all requirements for a terminal masters degree except for the formal submission of a thesis or the final examination (e.g., the comprehensive examination) and doctoral candidates who have completed all requirements for the doctorate except for the formal submission of a dissertation and/or the final defense.

The policy states that graduate students (resident and nonresident alike) *may* pay a Filing Fee (currently $162) rather than register and pay full fees for the quarter in which they finish. Students must pay full fees if they are still doing research or if any other use of University facilities or more than twelve hours of faculty time is anticipated.
A student who pays the Filing Fee in lieu of registration is not eligible for University administered financial assistance, or student services requiring a student ID card, or to be appointed to a student employment title, such as a TA or GSR. They may purchase health insurance separately through the Student Health Insurance Section of the Campus Health Center if they wish to obtain coverage. There are some restrictions so students should contact that office.

The Filing Fee cannot be used for more than one quarter. If the student does not complete all degree requirements during the quarter in which the Filing Fee is paid, the student must register and pay all applicable fees for each subsequent academic quarter, until all degree requirements are completed. The student should notify the Graduate Division in the event that they will not be able to finish on Filing Fee status so that registration may be activated for the following quarter.

In the event that a master's candidate fails their exams they may be allowed a second quarter on Filing Fee status. This is the only exception allowed for a second quarter on Filing Fee status.

Filing Fee will be accepted immediately following readmission and following a leave of absence. Students who have been registered and/or on Filing Fee status for all of the three quarters preceding Summer Session may complete final degree requirements during the summer months without paying additional fees. Otherwise, students must register for 2 units of Summer Session credit or be approved for Filing Fee status to complete.

In signing the Filing Fee petition the student's major professor is in essence certifying that a draft of the manuscript has been read and approved by all members of the dissertation/thesis committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required to complete. Applications must be filed before the beginning of the term in which the student is applying for Filing Fee. If approved, the student is billed the Filing Fee amount.

**Full-Time Enrollment Policy**

Full-time academic enrollment ordinarily is expected of graduate students at the University of California. Full-time study is defined as enrollment in at least twelve units of graduate academic credit per quarter or sixteen units of undergraduate academic credit. If a combination of undergraduate and graduate courses comprises the student's program, consult the following table for the appropriate distribution of graduate and undergraduate units.
For example a student carrying ten graduate units and three undergraduate units would be considered a full-time student. Full-time academic enrollment is required of all graduate students holding University-administered fellowships or academic appointments (TAs, GSRs, Associates).

Excessive study loads, rather than lighter ones, are a concern. Graduate students ordinarily may not enroll in more than a full-time graduate load as defined by the chart above.

Any students requiring written confirmation from the University that they are carrying a full-time load for student loan purposes should consult the Registrar's Office.

**Part-Time Study and Reduced Fees**

The regulations regarding a reduction in fees for attending part-time are set by the Office of the President. It is only approved for students who cannot attend full-time for reasons of occupation (full-time employment outside the university), unusual family responsibilities, or poor health. Students may not be advanced to candidacy for the PhD and can only enroll in 6 units or less.

Students are not granted part-time status and receive a reduction in fees if they only have one class left to complete.

Employees may not apply for this reduction in fees unless they do not meet the requirements of the Employee Reduced Fee Program. International students should be aware that federal regulations governing student visa status require full-time attendance. University financial aid is not available for students taking less than six units of coursework. Eligibility for deferment of student loan repayment obligations may be in jeopardy as well. Students should consult the Student Business Office of the University where they incurred their debt for specific information.

The application must be submitted to the Graduate Division two weeks before fees are due unless students want to pay their full fees first. If full fees are paid first, a refund will be processed. In no event may the student turn in a petition after the third week of the quarter.
**Employee Reduced Fee Program**
Career employees who have completed both their probationary period and have been employed for six months are eligible for reduced fee enrollment. They must meet the admission requirements of the University and enroll in regular session courses totaling no more than nine units or three classes whichever is greater. Additional information and applications can be found at [http://humanresources.ucr.edu/education/benefits.html](http://humanresources.ucr.edu/education/benefits.html). If approved, the employee is eligible for two-thirds reduction of both the Student Services Fee and Tuition. Since employees receive health insurance they would contact the Student Health Center about waiving out of the student health insurance program.

**Nonresident Supplemental Tuition and California Residency for Tuition Purposes**
Students pay Nonresident Supplemental Tuition if they have not been living in California for at least one year immediately prior to the residence determination date for the term in which they propose to register. Along with the criterion of physical presence, the other criteria are intent and financial independence. Information can be found at [http://registrar.ucr.edu/QuickLinks/Residency.htm](http://registrar.ucr.edu/QuickLinks/Residency.htm)

Indications of a student’s intent to make California their permanent residence can include the following:
1) Registering to vote and voting in California elections
2) Designating California as the permanent address on all school and employment records
3) Obtaining a California driver’s license or a California ID card for those who do not drive
4) Paying income taxes as a resident

The residence determination date is the day instruction begins. Students classified as nonresidents shall retain that status until they apply for, and receive, a new classification. Students planning to file for residence status after their first year should talk with the Residence Deputy in the Office of the Registrar well before the appropriate residence determination date, preferably during their first few weeks in California. Students may apply for classification as California residents as soon as they meet all three criteria for residence and, if successful in changing their status, will not pay tuition for subsequent quarters if they continued to meet the criteria.

A student who attended high school in California for three or more years (9th grade included) and graduated from a California high school (or attained the equivalent) may be exempt from Nonresident Supplemental Tuition. Nonimmigrant students are not eligible for this exemption.

All questions concerning residency are referred to the Residence Deputy in the Office of the Registrar. No other campus personnel are authorized to supply information regarding residence requirements for tuition purposes. Students wishing to appeal a final decision on residence classification by the Residence Deputy are assisted and referred to the
appropriate member of the General Counsel's Office in the Office of the President in Oakland.

Nonresident supplemental tuition must be paid pending the outcome of appeals.

**Reduced Nonresident Supplemental Tuition Waiver for Ph.D. Students Advanced to Candidacy**

All students who are considered nonresidents for tuition purposes and are advanced to candidacy for the Ph.D. as of the first day of instruction in any given quarter will receive a reduction of 100 percent of the Nonresident Supplemental Tuition. Each student is eligible for a maximum of three calendar years. Time spent not registered (withdrawn, on leave, or on filing fee status) will count toward the three-year total unless the Graduate Dean grants an exception. A student must be advanced by the first day of instruction to qualify for that term.

**Quarterly Fees and Deadlines**

Students can enroll in course work using their GROWL account. If students enroll in inappropriate course work the departmental Graduate Program Staff or the Graduate Division staff can drop the student from these courses.

If students are receiving any monies from the University or any waivers of fees, it is necessary for them to be enrolled in at least six units for this money to be credited to their accounts.

The fee schedule and the academic and administrative calendar are published on the Registrar’s website [http://www.classinfo.ucr.edu/enrollment/calendar.htm](http://www.classinfo.ucr.edu/enrollment/calendar.htm). The calendar lists important deadlines for enrollment and payment of fees, as well as other deadlines and dates of importance. It is crucial for students to enroll and pay fees by the published deadlines in order to avoid payment of late service fees. The Graduate Division also maintains a calendar for departments of dates of importance - [http://graduate.ucr.edu/pub_forms.html](http://graduate.ucr.edu/pub_forms.html)

**Registration and Enrollment Procedures**

A complete description of enrollment and fee payment procedures and instructions for registration are contained on the Registrar’s website: [www.registrar.ucr.edu](http://www.registrar.ucr.edu). Registration consists of paying fees and enrollment in classes. Students should be encouraged to participate in advance enrollment.

In order to receive credit for academic work completed and to meet the full-time enrollment requirements for fellowship and academic appointments, it is important that every student verify that their course enrollment has been successful as soon as possible, and take action to correct enrollment errors and deficiencies during the first three weeks of classes. This may be done by checking Growl at [www.Growl.ucr.edu](http://www.Growl.ucr.edu).

Students should particularly be advised to examine any variable unit courses they might be taking. If the student failed to indicate the actual number of units, the unit value will
default to 1.0 unit for the course. Additionally, any students who were approved to enroll in courses on an S/NC basis should ascertain that their course enrollments accurately reflect this.

During the first two weeks of instruction students may change their enrollment on-line. The third week of instruction the student must use an Enrollment Adjustment Form to correct or change enrollment for the quarter. Courses dropped after the first two weeks will appear on the student's transcript with a "W" notation. An Enrollment Adjustment Form may be obtained from the Registrar or the Graduate Division.

If a student wants to enroll in course work after the third week (this includes any increase in the unit value of a variable unit course), the student must complete a "Retroactive Enrollment Adjustment Form" in addition to the Enrollment Adjustment Form. On this form they need to explain why they are adding after the deadline. This is also needed after the sixth week of classes to drop a class and after the eighth week of classes to seek a change in grading basis.

**Registration Holds**

Sometimes blocks or holds are placed on a student's registration by various offices throughout the University. Registration cannot be completed until these blocks are cleared. Students are instructed to contact the office that placed the hold on their registration immediately.

The Graduate Division Admissions Office blocks all entering foreign students in order to check them in and make sure their visas are in order. They will also block entering domestic or foreign students if a final transcript or an application fee is required for admission.

The Academic Affairs Section often places a hold on student’s registration that has been in their programs for an excessive amount of time and need an approved timetable before the hold will be removed and they will be allowed to register.

**Lapse of Student Status**

Graduate student status may lapse for failure to pay required student fees and register by the prescribed deadlines each quarter (if a leave of absence or permission to pay the Filing Fee in lieu of registration has not been approved). Student status may also be lapsed for failure to comply with the provisions of admission. If a student's status is lapsed, he/she may be required to reapply to the University.

Prior to resuming graduate study at the University, a student who previously withdrew or who failed to meet the continuous registration requirement must request readmission to the University by submitting an application for admission with a non-refundable fee.

The Dean of the Graduate Division, when recommended by the academic unit, may grant readmission. If readmitted, a student's previous academic work will be applied toward the requirements for an advanced degree only with the approval of the Graduate Adviser.
and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of readmission and may be required to satisfy certain key requirements a second time, including formal advancement to candidacy for the degree and examinations included in that process. A readmitted student must complete at least one additional academic quarter in residence or on Filing Fee status before receiving an advanced degree.

**GRADING**

For a graduate student only the grades A, B, C, and S represent satisfactory scholarship and may be applied toward degree requirements. Graduate students must be doing work equivalent to letter grading of B to be given an S grade in a class. A grade point average below the B level is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification.

