UNIVERSITY OF CALIFORNIA, MERCED

UC MERCED GRADUATE DIVISION

GRADUATE ADVISORS HANDBOOK

ACADEMIC YEAR 2007-2008

Policies, Procedures and Guidelines

UCMERCED

www.gradstudies.ucmerced

Message From The Dean

October 11, 2007

UC Merced's Graduate Advisor's Handbook is based on a similar document obtained from UC Irvine. Our Handbook was approved by the Graduate and Research Council (GRC) of the Divisional Senate in the Spring of 2007.

The policies and procedures set forth in this document are meant to serve as minimum guidelines for Graduate Groups at UC Merced. Individual Graduate Groups may establish more rigorous rules. Graduate education at UC Merced began under the interdisciplinary Graduate Group model. However, it is apparent that more discipline-centric Graduate Programs will also be important to the faculty and graduate students on this campus. While the text in present document only refers to Graduate Groups, the same policies and procedures could also be applied to Graduate Programs with the simple substitution of the word "Program(s)" for "Group(s).

This is a living document and is subject to change upon approval by the GRC. Existing graduate students are responsible of all policies and procedures present in the version of this document that is current upon their enrollment at UC Merced. We ask that readers of this document report any errors to the Graduate Division or the Graduate and Research Council.

This document was updated to reflect changes in the UAW agreement pertaining to Academic Student Employees (ASEs).

Finally, we thank our colleagues at UC Irvine for graciously allowing us to build on their extensive experience in overseeing Graduate Education at the University of California.

Sincerely

Samuel J. Traina
Acting Graduate Dean

TABLE OF CONTENTS

I. **ADMINISTRATION** 1

A. The Role of the Graduate Division 1

B. The Role of Graduate and Research Council 1

C. The Role of the Graduate Group Chair 2

D. The Role of the Lead Dean 2

II. **ADMISSIONS** 2

A. Admissions Policy 2
1. General Policy 2
2. Exceptional Admissions 3
3. Waiver of Standard Graduate Admission Requirements 4
a. Low Grade Point Average 4
b. The Bachelor's Degree 4
c. The Graduate Record Examination (GRE) 4
d. Demonstration of English Language Proficiency 5
4. Second Advanced Degrees 5
5. Limited Status 5
6. Non-degree Graduate Admission 6
7. Visiting Graduate Scholars 6

B. The Application Process 6
1. Requirements for All Applicants 6
a. Application Fees 6
b. Transcripts 7
c. Graduate Record Examination Scores 7
d. Letters of Recommendation 7
e. Statement of Purpose 7
f. Individual Program Requirements 8
2. Special Requirements for International Applicants 8
a. Application 8
b. Evaluation of International Credentials 8
c. Foreign Academic Records 8
d. Required Records 9
e. English Language Proficiency 9
f. Verification of Financial Resources 10
3. Application Deadlines 10

II. Admissions 11

C. Admission Decisions 11
1. General Policy 11
2. The Admissions Committee Recommendation (ACR) 11
3. Provisional Admission 11

4. Conditions of Admission 11
5. Denials 12
a. Notice of Denial 12
b. Denial - Application Incomplete 12
c. Appeal of Admission Decision 12
6. Deferral of Admission/Postponement of Matriculation 12

D. Readmission 13

III. **FELLOWSHIPS AND GRANTS** 13
A. Graduate Student Support at UCM 13

B. Fellowships 13
1. Types of Block Allocation Fellowship Support 13
a. Nonresident Tuition Fellowships 13
b. Dissertation Fellowships 14
2. Special Fellowships 14
3. Extramural Fellowship Information and Advising 14

C. Pre-Doctoral Fellowship Policies 14
1. Definition of Intramural Fellowship 14
2. Definition of Extramural Fellowship 15
3. Responsibility 15
4. Criteria for Awards 15
a. Admission to Graduate Study 15
b. Full Time Graduate Student Status 15
c. Leave of Absence 15
d. Non-degree or Filing Fee Status 15
5. Responsibility of Successful Nominees 16
6. Council of Graduate Schools in the United States Resolution 16
7. Conditions of Awards 16
a. Limitation of Fellowship Stipends 16
b. Supplementation Policy 16

