

**GRADUATE COUNCIL (GC)****Policy for Graduate Group Policies and Procedures  
Template and Instructions**

Approve by Graduate Council on October 21, 2014

All graduate programs must have approved *Policies and Procedures*. Graduate programs may not operate under policies that have not been reviewed and approved by Graduate Council.

**Instructions**

This document provides a template for formatting and guidance for drafting the *Policies and Procedures* of graduate groups at UC Merced. *Policies and Procedures* should follow the format provided, beginning with cover page (see page 3 of this document) and table of contents. Enumerated headings and subheadings in bold must appear in the *Policies and Procedures* and table of contents. Thus, the table of contents forms a checklist of sorts for Graduate Group *Policies and Procedures*; if a particular section does not pertain to a group, it can be so labeled. Text in regular style font provides guidance and instruction. Italicized text provides sample language for graduate groups to consider.

Where appropriate please hyperlink directly to other relevant documents, such as the graduate group's bylaws or Graduate Division policies.

**Format**

Graduate Group *Policies and Procedures* should be prepared as a Word document and be formatted according to the layout in the template. Documents developed before October 21, 2014, GC recommends that groups consider adopting the current Graduate Group *Policies and Procedures* template, but at the very least, groups must have the information that is specifically outlined in the template.

A cover memo from the program chair and the *Policies and Procedures* in Word format should be forwarded by email to the Graduate Council Analyst in the Academic Senate Office. Please consult the [staff directory](#) to find the email address of the Graduate Council Analyst. The cover memo from the graduate program Chair or delegated faculty member should include:

1. The date and manner in which the program approved the proposed new or modified *Policies and Procedures*, (e.g., in a program meeting or by an e-mail ballot), including the vote.
2. If the proposed modifications are in response to a recommendation in the program's recent Program Review Oversight Committee (PROC) report, address this in the memo and provide the date of the PROC report.

## **Graduate Council- *Policies and Procedures* Template**

### **Review Process**

#### **1. Policy Subcommittee Review**

The Graduate Council Analyst will review the revised document for compliance with the template and will either return to the program for revisions, or forward to the Policy Subcommittee. The subcommittee reviews *Policies and Procedures* in the order received. If revisions or clarifications are required, the subcommittee will communicate with the graduate program chair. Once the subcommittee has completed the review, the document will be forwarded to Graduate Council for final review and approval.

#### **2. Graduate Council Review**

Graduate Council, as a whole, will conduct a final review of the *Policies and Procedures* transmitted by the subcommittee. The Graduate Council may approve the document as submitted or may request additional edits. In the case that the *Policies and Procedures* are approved contingent upon the edits being made, the graduate program Chair will be notified of Council's action. Once the program has complied with Council's request, the document is then considered approved.

The final approved document, reflecting Council's approval date, will be forwarded to the program via email with a cover memo from Graduate Council approving the document. The program will be instructed to maintain a copy of the *Policies and Procedures* and Council's approval letter in their files.

# Graduate Council- *Policies and Procedures* Template

## GRADUATE GROUP NAME Ph.D. AND/OR MS/MA DEGREE REQUIREMENTS

Revised: {List previous year(s) and current revision date}

Graduate Council Approval: \_\_\_\_\_

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# Graduate Council- *Policies and Procedures* Template

## A. Introduction

**1) Aims and Scope:** Briefly summarize the aims, focus, and scope of the program, including listing the concentrations within the program and degrees offered.

**2) Admissions Requirements:** State all requirements for admission to the graduate group as applicable to each degree offered in the program. Specify the prerequisites and procedures to make up deficiencies. State minimum GPA, minimum test scores, and requirements for placement exams, if applicable. Note that applicants must fulfill Graduate Division requirements and submit a completed graduate online application, and any supplemental material the graduate group requires.

*For example: Consideration for graduate group admission requires a bachelor's degree, three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS score (if applicable) and submission of the graduate online application with fee by the stated admission deadline. A minimum GPA of 3.0 is required. Admission decisions are made on a case-by case basis. Meeting some or all of these criteria does not guarantee admission, but merely eligibility. The decision to recommend admission to the Vice Provost and Dean of Graduate Education will be made by the Graduate Group Admissions Committee on the basis of available space and the competitiveness of applicants compared to the eligible pool.*

**a) Prerequisites:** If specific topics of coursework are required as a prerequisite, list them in tabular form.

**b) Deficiencies:** Please indicate when coursework deficiencies should be completed, note that they cannot be taken S/U.