**Satisfactory/No Credit (S/NC) Grading**

The grade Satisfactory/No Credit may be assigned to all participants in a graduate course with the prior approval of the Graduate Council as reflected in the course description printed in the UCR General Catalog. Individual study and research, or other individual graduate work undertaken by a graduate student, is normally evaluated by means of the grades Satisfactory/No Credit. No academic work applicable to a graduate program may be graded S/NC unless the course descriptions so indicate. Undergraduate courses, which are pure electives, that is, which do not have any significant relationship to the graduate program, may be taken S/NC with the approval of the Graduate Dean. Such courses do not count towards the student's degree objective. Academic Senate regulations state that no 200 level courses may be graded on an S/NC basis unless the course description indicates the student may elect to take it in that manner. Approval to take a course on an S/NC basis may be requested by filling out the "Graduate Student Petition to Enroll in Course work on an S/NC Basis". This petition requires an explanation from the student as well as comments from the Graduate Advisor.

All graduate students must be graded on a S/NC basis for any Physical Education activity course (PE 1) in which they enroll.

A grade of S is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of NC is assigned.

**In Progress (IP) Grading**

IP (In Progress) is a transcript notation restricted to sequential courses extending over two or more quarters, for which use of the IP notation has been approved. When the last quarter of the sequence is completed, the final grade for the student's work over the entire sequence is then assigned for all quarters of the course. No credit is given until the student has completed the entire sequence. If the student does not complete the second quarter of a two-quarter sequence the student may be 1) assigned a grade based on the work done to date or 2) petition to drop the course.
The IP notation indicates satisfactory progress, and should not be assigned if the level or the progress of the work to date is not satisfactory.

**The Incomplete (I) Grade**

The grade Incomplete (I) should be given only when a student's work is satisfactory but is incomplete because of circumstances beyond his or her control, and the student has been excused in advance from completing the quarter's work. An Incomplete grade should be removed as soon as possible before the established deadline, and the number of incomplete grades accumulated by a student should be monitored and limited carefully. Although incomplete grades do not affect the student's grade point average, they are an important factor in evaluating academic progress. A student with 12 units of "I" grades is deemed to be making unacceptable progress. Employment and fellowship standards are stricter. Students may not be employed as TAs, GSRs, Teaching Fellows, or Associates or receive fellowship money if they have more than 7 units of "I" grades.

The instructor must receive the incomplete portion of the work needed to earn a grade no later than the last day of the quarter following the assignment of the "I". If not made up within the time allowed, the "I" lapses to an F or NC. (Courses taken either Spring or Summer Quarter which were graded “I”, must be completed by the last day of the following Fall Quarter.)

Inappropriate use of the grade Incomplete causes a number of problems. This grade should be assigned only when the student did not complete all work on schedule, but work submitted to date is satisfactory. The grade "I" should not be assigned when the student has completed no significant amount of work, or when it was unsatisfactory; in that case, the student should be assigned a letter grade (usually an F).

If no agreement between the student and instructor has been reached, an "I" grade should not be given. For example, if a student misses a final exam, the instructor may not have a chance to talk with the student before grades are due and may not be able to give a grade based on the material the student has completed.

An "I" grade should not be assigned if the student needs to repeat the entire course. The student should be assigned a failing grade. When the student repeats the course only the most recently earned grade will be counted towards the degree.

An advanced degree cannot be awarded if there is an Incomplete on the student's record.

**Procedures for Change of an Incomplete Grade**

The instructor must file a Grade Change Form with the Registrar's Office within five days after the last Friday of the regular academic quarter following the quarter in which the "I" was received.

**Requests for Extension of Time to Remove an "I"**

If extenuating circumstances cause students to not be able to complete their course work within the allotted time, they may file a Graduate Student General Petition requesting an
extension of time for removal of the "I". This *General Petition* should be filed before the Incomplete lapses to an F (i.e., before the last day of the quarter following the assignment of the "I"). The signatures of both the Graduate Adviser and the instructor are needed on this petition before it is filed with the Graduate Division. Once the grade lapses to an “F” or “NC’ the Registrar requires this petition to be filed before changing the grade.

**Grade Delayed (GD) Notation**
The Registrar makes the notation GD on a student’s permanent record when the student's name was on the official class roster but the instructor turned in no grade for the student. The notation GD will be removed from the student's record when the instructor of the course, reports a grade. A student who received a GD transcript notation must immediately contact the instructor and arrange for the removal or replacement of the GD. The Registrar will not graduate a student with a GD on their record.

**The Withdrawn (W) Notation**
The Registrar will record on a student's permanent academic record a "W" notation for each course the student drops after the second week of instruction in a quarter. Courses in which a "W" has been entered on a student's transcript will be disregarded in determining the grade point average.

**Grade Changes**
Change of grade requests must be submitted within one quarter after the grade is assigned. Changes to or from a S/NC option after a grade is assigned will not be approved. Changes of validly assigned "I" or "IP" grades to letter grade (or vice versa) will not be approved when registration was on a S/NC basis. Requests to drop a class for which there is an "I" grade, or NC or IP notation recorded will not be approved for any reason other than documented clerical or procedural error. Many problems and queries about academic standing and progress can be avoided if graduate students check GROWL each quarter.

**Repeat of Courses**
Repetition of courses not authorized to be taken more than once for Academic Senate Policy limits credit. A graduate student may repeat (once) a course in which a grade of D, F, or NC was received. Repetition of the course more than once requires the Dean's approval. Only the most recently earned grade is used in computing the student's grade point average.

After the course has been repeated, students must notify the Graduate Division or Registrar's Office that the earlier grade should be disregarded in the computation of their GPA. All courses attempted and grades received remain, nevertheless, part of the permanent record of the student.
Credit by Examination

Master's students who think that their knowledge of the appropriate subject matter is sufficient to be tested by formal examination without enrollment in a course may petition for credit by examination. Several conditions must be met, however, before such a petition can be approved:

- The student must be registered for at least four units of upper division and/or graduate work at the time the examination is taken.
- The student's scholarship must be satisfactory (3.0 or better cumulative grade point average).
- The course itself must be one, which can be tested by examination. (Graduate seminars and research courses cannot be taken for credit by examination.)

Instructors retain the prerogative to decide whether they will serve as examiners, and to determine the form such an examination will take.

Arrangements for examination for degree credit must be made by filing a Graduate Student General Petition marked "other" which has the approval of the departmental Graduate Adviser, the instructor appointed to give the examination, and the Dean of the Graduate Division. This petition must be filed no later than the third week of the quarter in which the student is to be examined. This petition must be filed with the Registrar. The results of examinations for degree credit are entered on the student's record as though the student had actually taken the courses of instruction. The credit by examination procedure shall not be used as a device for improving a grade nor to reduce the minimum residence requirement. There is a $5 service charge for each petition. Grades are reported on a Grade Change Form.

Ph.D. students need not follow this route since there is no formal unit requirement for doctoral candidates.

Appeal of Grades

There is only one criterion under which students may appeal grades and that is, if a student believes that non-academic criteria have been used in determining his or her grade. Non-academic criteria, as understood in the sense of the Faculty Code of Conduct, are criteria not directly reflective of class performance, such as discrimination on political grounds, or for reasons of race, religion, sex or ethnic origin or for other arbitrary or personal reasons.

If a student believes that non-academic criteria has been used in determining the grade, he or she should attempt to resolve the grievance with the instructor of the course through written appeal to the instructor via the Chair of the department. If the grievance is not resolved to the student's satisfaction at the departmental level, the student may file a complaint with the Dean of the Graduate Division. The student should present to the Dean a written brief stating the nature of the grievance, including any and all documents
supporting the grievance, no later than six weeks after the beginning of the subsequent quarter. For these procedures, Summer Session is not considered a quarter. Upon receipt of the brief, the Dean shall immediately forward a copy of the brief and all attached documents to the instructor. The Dean, after having determined that all other avenues of adjudication have been exhausted, shall, without evaluating the merits of the case, submit the brief and all attached documents to the Graduate Council for a decision. For further details see Academic Senate Regulation R5
http://senate.ucr.edu/bylaws/?action=read_bylaws&code=r&section=05

TRANSFER OF UNITS
Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements. The total number of units which students will be allowed to transfer onto their graduate record at UCR cannot exceed one half the number of units needed for the graduate degree. Units cannot be transferred from a program that the student successfully completed.

Units from another University of California campus may be counted for up to one-half of the total units required for the UCR master's degree. Department and Graduate Division approval must be obtained before such units can be accepted for credit.

A maximum of eight-quarter units from institutions outside the University of California may be counted toward the master's degree at UCR. All transfer work must have been completed in graduate standing with a minimum grade of "B." Department and Graduate Division approval must be obtained before these units can be accepted for credit. These units must be from an institution of recognized standing while the student was enrolled in a graduate program and did not receive a degree. The units cannot be used to reduce the minimum residency requirement or minimum requirement in 200 level courses taken at this University. Students pursuing the comprehensive exam option must still complete 18 units of 200 or graduate-level units. Students pursuing the thesis option must still complete 24 units of 200 or graduate-level units. These courses must apply to the graduate program in which the student is registered. Unit credit only is posted on the UCR transcript (grades are not transferred). Applications can be found at http://graduate.ucr.edu/pub_forms.html

UCR undergraduates who have no more than two courses or 8 units of course work remaining in their bachelor’s programs and who have been admitted to graduate status may begin course work for their advanced degrees at the beginning of the final quarter of undergraduate study. Transferring units from undergraduate status is called backdating and it requires that students inform their college offices before beginning course work and that they petition the Graduate Division for credit once they are enrolled as graduate students. Units may not be transferred from other undergraduate institutions. Applications can be found at http://graduate.ucr.edu/pub_forms.html

Students may apply Summer Session course work from any University of California campus toward their graduate degree requirements if they have prior approval of their
UCR Extension (Concurrent Enrollment)
Concurrent enrollment means that the student took regularly offered UCR courses but registered and paid for them through the Extension Office. Students may transfer in up to 8 units of UCR concurrent enrollment credit. However, students must have taken these units before their enrollment as graduate students. Matriculated graduate students (including students on leave of absence) may not enroll in course work through University Extension without the Graduate Dean’s approval. Graduate students who withdraw before completing their program objectives may then take courses through University Extension but are required to wait one year before applying those courses to their degrees. (Please note that a student could transfer-in eight additional units from the category 'Non-UC Campuses’ described above.) Grades from UCR Extension courses will be recorded on student transcripts. Applications can be found at http://graduate.ucr.edu/pub_forms.html

Waiving Course Work
All substitutions or waivers of degree requirements must be reviewed by the Graduate Adviser and approved by the Graduate Dean. Waiver of course work will not reduce the minimum number of units required for a master’s degree.

DESIGNATED EMPHASIS
All graduate students admitted to Ph.D. programs may participate in a Designated Emphasis (D.E.), a specialization which should include a new method of inquiry or an important field of application related to two or more existing Ph.D. programs. Graduate students who have completed a Designated Emphases may be more competitive candidates for positions in their primary disciplines. We currently have Designated Emphases in Book, Archive, and Manuscript Studies; Middle East and Islamic Studies; and Science Fiction and Techno-culture Studies. D.E.s comprise 12-16 additional units, where four of the units reflect a significant research product, whether a paper or poster. Courses used for the D.E. cannot be used towards a master’s or PhD degree. The maximum time to D.E. that may be proposed is one calendar year from the quarter in which the candidate advances to candidacy and an overall GPA in the courses taken must be a 3.00. The Designated Emphasis is awarded in conjunction with the Ph.D. degree and is signified by a transcript designation.