D. Research Support 17

IV. **ACADEMIC APPOINTMENTS AND GRADUATE STUDENT EMPLOYMENT** 17

A. Graduate Student Teaching Appointments 17
1. Student Academic Titles 18
a. Teaching Assistant 18
b. Teaching Associate 19
c. Reader 20
d. Tutor 21
e. Other Factors 21
2. Benefits for Graduate Academic Student Employees (Teaching Titles) 22
a. Teaching Assistants and Teaching Associates 22
b. Tutors and Readers 22
3. Teaching Appointment Periods and Limitations 23

4. Selection and Assignment 23
a. Campus-Wide Posting of Appointment Opportunities 23
b. Appointment Notification 24
c. Supplemental Documentation 24
d. Training and Orientation 24
5. Late and Retroactive Appointments 24

B. Graduate Student Researcher Appointments (GSR) 24
1. Researcher Appointments 24
a. Graduate Student Researcher 25
b. Criteria for Appointment as a GSR 25
c. Step Progression Within Titles 25
d. Conditions of Appointment 25
2. Late and Retroactive Appointments 26
3. GSR Appointment Benefits 26
4. GSR Appointment Grievances 27

C. Other Employment Issues 27
1. Exceptions 27
2. Service Limitations 27
3. Appointments Between Academic Sessions 27
4. Employment of Part-Time Graduate Students 28
5. Employment of Graduate Students Participating on Training Grants 28
a. Student Employment 28
b. Student Compensation Paid from Research Grants 28
6. Employment of Graduate Students from Other UC Campuses 28
7. Taxation of Student Wages 28
8. Academic Credit for Supervised University Teaching 29

V. **ENROLLMENT AND REGISTRATION POLICY: STUDENT STATUS** 29

A. Academic Residence Requirements 29
1. Academic Year 29
2. Summer Session 29
3. California Residency for Tuition Purposes 29

B. Enrollment Policies and Procedures 29
1. Late Enrollment 29
2. Full-Time Enrollment/Registration 30
3. Part-Time Enrollment/Registration 30
a. Guidelines to Establish Part-Time Eligibility 31
b. Part-Time Limitations and Related Policies 31
4. Lapse of Status: Did Not Enroll 32
5. Lapse of Status: Readmission 32
6. Enrollment in University Extension 32
7. Withdrawal 33
a. Withdrawal Between Semesters 33
b. Withdrawal After Enrollment and Fee Payment for a Semester 33
c. Withdrawal Without Approved Academic Leave of Absence 33

C. Registration Policy 33

1. Continuous Registration Policy 33
2. Registration Procedures 34
3. In-Absentia Registration 34
4. Academic Leave of Absence (LOA) 34
a. Purpose 35
b. Eligibility Guidelines 35
c. Limitations to LOA 35
d. Procedures for Requesting an Academic Leave of Absence 35
e. Other Policies Relevant to LOA 36
5. Filing Fee Status 36
a. Procedures for Establishing Eligibility for Filing Fee Status 37
b. Limitations on Use of University Services While on Filing Fee Status 37
6. Terminal Master's Students 37

D. Tuition Reduction for Non-Resident Doctoral Students (International Students) 37
1. Eligibility Criteria 38
2. Related Policies 38

E. Intercampus Exchange Program 38
1. What is Intercampus Exchange? 38
2. Eligibility for Intercampus Exchange 38
3. Procedures 39
a. Financial Aid and Intercampus Exchange 39
b. Place-Holder Course Numbers 39
4. Joint (Intercampus) Degree Program Students 39
5. Coursework Credit 39