*For example: Coursework deficiencies should be made up by the end of the first academic year following initial enrollment by earning a letter grade of "B" or better.*

**3) General Committees:** List all committees that are relevant to the program administration (i.e., not student- or degree-specific committees) in your graduate group: Executive Committee, Admissions Committee, Education Policy Committee, etc. These descriptions must be consistent with the group's bylaws.

**a) Executive Committee:** Describe the structure and role.

**b) Admission Committee:** Describe constitution and role in the admission process.

**c) Education Policy Committee:** Describe structure and role, including how a student goes about developing his/her study plan (as applicable).

## B. Master's Degree Requirements

*The master's degree is attained by: Plan I, the Thesis option, or Plan II, the Comprehensive Examination option. A graduate group may offer the option of one or both plans with the approval of the Graduate Council. Plans I and II are described in the [UC Merced Graduate Policies and Procedures Handbook](#). Each of these plans has minimal coursework requirements, but programs may impose additional requirements. A minimum of two semesters in academic residence is required prior to the award of a master's degree. Note that CCGA pays special attention to the requirement that all master's degrees have a capstone element that is satisfied by*

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the requirement of thesis or comprehensive examination. Where these mechanisms are not present, there is a capstone project of some kind that should:

- (1) Tie together two or more areas of specific content that would typically be the subject of a class or a sequence of classes.
- (2) Can be individual or group-based exercises. If a project is group-based, the individual student's achievements and contributions should be assessed through robust means. This could be detailed, for example, through the generation of an individual report by the student, periodic performance evaluations at various points in the project, individual assignments, and/or comprehensive specification of the individual team member's role that can be tied to specific outcomes in a group report.
- (3) The report should be evaluated by at least two reviewers; and at least one of them should have no direct vested interest in the success of the student.
- (4) Should be a single coordinator or advisor who judges the appropriateness of planned projects and their timelines, following guidelines established by the program faculty.

**1) Degree Plan I- Thesis:** Briefly state the minimum coursework unit requirement and capstone element for the master's degree.

*For example:* Degree Plan I. This plan requires a minimum of 24 semester units in approved courses, at least 20 of which must be earned in 200-series graduate-level courses exclusive of credit given for thesis research and preparation. A general examination is also required.

**a) Program Learning Outcomes (PLOs):** Provide the Program Learning Outcomes for Degree Plan I.

**b) Course Requirements - Core and Electives (total # units)**

Discuss the course requirements. Include a tabular list with the following information:

**i) Core Courses (total # units)**

Indicate course number, course name, and number of units

Course Number	Course Name	Units
GC 200	Graduate Council- Core	4

**ii) Elective Courses (total # units)**

Indicate course number, course name, and number of units

Course Number	Course Name	Units
GC 201	Graduate Council-Elective	4

**iii) Summary:** Indicate how many total units (core and elective) are required. State that a minimum course load is 12 units each academic semester, and that per UC regulations students cannot enroll in more than 12 units of graduate-level courses (200). If applicable to your graduate group, please note that electives are chosen with the approval of the graduate advisor.

*For example:* 16 units of core coursework and 8 units of participatory seminars are required for a total of 24 units. Full-time students must enroll for 12 units per semester including research, academic and seminar units. Courses that fulfill any of the graduate group course requirements may not be taken S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per

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*semester are generally fulfilled with a research class (provide course number) and perhaps seminars.*

- c) **Special Requirements:** Specify any special requirements such as a foreign language requirement, examination requirement, seminar presentation requirement, teaching requirements, capstone requirement, etc. If no special requirements, please state "N/A."
- d) **Advancement to Candidacy:** State when the student is expected to advance to candidacy.

*For example: Before advancing to candidacy for the Master's degree, a student must have satisfied all plan requirements set by the graduate program and must have maintained a minimum GPA of 3.0 in all course work undertaken. Normally, students advance by the end of the (number) semester. The student must file the appropriate paperwork (Application for Advancement to Candidacy for the Master's Degree and Conflict of Interest Form).*

- e) **Thesis Requirements:** If there are any program-specific requirements, such as length or format of any written or oral requirement, specify these in this section. Please specify a typical timeline to help students understand the process of completing a thesis; for example, state when they form their committee, how often the committee meets with the student, and the possible outcomes once the thesis is submitted. Please also state that should the committee determine that the thesis is unacceptable, a recommendation to disqualify the student will be made to the Vice Provost and Dean of Graduate Education.