Proposals for a D. E. must be submitted to the Graduate Council and Graduate Dean for approval. A Designated Emphasis proposal must include the following:

1. Must have a specified number of units (no less than 12) to be taken in at least two departments/programs. All courses must be at the graduate level or require graduate level work (both quantity and quality) from the student.
2. Must specify the research requirement for the emphasis
3. Courses used for the D.E. may not also be counted toward the masters or Ph.D. requirements; they must be in addition.
4. All D.E.s must have a committee that oversees the curriculum.
5. No D.E. should request extra resources in order to meet its obligation; this includes extra funding for graduate students because of increased time to degree or FTE in order to meet the teaching requirements.

6. The deadline for completion for the D.E. must be established in the proposal and may not be modified without Graduate Council approval. Although proposals may delineate a shorter deadline, the maximum time to D.E. that may be proposed is one calendar year from the quarter in which the candidate advances to candidacy.

7. The GPA required to earn the D.E. cannot be below 3.0 and with regard to substantive research satisfaction of this requirement is subject to approval by the D.E. Program Committee.

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**THE MASTER'S DEGREE**

The master’s degree can be earned by either one of two plans: by completion of a thesis (Plan I), which reports an original investigation of a defined problem, or by passing a departmental comprehensive examination or examinations (Plan II). Students cannot be awarded a second master's degree if they already hold a degree in that field of study. This is normally only problematic when a student is admitted to the Ph.D. program at UCR and then wants to leave with a master's degree when they have already been awarded this degree from another institution. If the department feels that the degrees are significantly different, they may write a memo to the Dean requesting that an exception be made.

**Thesis (Plan I)**

A minimum of thirty-six (36) quarter units in approved courses is required, at least twenty-four (24) of which must be earned in graduate courses. The other 12 units may be 100 or 200 level units. A maximum of twelve may be in graduate research for the thesis. All candidates for the degree must prepare and present an acceptable thesis. In addition, the major program or group may require any examination that it feels necessary to test students' knowledge of the discipline. The thesis, which must be filed with the Graduate Division, must be formatted according to Graduate Council approved regulations. The Thesis and Dissertation Format Guide can be viewed at [http://www.graduate.ucr.edu/Dissertation.html](http://www.graduate.ucr.edu/Dissertation.html)

**Comprehensive Examination (Plan II)**

A minimum of thirty-six (36) quarter units in approved courses is required, at least eighteen (18) of which must be earned in graduate courses. The other 18 units may be 100 or 200 level units. A comprehensive examination is also required (the program or graduate group determines the content). No more than two attempts to pass the exam may be allowed. The results of these exams should be reported to the Graduate Division as soon as they are known instead of waiting until the end of the quarter. Results of the comprehensive exams must be reported in writing to the student with a copy to the Graduate Division. The Graduate Adviser or the chair of the department must sign the report.
If the student fails the exams once and then wants to switch to the Thesis Plan, please contact the Graduate Division. If a student fails twice, they may NOT switch to the Thesis Plan.

**Thesis Committees**

Master's thesis committees consist of three members, normally all Academic Senate members. The academic unit nominates the committee after discussion with the student and with the concurrence of the Department Chair or Graduate Adviser. After review of the nominations, the Dean of the Graduate Division on behalf of the Graduate Council appoints the committee. Although bound by the rules established for that program, the appointed Committee is responsible to the Graduate Council. The nominations are reported to the Dean using the Advancement to Candidacy forms. Once the committee is approved by the Graduate Dean they, rather than the department, become responsible for the student's academic guidance and evaluation.

Generally all three members of the committee are Academic Senate members and from the student’s department but not always. Sometimes the third member is from another department. The chair of the committee should be from the student’s department. If the department would like to appoint a faculty member from another department as chair a memo of exception must accompany the nomination of the committee.

Even though members of the committee are normally Academic Senate members an individual may be appointed who is a researcher on campus, who is from off-campus, or who is a visiting lecturer within the department; however, a memo indicating the academic degree and affiliation of the nominated member, as well as a vita, must accompany the request the first time that they serve. The Graduate Division will keep a file on these individuals so that the same vita and memo are not sent more than once.

The Graduate Council has stated that Adjunct Faculty and Cooperative Extension Specialists may serve as sole chairs of committees if the Graduate Dean approves and at least one Senate member is on the committee. If the department would like to make such a request a memo of support should be sent to the Graduate Division with the Advancement to Candidacy Form on which the thesis committee is nominated.

To avoid conflicts of interest or the appearance of a conflict of interest, when domestic partners or spouses are a majority of the faculty overseeing a thesis, another faculty member will be added to that committee.

After the committee is formed the subject of the thesis must be approved by the committee. A joint meeting of the committee members and the student should be held before work on the thesis is begun to ensure the topic is clear and acceptable to all.

If a change in the thesis committee needs to be made, please send a memo signed by the Graduate Adviser to the Graduate Dean explaining why a change is being requested and indicating that the member being removed is aware of and approves the change.
For the thesis defense, if an oral examination is held, all members must be physically present. In exceptional circumstances, determined in advance of examination scheduling and approved by Dean of the Graduate Division, one member of the examining committee (not the chair) may participate via video (e.g., Skype) or telephone conferencing. Exceptional circumstances may include but are not limited to: travel for research, or permanent residence, outside of the United States; participation in academic or research travel within the United States that cannot be shifted to accommodate the intended date of the oral examination or defense; hospitalization or other medical conditions that make it impossible to be physically present.

When approved the student must file copies of their thesis with the Graduate Division. Regulations on the format and filing deadline dates can be found at http://www.graduate.ucr.edu/dissertation.html
Quarterly workshops are given on how to prepare the format and file electronically.

Residency Requirement
The minimum academic residence in the University of California is three quarters, two of which must be spent at the Riverside campus. Registration in at least 4 units of 100 or 200 level course work is necessary for each quarter of academic residence.

Grade Point Average
Students must complete a 3.00 overall GPA in all upper division and graduate level course work related to the degree.

Course Work Requirements
The requirements listed here are the minimum required by University of California regulation. Most master’s degrees require additional work; for those additional requirements, and for any special course work, thesis and/or comprehensive examination requirements, see the specific graduate program's information. Waiver of any requirements or acceptance of transfer credit must be initiated by filing a petition with the Graduate Division.

Language Requirements
Completion of the language requirement(s), if a part of the graduate program, may occur any time prior to the completion of degree requirements, and need not be passed before a student can be advanced to candidacy for the master’s degree. The graduate program may decide which of the methods approved by the Graduate Council may be used to fulfill the language requirement(s) for their program. The Graduate Council must approve any changes in the method(s) chosen to fulfill the language requirement or in the need for the language requirement. Testing may be administered by the program itself, by foreign language faculty, or by satisfactory completion of a course in the language at the level specified by the program.

The Graduate Division must be advised by memo of the test or course taken and the date passed. If an alternate skill requirement is satisfied, this should be specified.
Upon recommendation of the graduate program or group, and approval of the Graduate Dean, a student may receive credit for a foreign language examination or appropriate course work completed not more than four years before entrance to the graduate program at UCR. Students must file a Graduate Student General Petition, marked "other" and indicating that they wish to "Transfer Language Exam."

Upon recommendation of the graduate program or group, and the approval of the Graduate Dean, a foreign student may receive credit for knowledge of their native language. Students should petition to do this using the Graduate Student General Petition.

**Professional Development Requirement**
Professional development training is a requirement of all M.A., M.S., M.F.A., and Ph.D. programs per the Graduate Council in Spring 2010. Training typically includes elements of research and professional ethics, grant and professional writing, strategies for success in graduate school and the profession, pedagogy, public speaking, career and job market guidance, and other relevant topics to help students become successful professionals. Each program determines the format, content, and extent of its training in order to make it specific to, and appropriate for, the discipline. A program may provide all of its training independently, or it may partner with other programs, or utilize services provided by other campus units or professional organizations. Training must be for unit credit and may be delivered as a single course or as portions of multiple courses.

**Advancement to Candidacy**
Deadlines for submission of an application for advancement to candidacy are published in the annual Graduate Division Calendar ([http://graduate.ucr.edu/pub_forms.html](http://graduate.ucr.edu/pub_forms.html)) and at [http://graduate.ucr.edu/deadlinedates.html](http://graduate.ucr.edu/deadlinedates.html). If the application is not received by the deadline date, the degree may be deferred until the following quarter. If the master’s degree requires a thesis (Plan I), a thesis committee should be nominated. When the student is formally advanced to candidacy and the thesis committee approved (if applicable), the student and the academic units are notified.

The Academic Affairs Section certifies the candidacy of the student and checks for the completion of the University and departmental requirements. The student is sent a "Certificate of Candidacy" when certified. All requirements for the degree must be completed by the last day of the quarter in which the student wishes to graduate. No student may graduate with a “GD” (Grade Delay) posted. Terminal master’s students cannot graduate with an Incomplete grade on their record even if it is not needed for the degree.

All requirements for the degree must be satisfied within a calendar year from the time of completion of the required course work. Should the student be unable to complete the degree requirements within this time, candidacy will lapse. The student must then file a General Graduate Student Petition requesting a reinstatement of Master's Candidacy with the Graduate Division.
Degree Conferral
The master’s degree is conferred at the end of the academic quarter in which all requirements have been satisfied (the official conferral day is the last day of the quarter). The student must have been formally advanced to candidacy during the quarter in which they finish their degree. Ordinarily, a graduate student will be registered or on Filing Fee status the quarter in which all degree requirements are completed and the degree is to be conferred. However, students may complete during the quarter break. If they were enrolled or on Filing Fee status the quarter before, they may complete degree requirements before the next quarter officially begins and not be assessed registration fees for that quarter.

If a student wishes to complete during the summer months, they must have had student status (be enrolled or on Filing Fee status) every quarter of the previous academic year to complete without paying additional fees. If they were withdrawn or on leave any one of those quarters, they must enroll in two units of Summer Session course work to complete during the summer.

If a student does not complete the necessary courses by the end of the quarter in which degree conferral is expected, or does not attain the required level of scholarship, registration for the next regular academic session is mandatory--otherwise student status will lapse and candidacy for the degree may lapse.

Once student status lapses, the degree can be conferred only after readmission of the student, followed by at least one quarter of registration or Filing Fee status.

A graduate student pursuing the master’s degree, as a terminal degree may not continue to register as a graduate student once the degree has been awarded unless they have been formally admitted to another program.

Certification of Degree Award
Students are informed of formal degree award at the end of the quarter in which the degree is conferred. As soon as all degree requirements are completed, the student may request a certificate of completion bearing the Graduate Dean's signature. A formal certification of completion is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes.

