

Degree Requirements

Approved – June 30, 2005

Revised – December 2005; July 2008; September 2009; August 2010; June 2013

Introduction

Graduate program degree requirements must be reviewed and approved by the Graduate Council, both when a graduate program is initially approved, and when any revisions are made to the requirements in subsequent years. Each graduate program at UC Davis must have a document that contains all of the degree requirements for the master's and/or doctoral degrees that it offers. Please note the following policies relating to graduate program degree requirements.

- 1) **Approval and Revision of Degree Requirements:** To submit degree requirements for a new program or to change degree requirements for an existing program, the graduate program must submit for approval by the Graduate Council a new or revised degree requirements document. The Educational Policy Committee (EPC), a subcommittee of the Graduate Council, is charged with reviewing degree requirements. Even if there are only minor changes being submitted for review and approval, the EPC will review the entire set of degree requirements for all degrees offered.
- 2) **Document Format:** The graduate program degree requirements document must be in the format approved by the Graduate Council. A template for the degree requirements document is provided below and in Word format on the Graduate Council website.
- 3) **Student Access:** The graduate program must provide an exact copy of the degree requirements approved by the Graduate Council to each student. This document should contain the date of the GC approval. A copy will also be posted to the Office of Graduate Studies website for each program.
- 4) **Student Requirements:** Students cannot be expected to satisfy any other requirements that are not part of the document approved by the Graduate Council.
- 5) **Grandfathering Policy for Degree Requirements:** If degree requirement revisions are approved by the Graduate Council, the newly approved degree requirements document must be provided to all students. It is Graduate Council's policy that a student may choose to fulfill either the newly approved degree requirements or the Graduate Council-approved degree requirements that were in effect at the time he/she first enrolled in that program at UC Davis (see GC2000-02). If, at the time the student is offered admission, there are changes in degree requirements that are awaiting final Graduate Council approval, programs must inform prospective students of both the current degree requirements and any pending changes that may be instituted by the time the student registers.
- 6) **Changes to degree requirements during program review phase.** Changes to degree requirements will not be accepted while a program is being reviewed by the Program Review Committee of the Graduate Council. The "review phase" covers the period from the date that the program's self review is submitted to the date when Graduate Council sends recommendations back to the program. Once the Graduate Council sends its recommendations back to the program, degree requirement changes may be submitted for review to the Educational Policy Committee of the Council. At this time, the graduate program and the EPC will work together to expedite the review, revision, and approval

process. See “Policy Regulating Programmatic Changes Submitted for Review by Graduate Council” at https://grad.ucdavis.edu/sites/default/files/upload/users/programmatic_changes_policy.pdf.

- 7) **Response to review of degree requirement changes.** If a graduate program submits revisions to its degree requirements and the Educational Policy Committee (or the Graduate Council) requests revisions to the degree requirements document but receives no response back from the program within six months, the Educational Policy Committee will alert the Graduate Council’s Program Review Committee (PRC). The PRC may decide to expedite its review of the graduate program. Additionally, Graduate Council may take further action.

Contact Information

For questions and information regarding submission of requests for degree requirement changes, please contact:

Graduate Council Analyst
Academic Senate Office
402 Mrak Hall
(530) 752-0623

Process Information

Requests for degree requirement changes are submitted to the Graduate Council Chair c/o the Graduate Council Analyst in the Office of Graduate Studies, who will forward requests for review to Council’s Educational Policy Committee. Either the EPC Chair, another member of the committee or the committee analyst will contact the program chair and staff directly regarding any additional needed clarifications, corrections or edits. Once the EPC has approved the revised document, it will be presented to Graduate Council for final review and approval. If Council requests additional edits, it may approve the degree requirements contingent on the requested edits being made. If the changes are more substantial, Council may wish to review the document again. In that case, the Council Analyst will inform the graduate program chair of Council’s decision and ask the program to accept the edits and submit an electronic version of the final document to the analyst. When the revised document is received, Graduate Council’s formal letter of approval will be sent to the program along with a copy of the final degree requirements reflecting Graduate Council’s approval date. An electronic copy of the document will be sent to the program for its records and kept in Graduate Studies’ program files. The document will also be posted to the Office of Graduate Studies website.

Documents to be Submitted for Review by Graduate Council

- 1) A cover memo from the graduate program chair must accompany the request for degree requirement changes; this memo can be only from the chair of the program and not any other program member or delegate. The memo should include:
 - a) The date and manner in which the program approved the proposed degree requirement changes, e.g., in a graduate program meeting or by an e-mail ballot, including the vote.