*For example: Thesis committee meetings: The candidate and advisor should meet at least once a year with the other members of the thesis committee to discuss progress and any changes in research objectives.*

*Thesis: Research for the Master's thesis is to be carried out under the supervision of a faculty member of the program and must represent an original contribution to knowledge in the field. The thesis research must be conducted while the student is enrolled in the program. The thesis is submitted to the thesis committee at least one month before the scheduled defense. All committee members must approve the thesis in its entirety and sign the title page before the thesis is submitted electronically to the Graduate Division for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions; the program may recommend the student for disqualification from the program to the Vice Provost and Dean of Graduate Education.*

*The thesis must be submitted by the deadline in the semester in which the degree is to be conferred. Those students who complete requirements and submit thesis after the end of the semester and prior to the start of the subsequent semester will earn a degree for the following semester, but will not be required to pay fees for that semester. Instructions on preparation of the thesis are available in the UCM Thesis and Dissertation Manual and a schedule of dates for filing the thesis in final form are published on the Graduate Division website in the calendar and deadlines section.*

- 2) **Degree Plan II- Non-thesis:** Briefly state the minimum coursework unit requirement and capstone element for the master's degree.

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*For example: Degree Plan II. This plan requires a minimum of 30 semester units in approved courses, at least 24 of which must be from graduate-level courses in the 200 series. A comprehensive final examination in the major subject is required of each candidate. No thesis is required.*

- a) **Program Learning Outcomes (PLOs):** Provide the Program Learning Outcomes (PLOs) for Degree Plan II.

- b) **Course Requirements - Core and Electives (total # units)**

Discuss the course requirements. Include a tabular list with the following information:

- i) **Core Courses (total # units)**

Indicate course number, course name, and number of units

Course Number	Course Name	Units
GC 200	Graduate Council- Core	4

- ii) **Elective Courses (total # units)**

Indicate course number, course name, and number of units

Course Number	Course Name	Units
GC 201	Graduate Council-Elective	4

- iii) **Summary:** Indicate how many total units (core and elective) are required. Also note that a minimum course load is 12 units each academic semester, and that per UC regulations students cannot enroll in more than 12 units of graduate level courses (200). If applicable to your graduate group, please note that electives are chosen with the approval of the graduate advisor.

- c) **Special Requirements:** Instructions available on section B.1.b.

- d) **Advancement to Candidacy:** State when the student is expected to advance to candidacy.

*For example: Before advancing to candidacy for the Master's degree, a student must have satisfied all plan requirements set by the graduate program and must have maintained a minimum GPA of 3.0 in all course work undertaken. Normally, students advance by the end of the (number) semester. The student must file the appropriate paperwork (Application for Advancement to Candidacy for the Master's Degree).*

- e) **Comprehensive Examination:** Describe the comprehensive exam. Is it an oral or written exam? Who writes the questions and how many questions are there? Who grades the exam? When is it given? State that the results of the examination must be reported to Graduate Division using the Final Report for the Master's Degree Form found on the Graduate Division website. Also state that when students take the exam, they must be registered or in current filing fee status.

- i) **Timing:** Students may take the comprehensive examination once they have advanced to candidacy. However, it is important that the timing of the

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exam satisfy the regulations as noted in the CCGA handbook<sup>1</sup>, which indicates that the capstone requirement be completed at or near the end of the coursework for the Master's degree.

- ii) **Outcome:** Examinations can result in either a pass, fail, or partial pass by unanimous consensus of the Comprehensive Examination Committee. The categories are described below.
  - a. A student has passed when the Comprehensive Examination Committee unanimously votes that the student passed the entire examination with scholarship that is at least acceptable. The committee must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days. If agreed unanimously by the committee the student may be allowed to make minor modifications prior to submitting the results of the examination.
  - b. A student has failed when the Comprehensive Examination Committee votes unanimously that the student failed the entire examination. The second examination may have a format different from the first, but the substance should remain the same. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the Graduate Group committee and the Vice Provost and Dean of Graduate Education.
  - c. A student has partially passed when the Comprehensive Examination Committee votes unanimously that the student passed some components but failed others. In this instance, the following apply:
    - i. The student has the option of taking a second examination as detailed in above on the components failed; and
    - ii. The chair of the committee must write a letter to the student, with a copy to the Graduate Division, conveying the information about the student's performance (pass, fail, or partial pass) on each of the components covered during the examination.