Once the diploma is ready, the Registrar will notify the student by postcard (for domestic addresses only) that they may pick-up their diploma at that office. If they want it mailed to them they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office and keep their address updated on GROWL.

Proceeding Toward the Degree of Doctor of Philosophy
Students who were admitted to the Master's program only must file an approved Petition for Change in Major, Degree Objective or Add a Major with the Graduate Division if they wish to pursue a Ph.D. degree in their program. Foreign students must submit a new
letter verifying financial support before final approval can be granted by the Graduate Division.

**Duplication of Higher Degrees (Second Masters and PhD Degrees)**

Permission to work for a second master’s degree may be approved when there is little relation in content between the two degrees. If the student wishes to obtain a second degree in the same major field a memo of support must be sent to the Graduate Dean detailing how the two degrees differ. Permission to be admitted for a second PhD is rarely permitted but may be approved by the Graduate Dean under exceptional circumstances. None of the previous course work may be used from the first PhD for the second PhD program. Students already admitted to a PhD program at UCR may not petition to pursue a second PhD program once admitted. They may pursue a master’s degree in another field if the departments and Graduate Dean approve.

**Certificate of Resident Study for Foreign Students**

A certificate of resident study may be issued to a student from abroad provided he/she has completed at least two terms in full-time resident study with a grade point average of 2.00 or he/she has satisfactorily conducted a research program of at least nine calendar months’ duration; and the award of the certificate is recommended by the chair of the department or graduate group in the student’s major subject; and the student’s studies are not covered by a diploma or other certificate; and the student’s visa requires his/her return upon completion of his/her studies in the U.S.

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**THE DOCTORAL DEGREE**

The following general description of the requirements for the Ph.D. is taken from *The Degree of Doctor of Philosophy: A Statement of Policy*, issued by the Association of Graduate Schools, of which the University of California is a member.

"The Ph.D. degree may be awarded in all fields of learning of reasonable breadth, pure and applied, for which there is an adequate research methodology. Ph.D. programs involve scholarly and research activity directed mainly toward the acquisition of new and fundamental knowledge. Ph.D. programs are to be distinguished from practitioner-oriented doctorates which prepare for the application or transmission of existing knowledge and that may be intended to serve as preparation for professional practice, and are also distinguishable from doctorates in the creative arts. Ph.D. programs lead the student to focus on what he or she can do to the subject; professional degree programs are more concerned with what the student can do with the subject.

The degree of Doctor of Philosophy is conferred in recognition of a candidate's high level of scholarly competence and demonstrated capability to conduct and report significant research independently and effectively. The achievement of these ends requires more than the
completion of definite courses of study through a stated period of residence.

Scholarly competence is achieved and verified through systematic study of the discipline at an advanced level followed by comprehensive examinations. Research capability is developed during the course of completion of a piece of significant independent research. The candidate's analytic and expository competence is tested through the preparation of a dissertation describing, analyzing, and interpreting the research and drawing conclusions from it.

Scholarly competence: The Ph.D. candidate should demonstrate fundamental knowledge of the general field of study at an advanced level before fully embarking on research for the dissertation.

Basic knowledge is typically acquired through satisfactory completion of graduate courses. Depending on the discipline and the student's prior education, course work usually requires from one to three years.

Achievement of the required knowledge should be tested through comprehensive examinations or other suitable means outside regular course examinations and papers.

Testing (papers, seminar presentations, laboratory projects, written and oral examinations) should be central in determining which students may advance to full participation in research for the dissertation.

Research competence: The candidate must develop competence in carrying out independent original research that leads to new knowledge. The research must be concerned with significant questions and be based upon original ideas. The analysis of existing information and material, as well as the performance and analysis by the student of new observations and experiments are to be steps toward obtaining answers to the questions and demonstrating the validity of the idea.

The research offered for the degree requires direction from a faculty adviser and possibly collaboration with other faculty members and research workers, but must be based in substantial part in essential respects upon work for which the candidate is solely responsible.

The Ph.D. dissertation: The results of the research are to be presented in a dissertation. Primary responsibility for preparation of the text should rest with the candidate, and the product should display clarity of thought and excellence of exposition.
A faculty committee should determine the acceptability of the dissertation, and there should be a final examination that includes an oral defense of the dissertation.

Final acceptance of the dissertation should lie with a Graduate Dean (or an equivalent university official who has overall responsibility for assuring the maintenance of high and consistent standards for Ph.D. programs)."

Grade Point Average
Students must obtain a 3.00 overall GPA in all upper division and graduate level course work related to the degree.

Residency Requirement
A minimum of six quarters in academic residence is required prior to the award of the Ph.D, three of which must be spent in continuous residence. Registration in at least 4 units of 100 or 200 level course work is necessary to qualify for each quarter of academic residence.

Normative Time
The University of California has adopted a policy on the normative time in which students are expected to complete the requirements for a doctorate degree. Normative times are proposed by the program faculty, approved by the Graduate Council, and reviewed by the university-wide CCGA. Normative time is defined as the best estimate of the time required from campus graduate admission to receipt of a doctorate. Time spent in a master's program at UCR is normally counted against the normative time. The normative time for any particular degree program is intended as a guideline; some students may finish in less than the normative time, others may require more. Normative time serves as the basis for determining whether or not students are making acceptable progress toward attaining their degree. Students are deemed to be making unacceptable progress if they have not finished all degree requirements within one year past their program's normative time.

Language Requirements
Language skill requirements, if part of the graduate program, must be passed before a student advances to candidacy. The graduate program may decide which of the methods approved by the Graduate Council to fulfill language requirements are to be available to students. Testing may be administered by the program itself, by foreign languages faculty, or by satisfactory completion of a course in the language at the level specified by the program.

The Graduate Division should be advised by memo of the test or course taken and the date passed. If an alternate skill requirement is satisfied, this should be indicated. (Some programs accept knowledge of a computer language as satisfying this requirement.)

With the support of the program and the approval of the Graduate Dean, students may
receive credit for foreign language examinations or course work completed not more than four years before entering graduate study at UCR.

With the approval of the graduate program, native ability in a foreign language may be used to satisfy the foreign language requirement if the student petitions the Graduate Dean with the approval of the Graduate Adviser. This should be done as soon as possible after the student is admitted to graduate standing.

**Teaching Requirement**
Some graduate programs require graduate students pursuing a doctorate to acquire teaching experience at the post-secondary level under faculty supervision. This requirement is usually satisfied by service as a Teaching Assistant or Associate in undergraduate courses and is normally reflected by enrollment in graduate course work numbered 301 or 302.

**Professional Development Requirement**
Professional development training is a requirement of all M.A., M.S., M.F.A., and Ph.D. programs per the Graduate Council in Spring 2010. Training typically includes elements of research and professional ethics, grant and professional writing, strategies for success in graduate school and the profession, pedagogy, public speaking, career and job market guidance, and other relevant topics to help students become successful professionals.

Each program determines the format, content, and extent of its training in order to make it specific to, and appropriate for, the discipline. A program may provide all of its training independently, or it may partner with other programs, or utilize services provided by other campus units or professional organizations. Training must be for unit credit and may be delivered as a single course or as portions of multiple courses.

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**THE QUALIFYING COMMITTEE**

By Academic Senate Regulation and Graduate Council policy, the Qualifying Committee is comprised of five members, a majority of whom, but not all, are affiliated with the program. The chair of the Qualifying Committee is normally from the academic unit supervising the student's Ph.D. program (any nominations who represent an exception must be justified), and a voting member of the Academic Senate. All committee members should normally be voting members of the UC Academic Senate. Any exceptions must hold a Ph.D., be qualified for a UC faculty appointment and must be supported by a memo of justification from the Graduate Adviser. A memo need not be written for those holding Adjunct faculty positions unless they are being nominated to serve as the sole chair. For Cooperative Extension specialists a vita and memo of support should be forwarded the first time that they are nominated to serve. Thereafter a memo of support is only necessary if they are nominated to serve as the sole chair of the committee.

One member of the Qualifying Committee, designated the "outside member," must be a voting member of the UC Academic Senate who does not hold an appointment in the student's academic unit or graduate group. This person represents the faculty at large and acts most importantly, as a "third party ensuring fairness." Special expertise in the area of
the student's dissertation is not expected; this member's academic field may be unrelated to the field of study of the student and the other committee members, and this member is expected to be unaffiliated with the department. For the purpose of the qualifying committee, a cooperating member in a department cannot be an "outside member" but can be appointed as a “regular” member of the student’s committee.

The academic unit nominates the Committee after discussion with the student and with the concurrence of the Department Chair or Graduate Adviser. After review of the nominations, the Dean of the Graduate Division on behalf of the Graduate Council appoints the Committee. Although bound by the rules established for that program, the appointed Committee is responsible to the Graduate Council.

The proposed Qualifying Committee and the date set for the exam must be submitted to the Graduate Division Office on the Ph.D. Form 2 (Nomination for Qualifying Examination for the Degree of Doctor of Philosophy) at least two weeks (preferably one month) prior to the date of the oral qualifying examination date. If any nominee is not a member of the University of California Academic Senate (or Adjunct faculty), a curriculum vitae and a memo justifying the appointment from the Graduate Adviser or Department Chair should be submitted with the Form 2. The committee is not considered approved by the Graduate Dean until a signed copy has been returned to the department with the Graduate Dean's signature.

If the exam is scheduled and it is less than two weeks before it is to transpire and no Form 2 has been sent to the Graduate Division someone from the department (usually the Graduate Program Assistant) must walk the Form 2 over to the Academic Affairs staff and discuss this with them. This will give the staff an opportunity to review the form with the department staff and discuss any potential problems. If a staff member cannot walk the form over then it can be faxed but it must be followed up by a phone call to discuss the Form 2.

Both the student and graduate program will be notified of the formal appointment. It is the responsibility of the graduate program to ensure that the committee members are notified of their formal appointment and the date and time of the oral examination. It is also their responsibility to make sure that the chair of the committee receives a current copy of "Instructions for Chairperson of Doctoral Qualifying Committee" supplied by the Graduate Division. The instructions are to be conveyed to the entire committee by the Chair. Any changes in the exam date or in the composition of the Committee must be communicated in writing to the Graduate Division not less than twenty-four (24) hours before the oral examination is held. The text of the Instructions is as follows:

Upon the recommendation of the program Chair or graduate advisor, doctoral qualifying committees are appointed by and are responsible to the Graduate Council through the Dean of the Graduate Division. The doctoral qualifying committee is charged with examining the student's knowledge of the general field of study as well as the related fields and areas of special interest, and with substantiating the adequacy of the student's preparation and qualifications to be advanced to candidacy for the doctorate.
The examinations are written as well as oral. At the discretion of the committee, the written portion may be given as one examination or in several parts and may be administered by the department or the graduate group. However, the oral examination must be conducted and reported by the student's qualifying committee under the following conditions:

The oral examination must be administered in its entirety on one date. This date is to be communicated in writing to the Graduate Division at least two weeks (preferably one month) before the examination. Any changes in this date or the composition of this committee must be communicated in writing to the Graduate Division not less than 24 hours before the oral examination is held.