- b) A summary of the revisions and rationale for proposing the individual changes.
- c) If the proposed changes are in response to recommendations in the program's recent PRC report, include the recommendation that initiated the change and provide a brief

statement regarding how the recommendation is implemented in the revised degree requirements.

- 2) An electronically submitted stand-alone Microsoft Word document of the Degree Requirements document, formatted as detailed below. If the degree requirements are in a separate section of the program's graduate student handbook, only this section should be submitted for review and approval. If the degree requirements are embedded in the graduate student handbook, they should be moved into a separate removable section. Please do not submit the entire graduate student handbook when requesting degree requirement changes.

Graduate Council's preference is to receive two page-numbered documents*:

- 1) The currently approved degree requirements document in Word, with the proposed changes noted as "tracked":
 - Deletions should be ~~struckthrough~~
 - Insertions should be underlined.
- 2) An "accept changes"/clean copy version in Word of the proposed new degree requirement document.

**Should the program not be able to provide 1) above due to a major revision to conform to the new format requirements, then the Chair's cover memo will be considered a sufficient replacement, providing the changes are outlined clearly, and in-depth.*

Word template available: <http://gradstudies.ucdavis.edu/graduate-programs/policies>

**GRADUATE GROUP OR PROGRAM & NAME
Ph.D. AND/OR MS/MA/MFA/MAS DEGREE
REQUIREMENTS**

**Revised: List previous year(s) and current revision
date Graduate Council Approval: _____**

General Instructions: Every section listed in this Template must be included in your degree requirements document. For instance, even if you have no “Special Requirements,” you should include that section heading and state “None.” The review process will go much more smoothly if you check your document side by side with this template, and ensure that your document follows it. Also, avoid language such as “should”, “normally,” “typically,” wherever possible. That is, try to be as definitive and unambiguous as possible. All instructions embedded in this template are italicized and highlighted in yellow. URLs are provided throughout with additional information, so you should rarely have to go outside of this document for guidance and regulations. However, any questions should be directed to the Graduate Council Analyst in the Academic Senate Office.

Master’s Degree Requirements

- 1) Admissions requirements:** *State all of the requirements for admission to the Program, specifying the prerequisites and procedures to make up deficiencies. Also state minimum GPA, minimum test scores, and requirements for placement exams, if applicable. Please note that applicants must submit a completed Office of Graduate Studies online application, and any supplemental material the Program requires.*

For example:

Consideration for program admission requires a bachelor’s degree, three letters of recommendation, official transcripts, GRE General Test scores, TOEFL or IELTS score (if applicable) and an Office of Graduate Studies online application with fee by the stated admission deadline. A minimum GPA of 3.0 is required. Most successful applicants have a GRE Verbal Reasoning score at or above the 60th percentile, a GRE Quantitative Reasoning score at or above the 80th percentile and an Analytical Writing score at or above the 50th percentile. However, admissions 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 Dean of Graduate Studies will be made by the Program Admissions Committee on the basis of available space and the competitiveness of applicants compared to the eligible pool.

Avoid referring students to URLs or other sources outside of this document for admissions (or other) requirements. Reason: The aim is to make this document as much of a one-stop shop as possible. The rule of thumb is as follows: if the program/group generally determines the requirements (subject to division regulations etc.), students should not be referred to outside sources; but if the program/group has no control over the requirement, for instance PELP rules, referral to campus/university sources is appropriate.

*Note: An applicant may not be required to **formally** secure a major sponsoring professor prior to admission. However, wording can be used that works towards that goal. For example:*

Applicants are strongly encouraged to communicate with potential research advisers (major professors) prior to admission to the program. It is essential that prospective students contact faculty in the (eg.) Chemistry Department and/or the Chemistry Graduate Group (give URL) whose laboratories are conducting research in areas of Chemistry that the student wishes to pursue, in order to introduce themselves and inquire about faculty willingness to accept a new student in this degree program. This process of communicating with potential major professors should begin in the Fall, prior to the relevant applications deadline. Applicants should take the initiative to inquire about future research directions of laboratories, exchange research ideas with potential major professors, and make every effort to identify viable possibilities. While formal acceptance into a research group cannot occur prior to admission, contacts should be far-enough developed such that at least tentative identification of a research adviser can be made as soon after the time of admission as possible.