*For example: Fulfillment of the Comprehensive Examination is the last requirement of the M.S. Plan II. A student may take the comprehensive examination once they have advanced to candidacy. However, it is important that the capstone requirement be completed at or near the end of the coursework for the Master's degree; for most students, the exam is taken at the end of the X semester.*

*The comprehensive examination requires passing a (provide length of exam and type) administered by that Qualifying Examination Committee. The scope of the oral exam is the candidate's coursework as well as the capstone project.*

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<sup>1</sup> Policies Affecting Graduate Degree Programs, page 1, of <http://senate.universityofcalifornia.edu/committees/ccga/CCGAHandbook2012-13FinalDraft.pdf>

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*The committee's unanimous vote is required to pass a student on the exam. If a student does not pass the exam, the committee may recommend that the student be reexamined one more time on the entire examination or on the components failed. The second exam must take place (time) of the first exam. The second exam may have a format different from the first, but the substance should remain the same. The examination may not be repeated more than once. A student who does not pass on the second attempt is subject to disqualification from further graduate work in the program.*

*Once passed, the Final Report for the Master's Degree Form is signed by the Program Graduate Advisor and then forwarded to the Graduate Division. The deadlines for completing this requirement are listed each semester in the Graduate Division website. The committee must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days.*

### **3) Degree Plan- Professional Masters**

*Policies and Procedures* for Professional Masters programs are in development at the campus level.

### **4) Advising Structure and Mentoring:** State where the Mentoring Guidelines can be found and specify the role of the Graduate Group Chair, graduate advisor, staff, etc. Note: Groups may choose to adopt the GC approved [UCM Mentoring Guidelines](#).

*For example: The graduate advisor is the faculty member who supervises the student's research and thesis. The Graduate Advisor, who is appointed by Graduate Group Chair, is a resource for information on academic requirements, policies and procedures, and registration information until the Thesis Committee is formed. The Graduate Group Staff assists students with identifying appointments and general university policies. The Mentoring Guidelines can be found in (describe how it can be obtained; if on the web—provide a web address that will not likely change over the next few years).*

### **5) Master's Degree Committees:** List all committees that are relevant to a Master's education in your program, for example the Thesis Committee, Comprehensive Committee, etc. Please be sure these committee descriptions are consistent with your bylaws.

#### **a) Thesis Committee:** State how nominations to the committee membership are obtained. Note that a Thesis Committee is comprised of a minimum of three voting members of the University of California Academic Senate and nominations are submitted to the Vice Provost and Dean of Graduate Education for formal appointment in accordance with Graduate Council policy; Qualifying Examination Committees are appointed by the graduate group. The Chair of committee shall always be a member of the Merced Division and of the Graduate Group supervising the master's program. Indicate whether or not the advisor is a member of the committee and indicate how the Chair of the committee is chosen.

*For example: Thesis Committee: The student, in consultation with his/her graduate advisor and graduate group chair, nominate (number) faculty to serve on the Thesis Committee. These nominations are submitted to the Graduate Division for formal appointment in accordance with Graduate Council policy. A committee of three faculty members shall approve the subject, pass*

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*on the content of thesis, and administer the general examination. Usually one of the committee members directs the work.*

- b) Comprehensive Examination Committee:** State how nominations to the committee membership are obtained, and any limitations on committee composition and function.

*For example: Comprehensive Examination Committee: The student, in consultation with his/her graduate advisor and graduate group chair, nominate (number) faculty to serve on the Comprehensive Examination Committee. These nominations are submitted to the Graduate Division for formal appointment in accordance with Graduate Council policy. A committee of three faculty members shall approve the subject, pass on the content of examination, and administer the examination. Usually one of the committee members directs the examination*

- 6) Normative Time to Degree:** Normative Time is the elapsed time (calculated to the nearest semester) that a student would need to complete all requirements for the degree, assuming that they are engaged in full-time study and making adequate progress. The student must advance to candidacy and complete the degree within the limitations established by the Graduate Group and approved by the Graduate Council.

- 7) Typical Timeline and Sequence of Events:** Provide an example of a study plan; semester-by-semester, indicating when advancement to candidacy occurs, and when the thesis is due or the comprehensive examination is taken. Also specify the effect of deficiencies at admission on the timeline.