All members must be physically present during the entire exam period including the deliberation. In exceptional circumstances, determined in advance of examination scheduling and approved by Dean of the Graduate Division, one member of the examining committee (not the chair) may participate via video (e.g., Skype) or telephone conferencing. Exceptional circumstances may include but are not limited to: travel for research, or permanent residence, outside of the United States; participation in academic or research travel within the United States that cannot be shifted to accommodate the intended date of the oral examination or defense; hospitalization or other medical conditions that make it impossible to be physically present.

The qualifying oral examination is not open to the general public but members of the Academic Senate may attend.

There are no conditional passes.

The findings of the committee must be reported within 48 hours to the Graduate Council through the Graduate Division on Ph.D. Form 3, "Report of Qualifying Examination". The Dean of the Graduate Division will accept a unanimous committee report for or against approval for the Graduate Council.

If a student has failed the qualifying examination, the committee should make a recommendation for or against a second examination, ordinarily not to be given until at least three months have elapsed. The date of the second oral examination should be communicated to the Graduate Division in writing at least two weeks prior to its occurrence. A third examination is not permitted.

If there is a divided vote, the committee shall first make every effort to arrive at unanimity. Failing unanimity, a committee report that contains only one negative vote will be deemed a pass; a committee report that contains two or more negative votes will be considered a failure. When the vote is split, the committee or any member of the committee may petition (in writing) the Graduate Council to consider a reversal of the judgment. In that event, the Administrative Committee of the Graduate Council will make the final determination whether the student has passed. In such cases no statement shall be made to the student regarding passing or failing the examination until the final determination has been made. The student shall be informed within 48 hours that the vote is split and the final determination will be made by the Graduate Council.

Changes in the Qualifying Exam Committee
If there is a change in the composition of the qualifying exam committee, please forward a new PhD Form 2 along with a memo of explanation if there is a change in the chair of the committee. Changes should be received in the Graduate Division no later than two weeks before the exam. If the change is being made within two weeks of the exam the
new PhD Form 2 should be hand-delivered to the Academic Affairs Section of the Graduate Division by the Graduate Program Assistant and discussed with Graduate Division staff. If it is only the date that is being changed, you may inform the Graduate Division staff by e-mail or phone. The change to the committee make-up is not considered approved by the Graduate Dean until a signed copy of Form 2 has been returned to the department with the Graduate Dean's signature. No exam should take place without this approval.

**Responsibility of the Qualifying Committee**
Doctoral Qualifying Committees are charged with examining students' knowledge of the general field in which they are studying, as well as of related fields and areas of special interest; and with substantiating the adequacy of their preparation and qualifications to be advanced to candidacy for the doctorate. The examinations are written as well as oral and, at the discretion of the Committee, may be combined as one examination or given as separate parts. The department or the graduate group may administer the written examination, but an oral examination must be conducted and reported by the student's appointed qualifying committee. The oral examination must be administered in its entirety on one date. The qualifying oral is not open to the general public but members of the Academic Senate may attend. The recommendation of the committee must be reported to the Graduate Council within forty-eight (48) hours on Ph.D. Form 3 (Report on Qualifying Examination and Nomination of Dissertation Committee) which is provided by the Graduate Division to departments on request. Each committee member must sign the form. No one can sign for them.

The Dean of the Graduate Division will accept a unanimous committee report for or against approval for the Graduate Council. If a student has failed the qualifying examination, the committee should make a recommendation for or against a second examination, ordinarily not to be given until at least three months have elapsed. The date of the second oral examination shall be communicated to the Graduate Division in writing at least two weeks prior to its occurrence. A third examination is not permitted.

If there is an initial divided vote, the committee should first make every effort to arrive at unanimity. Failing unanimity, a committee reports which contains only one negative vote will be deemed a pass, and a committee report that contains two (or more) negative votes will be considered a failure. When the vote is split, the committee or any member of the committee can petition (in writing) the Graduate Council to consider a reversal of the judgment. In that event, the Administrative Committee of the Graduate Council will make the final determination as to whether the student has passed or not. In such cases no statement should be made to the student regarding his/her passing or failure until the final determination has been made. The student shall be informed within forty-eight (48) hours that the vote is split and the final determination will be made by the Graduate Council.

**Procedures of the Qualifying Committee**
Following its formal appointment, the Qualifying Committee is free to adopt whatever procedures it thinks appropriate to conduct the Qualifying Examination for candidacy, subject to the rules of the program and those specified below. Administration
of the Qualifying Examination must conform to the policies established by the Graduate Council.

The student must be given adequate notice of the content, form and time of examination. The committee must meet to decide upon the procedures to be followed, and the student given an opportunity to comment upon the selected procedures.

The oral examination must be administered in its entirety on one date. All members of the Qualifying Committee must be present for the entire oral examination period as well as the entire deliberation period. The committee chair must be physically present at the oral examination. In exceptional circumstances, determined in advance of examination scheduling and approved by Dean of the Graduate Division, one member of the examining committee may participate via video (e.g., Skype) or telephone conferencing. Exceptional circumstances may include but are not limited to travel for research, or permanent residence, outside of the United States; participation in academic or research travel within the United States that cannot be shifted to accommodate the intended date of the oral examination or defense; hospitalization or other medical conditions that make it impossible to be physically present.

When the Committee meets to conduct the oral Qualifying Examination, it must report the vote and/or action to the Graduate Council via the Graduate Dean. If the Committee decides to reexamine the student at a later date or does not pass the student for any reason, this must be reported. Once a committee convenes an examination, that committee must report either a pass or fail.

All committee members must sign the Form 3 at the time the qualifying examination is concluded, and submitted even if the examination was failed. The student should be notified of the results immediately following the exam.

**Advancement to Candidacy**

Before being advanced to candidacy, the student must complete all University and program requirements (except for completion of the dissertation and its final oral defense, and certain seminar and teaching requirements) and then pass a series of written and oral qualifying examinations. The program or graduate group may administer the written exam; a Qualifying Committee nominated by the department or graduate group, and approved and officially appointed by the Graduate Dean must conduct the oral exam. Results of the written and oral examinations must be reported to the Graduate Dean after each attempt on *Ph.D. Form 3*.

After successful completion of the qualifying examinations and completion of all University and departmental requirements, the student is eligible for formal advancement to candidacy. The department or graduate group will submit the "Report of Departmental Requirements for Ph.D. Degree." The student will be billed the Candidacy Fee after the degree check has been completed. The student and graduate group will be notified of the formal advancement to candidacy.
Once advanced the following is sent to all departments to forward to the student’s dissertation committee chair:

**INSTRUCTIONS FOR CHAIR OF DOCTORAL DISSERTATION COMMITTEES**
(To be communicated by the Chair to Committee Members)

Upon recommendation of the Department Chair, Doctoral Dissertation Committees are appointed by and responsible to the Graduate Council through the Dean of the Graduate Division. At this stage, the committee rather than the department becomes responsible for the student's academic guidance and evaluation.

The Doctoral Dissertation Committee is charged with guiding the student's research and passing judgment on the final merits of the dissertation. The committee arranges for such conferences with the candidate as are necessary for the development and elucidation of the research treated in the dissertation. Formal acceptance of the dissertation is certified to the Dean of the Graduate Division by submission of a completed acceptance page. A final oral examination is normally given. The final examination may be waived with the unanimous consent of the committee and the approval of the Dean of the Graduate Division on Ph.D. Form 5, Report of Final Examination.

Note that the Dissertation Committee has responsibility for both the content and the style of the dissertation. Style, including footnote and bibliography form, is at the discretion of the committee, so long as consistency is maintained. Also, students wishing to use previously published material must both petition the Graduate Dean and secure the permission of the publisher. Students are encouraged to direct any questions concerning the physical format of the dissertation to the Academic Affairs Section of the Graduate Division.

**Reduced Nonresident Supplemental Tuition Waiver for Ph.D. Students Advanced to Candidacy**
All students who are considered nonresidents for tuition purposes and are advanced to candidacy for the Ph.D. will receive a reduction of 100 percent of the Nonresident Supplemental Tuition. Each student is eligible for a maximum of three calendar years. Time spent not registered (withdrawn, on leave, or on filing fee status) will count toward the three-year total. A student must be advanced by the first day of instruction to qualify for the reduction for that term.

**Lapse of Candidacy**
Candidacy for the Ph.D. will lapse if the student fails to continue to enroll unless the Dean of the Graduate Division approves otherwise. Upon readmission the Graduate Division will discuss with the department whether the student should be re-admitted in-candidacy or should repeat their exams and held to new catalog requirements.
THE DOCTORAL DISSERTATION COMMITTEE

Upon recommendation of the program's Graduate Adviser or department chair, doctoral dissertation committees are appointed by and responsible to the Graduate Council through the Dean of the Graduate Division. At this stage, the Committee rather than the department becomes responsible for the student's academic guidance and evaluation.

A minimum of three faculty members must serve on the committee. The chair of the committee is normally from the academic unit supervising the student's Ph.D. program and a voting member of the Academic Senate. A memo of justification from the Graduate Advisor and a vita must support any exceptions. The memo should establish that the non-senate nominee is qualified to serve on a dissertation committee, describe how the student will benefit from the addition of the nominee, and confirm that no UCR Academic Senate member has this same expertise. A memo need not be written for those holding adjunct faculty positions.

The Graduate Council has stated that Adjunct Faculty and Cooperative Extension Specialists (and CE/OR) may serve as sole chairs of committees if the Graduate Dean approves and at least one Senate member is on the committee. If the department would like to make such a request a memo of support should be sent to the Graduate Division.

To avoid conflicts of interest or the appearance of a conflict of interest, when domestic partners or spouses are a majority of the faculty overseeing a dissertation, another faculty member will be added to that committee.

If the chair of the dissertation committee leaves the campus, he or she leaves the department as well as the Academic Senate. If the student has already completed a major portion of the dissertation research under this chair, and thus would be handicapped by a change of research directors, the outgoing faculty member may remain on the student's committee in the capacity of co-chair, serving with a member of the student's department who does meet the above criteria appointed as co-chair. Of course, the outgoing faculty member would need to be willing to continue serving on this committee.

If a committee member other than the chair leaves the campus, a faculty member meeting the above stated criteria normally replaces the outgoing member. Exceptions to this practice have been made when the student has already completed a substantial portion of the dissertation research, and the departing member is willing to continue to serve on the committee. As a safeguard for the student the appointment of a minimum of three UCR Academic Senate members to dissertation committees is normally required.

Dissertation committees are charged with guiding the students in their research and passing judgment on the final merits of their dissertation. The committee arranges for
such conferences with the candidate as are necessary for the development and elucidation of the research treated in the dissertation.

