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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'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.

THE 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 twelve 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, Associate-Ins, Graduate Student Researchers, and recipients of University fellowships. The Council 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 Senate Committee on Courses is also required). The Council, together with the Courses Committee, 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, the Council's Subcommittee on Courses and Programs also considers similar courses offered by other academic units, and recommends action on the formal course proposal by the Graduate Council.

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. Staff members of the Graduate Division are available to advise and assist the graduate programs in the submission of agenda items via the appropriate academic unit committees and administrators. 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.

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**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 and Graduate Council.

**Graduate Division Deans and Staff**

Within the Graduate Division there are several academic service areas:
Deans (x2-4302)
• Joseph W. Childers, Dean
• Leah Haimo, Associate Dean
• Ken Baerenklau, Associate Dean

Academic Affairs (x2-3315)
• Linda G. Scott, Director (x2-3387) (Handles any data requests involving matriculated students, student conduct, dismissal, and low grades; TADP; and Postdocs)
• Karen Smith, Administrative Analyst (Handles leave of absence, half-time status, and ICE petitions, fellowship support, and student employment).
• Kara E. Osoood, Administrative Analyst (Handles transfer unit and filing fee petitions, dissertation, thesis, and qualifying exam committees, advancement to candidacy paperwork, and dissertation format).

Senior Staff (x2-4302)
• Bette Quinn, Administrative Manager, Fellowship Support
• Amanda Wong, Executive Assistant to the Dean
• Yung Phung, Financial Analyst (x2-2635)
• Dorothy Evans, Payroll

Admissions (x2-3313)
• Vicki Long, Director
• Patricia Fagan, Manager
• Kimberly Bryson (handles A-L files)
• Elisa Gutierrez (handles M-Z files)

Graduate Recruitment and Outreach (x2-3680, 2-3689)
• Maria Franco-Aguilar

Graduate Council Support Staff (x2-4302)
• Virginia Bustamante

Teaching Assistant Development Program (TADP) (x2-3386)
• Kim Palmore (Coordinator)
• Jesse Brenneman
• Dezheng Sun
• Jennifer Henke

VALUABLE WEB SITES

SCHEDULE OF CLASSES
http://www.students.ucr.edu/schedule/current/
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 after the deadline to pay fees and until the third week of classes (last day to add or enroll), we send various lists to you reporting which of your graduate students have enrolled and the number of units. 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 half-time status in advance. In approved half-time status, enrollment for no more than six units is permitted for graduate students.

**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. Applications for Filing Fee or Leave of Absence must be submitted to the Graduate Dean before the beginning of the quarter for which approval is sought, so that any student whose application is not approved will be able to enroll prior to the budgetary deadline. Since budgetary credit is not received for students on Leave or Filing Fee status, Graduate Advisers are asked to give careful consideration to the validity of reasons for the requested status before recommending approval.

Also, budgetary credit is not received for students who have exceeded certain time limitations, regardless of course enrollment. For all Ph.D. degree students, the limit is nine quarters of registration 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 Delayed (GD) notations on graduate student academic records
- All Incomplete grades that have reverted to "F"s
- Graduate students whose current GPA is less than 3.50 for fellowship holders

Reference to these reports each quarter may assist in maintaining both the substance and the record of satisfactory academic progress. Records should be reviewed with special attention to the following items:
• Grade point average (cumulative and terms) of at least 3.0. (3.5 for fellowship holders)
• Appropriate action taken on all Incompletes or GD notations
• Number of upper-division and graduate units completed toward degree requirements.
• Time in residence without advancement to candidacy for the Ph.D. within acceptable limits (ordinarily, no more than four years). Students who have not Advanced to Candidacy within four years should expect to have their registration blocked.
• Time in residence after advancement to candidacy for the Ph.D. that approaches the nine-quarter limit established by the Office of the President after which our campus no longer receives budgetary (FTE) credit for doctoral students.
• Overall time toward the completion of the degree not to exceed acceptable progress limits (normative time plus one year). Students making unacceptable progress will be expected to submit a detailed timetable to the completion of their degree requirements to the Graduate Division.