- a) **Prerequisites:** *If specific topics of coursework are required as a prerequisite, please list them using the following format:*

In addition to the admission requirements stated above, applicants are expected to have passed the equivalent of the following UC Davis courses:

CHE 129A/B	Organic Chemistry	3 units/ 2 unit lab
STA100	Applied Statistics	4 units

- b) **Deficiencies:** *Please indicate when coursework deficiencies should be completed, note that they cannot be taken S/U unless the courses are approved as exceptions by graduate council (<https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc2006-01-su-grading-option.pdf>), and indicate if certain grades are required in these courses.*

For example:

Course work 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.

- 2) **M.A., M.S., M.A.S., LL.M, etc. and Plan I, II or both**

Specify the master’s degree (M.A., M.S., M.A.S., LL.M., ...) and Master’s Plan:

Plan I (Thesis) or Plan II (Comprehensive Examination). Plans I and II are described under Section 500 in the Davis Division Academic Senate Regulations on the Web at the URL: http://academicenate.ucdavis.edu/cerj/manual/dd_regs.cfm#500-

Plan I: List your requirements for Plan I in the exact format below.

Plan I. This plan requires a minimum of (e.g.) 46 units of graduate and upper division courses (the 100 and 200 series only), of which at least (e.g.) 16 must be graduate work in the major field. In addition, a thesis or research project in lieu of a thesis is required. The research thesis/project serves as the capstone requirement.

If your UNIT requirements exceed the UC Davis minimum for Plan I, add the following:

This Plan requires more units than the UC Davis minimum, which are:
30 units of graduate and upper division courses (the 100 and 200 series only), at least 12 of which must be graduate work in the major field.

Plan II: List your requirements for Plan II in the exact format below.

Plan II. This plan requires a minimum of (e.g.) 56 units of graduate and upper division courses, of which at least (e.g.) 24 units must be graduate courses in the major field. Not more than (e.g.) 16 units of research (299 or equivalent) may be used to satisfy the (e.g.) 24-unit requirement. A comprehensive final examination in the major subject is required of each candidate. No thesis is required. The capstone requirement is fulfilled by ...

State how fulfilled. Options can be found here:

https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc2012-02_capstone_requirements.pdf.

If your UNIT requirements exceed the UC Davis minimum for Plan II, add the following:

This Plan requires more units than the UC Davis minimum, which are:
36 units of graduate and upper division courses, of which at least 18 units must be graduate courses in the major field. Not more than 9 units of research (299 or equivalent) may be used to satisfy the 18-unit requirement.

Please note that there are Davis Division Regulations pertaining to the various degrees the campus is approved to offer; please read the regulations to be sure your program is following all the pertinent regulations for your specific degree (see http://academicsenate.ucdavis.edu/cerj/manual/dd_regs.cfm#500-). For example:

M.Ed. and M.Engr. degree candidates must satisfy the requirements for Plan II except that only 12 of the 36 units need be in graduate level (200 series) courses.

M.F.A. degree candidates must satisfy the requirements for Plan I except that 48 units are required, and candidates shall submit a suitable project in lieu of a thesis.

M.A.T degree candidates must satisfy the requirements for Plan II, and must complete a minimum of 18 units in professional courses in Education

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

Please note the different requirements for Plan I and Plan II (see above); you may require more than the minimum and you may offer both plans. When you discuss your course requirements, you must include a summary table or figure. Two samples are attached. Provide the following information:

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

Indicate course number, course name, and number of units

STA100 Applied Statistics 4 units

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

Indicate course number, course name, and number of units

STA100 Applied Statistics 4 units

- c) **Summary:** *Indicate how many total units (core and elective) are required, how many must be graduate coursework and how many can be upper division courses. Also note that a minimum course load is 12 units each academic quarter, and that per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter. Please note that electives are chosen with the approval of the graduate adviser, if applicable to your program (see page 7, section 10, and page 16, section 10).*

For example:

14 units of core coursework, 10 units of lab rotations, 3 units of electives and 4 units of participatory seminars are required for a total of 31 units. Full-time students must enroll for 12 units per quarter including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

- 4) **Special requirements:** *Specify any special requirements such as a foreign language requirement, examination requirement, seminar presentation requirement, teaching requirements, etc. If no special requirements, please state "N/A".*
- 5) **Committees:** *List all that are relevant to graduate education in your program: Admissions Committee, Course Guidance or Advising Committee, Thesis Committee, Comprehensive Exam Committee, etc. Please be sure these committee descriptions are consistent with your bylaws.*
- a) **Admission Committee:** *Describe the admission procedure.*

For example: Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of (number) graduate group faculty and (number) students. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are (accepted throughout the year / accepted through Dec 15 of the previous year for the next Fall entering class / etc).