*For example:*

<i>Year One</i>	<i>Fall</i>	<i>Spring</i>
	<i>GC 200- Introduction to GC</i>	<i>GC 210- GC Seminar</i>
	<i>GC 201- Introduction to GC Discussion</i>	<i>GC 220- GC Professional Seminar</i>
	<i>GC 202- Introduction to GC Review</i>	<i>GC 230- GC Seminar</i>
<i>Year Two</i>	<i>Fall</i>	<i>Spring (Comprehensive Exam completed)</i>
	<i>GC 240- GC Course</i>	<i>GC 260- GC Seminar</i>
	<i>GC 250- GC Course</i>	<i>GC 280- Directed Study</i>
	<i>GC 255- GC Course</i>	<i>GC 285- Independent Study</i>

- 8) Sources of Funding:** Describe how students are typically supported in the program. Include information on minimum and maximum limitations on Teaching Assistantships; also reference other sources, particularly those provided by Graduate Division and the graduate group (e.g., via competitions run through the Executive Committee). Allude to other sources not run through the graduate group but by individual professors and external sources. Rather than simply listing all possible opportunities, providing a realistic guide of possible funding and sources that can help students be successful in acquiring their own funding.

### C. Doctoral Degree Requirements

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- 1) Program Learning Outcomes (PLOs):** Provide the Program Learning Outcomes (PLOs) for the Doctoral Degree. In addition, PLOs specific to stages within the degree may be listed here or under other sections, for example Qualifying Examination and Dissertation requirements.

**2) Course Requirements - Core and Electives (total # units)**

Briefly state the minimum coursework unit requirement and capstone element for the Ph.D. degree. Please note that courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UCM. However, a course requirement may be waived if a similar course was taken at another institution. The General Petition form should be used for all requests for waivers of course work.

Include all your core and elective course requirements in a summary table. Provide the following information:

**a) Core Courses (total # units)**

Indicate course number, course name, and number of units

Course Number	Course Name	Units
GC 200	Introduction to Graduate Council	4

**b) Elective Courses (total # units)**

Indicate course number, course name, and number of units

Course Number	Course Name	Units
GC 222	Graduate Council Seminar	4

- c) Summary:** Indicate how many total units (core and elective) are required. Also note that a minimum course load is 12 units each academic semester, and that per UC regulations students cannot enroll in more than 12 units of graduate level courses per semester. If applicable to your program, please note that electives are chosen with the approval of the graduate advisor.

*For example: 18 units of core coursework, 16 lab units, 12 units of electives and 8 units of participatory seminars are required for a total of 54 units. Full-time students must enroll for 12 units per semester including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per semester are generally fulfilled with a research class (number) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses per semester.*

- 3) Special Requirements:** Specify any special requirements such as a foreign language requirement, teaching requirements, etc. If none, state "N/A."

- a) Teaching Requirement:** Most graduate programs require all graduate students pursuing the Ph.D. to acquire teaching experience at the post-secondary level under faculty supervision. This requirement is usually satisfied by appointment as a Teaching Assistant or Teaching Fellow in undergraduate courses. Refer to Academic Appointment and Graduate Student Employment in the Graduate

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Policies and Procedures Handbook for definitions, responsibilities, and requirements related to teaching titles.

- b) **Language Requirement:** If part of the graduate program, completion of any language requirement may occur any time prior to completion of all other degree requirements unless otherwise specified by the program. It is preferable; however, that they be satisfactorily completed before a student advances to candidacy. The graduate program may decide how the examinations are to be given. The Graduate Division should be notified in writing of the type of test taken and the date passed.

**4) Dissertation Plan:** In accordance with University of California policy, a minimum of four semesters in academic residence is required prior to awarding the Ph.D. Typically, a longer period of study, four to six years, is required for completion of all degree requirements. It is the responsibility of the Graduate Group to inform the student upon admission to the program of the expected degree time. All graduate students are considered resident graduates not candidates for a degree, unless admitted to candidacy after completion of all candidacy requirements and approval by the Graduate Division after formal application. A student advances to candidacy for the Ph.D. upon successfully demonstrating a high level of scholarship at the Ph.D. level, and upon completing all preparatory work and demonstrating readiness to proceed to the dissertation phase.

**5) Advising Structure and Mentoring:** State where the program's Mentoring Guidelines can be found and the role of the graduate advisor, graduate group chair, graduate group coordinator, etc. Note: Groups may choose to adopt the GC approved [UCM Mentoring Guidelines](#).