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 thereafter. 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 doctoral 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. These annual evaluations should then be examined and approved by the entire faculty of the graduate program in the interests of achieving a uniform standard of evaluation throughout the program. (A less desirable alternative would involve approval by the program's graduate advisory committee acting for the faculty.)

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**GENERAL INFORMATION, REGULATIONS, AND POLICIES**

**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, 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. Accrued time in graduate status can only be applied once towards meeting the residence requirements of a degree. It cannot be used concurrently for more than one graduate degree.

**Credit for Previous Graduate Work**
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. For such units to be accepted, the student must use a Graduate Student General Petition and must obtain the approval of the department and the Dean of the Graduate Division. The student may also apply a maximum of eight-quarter units of credit (with a minimum grade of B) to the Master's degree at UCR for work completed in graduate standing at another institution outside the UC system. Here again, the student must have the approval of the department and the Dean of the Graduate Division by filing a Graduate Student General Petition. These units cannot be used to reduce the minimum residence requirement or the minimum requirement for graduate courses taken at UCR. (For further information, consult the section on "Transfer of Units.")

Students already enrolled in a UCR graduate program may petition their department and the Dean of the Graduate Division to have a maximum of eight-quarter units in certain designated courses completed in UC Extension accepted for graduate credit. These students must, however, have taken these units before their enrollment as a graduate student. No academic residence credit will be given for courses taken in Extension status. Courses taken while a student is registered in Limited Status (considered an undergraduate category) do not count toward graduate degrees. No credit will be given for courses completed while on Leave of Absence. Students may not transfer work from a program in which they have 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:

- **Continuous Registration**
  Generally, enrollment for twelve units of graduate or upper division credit (or a combination of both) each regular academic session, until all degree requirements are completed.

- **Leave of Absence:**
  With the approval of the Graduate Dean, student status may be maintained during a temporary interruption of graduate study for appropriate reasons (up to three quarters); application for readmission is not required upon resumption of graduate study at the end of the period for which the Leave was approved.

- **Filing Fee:**
  Under certain circumstances, students in lieu of registration may pay the Filing Fee where all requirements for a terminal degree have been completed, other than a comprehensive examination, final defense, and/or submission of an approved thesis or dissertation.

**Continuous Registration Policy**
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, via the World Wide Web, 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 unusual circumstances. Students will also 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; usually this is the Financial Aid Office or the Graduate Division.

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. (A student who has more than eight units of "I" outstanding on their transcript is considered to be making unsatisfactory 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.

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.

A student on Leave cannot take any examinations or receive academic credit for work done during the Leave period.

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.

Students should pick up a Graduate Petition for a Leave of Absence form from the Graduate Division or it can be downloaded from the Graduate Division’s website. Graduate Program Assistants have been instructed on how to download the Graduate Division forms from the web. The Graduate Adviser must sign the petition, and justification from the department must be submitted with the petition (justification is on the form).

The student should 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. Students should not expect an answer until two weeks after their petition has been submitted.

**Extension of Leave**

To request an extension of a Leave, the same procedures must be followed as the initial request. Extensions of Leaves totaling over three quarters are granted only for exceptional reasons.

**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 refunded on a pro rata basis from the Campus Health Insurance Office.

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 Education and Registration Fee. Students are also assessed non-resident 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 on 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 is 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 of one-half the registration fee (currently $150) rather than register and pay full fees for the quarter in which they file the thesis/dissertation and/or take a formal final examination if prior to the beginning of that quarter all other requirements for the degree have been approved by the entire thesis/dissertation committee except for final corrections or minor revisions. 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 coverage.

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 to complete. Students cannot use Filing Fee status in the summer.

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 units.