VI. **ACADEMIC STANDARDS FOR STUDENTS** 40

A. Progress Toward Degree 40
1. Satisfactory Progress 40
2. Unsatisfactory Progress 40
a. Criteria for Determining Unsatisfactory Progress 40
b. Notice of Unsatisfactory Progress 41
3. Academic Disqualification 41
a. Due Process Requirements 42
b. Student Appeals 42

B. Graduate Standards for Grading 42
1. Course Repetition 43
2. Graduate Group Exceptions 42
3. Individual Exceptions. 43
4. Pass/Not Pass (P/NP) 43
5. Satisfactory/Unsatisfactory (S/U) 43
6. In Progress (IP) 43
7. Incomplete (I) 44
8. No Report (NR) 44
9. Withdrawal (W) 45

C. Removal of Deficient Grades and Repeat of Courses. 45

D. Graduate Examinations 45
1. Scheduling of Examinations 45
2. Repeat of Critical Examinations 45
3. Credit by Examination 45

E. UCM Academic Senate Policy on Academic Honesty 46

VII. **STANDARDS AND REQUIREMENTS FOR GRADUATE DEGREE PROGRAMS** 46

A. Second Advanced Degrees 46
1. Second Master's Degree 47
2. Second Ph.D 47

B. Language Requirements 47

C. Academic Advisement and Evaluation 47

D. Language Policy for Examinations and Theses/Dissertations 48

E. Conflict of Interest 48
1. Definition 48
2. Objective 48
3. Summary of Mechanism 49
4. Responsibilities 49
a. The Graduate Group 49
b. Mentor/Thesis/Dissertation Advisor 49
c. The Graduate Division and the Office of Research 50
5. Implementation 50
6. Conflict of Interest Wherein a Student is Conflicted 51

F. The Master's Degree 51
1. Residency Requirement 51
2. Curricular Requirements 51
a. Coursework Requirements and Thesis and Examination Options 51
b. Advancement to Candidacy 54
c. Final Report for the Master's Degree 54

G. Transfer of Credit 54
1. Policy 55
2. Procedures 55

H. The Doctoral Degree 55
1. Residency Requirement 55
2. Teaching Requirement 56
3. Waiver of Course Work 56
4. Advancement to Candidacy 56
5. Lapse of Candidacy 59
6. The Doctoral Committee 59
a. Dissertation 59
b. Membership 59

c. Appointment Procedures 60
d. Exceptions 60
e. Duties and Responsibilities 61
7. Final Examination 61
8. Dissertation 61
a. How to File 61
b. Deadline for Filing 61
c. Public Access 62

I. Change of Degree Title/Program/ Level/or Graduate Group 62
1. Change of Degree Level Within a Graduate Group (Master's to Ph.D.) 62
2. Change of Degree Level Within a Graduate Group (Ph.D. to Master's) 62
3. Change of Degree Title and Graduate Group 62

J. Degree Conferral 63
1. Registration Requirements 63
2. Certification of Degree Award 63

K. Graduation and Diploma Information 63
1. Advancement to Candidacy Requirement 63
2. Diploma and Commencement Form 63
3. Commencement 64

VIII. **GRADUATE DIVERSITY PROGRAMS** 64

A. Diversity Fellowship Eligibility 65

B. Fellowship Nomination Procedures 65

I. ADMINISTRATION

A. The Role of the Graduate Division

The Graduate Division encompasses all post-baccalaureate advanced degree programs at UCM and all graduate students. The Dean of Graduate Studies (Graduate Dean) is responsible for the administration of graduate and post-doctoral study at UCM in accordance with academic policies established by the Academic Senate via the Graduate Council, and is the Academic Dean of all graduate students at UCM. The Graduate Dean is also the Vice Chancellor for Research, responsible for campus-wide research policies and administration of a number of research functions including contract and grant administration, research conduct, interdisciplinary research units, and technology alliances with the commercial business sector.