*For example: The Graduate Advisor is the faculty member who supervises the student's research and dissertation. The Graduate Chair, who is appointed by the Vice Provost and Dean of Graduate Education, is a resource for information on academic requirements, policies and procedures, and registration information until the Doctoral Committee is formed. The Graduate Group Coordinator assists students with identifying appointments and general university policies. The Mentoring Guidelines can be found (describe how it can be obtained; if on the web—provide a web address that will not likely change over the next few years)*

**6) Doctoral Degree Committees:** List all committees that are relevant to PhD education in your program, for example the Candidacy Committee, Doctoral Committee, etc. Please be sure these committee descriptions are consistent with your bylaws.

- a) **Candidacy Committee:** The Candidacy Committee is charged with determining the fitness of the student to proceed with the doctoral dissertation through a formal Qualifying Examination. Specify how nominations for committee membership are selected. State that the Candidacy Committee is comprised of a minimum of three faculty who are voting members of the University of California, Academic Senate and nominations of non-faculty members (i.e. Professional Researchers or faculty members from other universities) will be considered on an exception-only basis. Refer to the Graduate Policies and

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Procedures Handbook on Doctoral Candidacy Committee for further details on the appointment process.

*For example: The student, in consultation with graduate advisor, nominates three faculty to serve on the Candidacy Committee. These nominations are submitted to the Graduate Group Chair for formal appointment in accordance with Graduate Council policy. The Application for Qualifying Examination available on the Graduate Division website must be submitted one month prior to the proposed examination date. Students must be in good academic standing and registered for the semester in which the examination is held. The Candidacy Committee conducts the exam and submits results to the Graduate Division using the Qualifying Examination Report Form.*

- b) Doctoral Committee:** The Doctoral Committee shall supervise the preparation and completion of the dissertation and the final examination. Specify how and when nominations for committee membership are solicited. State that member nominations are submitted to the Graduate Division for formal appointment in accordance with Graduate Council policy.

*For example: The Doctoral Committee is a three-member committee selected by Candidacy Committee, in consultation with the graduate student, the doctoral committee chair (usually the graduate advisor), and the Graduate Group Chair, on the Advancement to Candidacy for the Degree of Doctor of Philosophy Form. The majority of the committee should be affiliated with the program. The role of the Dissertation Committee is to advise the doctoral student on the research topic and methods, and then to review the final completed dissertation for acceptance. The Doctoral Committee Chair should determine the desires of the individual members regarding assistance with the research and dissertation review at the time the doctoral committee is constituted. Students are expected to meet with the Chair of their doctoral committee regularly. Doctoral committee members are expected to read and comment on a dissertation within (indicate time lapse) from its submission. The student and faculty will coordinate a timeline for the student to present the thesis to the doctoral committee. This timeline must allow all doctoral committee members enough time to fulfill their responsibilities within the indicated deadline.*

- 7) Advancement to Candidacy:** State when the student is expected to advance to candidacy.

*For example: Before advancing to candidacy for a doctoral degree, a student must have satisfied all requirements set by the graduate program, must have maintained a minimum GPA of 3.0 in all course work undertaken, and must have passed unanimously the Qualifying Examination before the Candidacy Committee appointed to administer that examination. Normally, students advance by the end of the (number) semester. The student must file the appropriate paperwork (Advance to Candidacy for the Degree of Doctor Philosophy Form and Conflict of Interest Form) with the Graduate Division and pay the candidacy fee in order to be officially promoted to Ph.D. Candidacy.*

- 8) Qualifying Examination Requirements:** State all of the examination requirements. Specify the nature of the examinations and when they are taken. Separate each section accordingly.

*For example:*

- a) Qualifying Examination
  - i. General Information

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*All students will complete all course requirements before taking their Qualifying Examination. Passing this exam makes the student eligible for advancement to candidacy. The qualifying exam should be taken by the (number) semester and no later than the end of the (number) semester after admission to the Ph.D. program.*