- b) **Course Guidance or Advising Committee** if there is one. If not, mention how a student goes about developing his/her study plan. Most often there is a course guidance committee. However, in some cases, the Graduate Adviser and/or the major professor assist the student in developing the study plan. Specify whether there are any requirements regarding when such a "Plan of Study" should or must be submitted to the graduate program.
- c) **Thesis Committee or Comprehensive Examination Committee** and its makeup. State how nominations to the committee membership are obtained. Note that Thesis Committee nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy; Comprehensive Exam Committees are appointed by the program (not Graduate Studies). Indicate whether or not the major professor 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 major professor and graduate adviser, nominate (number) faculty to serve on the Thesis Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The major professor serves as Chair of the committee.

- 6) **Advising Structure and Mentoring:** Specify the role of the Graduate Adviser, master adviser, major professor, staff, etc. State where the program's Mentoring Guidelines can be found. Always and consistently use the following nomenclature.

For example: The **Major Professor** is the faculty member who supervises the student's research and thesis; this person serves as the Chair of the Thesis Committee. The **Graduate Adviser**, who is appointed by Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information until the Course Guidance Committee is formed. The **Graduate Program Coordinator (staff)** assists students with identifying a major professor, identifying appointments, and general university policies. The **Mentoring Guidelines** can be found in the graduate student handbook (describe how it can be obtained; on the web—provide a web address that will not likely change over the next few years).

- 7) **Advancement to Candidacy:** State the quarter when the student is expected to advance to candidacy. Incorporate the following information from the Graduate Studies Adviser's handbook:

Every student must file an official application for Candidacy for the Degree of Master of "____" and pay the Candidacy Fee after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this is typically the [x quarter]. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to: the appropriate Graduate Program Coordinator and the student; the Thesis Committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a

student is not eligible for advancement, the program and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

8) Comprehensive Examination and/or Thesis Requirements:

- a) **Thesis Requirements (Plan I):** *If you have 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 Dean of Graduate Studies.*

For example:

Thesis committee meetings: The candidate and major professor 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 student plans to make requested revisions. All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend to the Dean of Graduate Studies that the student be disqualified from the program.

The thesis must be filed in a quarter in which the student is registered or on filing fee. Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from Graduate Studies; the dates are also printed in the UC Davis General Catalog and in the Class Schedule and Registration Guide issued each quarter. A student must have a GPA of 3.0 for the M.S. degree to be awarded.

- b) **Comprehensive Examination (Plan II):** *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? Please note that the results of the examination must be reported to Graduate Studies using the Master's Report Form found at <http://www.gradstudies.ucdavis.edu/forms/>. Please note 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 exam satisfy the regulations as noted in the CCGA handbook¹, which indicates that the capstone requirement be completed at or near the end of the coursework for the Master's degree. The Graduate Council provides several examples of options for 2-year Master's degree programs that meet the capstone requirement for a Master's Plan II degree*

¹ Appendix I, page 36, of <http://senate.universityofcalifornia.edu/files/committees/ccga/ccga-handbook-august-2016.pdf>

https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/gc2012-02_capstone_requirements.pdf.

- ii) **Outcome:** Please note that if a student does not pass the exam on the first attempt, the committee may recommend that the student be reexamined one more time, but only if the Graduate Adviser concurs with the committee. The examination may not be repeated more than once. Provide information concerning the timing and format of a second exam if a student must retake the exam after failing part or the entire first exam. Please note that Graduate Studies requires the Exam committee's unanimous vote to pass a student on the exam. Please note that a student who does not pass on the second attempt will be recommended for disqualification from further graduate work in the program to the Dean of Graduate Studies.

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 5th quarter.

The comprehensive examination requirement includes both the submission of a technical report to the Comprehensive Examination committee (see section 5) and passing a one-hour oral exam administered by that same committee. The technical report is to be written under the direction of a faculty mentor, who must be a member of the graduate program.

The scope of the oral exam is the candidate's coursework as well as the project work.

The Exam 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 a second time, but only if the Graduate Adviser concurs with the committee. The second exam must take place within one quarter of the first exam. The format of the second exam is the same as that of the first exam and may include the submission of an amended version of the report. 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 Master's Report Form is signed by the Program Graduate Adviser and then forwarded to the Office of Graduate Studies. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar). A candidate must be a registered student or in Filing Fee status at the time the program submits the form, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The program must file the report with Graduate Studies within one week of the end of the quarter in which the student's degree will be conferred.

- 9) **Normative Time to Degree:** Normative Time is the elapsed time (calculated to the nearest quarter) 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. There are two parts to Normative Time: Normative Time to Advancement to Candidacy and Normative Time in

Candidacy. For Plan I, Normative Time in Candidacy represents the number of quarters that are recommended for completion of the thesis.