The Graduate Division serves as the campus-wide advocate for the advancement of graduate education and strives for standards of excellence, fairness, and equity in all graduate programs at UCM. To fulfill this mission, the Graduate Division:

- Facilitates programmatic activities that help develop and promote academic quality through strategic planning, policy development, and effective resource allocation.
- Articulates the views, needs, and priorities of graduate education within the context of general policy and budget development to ensure that academic goals properly inform campus-wide decision-making.
- Facilitates communication among schools and administrative offices to ensure that the academic policies established by the Academic Senate's Graduate Council are implemented through efficient and rational administrative procedures.
- Protects the general welfare of graduate students and postdoctoral fellows in all areas of concern, including, but not limited to, financial support, apprentice personnel conditions, intellectual property, equal opportunity, and sexual harassment.
- Administers appropriate regulatory activities designed to ensure campus-wide and UC system-wide accountability aimed at ensuring academic quality standards and other institutional policies and regulations related to graduate students and postdoctoral fellows.
- Encourages timely completion of graduate degrees by monitoring student degree progress, encouraging faculty advising and mentoring, and ensuring fair and equitable treatment of all students.
- Provides campus-wide student services that facilitate academic progress.
- Enhances access, representation, and the educational experience of underrepresented students in order to achieve the University's diversity objectives. Develops institutional initiatives to enhance the pool of qualified applicants and, by implementing Graduate Council policies, ensures the academic excellence of entering students.
- Works with the Graduate Council to develop local graduate education policies. Provides information, institutional data, and analysis of issues impacting graduate education to support the Council's policy functions, and recommends new policies. Implements Graduate Council policies and provides outcome assessment and analysis.
- Works with the Council in evaluating new program initiatives and assessing continuing programs.
- Provides central administrative services that help sustain and improve the quality of graduate education.

B. The Role of Graduate and Research Council

The Graduate and Research Council is a standing committee of the Academic Senate, Merced Division, charged with reviewing and regulating graduate education within the framework of Academic Senate regulations. The Graduate Council reviews all proposals for new degree programs and carries out, on behalf of the Academic Senate, mandated periodic reviews of existing graduate programs.

Representatives include members of the Academic Senate, the Vice Chancellor of Research and Graduate Dean (ex officio), and two graduate students. One Council member is appointed campus representative to the UC System-wide Academic Senate Coordinating Committee on Graduate Affairs (CCGA). There is a monthly meeting schedule during the academic year.

The Graduate Council sets policies and standards for admission to graduate student status, eligibility for fellowships and assistantships; establishes policies relating to graduate degrees; approves changes in degree requirements; establishes procedural rules for graduate study; sets policy for satisfactory academic progress, graduate student course loads, transfers of academic credit, part-time study, and leaves of absence.

C. The Role of the Graduate Group Chair

The Graduate Group Chair is a faculty member in the respective Graduate Group who is the official faculty representative of the Graduate Dean in matters affecting graduate students. A close working relationship is established between the Group Chair and the Graduate Division. The Graduate Dean is dependent upon the experience and judgment of Graduate Group Chairs, and upon their recommendations, in matters requiring the Graduate Dean's action. The Graduate Division staff provides information to the Group Chairs on a continuing basis and responds to requests for special assistance.

The Graduate Group Chair is responsible for supervising graduate study in their Graduate Group and for ensuring that each graduate student is assigned an individual faculty advisor and mentor. The Graduate Group Chair serves as the official Graduate Group liaison to the Graduate Dean and the Research and Graduate Council.

D. The Role of the Lead Dean

The Lead Dean is an Academic School Dean, who at the request of the faculty in a Graduate Group, agrees to provide administrative support to the activities of said group. This Dean assists the Graduate Dean in identifying conflicts of interest and in some issue of dispute resolution as indicated below.