*The Qualifying Examination should evaluate both general preparedness in the discipline, and specific competence to pursue the proposed dissertation topic. In its deliberation, the Committee ordinarily will review the student's academic record, preliminary examinations and evaluations by other faculty. The Committee may conduct any other examination it deems appropriate. The Committee ordinarily will review an outline of the proposed dissertation project, and will determine by oral examination the student's competence in that area. When, by unanimous vote, the Committee decides the student is qualified for the dissertation phase, it shall recommend advancement to candidacy to the Graduate Council via the Vice Provost and Dean of Graduate Education. Following its formal appointment, the Committee is free to adopt whatever procedures it deems appropriate to conduct the Qualifying Examination for candidacy, subject to the rules of the program and those specified below:*

- Administration of the Candidacy 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 the 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.*

### *ii. Conduct of the Exam*

*Although the formal Qualifying Examination for candidacy ordinarily is conducted in a single day, the Committee may meet intermittently over a longer period, and may decide to reexamine the student on one or more topics after a specified interval. When the Committee meets to conduct the oral Qualifying Examination, it must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days. Upon completion of the qualifying examination and all other Graduate Group requirements for Advancement to Candidacy, the results should be submitted to the Graduate Division on the Qualifying Examination Report Form. The Qualifying Examination Report Form must be signed by all committee members at the time the candidacy examination is concluded and submitted even if the student failed the examination. Prior to convening a student committee for advancement to candidacy exam, the Faculty Advisor, the Graduate Group Chair, and the graduate student must sign the Statement on Conflict of Interest form that is included in the Advancement to Candidacy for the Degree of Doctor of Philosophy form. If the unanimous recommendation of the Committee is favorable, the student must pay the current advancement to candidacy fee to the campus Cashier's Office that will validate the advancement to candidacy form. The student must then submit the advancement to candidacy form to the Graduate Division. The candidate and graduate program will be notified of formal advancement and the appointment of a Doctoral Committee. Advancement to Candidacy begins with the first academic term following completion of all requirements (including submission of all forms).*

### *iii. Outcome of the Exam*

*Before voting upon its recommendation for or against candidacy, the Committee, as a whole, shall meet with the student, and any member of the Committee will have the*

## Graduate Council- *Policies and Procedures Template*

right to pose appropriate questions to the student. The Committee must conclude its examination when convened with the student present. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- *Pass-* A student has passed when the Qualifying Examination Committee unanimously votes that the student passed the entire examination with scholarship that is at least acceptable. The committee must report to the Graduate Council via the Vice Provost and Dean of Graduate Education within 30 days. If agreed unanimously by the committee the student may be allowed to make minor modifications prior to submitting the results of the examination.
- *Fail-* A student has failed when the Qualifying Examination Committee votes unanimously that the student failed the entire examination. The second examination may have a format different from the first, but the substance should remain the same. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the Graduate Group committee and the Vice Provost and Dean of Graduate Education.
- *Partial Pass-* A student has partially passed when the Qualifying Examination Committee votes unanimously that the student passed some components but failed others. In this instance, the following apply:
  - The student has the option of taking a second examination as detailed in above on the components failed; and
  - The chair of the committee must write a letter to the student, with a copy to the Graduate Division, conveying the information about the student's performance (pass, fail, or partial pass) on each of the components covered during the examination.

*If a unanimous decision takes the form of "Partial Pass" or "Fail", the Chair of the Candidacy Committee must include in its report a specific statement, agreed to by all members of the committee, explaining its decision and must inform the student of its decision.*

- 8) Dissertation Requirements:** Generally describe the dissertation (and final examination) and if you have any additional program-specific requirements, such as length or presentation format of any written or oral requirement, specify these in this section.

*For example:*

**a. Final Examination**

*If a final examination is required by the graduate program, the Doctoral Committee supervises that examination, the focus of which is the content of the doctoral dissertation. Ordinarily, the final examination will be given just prior to the completion of the dissertation and while the student is in residence during a regular academic session. Administration of the final examination is subject to the policies of the Graduate Council governing critical examinations. Upon completion of the final examination (if required) and approval of the dissertation, the Doctoral Committee recommends, by submission of the Report on Final Examination of the Ph.D. Degree Form, the conferral of the Ph.D. subject to final submission of the approved dissertation for deposit in the University Archives. The Committee recommendation must be unanimous.*

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### **b. General Requirements**

*The submission of the dissertation is the last step in the program leading to the award of an advanced degree. All dissertations submitted in fulfillment of requirements for advanced degrees at UCM must conform to certain University regulations and specifications with regard to format and method of preparation. The UCM Thesis and Dissertation Manual are available at the Graduate Division website. 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. The doctoral committee chair is responsible for the content and final presentation of the manuscript.*