- 10) **Typical Time Line and Sequence of Events:** *Provide an example of a study plan, quarter by quarter, 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:

Year One	Fall	Winter	Spring
	200A Introduction to XX	200B Foundational Theories of XXX	200C Contemporary Approaches to the Study of XXX
	Advanced Language Training 200 level course	Advanced Language Training 200 level course	Advanced Language Training 200 level course
Year Two	Fall	Winter (advancement to MA/MS candidacy)	Spring (Preliminary/Comprehensive Exam completed)
	200 level course	200 level course	200 level course
	200 level course	200 level course	Course 299
	200 level course	210 Seminar	210 Seminar

- 11) **Sources of funding** *(description of how students are typically supported in your program)*

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

Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>

Ph.D. DEGREE REQUIREMENTS

State all requirements for the Ph.D., even if they are identical to those listed for your Master's degree.

- 1) **Admissions Requirements:** *State all of the requirements for admission to the Program, specifying the prerequisites and procedures to make up deficiencies. Also state minimum GPA, minimum test scores, and requirements for placement exams, if applicable. Please note that applicants must submit a completed Office of Graduate Studies online application, and any supplemental material the Program requires.*

For example:

Consideration for program admission requires a bachelor's degree, three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS score (if applicable) and Office of Graduate Studies online application with fee by the stated admission deadline. A minimum GPA of 3.0 is required. Most successful applicants have a GRE Verbal Reasoning score at or above the 60th percentile, a GRE Quantitative Reasoning

score at or above the 80th percentile and an Analytical Writing score at or above the 50th percentile. However, admissions 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 Dean of Graduate Studies will be made by the Program 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, please list them using the following format:*

In addition to the admission requirements listed above, applicants are expected to have the equivalent of the following UC Davis courses:

CHE 129A/B	Organic Chemistry	3 units/ 2 unit lab
STA100	Applied Statistics	4 units

- b) **Deficiencies:** *Please indicate when coursework deficiencies should be completed, note that they cannot be taken S/U unless the courses are approved as exceptions by graduate council (<https://grad.ucdavis.edu/sites/default/files/upload/files/grad-certain-grades-are-required-in-these-courses>).*

For example:

Course work 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.

- 2) **Dissertation Plan:** *Specify which Plan you are offering: A, B, or C. The three plans are described under Section 520 in the Davis Division Academic Senate Regulations: <https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/c.4.davis-division-reg-520c-2008.pdf>*

Plan A. Specifies a five member (minimum) dissertation/final examination committee, a final oral examination, and no exit seminar.

Plan B. Specifies a three member (minimum) dissertation committee, an optional final oral examination (made on an individual student basis by the dissertation committee), and an optional exit seminar (the decision to require an exit seminar is set by the graduate program and applies to all students—**note here** whether you will require it).

Plan C. Specifies a three member (minimum) dissertation/final examination committee, a final oral examination, and no exit seminar.

C.Phil. – The Candidate in Philosophy Degree

Programs or Groups can offer students in their program the option of being granted a C.Phil; please note here whether you would like the option of offering the C.Phil and if so, note the following:

All students who are advanced to candidacy for the Doctor of Philosophy degree are eligible for the Candidate in Philosophy (C. Phil.) degree. To be eligible for this designation, the student must possess the intellectual capacity to complete the requirements for the Ph.D. The Candidate in Philosophy degree is intended as a formal indication that the student has completed the requirements for advancement to candidacy; it is not

intended as a terminal degree or a consolation prize for not completing the Ph.D. The advantage of this intermediate degree is that students who have fulfilled their residence requirements and have advanced to candidacy will have tangible evidence of this accomplishment if they wish to complete their dissertation while holding a full-time teaching or research position. To award the C.Phil., the Chair of the program should submit a letter outlining the justification for the award to their respective Student Affairs Officer in the Office of Graduate Studies.