<table>
<thead>
<tr>
<th>Graduate Units</th>
<th>+</th>
<th>Undergraduate Units</th>
<th>=</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>+</td>
<td>16</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>1</td>
<td>+</td>
<td>15</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>2</td>
<td>+</td>
<td>13</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>3</td>
<td>+</td>
<td>12</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>4</td>
<td>+</td>
<td>11</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>5</td>
<td>+</td>
<td>9</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>6</td>
<td>+</td>
<td>8</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>7</td>
<td>+</td>
<td>7</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>8</td>
<td>+</td>
<td>5</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>9</td>
<td>+</td>
<td>4</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>10</td>
<td>+</td>
<td>3</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>11</td>
<td>+</td>
<td>1</td>
<td>=</td>
<td>Full-time</td>
</tr>
<tr>
<td>12</td>
<td>+</td>
<td>0</td>
<td>=</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

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, Associate-Ins).
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.

**Half-Time Graduate Student Status**
On May 14, 1980, the UC Academic Council adopted a "Policy on Part-time Study" which reads in part:

"The University of California recognizes the legitimate need for part-time study. The University should be open to qualified students who for reasons of occupation, family responsibility, or health are not able to attend full-time."

At that time, it was decided that each degree program could be open to half-time students, undergraduate or graduate, wherever "good educational reasons exist for so doing." Each department was directed to determine the feasibility of allowing students to pursue their degree on a half-time basis.

Half-time status is approved only for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health. Students are not approved for half-time status simply because they do not want to enroll in more than one class or want a fee reduction.

The *Half-Time Status and Reduced Fees Petition* must be submitted to the Graduate Division two weeks before fees are due unless they 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. If the student enrolls in more than the allotted number of units they will be billed the amount that was earlier deducted from their fees.

Students may apply for half-time status for the entire academic year during the Fall Quarter. Students are expected to notify the Graduate Division if they terminate half-time status prior to the end of the academic year. Half-time students are not eligible for employment as GSRs and TAs or to hold University fellowships as determined by the Graduate Council.

Prior to candidacy, half-time doctoral students will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for half-time study. After advancement to candidacy, all doctoral students will be considered full-time under the Normative Time Policy and for purposes of registering and enrolling. Thus, doctoral candidates who are advanced to candidacy are not eligible for half-time status.

University financial aid is not available for students taking less than six units of course work. It is important to remind students that if they are approved for half-time status, their eligibility for deferment of student loan repayment obligations may be in jeopardy. Students should consult the Business Office of the University where they incurred their debt for specific information.
Federal regulations governing student visa status require full-time attendance for international students.

If the student is a career employee of the University, they can use the Employee Reduced Fee Program (listed below).

**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 can be found at http://hr.ucr.edu/?content= PoliciesAndContracts/PPSM51Pro.html.

Applications for the reduced fee are available in the Benefits Office and at http://humanresources.ucr.edu/?content=Forms/EducationAndDevelopmentWordForms.htm. If approved, the employee is eligible for two-thirds reduction of both the University Registration Fee and the University Educational Fee. Since they already have health insurance they would contact the Student Health Center about waiving out of the student health insurance.

**Nonresident Tuition and California Residency for Tuition Purposes**
Students who have not been residents of California for more than one year prior to the residency determination date for each quarter are charged a Nonresident Tuition Fee. All new and returning students are required to complete and submit to the Registrar's Office a Statement of Legal Residence to determine their residency status. Questions about California residence for tuition purposes should be directed to the Residence Deputy in the Registrar's Office.

**Reduced Nonresident 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 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 at [https://ucribm.ucr.edu/Paws/PAWS.html](https://ucribm.ucr.edu/Paws/PAWS.html) or www.growl.ucr.edu. If the students do not enroll in the courses, which you have advised them to enroll in, the departmental Graduate Program Assistant 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. Therefore, most students must be enrolled in at least six units prior to the days that fees are due (this is usually at least two weeks before the quarter begins).
The fee schedule and the academic and administrative calendar are published on the Registrar’s website: www.registrar.ucr.edu. 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.

**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. Registration consists of paying fees and enrollment in classes. Students should be encouraged to participate in advance enrollment.

**Confirming 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 contacting the Registrar's Office for a paper copy, by utilizing Growl at 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.