*Filing instructions are found in the UCM Thesis and Dissertation Manual. The advanced degree manuscript is expected to be submitted by the deadline in the semester in which the degree is to be conferred. The end of the semester is the deadline for submitting dissertations during each semester. Those students who complete requirements and submit dissertations after the end of the semester and prior to the start of the subsequent semester will earn a degree for the following semester, but will not be required to pay fees for that semester. In accordance with UC and UCM policy, all approved thesis/dissertation manuscripts automatically become available for public access and circulation as part of the UC Libraries collections.*

### **c. Dissertation**

*The research conducted by the student must be of such character as to show ability to pursue independent research. The dissertation reports a scholarly piece of work of publishable quality that solves a significant scientific problem in the field and is carried out under the supervision of a member of the program while the student is enrolled in the program. The chair of the doctoral committee must be a member of the program and must be immediately involved with the planning and execution of the experimental work done to formulate the dissertation.*

*Students should meet regularly with their dissertation committee. The dissertation must be submitted to each member of the dissertation committee at least one month before the student expects to make the defense. Informing committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback. The dissertation must be approved and signed by the dissertation committee before it is submitted to Graduate Division for final approval.*

- 9) Normative Time to Degree:** Normative Time is the elapsed time (calculated to the nearest semester) that students need to complete all requirements for the degree, assuming that they are engaged in full-time study and making adequate progress. There are two parts to Normative Time: Normative Time to Advancement to Candidacy and Normative Time in Candidacy. The first represents the number of semesters needed to complete all of course requirements and pass any required Qualifying Exams. This may be different for students entering with master's degrees versus those who pursue the Ph.D. directly after the bachelor's degree. The second represents the remaining semesters that are recommended for completion of the dissertation. Please note both expectations here.

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### 10) Typical Timeline and Sequence of Events

*For example:*

<b>Year One</b>	<b>Fall</b>	<b>Spring</b> (first year exam completed)
	GC 200- Introduction to GC	GC 210- GC Seminar
	GC 201- Introduction to GC Discussion	GC 220- GC Professional Seminar
	GC 202- Introduction to GC Review	GC 230- GC Seminar
<b>Year Two</b>	<b>Fall</b>	<b>Spring</b>
	GC 240- GC Course	GC 260- GC Seminar
	GC 250- GC Course	GC 280- Directed Study
	GC 255- GC Course	GC 285- Independent Study
<b>Year Three</b>	<b>Fall</b>	<b>Spring</b> (advancement to PhD candidacy)
	GC 270- GC Course	GC 295- Practicum
	GC 290- Directed Study	GC 290- Directed Study
	Qualifying Exam Preparation	Qualifying Exams
<b>Year Four-Five</b>	Dissertation	

- 11) Sources of Funding:** Describe how students are typically supported in your program. Include information on minimum and maximum limitations on Teaching Assistantships; also reference other sources, particularly those provided by Graduate Division and the graduate group (e.g., via competitions run through the Executive Committee). Allude to other sources not run through the graduate group but by individual professors and external sources. Rather than simply listing all possible opportunities, providing a realistic guide of possible funding and sources that can help students be successful in acquiring their own funding.

Following advancement to candidacy, doctoral students who are not California residents will have their Nonresident Tuition reduced by 100 percent for a maximum of three consecutive calendar years. Any such student who continues to be enrolled or who re-enrolls after receiving the reduced fee for three years will be charged the full Nonresident Tuition that is in effect at that time.

- 12) Leaving the Program Prior to Completion of the PhD Requirements:** Include this section if your program offers en lieu or terminal masters.

*For example:*

*A student admitted for the Ph.D. degree, which, in the judgment of the unit's graduate affairs committee should not continue past the master's degree, must be notified in writing by the Graduate Group Chair of the Graduate Group offering the degree. A copy of the letter must be sent to the Vice Provost and Dean of Graduate Education. In some cases a doctoral student may choose to leave the program with a master's degree only. It is the responsibility of the Graduate Group unit to notify the Graduate Division via the Change of Degree form so that the student's record may be updated to reflect the student's degree status. This notice must include the student's written permission to have his/her degree objective changed officially from doctorate to master's.*

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### D. General Information

**1) PELP, In Absentia and Filing Fee status.** Include, at least, the following statement:

*Information about PELP (Planned Educational Leave Program), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Group Policies and Procedures Handbook available on Graduate Division.*