3) Course Requirements - Core and Electives (total # units)

Include all your core and elective course requirements. Include a summary table or figure. Two samples are attached. Provide the following information:

a) Core Courses (total # units)

Indicate course number, course name, and number of units

STA100 Applied Statistics 4 units

b) Elective Courses (total # units)

Indicate course number, course name, and number of units

STA100 Applied Statistics 4 units

- c) Summary:** *Indicate how many total units (core and elective) are required, how many must be graduate coursework and how many can be upper division courses. Also note that a minimum course load is 12 units each academic quarter, and that per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter. Please note that electives are chosen with the approval of the graduate adviser, if applicable to your program.*

For example:

14 units of core coursework, 10 units of lab rotations, 3 units of electives and 4 units of participatory seminars are required for a total of 31 units. Full-time students must enroll for 12 units per quarter including research, academic and seminar units. Courses that fulfill any of the program course requirements may not be taken S/U unless the course is normally graded S/U. Once course requirements are completed, students can take additional classes as needed, although the 12 units per quarter are generally fulfilled with a research class (299) and perhaps seminars. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

- 4) Special Requirements:** *Specify any special requirements such as a foreign language requirement, teaching requirements, etc. Please note that no requirements, other than requirements specific to completion of the dissertation (such as an exit seminar) can be placed upon students after they have passed the Qualifying Exam. Once the student has advanced to candidacy, the graduate program may not impose any additional requirements other than those specified under Plans A, B or C; however, graduate programs may require reasonable evidence of successful progress in the dissertation research (**not** including coursework), as specified in the Graduate Council approved degree requirements the student is following. For example, after passing a QE, a student can be required to give a seminar presentation on their dissertation progress on a yearly basis; see the Graduate Council Policy on Qualifying*

Examinations: https://grad.ucdavis.edu/sites/default/files/upload/users/gc2005-02_rev_07_doctoral_qualifying_examinations_policy.pdf

- 5) **Committees:** *List all that are relevant to graduate education in your program: Admissions Committee, Course Guidance or Advising Committee, Dissertation Committee, etc. Please be sure these committee descriptions are consistent with your bylaws.*

- a) **Admissions Committee:** *Describe the admission procedure.*

For example: Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of (number) graduate program faculty and (number) students. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. Applications are (accepted throughout the year / accepted through Dec 15 of the previous year for the next Fall entering class / etc).

- b) **Course Guidance or Advising Committee** *if there is one. If not, mention how a student goes about developing his/her study plan. Most often there is a course guidance committee. However, in some cases, the Graduate Adviser and/or the major professor assist the student in developing the study plan. Specify whether there are any requirements regarding when such a "Plan of Study" should or must be submitted to the graduate program.*

- c) **Qualifying Examination Committee:**

Specify how nominations for committee membership are selected. Note that Qualifying Examination member nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80, Graduate Council, B.1.) See the Graduate Council policy on Doctoral Qualifying Examinations at https://grad.ucdavis.edu/sites/default/files/upload/users/gc2005-02_rev_07_doctoral_qualifying_examinations_policy.pdf for further details on the qualifying exam process.

For example: The student, in consultation with his/her major professor and Graduate Adviser, nominates five faculty to serve on the Examination Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The major professor does not serve as Chair of the committee. The QE Committee conducts the exam and submits results to the Office of Graduate Studies.

- d) **Dissertation Reading Committee:**

Specify how and when nominations for committee membership are solicited. Note that member nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

For example:

The Dissertation Committee is a three-member committee identified by the student, in consultation with the Major Professor. The majority of the committee should be from program. The composition of the dissertation committee is entered on the Advancement

to Candidacy Form and submitted to Graduate Studies for formal appointment in accordance with Graduate Council policy. 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 Committee Chairperson (usually the Major Professor) should determine the desires of the individual members regarding assistance with the research and dissertation review at the time the dissertation committee is constituted. Students are expected to meet with the Chair of their dissertation committee regularly. Dissertation committee members are expected to read and comment on a dissertation within four weeks from its submission. This time limit policy does not apply to summer periods for faculty holding nine-month appointments. The student and faculty will coordinate a timeline for the student to present the thesis to the dissertation committee. This timeline must allow all dissertation committee members enough time to fulfill their responsibilities within the four-week deadline.

- 6) **Advising Structure and Mentoring:** *Specify the role of the Graduate Adviser, master adviser, major professor, etc. State where the program's Mentoring Guidelines can be found.*

For example: The **Major Professor** is the faculty member who supervises the student's research and dissertation; this person serves as the Chair of the Dissertation Committee. The **Graduate Adviser**, who is appointed by the Dean of Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information until the Course Guidance Committee is formed. The **Graduate Program Staff** assists students with identifying a major professor, identifying appointments, and general university policies. The **Mentoring Guidelines** can be found in the graduate student handbook (describe how it can be obtained; On the web—provide a web address that will not likely change over the next few years)

- 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 (except those courses graded S or U), and must have passed a Qualifying Examination before a committee appointed to administer that examination. Normally, students advance by the end of the 9th quarter. The student must file the appropriate paperwork with the Office of Graduate Studies and pay the Candidacy Fee in order to be officially promoted to Ph.D. Candidacy. Refer to the Graduate Council website for additional details regarding the Doctoral Qualifying Examination at <http://gradstudies.ucdavis.edu/gradcouncil/policiesall.html>.