II. ADMISSIONS

A. Admissions Policy

1. General Policy

Admission to graduate study at UCM is by authority and action of the Graduate Dean according to Academic Senate regulations and policies established by the Graduate and Research Council of the University of California, Merced. The Graduate Dean has delegated authority for admission of students to the Graduate Groups, except for applicants who do not meet the basic requirements for graduate admission (e.g., unsatisfactory grade point average [GPA], bachelor's degree requirements, etc.). Regular admission to a specific graduate program is made by recommendation of a particular Graduate Group admissions committee, which serves as the agent of the faculty. The Graduate Dean ultimately authorizes the admission actions of Graduate Groups consistent with Academic Senate regulations and University policy. The staff of the Graduate Division is available for assistance and consultation in the admission process including university regulations.

Ordinarily, only applicants working toward an advanced degree can be admitted to graduate status.

The basic requirements for admission are adequate preparation for successful graduate study, and that academic objectives will be reasonably satisfied in the specific program. Educational Testing Service's (ETS) Graduate Record Examination (GRE) scores are required of all applicants. In certain biological/medical fields, Medical College Admission Test (MCAT) scores can be substituted for GRE scores with the approval of the Graduate Dean. A non-refundable Application Fee ($60 for applicants) is required of all applicants to a University of California graduate school.

The Graduate Group and the Graduate Division evaluate applications for admission with specific assessment of official transcripts of previous academic work, letters of recommendation, the results of the GRE test, and the applicant's "Statement of Purpose". Individual graduate programs may require other materials such as examples of previous work.

The other major factors considered by the Graduate Group admissions committee are the applicant's: (1) previous academic performance at an institution with degree standards equivalent to those of the University of California; (2) academic preparation for the graduate curriculum; (3) intellectual capacity; (4) motivation and maturity (because of their strong relationship to performance); and (5) specific areas of academic interest. An applicant might be denied admission because of a lack of strength in any of the first four areas, or because the program does not match the applicant's interests in terms of focus and/or academic resources. Please note that the requirements listed in this handbook (e.g., at least a 3.0 undergraduate GPA for graduate admission) are minimum standards, and individual programs have the prerogative to apply more stringent requirements.

A 3.0 grade point average is the minimum requirement for admission to graduate study, but a lower GPA may be accepted by exception when balanced by other positive indicators of potential. Even a recognized bachelor's degree is not an absolute requirement. As an exception, students of unusual intellectual achievement may be admitted without having earned an undergraduate degree.

The number of applicants each year who meet the minimal requirements for admission is substantially larger than the number that can be supported by the available university resources (faculty, laboratories, libraries, funding). A fundamental principle is that University of California graduate programs are not required to accept all applicants who meet a minimum standard, nor must they fill the available spaces on a first-come, first-served basis. The objective of each Graduate Group admissions committee is to admit the applicants who are best qualified. In this context, "best qualified" is measured in terms of an applicant's potential achievement (in both graduate study and subsequent careers), and his or her potential contribution to the University's missions of education, research, diversity, and public service.

2. Exceptional Admissions

All exceptional admissions must be reviewed by the Graduate Dean before admission is granted. Exceptional admissions include: low undergraduate GPA (even for students with graduate degrees); lack of a U.S. bachelor's degree equivalent and/or lack of official transcripts verifying the award of the degree; lack of Graduate Record Examination (GRE), or GRE score older than 5 years, if required; lack of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores; low TOEFL or IELTS scores; or TOEFL or IELTS scores more than two years old for students whose native language is not English.

For exceptional admissions, the Admissions Committee Recommendation (ACR) form should be completed in the usual manner and then forwarded to the Graduate Division, along with supporting documents and written justification for exceptional admission. Following review by the Graduate Dean, the Graduate Group will be notified of the Graduate Dean's decision. The letter of admission (or denial) will then be sent to the applicant by the Graduate Division.