**Changes and Correction in Course Enrollment**
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.

Only after the first three weeks will students be required to seek the Graduate Dean's approval on Add/Drop Forms. 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 "Late and Retroactive Change Form" in addition to the Enrollment Adjustment Form. On this form they need to explain why they are adding after the deadline. After the sixth week of classes, the Graduate Dean's approval is needed to drop a class and the student must complete a “Late & Retroactive Change Form”. After the eighth week of classes, the Graduate Dean's approval is needed in order to seek a change in grading basis. Again, the student must complete the 'Late and Retroactive Change Form' in addition to the Enrollment Adjustment Form.

**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.

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**GRADING**

For a graduate student only the grades A, A-, B+, B, B-, C+, 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 UCR course taken during graduate status in which a grade of C- is earned may be accepted in partial satisfaction of the degree requirements if the student has a grade point average of at least 3.0 in all courses applicable to the degree. These include all upper division undergraduate and graduate courses in the student's program of study, and must be taken while registered in graduate status. 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. Please see the UCR General Catalog for a complete explanation of credit and grades.

**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. The petition may be accessed on the web at www.graduate.ucr.edu.

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. Students may not be employed as TAs, GSRs, Teaching Fellows, or Associate Ins if they have more than 7 units of "I" grades. They are also not eligible for fellowships.

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 must 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.

**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 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 obtain copies of their official academic records from the Registrar each quarter and take immediate action to correct any procedural or clerical errors.

**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 below C- or a grade of 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 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 a limited amount of 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. A copy of the UCR Academic Senate Regulations can be found at [www.ucr.edu/acadsen/bylaws/index.html](http://www.ucr.edu/acadsen/bylaws/index.html)

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**TRANSFER OF UNITS**

No petition for "transfer of units" is needed for work completed as a graduate student in UCR regular academic sessions, at other UC campuses through Intercampus Exchange, in the Education Abroad Program or in UCR Summer Sessions (except for the Summer Session immediately prior to first registration as a graduate student, but after admission to graduate status). No transfer credit may be given for work completed while currently enrolled or on a Leave of Absence.

Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements. The student should submit a Graduate Student General Petition, marked "transfer units." An official transcript of the work completed must be sent directly to the Graduate Division if not already on file.

The total number of units which a student will be allowed to transfer into their graduate record at UC Riverside from institutions other than UC Riverside can represent no more than one half the number of units needed for the graduate degree. **Students may not transfer work from a program in which they have successfully completed a degree.**

**Transfer of Units from Non-UC Campuses**

Though ordinarily all of the work for a graduate degree is expected to be done while in residence at UC Riverside, up to eight units (or two courses which total eight units or less) of credit for work taken at non-UC campuses may be allowed. These units must have been taken in
graduate status in an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in 200 series courses taken at this University. Students must still complete three quarters residency and 18 units of 200 level courses for Plan II (Comps Plan) and 24 units of 200 level courses for Plan I (Thesis Plan).

These courses must apply to the graduate program in which the student is registered. Only courses in which a grade of "B" or better was received can be transferred. Unit credit only is posted on the UCR transcript (grade points are not transferred).

Transfer of Units from Other UC Campuses
Credit for graduate work completed on other campuses of the University may be granted in excess of eight units. Up to one-half of the units required for a Master's degree may be transferred from another UC campus, including 200 series unit requirements (please note that the total units transferred in from anywhere outside of UCR can total no more than one-half the graduate units required for the degree). Students receive both units and grade points for this work when it is transferred to the UCR transcript.

Summer Sessions - Other UCs
Students wishing to attend another Summer Session at another institution must petition prior to attending the course(s) and receive the permission of the Graduate Adviser and the Graduate Dean. The petition should state the campus the student will be attending, the course(s) to be taken, the instructors of those courses, and indicate that they wish to have the work appear on the UCR transcript. Once the course is completed it is the student's responsibility to have a record of this work sent to the Graduate Division.

UCR Extension
UCR Extension is considered an outside institution, but because "concurrent enrollment" courses (prefix XRC) are regularly offered UCR courses, students may transfer in up to eight units of concurrent enrollment. However, students must have taken these units before their enrollment as a graduate student. Matriculated graduate students may not enroll in University Extension courses without the Graduate Dean’s approval. Graduate students who withdraw before completing their program objective are required to wait one year before applying XRC courses to their degree. (Please note that a student could transfer in eight additional units from the category 'Non-UC Campuses' described above.)