- 8) **Preliminary Examination, Qualifying Examination and Dissertation requirements:** *State all of the examination and dissertation requirements (including any preliminary exams). Specify the nature of the examinations and when they are taken. Separate each section accordingly.*

For example:

- a) **Preliminary Examination (if you have a Prelim Committee, describe above in #5)**
After at least half of the course requirements have been completed and no later than the end of the 6th quarter of study, each student must present for evaluation by a faculty committee a research paper (henceforth, Prelim Paper), the evaluation of which constitutes a Preliminary Examination (henceforth, Prelim). This is to be a 30-50 page

report on a topic approved by the adviser, which needs to demonstrate a comprehensive understanding of the student's field of study and how this topic is situated in it. It should address a particular problem, showing awareness of different methodological avenues for addressing this problem, and present a clear argument concerning a solution. The prelim paper will be evaluated by a Prelim Committee. The committee will be constituted and the student will provide the members with a two-page abstract summarizing the plan for the paper no later than the end of the 4th quarter of study. The committee will provide feedback on the plan and guidance, as needed, on the research and writing. The prelim committee can give the prelim paper a score of pass (P), pass Master's level (P-MA), or not pass (NP). If there is a score of NP or P-MA and the graduate adviser concurs, the student will be given the opportunity to revise and resubmit the paper no later than the end of the 10th week of the subsequent quarter, in which case s/he must be enrolled or in filing fee status. If there is no resubmission of a paper with a score of NP or the committee does not assign a score of P or P-MA after the evaluation of a resubmission, the Graduate Adviser will recommend to Graduate Studies that the student be disqualified from the program.

If a score of P-MA is the final score, either after evaluation of a resubmission or because there is no resubmission, the ultimate degree objective for the student in this program must be changed to M.A., in order for the M.A. degree to be awarded, following the procedure discussed in section 13. A score of P or P-MA on the prelim exam satisfies the comprehensive examination requirement for the M.A. degree. The student earning this score and completing all other M.A. requirements may therefore receive this degree by filing the appropriate paperwork with the Office of Graduate Studies. A student who enters the Ph.D. program after having completed the M.A. degree in our program will have already passed this prelim exam, since the comprehensive exam of the M.A. program is the same exam.

b) Qualifying Examination

1. General Information

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) quarter and no later than the end of the (number) quarter after admission to the Ph.D. program.

The primary purpose of the Qualifying Examination (QE) is to validate that the student is academically qualified to conceptualize a research topic, undertake scholarly research and successfully produce the dissertation required for a doctoral degree. The QE must evaluate the student's command of the field, ensuring that the student has both breadth and depth of knowledge, and must not focus solely on the proposed dissertation research. In addition, the QE provides an opportunity for the committee to provide important guidance to the student regarding his or her chosen research topic.

The Qualifying Examination will consist of written and oral examinations.

2. Written Portion of the Exam – Dissertation Prospectus

At a minimum the written portion of the exam consists of a research proposal called the Dissertation Prospectus. The Prospectus should be provided to

members of the qualifying examination committee at least 10 days before the oral portion of the exam.

The Prospectus is an independently prepared proposal of 5-10 pages describing the student's dissertation-specific research aims, hypotheses, progress to date, and experimental approach. Concepts within the research proposal can be discussed with others (such as the student's major professor and peers), but the writing of the proposal should be solely the student's work (i.e., no editorial assistance is allowed) as the proposal will serve as evidence of the student's proficiency in scientific writing.

The qualifying exam committee will be responsible for assessing that the student's writing proficiency is satisfactory before advancement to candidacy. Furthermore, the Prospectus will provide information that may be discussed during the oral exam.

A program may have additional written requirements, for instance, a "qualifying paper." If so, state the requirements. Any such requirement must be completed prior to the orals portion of the exam.

3. Oral Portion of the Exam

The oral portion of the qualifying exam will be 2-3 hours in length and is intended to demonstrate the student's critical thinking ability, powers of imagination and synthesis, and broad knowledge of the field of study.

The committee will evaluate the student's general qualifications for a respected position as an educator or leader as well as the student's preparation in a special area of study based upon relevant portions of the student's previous academic record, performance on specific parts of the examination, and the student's potential for scholarly research as indicated during the examination.