3. Waiver of Standard Graduate Admission Requirements

a. Low Grade Point Average

Infrequently, recommendations are received from Graduate Groups to admit someone with a grade point average below the required 3.0. It is possible to admit an applicant with a low grade point average who may appear to be highly qualified based upon recent GRE standardized scores and/or professional experience. A request for an exception to the minimum GPA of 3.0 may be made in writing from the program to the Graduate Dean. The individual may be admitted only with approval of the Graduate Dean; and admission often is conditional, based on satisfactory completion of the first year course work.

b. The Bachelor's Degree

On rare occasions recommendations are received from Graduate Groups to admit someone who does not appear to have the equivalent of a baccalaureate degree on the basis of formal academic credentials. It is possible to admit a very highly qualified person to graduate standing by waiving this established requirement provided the following criteria are satisfied:

1) Inappropriateness of requiring the applicant to complete an undergraduate program because of: unusual intellectual maturity; conflicting responsibilities which would unreasonably extend the amount of time required; and a significant level of achievement in a specialization related to the graduate program of interest.

2) Demonstrated ability to do graduate level work, as evidenced by: GRE or similar test scores; published papers or other examples of work in a related area; adequate preparation in foundation areas; and letters of recommendation.

3) Evidence of having attained a depth and breadth of intellectual development equivalent to an undergraduate education, including a specialization comparable to an undergraduate academic major. This should be determined by such means as are deemed academically appropriate by the Graduate Dean. It might include a review of the applicant's related work and evaluation of any teaching or research experience by an ad hoc advisory committee composed of regular faculty members.

Waiver of the bachelor's degree requirement must be approved in advance and in writing by the Graduate Dean before admission. Exceptions must be reported to the Graduate Council.

c. The Graduate Record Examination (GRE)

The Graduate Record Examination administered by the Educational Testing Service (ETS: http://www.ets.org) or a like indicator of potential for achievement in graduate study, is required (along with official transcripts of previous academic work, including award of the bachelor's degree, letters of recommendation, and applicant statement of purpose) as part of the formal application for admission to graduate study. While there is no minimum score requirement, fellowships are rarely awarded in the absence of a complete application file, including GRE scores. Scores for tests taken five or more years before an application is submitted can be used only if approved by the Graduate Dean.

Graduate Group Admission Committees are urged to consider GRE scores only as appropriate and relevant to the particular field of study and only as one of a number of indicators of potential for success in graduate study. Where English is not the primary language of the applicant, TOEFL or IELTS scores may provide supplementary information. Alternative GRE tests, and testing situations, are provided by

the Educational Testing Service for physically handicapped applicants on request. It is possible, given other indicators of potential for success in graduate study, to formally admit an applicant with the provision that GRE scores be submitted prior to matriculation or within the first semester after registration.

On rare occasions, it is possible to waive the GRE requirement, provided that substantial evidence of achievement in graduate work in a recognized academic institution can be provided. The criterion generally applied in such cases is either: (l) Completion of at least two full years of post-baccalaureate course work exclusive of credit for thesis or independent research, with superior scholarship; or (2) prior formal advancement to candidacy for Ph.D. Requests for these exceptions must be submitted in writing to the Graduate Division.

d. Demonstration of English Language Proficiency

Applicants whose primary language is not English are required to submit TOEFL or IELTS scores for admission consideration. However, the TOEFL or IELTS requirement will be waived automatically for applicants who have received a post-baccalaureate degree from a U.S. college or university.

4. Second Advanced Degrees

The University of California, in general, discourages the duplication of advanced degrees. At the same time, it recognizes that a professional degree does not duplicate an academic degree, and that the holders of either an academic or professional degree may have the pressing need to earn another degree in an area different from that of their first academic endeavors.

The Graduate Dean has delegated the authority to admit students for a second Master's degree to the Graduate Groups. Admission for a second Ph.D. is only by exception to policy and must be approved by the Graduate Dean; however, such requests are rarely granted. All requests must be made in writing to the Graduate Dean and should include strong justification for admitting the applicant for a second Ph.D. It must also be accompanied by a statement assuring the Graduate Dean that the applicant's first Ph.D. is in an unrelated area, and that there will be no duplication, transfer, or waiving of course work.