Backdating Graduate Status (Transferring Units from UCR Undergrad Record)
UCR undergraduate students who have no more than eight units of course work remaining to be completed in their program for the bachelor's degree and who have been approved for admission to graduate status may begin the program for an advanced degree or teaching credential while completing undergraduate study. When the bachelor's degree is awarded, they petition credit for the courses completed beyond those required for the bachelor's degree. Both unit and grade credit are transferred to the graduate record. Backdating is allowed only for units that were taken in the last three quarters of undergraduate attendance at UCR.
The student must file a *Graduate Student General Petition* (marked "backdate graduate status") and obtain the approval of the Graduate Adviser prior to submitting it to the Graduate Division. The petition is then sent to the undergraduate college for verification that the units were not required for the undergraduate degree and that no more than eight units were required for the bachelor's degree when the courses were taken. "C" grades may be counted.

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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 (normally courses numbered 299). All candidates for the degree must prepare and present an acceptable thesis to their graduate program, group or committee. 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 content of which is determined by the program or graduate group. 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. 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.

The chair of the committee is the director of the candidate's research and is normally a member of the student's department. Generally, the members of the committee should be from the faculty of this campus who hold at least a Master’s degree. A member 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 vitae, must accompany such a request. Memos need not accompany the nomination of an Adjunct faculty member. The majority of the members should be from the student’s department.

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. All three members of the committee must sign the signature approval page of the thesis upon completion.

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 who is being added or deleted.

**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*.

**Advancement to Candidacy**

Deadlines for submission of an application for advancement to candidacy are published each quarter in the on-line *Schedule of Classes* and in the annual Graduate Division Calendar (available at http://www.graduate.ucr.edu/ESforms.html). If the application is not received by the deadline date, the degree may be deferred until the following quarter. We do our best to process late applications.

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 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 advised by mail 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. Duplication of a master's degree in a single field is not permitted, and duplication of a doctorate is rarely permitted, regardless of the field of study.
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.

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 complete 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 a specific program is based on the assumption that students are fully prepared to begin graduate work and that they can
work full-time on their degree program. Normative time is expressed in terms of calendar years; each calendar year is comprised of three quarters. The University policy on continuous registration from students' first quarter to completion of their degree (unless on an approved Leave of Absence or withdrawn) must be enforced.

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. The Graduate Division should be advised by memo of the department’s recommendation and the particulars of how the student fulfilled the requirement.

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.

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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.

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 of the qualifying committee must physically be present for the entire oral examination period as well as the entire deliberation period.

- 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 field 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 physically present for the entire oral examination period as well as the entire deliberation period.

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 be sent the "Report of Departmental Requirements for Ph.D. Degree." In order for students to be formally advanced to candidacy, this must be returned to the Graduate Division. 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. The Candidacy Fee is later used to pay for microfilming the student's dissertation.

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. After acceptance of the dissertation the committee in a final oral examination that deals primarily with the relationship of the research to the general field in which its subject lies normally examines the candidate. 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, which is provided by the Graduate Division to departments on request.

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. The student or the committee may consult, if they wish, with the Reference Librarian, however, except for the requirements in the brochure "Thesis and Dissertation Format Guide" available on-line from the Graduate Division; the Library's role is advisory only.

Reduced Nonresident 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 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 normally lapse if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration. A readmitted student who was a candidate for the Ph.D. may be required to again advance to candidacy and thereafter enroll as a candidate for at least one academic quarter before the Ph.D. will be conferred. If less than three years has passed since the student withdrew, the candidacy will normally remain in effect.

If three or more years have passed since Advancement to Candidacy, candidacy status will be determined by consultation between the Dean of the Graduate Division and the department.

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.