The dissertation committee has responsibility for both the content and the style of the dissertation. The dissertation committee certifies that the completed dissertation is satisfactory through the signatures of all committee members on the signature page of the completed dissertation. All members of the committee must sign the signature page. They may not have anyone else sign for them (such as a Departmental Chair or Graduate Program Assistant). After the dissertation committee has approved a dissertation it must be submitted to the Graduate Division. The final copy must meet UCR's requirements for style, format, and appearance before the degree can be conferred. See UCR’s Thesis and Dissertation Format Guide for complete information about UCR dissertation requirements.

**Changes in the Dissertation Committee**
If there is a change in the composition of the committee, please forward a new PhD Form 3 along with a memo of explanation to the Graduate Division. If members are being added no memo is needed. If members are being deleted because they have left UCR, please just type this on the form. Changes should be received in the Graduate Division no later than two weeks before the final defense. If the change is being made within two weeks of the final defense the new PhD Form 3 should be hand-delivered to the Academic Affairs Section of the Graduate Division by the Graduate Program Assistant and discussed with Graduate Division staff. **Any changes must be approved prior to the student’s final defense.** The change is not valid until the department Graduate Dean approves it.

**Final Examination and Approval of the Dissertation**
The dissertation committee supervises a final examination, the focus of which is the content of the doctoral dissertation. The results of the exam are reported on Ph.D. Form 5, Report of Final Examination. Under unusual circumstances, the exam may be waived with the unanimous consent of the committee and the approval of the Graduate Dean. The final examination may be given either just prior to the completion of the dissertation and while the student is in residence during a regular academic session or after the acceptance of the dissertation, and will be open to all members of the academic community. Administration of the final examination is subject to the policies of the Graduate Council governing critical examinations. In the event that one member of the final defense committee cannot attend that final defense, the chair of the committee may appoint an Academic Senate member to attend for the absent member. If this happens, please notify the Graduate Division first. There is another option however. In exceptional circumstances, determined in advance of examination scheduling and approved by Dean of the Graduate Division, one member of the examining committee (not the chair) may participate via video (e.g., Skype) or telephone conferencing. Exceptional circumstances may include but are not limited to: travel for research, or permanent residence, outside of the United States; participation in academic or research travel within the United States that cannot be shifted to accommodate the intended date of
the oral examination or defense; hospitalization or other medical conditions that make it impossible to be physically present.

Faculty may indicate that a student has passed the defense of their dissertation with “revisions.” Should the committee choose this option, the student would be notified that they have 120 days from the defense of the dissertation to successfully complete revisions and file the dissertation.

Upon completion or waiver of the final examination and approval of the dissertation, the dissertation committee recommends, by submission of Ph.D. Form 5, that the Ph.D. be conferred. All members of the committee must sign the form. They may not have anyone else sign for them (such as a Departmental Chair or Graduate Program Assistant).

**Degree Conferral**

Ph.D. degrees are conferred, subject to the final approval of the Graduate Council, as of the last day of the regular academic quarter in which all requirements have been satisfied (the last day of the quarter), including the final positive recommendation of the dissertation committee, and the acceptance of the approved dissertation by the Graduate Division on behalf of the University. A graduate student must be registered or on Filing Fee status the quarter in which the dissertation is submitted and the degree is to be conferred. No fee for filing the manuscript itself is required. If the student misses that deadline they have until the day before the next quarter officially begins to file and not pay next quarter's registration fees.

Unless payment of a Filing Fee or a leave is approved, all graduate students must register each regular academic quarter (excluding Summer Session) until all degree requirements are completed--otherwise, student status and candidacy for the Ph.D. will normally lapse. Once status lapses, the degree can be conferred only after readmission of the student, followed by at least one quarter of registration or Filing Fee status and possibly re-advancement to candidacy.

Students are informed of formal degree conferral at the end of the quarter in which the degree is completed. As soon as all degree requirements are completed, the student may request a certificate of completion bearing the Graduate Dean's signature from the Division office. A formal certification of completion is the equivalent of formal degree conferral for faculty and postdoctoral appointments and other employment and career advancement purposes.

Once the diploma is ready, the Registrar will notify the student by postcard (domestic addresses only) that they may pick-up their diploma at that office. If they want it mailed to them they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office. Students should keep their address up-to-date utilizing GROWL.
EXAMINATIONS

Scheduling of Examinations
Ordinarily, examinations which are required for an advanced degree, including language and comprehensive examinations, and qualifying, or final examinations for the Ph.D., may be given only during an academic session for which the student has registered or is on Filing Fee status. With the approval of the graduate committee of the appropriate academic unit, such examinations may be given between the end of any academic session for which the student was registered and the first official day of the next regular academic session (quarter breaks).

If a student wishes to take exams during the summer months, they must have had student status (be enrolled or on Filing Fee status) every quarter of the previous academic year without paying additional fees. If they were withdrawn or on leave any one of those quarters, they must enroll in two units of Summer Session course work to take exams during the summer.

To avoid conflicts of interest or the appearance of a conflict of interest, when domestic partners or spouses are a majority of the faculty overseeing an exam, another faculty member will be added to that committee.

Repeat of Critical Examinations
The policy of the Graduate Council is that a graduate student may be given a second examination in the event of unsatisfactory performance on critical examinations (including comprehensive examinations for master’s degree and Ph.D. qualifying examinations) with the positive recommendation of the examination committee. The second examination may have a format different from the first, but the substance ordinarily should be the same. In the case of oral qualifying exams the second examination will ordinarily not be given until three months have elapsed since the first examination. A student whose performance on the second attempt also is unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. Only two attempts at major exams are allowed unless the Graduate Council has approved a programmatic change.

Reporting of Exams
The results of written exams should be reported to the Graduate Division as soon as they are known. Results should be reported in writing to the student with a copy to the Graduate Division. The report must be signed by the Graduate Adviser or the chair of the department and include the exam name, date of exams, and pass/fail information.

Review of Exams
Programs shall make every effort to review the results of candidacy exams when formally requested by students. Requests for review should be made within one month.
THESES AND DISSERTATIONS

The submission of the dissertation or thesis is the last step in the program leading to the award of an advanced degree. Because the dissertation or thesis is, in most cases, the student's first public presentation of scholarship or research as well as an official addition to the body of scholarship and research undertaken and completed at UCR, the University has established certain criteria and requirements for its preparation and submission. As of Fall Quarter 2009 all dissertations will be filed electronically. As of Fall 2011 all master’s theses will be filed electronically.

The Doctoral or Master's Committee provides guidance for the content of the manuscript and for the style to be used in its presentation. To obtain additional information and assistance in the preparation and submission of the final copy of theses and dissertations, particularly in reference to physical format concerns, the student must consult the Academic Affairs Section in the Graduate Division. This office has the responsibility of insuring that the established procedures and standards of UC Riverside for manuscript preparation are upheld in the presentation of theses and dissertations. This responsibility includes serving as manuscript adviser for graduate students, interpreting the general standards according to the differences which are a function of various disciplines, and ensuring that final manuscripts meet the requirements of excellence which characterize the permanent records of graduate research and scholarship at UC Riverside.


It is essential that each candidate confer with the Academic Affairs Section of the Graduate Division prior to producing the final version of the dissertation or thesis. Academic Affairs staff is available to work with the candidate, in concert with the faculty committee, throughout the process; early and frequent conferences may spare the student much unnecessary effort and anxiety. Students must have a draft of their manuscript reviewed by Graduate Division staff at least one week before the final draft deadline for a format review.

Theses and dissertations are to be submitted by the published deadline in the quarter in which the degree is to be conferred. The deadline is published in on the Graduate Division website at http://graduate.ucr.edu/dissertation.html

Posthumous Degrees
The University of California, Riverside 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 currently enrolled or on leave at the time of death. To be eligible for a posthumous master’s degree, the deceased student must have been in the final quarter of coursework or enrolled in
courses, which upon successful completion would have culminated in the awarding of the degree. For a master’s program the deceased student must have completed a draft of the thesis and had it approved by the thesis committee. To be eligible for a posthumous Ph.D. degree, the deceased student must have completed a draft of the dissertation and had it approved by the dissertation committee.

The procedure for identifying and considering candidates for the award of posthumous graduate degrees shall be:

• A formal request may be initiated by any of the following: a faculty member, a dean, or a fellow student. If the request is not made by a family member, the family member should be contacted and found to be receptive to the possible award.

• The Graduate Division and the Department will be responsible for reviewing the student’s academic record, confirming with the Registrar whether the specified criteria are met, and forwarding the request to the Graduate Council who will then instruct the Registrar to issue the designated degree or certificate.

• Ordinarily, degrees awarded posthumously will be noted on the commencement program. The student’s diploma or certificate will be released or mailed to the person legally authorized to manage the deceased student’s affairs. The posthumous nature of the award will be indicated on the diploma and in the student’s official transcript. Any fees associated with the administration of the posthumous degree or certificate of attendance shall be waived.

Candidate in Philosophy
A PhD student who is advanced to candidacy and has to leave UCR without a degree may apply for the Candidate in Philosophy. This will only be awarded to those who are leaving UCR without a master’s or Ph.D. degree. Candidate in Philosophy means that the student is advanced to candidacy for the PhD.

OUTREACH OPPORTUNITIES (ICE & EAP)

Intercampus Exchange Program (ICE)
A graduate student in good standing who wishes to take advantage of educational opportunities available at another campus of the University of California may do so through the Intercampus Exchange Program (ICE). For the most part, ICE requests come from only about 1% of our students and are used by those who wish to study temporarily at another UC campus or who wish to take courses on more than one campus of the University of California in the same quarter.

Ordinarily, an ICE student must be in good academic standing with at least one quarter of residence at UCR and have well-defined academic objectives for the proposed study at the host campus. Such objectives might include a need to take a specific course not
offered at UCR; the need to study under the guidance of a specialist in the student’s field; or the need to have continuous access to library holdings unavailable at UCR.

Grades obtained in courses on the host campus will be transferred to the home campus for entry on the student's official records. The student is still considered to be "in residence" on the home campus and has not transferred enrollment or been admitted to the Graduate Division or department at the host campus. Approval of the Graduate Adviser, the host department(s), and the Deans of the respective Graduate Divisions is required.

Application forms for the Intercampus Exchange Program may be obtained from the Graduate Division Academic Affairs Section of the student's home campus and should be filed with that office at least four weeks before the beginning of the quarter for which the Intercampus Exchange is desired. Separate applications must be submitted for each quarter. Three applications to cover an entire academic year can be submitted during Fall Quarter. For those interested in attending a school on the semester system, two applications for Winter and Spring Quarters must be filed for the Spring Semester of the host campus. A student is not expected to need more than three quarters of ICE privilege.

Registration must be completed at both campuses. Fees must be first paid at UCR. The student takes his/her "receipt" to the host campus and registers there for classes. For campuses on the semester system, students will pay UCR in three installments, despite the semester system. Students who enroll in the Fall Semester only will pay UCR one quarter's fee for a semester's work. Students who enroll in the Spring Semester will pay two quarters' fees for a semester's work. The student needs to present this proof of fee payment at the host campus Registrar's Office in order to enroll in classes.