4. Outcome of the Exam

The committee will reach a decision on the student's performance immediately after the oral exam. The committee, having reached a unanimous decision, shall inform the student of its decision to:

- "Pass" (no conditions may be appended to this decision),
- "Not Pass" (the Chair's report should specify whether the student is required to retake all or part of the examination, list any additional requirements, and state the exact timeline for completion of requirements to achieve a "Pass"), or
- "Fail".

If a unanimous decision takes the form of "Not Pass" or "Fail", the Chair of the QE 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. Having received a "Not Pass" the student may attempt the QE one additional time; the QE report must list the specific conditions and timing for the second exam. After a second examination, a vote of "Not Pass" is unacceptable;

only “Pass” or “Fail” is recognized. Only one retake of the qualifying examination is allowed. Should the student receive a “Fail” on the first or second attempt at the exam, the student will be recommended for disqualification from the program to the Dean of Graduate Studies.

To address any deficiencies identified during the oral exam, additional work, as determined by the QE committee, may be required of the student to pass the QE.

c) The Dissertation

Generally describe the dissertation (and exit seminar, if you have one), and if you have any additional program-specific requirements, such as length or presentation format of any written or oral requirement, or other requirements such as a required number of published articles, specify these in this section.

For example:

1. Exit Seminar

If the Dissertation Plan is Plan B, specify whether the program requires an exit seminar of each student.

The dissertation follows Plan B with a required exit seminar. Satisfaction of this requirement must be verified by the Dissertation Committee Chair. The Exit Seminar is a formal public presentation of the student’s research before the program faculty and students. It is recommended that this presentation take place during the Spring quarter. The Dissertation Committee will not sign the Dissertation until after the exit seminar has taken place. Adequate scheduling of the exit seminar is the responsibility of the student.

2. Dissertation: General Requirements

Filing of a Ph.D. dissertation with the Office of Graduate Studies is normally the last requirement satisfied by the candidate. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or in Filing Fee status at the time of filing a dissertation, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The PhD. Dissertation will be prepared, submitted and filed according to regulations instituted by the Office of Graduate Studies <http://gradstudies.ucdavis.edu/students/filing.html> Satisfaction of this requirement must be verified by the Dissertation Committee Chair.

3. 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 program while the student is enrolled in the program. The chair of the dissertation 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. The major professor’s laboratory is the setting for most of the student’s research activities, unless an alternative site and immediate supervisor are approved in advance by the Executive Committee.

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 requested revisions; committee members are expected to respond within 4 weeks, not including summer months for nine month faculty. Informing committee members of progress as writing proceeds helps the members to plan to read the dissertation and provide feedback within this time frame. The dissertation must be approved and signed by the dissertation committee before it is submitted to Graduate Studies for final approval.

9) Normative Time to Degree

Normative Time is the elapsed time (calculated to the nearest quarter) 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 quarters needed to complete all of course requirements and pass any required Preliminary and/or 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 quarters that are recommended for completion of the dissertation. Please note both expectations here.

10) Typical Time Line and Sequence of Events

Provide a time line and specify the effect of deficiencies at admission on the timeline.

For example:

Year One	Fall	Winter	Spring
	200A Historical Roots of the XX	200B Foundational Theories of XX	200C Contemporary Approaches to the Study of XX
	Advanced Language Training 200 level course	Advanced Language Training 200 level course	Advanced Language Training 200 level course (
Year Two	Fall	Winter (advancement to MA/MS candidacy)	Spring (Preliminary Exam completed)
	200 level course	200 level course	200 level course
	200 level course	200 level course	Course 299
	200 level course	210 Seminar	210 Seminar
Year Three	Fall	Winter	Spring (advancement to PhD candidacy)
	200 level course	200 level course	200 level course
	200 level course	Course 299	Course 299
	Qualifying Exam Preparation	Qualifying Exam Preparation	Qualifying Exams
Years Four-Six	Dissertation Research and Completion		

- 11) **Sources of funding.** *State how students are typically funded.*
- 12) **PELP, In Absentia and Filing Fee status.** *Include, at least, the following statement:* Information about PELP (Planned Educational Leave), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: http://gradstudies.ucdavis.edu/students/handbook/GS201_GraduateStudentGuide.pdf.
- 13) **Leaving the Program Prior to Completion of the PhD Requirements.** *(include this section if your program offers the masters).*

Should a student leave the program prior to completing the requirements for the PhD, they may still be eligible to receive the Masters if they have fulfilled all the requirements (see Master's section). Students can use the Change of Degree Objective form available from the Registrar's Office: http://registrar.ucdavis.edu/local_resources/forms/D065-graduate-major-degree-change.pdf.