5. Limited Status

Applicants who wish to undertake graduate study at UCM after the award of the bachelor's degree, but whose proposed study is not within a graduate degree program, are ordinarily admitted under Limited Status. University of California academic regulations provide for the admission of students to Limited Status for two purposes: (1) to pursue a specific academic program which does not lead to an advanced degree; or (2) to prepare for admission to a graduate or professional program by enrolling for a prescribed set of courses (usually undergraduate courses). The general requirements for admission to Limited Status are the same as those for graduate admission, with the exception that Graduate Record Examination scores are not required.

The Graduate Dean may offer admission to Limited Status upon the recommendation of a Graduate Group, which has agreed to oversee the student's program. Limited Status students may enroll in graduate courses, but courses taken while in Limited Status will not satisfy residency or minimum graduate-level course requirements for any UC graduate degree program to which the student may eventually be admitted.

Admission to Limited Status is ordinarily for a period of two semesters (one academic year) and does not imply admission to graduate study at some later date. The Application for admission to Limited Status

includes a non-refundable Application Fee of $60. The application deadlines for Limited Status are the same as those for applications to graduate study. Persons who wish to apply directly for Limited Status should first consult the Academic Dean, Director, or Chair of the Graduate Group with which the applicant wishes to affiliate. A Graduate Group must recommend admission, define the prescribed course of study, and provide academic advising.

6. Non-degree Graduate Admission

Although students ordinarily may be admitted to a UC graduate school only for the purpose of study leading to an advanced degree, some exceptions are granted. Ordinarily, they involve an international exchange student or a candidate for a degree at an institution other than the University of California. The circumstances of each possible exceptional admission should be discussed with the staff of the Graduate Division as early as possible. A complete application for admission (which may be completed online at https://bannerprod1.ucmerced.edu/pls/prod/twbkwbis.P_GenMenu?name=homepage) with statement of purpose, academic records, test scores, and letters of recommendation will be required before a final admission decision is made. Exceptional admissions will be granted for a specific period of time, ordinarily one year or less, and for a specific academic purpose. High academic qualifications and enhancement of the academic program will be the primary criteria for special non-degree admission to graduate study. The letter of admission (or denial) will be sent by Graduate Division. Students enrolled in study-abroad partnership universities (http://www.eap.ucop.edu/reciprocity/UC_hostsREC_06-07.htm) are exempt from additional tuition or fees. All others admitted to non-degree graduate status must pay all fees and nonresident tuition (if applicable).

7. Visiting Graduate Scholars

Visiting Graduate Students (enrolled in other academic institutions) may be awarded the status of Visiting Graduate Scholar (VSG) at the discretion of the Graduate Dean. Ordinarily a VSG is an international exchange student or a candidate for a degree at an institution other than the University of California, whose visit is solely for the purpose of conducting research under the local guidance of a member of the UC Merced faculty. Applicants for a Visiting Graduate Scholar appointment must obtain the approval of a sponsoring UCM faculty member, the associated Graduate Group Chair, the Graduate Group Lead Dean and the Graduate Dean. Visiting Graduate Scholars are charged the local campus student fees. Visiting Graduate Scholar appointments are for a period of up to one year. Appointments may be renewed with approval of the respective sponsors and the Graduate Dean.

B. The Application Process

1. Requirements for All Applicants

a. Application Fees

Each University of California campus to which an applicant applies requires a non-refundable application fee of $60 for all applicants. Applications cannot be processed until the application fee has been received. The application fee is devoted to the administrative cost of processing all applications received, and is non-refundable under any circumstances, regardless of outcome, the date of filing, time of review, or if, for whatever reason, the application is withdrawn.

1) Domestic Applicants

A non-refundable application fee of $60 made payable to "UC-Regents" must accompany the paper application form, or you may pay via MasterCard® or Visa® credit card. Applications are accepted

electronically, either mail a check or money order along with application fee form or pay by Visa® or MasterCard®. Submit check or money order in U.S. dollars, made payable to "UC Regents". Print the applicant's name and address on the check or money order.