The host UC campus will automatically forward transcripts reporting the student’s work to our Registrar for inclusion on the student's transcript. It is the student's responsibility to verify that this work is reflected accurately on their UCR transcript. However, students should be aware that it can some times take as long as a month for our Registrar to receive an ICE transcript from the host UC campus. If the student receives an "I" grade they will have to request a transcript be sent to the UCR Registrar once the work is complete. They will have to pay for this transcript themselves.

**Education Abroad Program (EAP)**

With approval of the Graduate Adviser and the Dean of the Graduate Division, students may participate in the Education Abroad Program at several overseas Study Centers. To be eligible, graduate students should have completed one year of their graduate studies and must be making acceptable progress toward the degree objective, and should know the appropriate language.

Although undergraduates have priority for EAP slots, graduate students are also encouraged to apply. Sometimes, special accommodations can be made if the host institution has shown a particular interest in graduate students who have advanced to candidacy and are engaged in independent study and research directed toward their
dissertation. In addition, special graduate programs in History, Film and Contemporary Criticism and Culture are available at the Paris, France Study Center.

The cost of studying abroad is often comparable to the cost of studying on a UC campus. No overseas tuition or administration costs are charged. The only additional costs directly related to the Program are for round-trip transportation and vacation, travel, and personal expenses beyond what normally would be spent at home. As on a UC campus, EAP participants are responsible for UC Registration and Educational Fees, campus fees, room and board, books and personal expenses. Most University financial aid is available to EAP students. In addition, a few specific scholarships and fellowships, and special grants for minority and economically disadvantaged students are reserved for EAP participants.

Applications are available from the International Student Resource Center. The student should consult with the Center staff well in advance of the year, which they intend to spend overseas, as the application process takes approximately one year. The student will be required to write a program proposal and submit two letters of recommendation. Approval of a student's proposed program by the Department Chair and Graduate Adviser should be contingent on the appropriateness and transferability of units in the course of study.

**ACCEPTABLE PROGRESS AND ACADEMIC DISQUALIFICATION**

Graduate students are expected to make satisfactory progress toward an approved academic objective, as defined by the faculty of their program in accordance with the policies of the Graduate Council and to maintain a satisfactory grade point average for all work undertaken while enrolled as a graduate student. Satisfactory progress is determined on the basis of both the recent academic record and overall performance. Normally graduate students are expected to enroll for at least twelve units (unless on an approved leave or on Filing Fee status), and satisfy all requirements of the academic program according to an approved schedule. A graduate student who has not demonstrated satisfactory progress is not eligible for any academic appointment, such as Reader, Graduate Student Researcher, or Teaching Assistant, and may not hold a fellowship or other award that is based upon academic merit.

**Unsatisfactory Progress**
The general criteria for making a determination of unsatisfactory progress include:

- an overall grade point average below 3.0 or a grade point average below 3.0 in two successive quarters
- failure to complete required courses successfully and/or examinations satisfactorily, within the period specified by the graduate program
- failure to pass a required examination in two attempts
- failure to make adequate progress toward the completion of the thesis or dissertation
• failure to pass qualifying exams within five years
• failure to complete their program within one year after reaching normative time
• failure to make progress in research for two consecutive quarters
• twelve or more units of "I" grades outstanding

Unsatisfactory academic progress may be determined on the basis of explicit requirements, but the professional judgment of the faculty upon review of all graduate work undertaken by the student is paramount.

The importance of early rather than late warning of unsatisfactory progress both to the student and to the institution is paramount. All such notices should be in writing to the student, with a copy retained in the academic unit files and a copy sent to the Graduate Dean. The Graduate Dean normally sends a notice of unsatisfactory progress to students when they are experiencing scholastic difficulties, and when students are taking overly long to complete their degree requirements.

The intention of notices of unsatisfactory progress is to provide students with a period of time (usually at least one quarter) in which to make the necessary improvement in their academic status, and to make progress on successfully completing their graduate study.

If the Graduate Adviser is of the opinion that there are extenuating circumstances, which warrant an exception being made for an individual student, or if the student shows significant improvement in their academic record, the Adviser may make a written recommendation to the Dean of the Graduate Division to permit the student to continue with scholastic deficiencies. Any recommendation to terminate the student's status is subject to the approval of the Graduate Dean.

If in the ensuing quarter(s) it is the Graduate Adviser's opinion that improvement in the record is unlikely, or that the student is unable to meet the requirements for a degree, then the Graduate Adviser should encourage the student to withdraw from the University rather than face possible disqualification.

Academic Disqualification
According to Academic Senate regulations disqualification is at the discretion of the Dean of the Graduate Division. To assure that a decision to disqualify a student from an academic program is just, certain basic "due process" requirements should be met.

• Rules and regulations of each program for pursuing a graduate degree in that academic area, which have been approved by the Graduate Council, should be clearly stated and made known to all students in the program.

• Academic standards should be applied uniformly.

• A program may modify its rules and regulations at any time with the approval of the Graduate Council so as to improve its offering and to exercise properly its
educational responsibilities; however, students should be promptly informed of such modifications and allowed, whenever feasible, to complete work under standards operative at the time of their initial enrollment in the program.

- Grades should accurately reflect a student's performance in each course.

- If a student lacks the academic qualifications to complete a degree program, an attempt should be made to discover this as early as possible in the student's academic career.

Students should be given early written notice of unsatisfactory academic progress and a reasonable period of time in which to make-up all deficiencies.

If disqualification of a student has been recommended and the student wishes to challenge the disqualification, a conference with the Department Chair or Graduate Adviser should be encouraged. A meeting may follow this between the student and the Dean of the Graduate Division. Depending upon the substance and outcome of that meeting, a decision will be made as to whether a more complete hearing should be conducted prior to formal disqualification.

Upon recommendation of academic disqualification by the graduate program, the student's academic record is reviewed carefully by the Dean of the Graduate Division, in consultation with the student's Graduate Adviser. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's record, the Graduate Dean will notify the student of the disqualification.

**Blocking Registration**

Permission for continued registration will be withheld (i.e., blocked) for students considered to be making unacceptable academic progress. When students have reached the end of acceptable progress limits (i.e., their program's normative time plus one year) the Graduate Division requires a calendar outlining the timetable to completion of the dissertation/thesis and degree. This timetable is to be furnished by the students, co-signed by the major professor and the Graduate Adviser. A timetable is also required from students in the PhD program who have been a student for 12 quarters but have not advanced to candidacy.

**MISCONDUCT**

Graduate student misconduct may occur in several different forms: Academic misconduct (e.g., plagiarism, cheating on a course examination), violation of university policy (e.g., misuse of university email), or criminal misconduct (e.g., theft). All evidence of academic misconduct, university policy violation, or criminal misconduct should be reported to Student Conduct & Academic Integrity Programs (SCAIP) (x2-2428).
Allegations of academic misconduct should be reported to the Graduate Division (x23387). The regulations regarding appropriate conduct, the procedures to be followed when allegations of misconduct arise, and the penalties that might be imposed if policies or regulations are found to have been violated are posted http://senate.ucr.edu/bylaws/?action=read_bylaws&code=app&section=06.05

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**DISPUTE RESOLUTION**

Graduate students are strongly encouraged to resolve conflicts directly and informally wherever possible. Successful dispute resolution requires clear and objective communication between the affected parties and good-faith efforts to establish common understanding and avoid subjective accusation. Unfortunately some disputes cannot be resolved informally. In such cases graduate students should follow these procedures.

**Employment Issues**

Employment-related grievances* which cannot be resolved through informal discussion with the faculty member or administrator in charge should proceed in accordance with the appropriate university policy (note the timeliness provisions of these policies): Graduate students with academic appointments such as GSRs but not including TAs, Associates, Teaching Fellows, Readers, Tutors, and Remedial Tutors are covered by the UC Academic Personnel Manual Policy 140.

- Graduate students who are appointed as a GSR are non-Senate academic appointees and therefore are covered by the Academic Personnel Manual (APM) *regardless of their funding source*. The APM specifies the rights and responsibilities of these appointees and also establishes a procedure for instituting corrective action or dismissal from the appointment when employment-related performance is perceived to be unsatisfactory. APM 150 (specifically APM 150-32) describes this procedure. Graduate programs and major professors must adhere to APM-150 in order to protect the due process rights of graduate students holding non-represented non-Senate academic appointments. Furthermore the Graduate Division must be notified and kept apprised whenever a case moves beyond the Informal Resolution stage specified in APM 150-32. A corrective action or dismissal may reduce or eliminate any remaining financial obligation made to a student by the university.

- Graduate students with academic appointments as TAs, Associates, Teaching Fellows, Readers, Tutors, and Remedial Tutors are covered by the ASE/UAW Contract Article 12.

- Most graduate students holding non-academic appointments on campus are covered by the UC Personnel Policies for Staff Members Article 70.

Graduate students who are uncertain which policy pertains to their employment-related grievance can contact the Office of Administrative Resolution for advice.
* A grievance is defined as a complaint by an eligible non-Senate academic appointee that meets the scope/definition set out in APM-140-4.

**Academic Issues**

Most problems relating to academic status or acceptable progress, including comprehensive and qualifying examinations, should be handled first in an informal fashion, beginning with the faculty member(s) involved, and then, if necessary, the Graduate Adviser. If a satisfactory resolution cannot be achieved, the issue then should be taken to the student’s Department Chair or Program Director. However there are some exceptions:

- For disputes involving course grades, the procedure for Appeal of Grades should be followed.
- For academic integrity issues, students should consult Student Conduct and Academic Integrity Programs.

The Graduate Dean is responsible for hearing appeals of academic decisions made at the program level and, importantly, for determining whether a graduate student is allowed to continue in his or her degree program. Therefore the Graduate Dean, in some cases with the assistance of the Graduate Council, serves as the final arbiter for graduate academic affairs. Decisions by the Dean may not be appealed.

A student who desires to appeal an academic decision made at the program level must submit a written statement to the Graduate Dean within 30 calendar days after the date of notice of the decision. The Graduate Dean will consider such appeals only if based upon (i) procedural error and/or (ii) the use of non-academic criteria in evaluating student work, including personal bias and violations of the campus nondiscrimination policy. Recognizing that the university relies on the expertise of its faculty to evaluate the academic quality of students’ work, the Graduate Dean will not consider appeals from students based upon disagreements about academic quality.

Upon receipt of a valid appeal, the Graduate Dean will initiate an investigation of the claims stated in the written appeal. The student is entitled to a meeting with the Dean during this investigation. After consultation with the student, the student’s program, and any other relevant campus units, the Graduate Dean will rule on the appeal. Every reasonable effort will be made to notify the student of the ruling no later than 90 calendar days after the date of receipt of the original appeal. In reporting the final ruling, the Dean will communicate to the student and the student’s program the basis for the ruling and its effective date. The Dean’s ruling is final and cannot be appealed.