All members of the dissertation committee shall normally be faculty members in the student's department and members of the Academic Senate. Inherent in these criteria is the assumption that any person nominated can reasonably be expected to be affiliated with this campus throughout the time that the student is working on the dissertation. For any nominee who does not fit the above criteria (other than Adjunct faculty), the Graduate Division requires supporting justification from the Department for review and consideration. If a nomination for chair does not meet these criteria, an exception will be made only if a co-chair who does meet these criteria is appointed to serve concurrently. Lecturers who are not otherwise members of the Academic Senate will be appointed to dissertation committees only in exceptional cases. All committee members must have a doctoral degree.

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 Doctoral 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 Doctoral Committee has approved a dissertation, two copies of the dissertation must be submitted to the Graduate Division. The final copies must meet UCR's requirements for style, format, and appearance before the degree can be conferred. (See UCR’s Thesis and Dissertation Format Guide on-line for complete information about UCR dissertation requirements.) During the process of accepting the dissertation, the committee in a final oral examination normally examines the candidate.
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. 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. We are not always informed promptly about which faculty is leaving campus. 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 receives a copy of the PhD Form 3 with the Graduate Dean’s signature on it.

Final Examination and Approval of the Dissertation
The Doctoral 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) which is provided by the Graduate Division to departments on request. 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.

Upon completion or waiver of the final examination and approval of the dissertation, the Doctoral 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). 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.

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 Doctoral 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 of Absence 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 advised by mail 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.

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**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.

**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. 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. A third examination is not permitted.

**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.

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.

The Doctoral or Master's Committee is the guide in the content of the manuscript and in the style to be used in its presentation. The student or the committee may consult, if they wish, with the Reference Librarian for assistance in deciding how to handle certain style aspects of the copy such as references, footnotes, or proper usage of scientific terms. To obtain additional information and assistance in the preparation and submission of the final copies 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.

The Thesis and Dissertation Format Guide is available on the web at the following address: www.graduate.ucr.edu/Dissertation.html.

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 the Schedule of Classes and on the Graduate Division website.

Posthumous Degrees Awarded

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.

Criteria

Normally, the posthumous degree is conferred on students currently enrolled or on leave at the time of death. To be eligible for a posthumous MA/MS 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 MS thesis, 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.

Procedure

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 family member, 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, on behalf of the Chair of the Division, 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 PhD 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 made for each quarter. Three applications to cover an entire academic year can, however, 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 Services 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.

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**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 of Absence), 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 temporarily* 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 Research Director and the Graduate Adviser. We also require a timetable from students in the PhD program who have
been a student for 12 quarters but have not advanced to candidacy. These forms can be found at http://www.graduate.ucr.edu/ESforms.html.

If the required timetable has not been received by the end of the student's acceptable progress year, permission to continue registration will be withheld for the following term until a timetable is received and accepted.

To support students' endeavor to complete before they are considered to be making unacceptable progress, the Graduate Division strongly recommends that departments obtain a timetable for completion when their students reach the end of their normative time.

Students for whom we have a completion timetable will be monitored accordingly. If they have not met their expected completion date and the Graduate Division has not received an adjusted timetable, permission to register will be withheld for the following term for receipt of an acceptably adjusted timetable.

If students encounter problems, which are going to delay their completion within their original timetable, the student (with their program's support) should let the Graduate Division know in advance so as to permit their continued registration.

If, after receiving written notice to do so, a student has neglected to complete certain essential paperwork involved with their academic progress (e.g., establishment of a complete and acceptable Dissertation Committee), their continued registration may be withheld for compliance, regardless of whether or not they are otherwise making acceptable progress.

The Office of the President considers students to be taking excessively long if they have been registered for more than nine quarters after Advancement to Candidacy for the Ph.D. This is a budgetary criterion and does not relate to normative time to degree or academic acceptable progress.

Students who have not attempted their doctoral qualifying examinations who are still within acceptable academic time limits will automatically be permitted to continue registration. The departments and the college deans will be advised of the numbers of their students, which the campus is not permitted to count for budgetary purposes.

*No student is permanently prevented from registration (i.e., dismissed) without prior consultation with the program and its concurrence.

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**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).
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 on the website of Student Conduct & Academic Integrity Programs (SCAIP) (http://www.conduct.ucr.edu/).