**Other Issues**

With the exception of Title IX/sexual harassment and student conduct issues that are addressed in the next section, other disputes arising from actions or inactions by faculty or administrators in graduate programs also should be handled first in an informal fashion, beginning with the faculty member(s) or administrator(s) involved, and then, if necessary, the Graduate Adviser or supervising administrator. If a satisfactory resolution cannot be achieved, the issue then should be taken to the student’s Department Chair or Program Director. If a student still remains unsatisfied, an appeal may be submitted to the Graduate
Dean or, in cases involving the Faculty Code of Conduct, the Dean of the student’s school or college.

For students appealing to the Graduate Dean, the procedure closely follows that for academic issues. A written appeal must be received within 30 calendar days of the disputed (in)action and must be based upon (i) procedural error and/or (ii) personal bias or violation of the campus nondiscriminatory policy. Upon receipt of a valid appeal, the Graduate Dean will initiate an investigation of the claims stated in the written appeal. The student is entitled to a meeting with the Dean during this investigation. After consultation with the student, the student’s program, and any other relevant campus units, the Graduate Dean will rule on the appeal. Every reasonable effort will be made to notify the student of the ruling no later than 90 calendar days after the date of receipt of the original appeal. In reporting the final ruling, the Dean will communicate to the student and the student’s program the basis for the ruling and its effective date. The Dean’s ruling is final and cannot be appealed.

**Additional Resources**

Graduate students who are unsure about which procedure to follow or who have questions about the policies affecting their lives at UCR should first contact Kevin Esterling, Associate Dean for Academic Affairs, or Linda Scott, Director of Student Affairs. The Office of the Ombudsperson also is available as a neutral and independent office for advice and guidance on dispute resolution approaches. For student conduct issues, please refer to Student Conduct and Academic Integrity Programs for more information. The University Affirmative Action Office and the Title IX/Sexual Harassment Office are available to help where questions or issues related to inappropriate conduct (discrimination or sexual harassment) is involved. In addition, the Office of Administrative Resolution is available as a general resource for students with complaints.

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**FAMILY-RELATED BENEFITS**

Below is a summary of the family-related benefits available to UCR graduate students. It does not summarize all benefits and wellness programs, nor does it supersede the primary documents referenced herein. For a more complete accounting of benefits available to graduate students, refer to the primary documents or contact the Graduate Division or Labor Relations.

1) Benefits for All Graduate Students

   a) Health Coverage for Dependents

   Graduate students are eligible to extend health coverage to qualified dependents through the Graduate Student Health Insurance Plan (GSHIP). Contact the Campus Health Center for more information.
b) Participation in the Campus Childcare Program

Subject to classroom availability, all graduate students are eligible to enroll their dependent children in the UCR Child Development Center (CDC), often at reduced rates. Contact the CDC for more information.

c) Family Student Housing

Graduate students with families and/or children are eligible to apply for family student housing located adjacent to the campus and the UCR Child Development Center. Contact Housing Services for more information.

d) Leaves of Absence

A graduate student in good standing and with at least one quarter of residency at UCR is eligible to apply for a leave of absence due to family responsibilities. Contact the Graduate Division for more information.

2) Benefits for Academic Student Employees (ASEs) including Teaching Assistants

a) Childcare (CASE/UAW Contract - Article 4)

i) An ASE who is a registered student with one or more qualified dependents and at least a 25% appointment during a regular academic quarter is entitled to up to $600 for reimbursable expenses incurred during the appointment period.

ii) An ASE who is a continuing student with one or more qualified dependents and at least a 25% appointment during one or more summer sessions is entitled to up to $600 total for reimbursable expenses incurred during the appointment period(s).

iii) All ASEs with qualified dependents are entitled to participate in the UC Dependent Care Reimbursement Program.

b) Family-Related Leave (CASE/UAW Contract - Article 17)

i) A salaried ASE with a 50% appointment during a regular academic quarter is entitled to up to 2 days of paid short-term leave for the birth, adoption, or care of a qualified dependent, or family emergencies. A salaried ASE with less than a 50% appointment during a regular academic quarter is entitled to a prorated amount of this paid leave. Hourly ASEs are eligible for up to 2 days of unpaid leave.

ii) All ASEs are eligible for additional unpaid short-term leave beyond that described above for the birth, adoption, or care of a qualified dependent, or family emergencies.

iii) A salaried ASE who bears a child is entitled to up to 4 weeks of paid leave.

iv) A salaried ASE is entitled to up to 2 weeks of paid leave for care of and bonding with the ASE’s newborn or newly adopted child, or for serious health
conditions (as defined by the Family and Medical Leave Act) of the ASE’s qualified family member. For birthmothers this leave is not in addition to the leave in (iii) above.

v) An ASE who receives paid family-related accommodation or leave from any other source within the University is not eligible for the benefits in (iii) and (iv) above.

3) Benefits for Graduate Student Researchers (GSRs)

a) Childbearing Leave (APM-760)

i) A GSR who bears a child and has served in her title or any other UC academic title for at least 12 consecutive months is entitled to up to 6 weeks of paid leave. A GSR who bears a child and has not served in her title or any other UC academic title for at least 12 consecutive months is entitled to a prorated amount of this paid leave.

ii) A GSR who is certified disabled due to pregnancy or childbearing is entitled to up to 4 months of unpaid leave. This leave runs concurrently with the leave in (i) above.

iii) A GSR who is pregnant is eligible for a temporary transfer or modification of duties if medically necessary and if the transfer or modification can be reasonably accommodated. This transfer or modification does not count against leave time unless it takes the form of a leave or reduced work schedule.

iv) A GSR who has accrued vacation leave may use this leave in lieu of unpaid childbearing leave.

b) Family and Medical Leave (APM-715)

i) A GSR who bears a child and is eligible for family and medical leave is entitled to up to 12 weeks of unpaid leave under the Family and Medical Leave Act (FMLA). This leave runs concurrently with childbearing leave.

ii) A GSR who bears a child and is eligible for family and medical leave is entitled to up to 12 weeks of unpaid leave under the California Family Rights Act (CFRA). This leave is in addition to childbearing leave but may run concurrently with FMLA leave if FMLA leave has not been exhausted.

iii) A GSR who bears a child and is eligible for family and medical leave is entitled to continue participation in health coverage (medical, dental, and vision) as if on pay status for up to 12 weeks in a calendar year.

iv) All GSRs who meet the eligibility criteria in APM-715 are entitled to leaves to care for qualified family members or dependents.

v) A GSR who has accrued vacation leave may use this leave in lieu of unpaid family or medical leave.

c) Parental Leave Without Pay (APM-760)
A GSR is eligible for full- or part-time parental leave without pay for up to 1 year to care for a qualified child. This leave runs concurrently with CFRA leave and must be concluded within 12 months following the child’s birth or placement for adoption or foster care. A GSR who has accrued vacation leave may use this leave in lieu of parental leave without pay.

d) Active Service-Modified Duties (APM - 760)

A GSR who is responsible for at least 50% of the care of a qualified child is eligible for a temporary reduction of duties (and corresponding reduction in pay) to prepare and/or care for a newborn child or child under the age of 5 newly placed for adoption or foster care. The reduction normally should begin no more than 3 months prior to the birth or placement and should end no more than 12 months after the birth or placement. The total amount of childbearing leave and active service-modified duties status cannot exceed 1 year.

e) Childcare Reimbursement

Effective October 1, 2013 a GSR appointed at 25% time or more for an entire quarter shall receive up to $600 per quarter for childcare expenses incurred during the GSR’s appointment period. The child must be under the age of 5, in the custody of the GSR and claimed as a dependent on the GSR’s tax return (see below for more details.) Childcare provided by the spouse, a child of the GSR under age 19, or someone else the GSR claims as a dependent for tax purposes, is not reimbursable and the childcare provider must have a valid tax ID or social security number. The maximum amount is not per child but is the maximum amount that can be received for all children.

Reimbursement requests are submitted after the expenses are incurred. The GSR Childcare Reimbursement Form should be completed no later than the last day of the following term (e.g., reimbursement for Fall Quarter must be submitted no later than the end of Winter Quarter). If the reimbursement is for Spring Quarter, the request must be submitted before the end of the fiscal year (June 30). Receipts should be attached to the reimbursement form. The form is turned in to the department payroll personnel.

Two employees may not each claim the credit for the same provider care for an eligible child unless the provider care exceeded the term dollar limit of $600 per quarter. The second employee may claim the additional expense reimbursement by submitting a separate claim.

If the GSR also has another appointment that reimburses for childcare, the cost of the program will be shared between the two appointments.

The reimbursement will be paid through Payroll as taxable earnings to the GSR. The cost will be charged to the GSR’s hiring department.
**Qualified Dependents:** For the purposes of this program, qualified dependents shall include non-school age children in the custody of the GSR. A non-school aged child is defined according to the California Department of Education under which school districts must admit children at the beginning of the school year (or whenever they move into a district) as follows:

- 2012/13 School Year – Age 5 on or before November 1;
- 2013/14 School Year – Age 5 on or before October 1; and
- 2014/15 School Year and thereafter – Age 5 on or before September 1

Only children under the age of five (5) or children age five (5) after the dates indicated above qualify for the Childcare Reimbursement Program. The child must be in the custody of the GSR, i.e. claimed as a dependent on the GSR’s tax return.

**Allowable Receipts:** The childcare provider must have a valid tax ID or social security number. If the center cares for six or more dependents that are not residents, it must comply with all state and local licensing laws and applicable regulations. Expenses incurred before the beginning of or after the end of a GSR’s appointment are not eligible for reimbursement.

**University Dependent Care Program:** For GSRs who sign up for the University Dependent Care Program, receipts for the same expense cannot be used for both the Childcare Reimbursement and Dependent Care Reimbursement Programs. The GSR will be required to certify on the reimbursement form that the expense is not being claimed under both programs.

**Reimbursement Process:** Once the hiring department receives the form, verifies the employee has/had a qualified GSR appointment, and approves the documentation (receipts) it processes either a one-time payment using the online PPS Department Time Reporting screen ‘EDFT’ or the UPAY 564 Form (One-Time Payment Authorization Form). The DOS code ‘BXC’ is to be used for the reimbursement. The payment will be generated through PPS. Payment will normally be in the same form as the GSR normally receives pay -- i.e. check or electronic deposit. If a GSR is no longer actively employed at the time of the reimbursement, then a paper check will be issued. Appropriate charges to the hiring department will appear on the Distribution of Payroll Expense Report and in the General Ledger. The department should retain the forms and receipts in the employee’s file for five years.

Payments made using the “BXC” DOS code are subject to Federal, State and FICA withholding taxes, if applicable. The federal tax-withholding rate will be 25% (reference Federal Regulations 31.3403(g)-1) and the state tax-withholding rate will be 6%. The payments are not included in Covered Compensation for UC Retirement System (UCRS) purposes.