2) Foreign Applicants

The non-refundable application fee for non-domestic applicants is $60. Due to the difficulties involved in handling foreign checks, the UCM Cashier's Office will only accept international money orders or international bank drafts in U.S. dollars drawn on a U.S. bank. Please note that all international drafts must have the name, address and complete AB routing numbers of the U.S. bank imprinted on the draft.

Do not send cash. Cash cannot be accepted.

Mail application fee forms and a money order drawn in a U.S. bank to described above to:
Graduate Division
University of California, Merced
PO Box 2039
Merced, CA 95344

b. Transcripts

One official transcript of all previous post-secondary academic work must be submitted. Transcripts should be sent directly to the UC Merced Graduate Division by the Registrar of the issuing institution. When students have final work in progress at the time of the first application, a final official transcript covering that work and certifying the award of any degree must be received before the student is officially enrolled. In such situations, the student is admitted provisionally, pending receipt of an official transcript reflecting award of the bachelor's degree.

c. Graduate Record Examination Scores

GRE scores are required for admission to graduate study at UCM. Graduate Groups may reserve the right to require GRE Subject Test scores in the area of specialization. The applicant must request that the Educational Testing Service report scores directly to the UCM Graduate Division; scores from tests taken more than five years earlier may be accepted only if approved by the Graduate Dean.

d. Letters of Recommendation

Three letters of recommendation, preferably from professors or instructors in the proposed field of study, are required. As a result of federal and state legislation, letters of recommendation are open to inspection by the applicant, unless a voluntary statement waiving the applicant's right of access to the letter of recommendation is submitted with the letter. The waiver statement must be on a separate sheet of paper; no statement about confidentiality can appear on a letter itself, which is used by a Graduate Group admissions committee. Forms for this purpose are provided as part of the graduate application package, and are available for download from *http://graduatedivision.ucmerced.edu*.

e. Statement of Purpose

The Statement of Purpose provides important guidance to the Graduate Group committee in their decision. It is important to the determination as to whether the applicant's academic objectives can reasonably be satisfied in the graduate program to which admission is sought.

f. Individual Program Requirements

Individual program requirements must be consistently applied to all applicants to a single program, but may vary from program to program. Typical individual program requirements include, but are not limited to, samples of previous academic work, writing samples, statements about research experience or foreign language competence, and portfolios of artistic or creative endeavors, or specific testing requirements.

2. Special Requirements for International Applicants

a. Application

Applicants who are not citizens or permanent residents of the U.S. are subject to all standard UCM admission requirements. In addition, they must provide satisfactory evidence of financial support and English language proficiency in order to complete their application and to obtain the necessary visa documents.

Special care should be exercised when admitting international students. It is unfair to the applicant to recommend admission in the absence of clear evidence that there are sufficient English language skills and financial resources, as well as background in the discipline, to ensure success in the graduate program. Many students underestimate both the time and the financial resources required for completion of a graduate degree at UCM. Some international applicants may also misinterpret encouraging communication as a firm contract with regard to admission and/or financial support. International applicants are urged to apply at least four months prior to the stated application deadline dates. Graduates of recognized academic institutions outside the U.S. ordinarily should have completed degree programs representing a minimum of 16 years of schooling with at least 12 years at the elementary and secondary school level. Applicants holding only professional diplomas or higher certificates in accounting, business, physical education, or health education from universities or technical and vocational schools should not apply. Members of professional associations, such as the Institute of Chartered Accountants, are not qualified for graduate standing unless they also hold recognized university-level degrees or titles.

b. Evaluation of International Credentials

The international applicant is expected to possess the equivalent of completion of a U.S. bachelor's degree with a satisfactory level of scholarship. Upon request by the Graduate Group, the Graduate Division will review international transcripts and other credentials, and provide a supplemental evaluation that states equivalency to U.S. degrees and measures of academic standing according to established guidelines for the particular international educational system.

Graduate Division staff rely on a comprehensive library of independent international education systems information and, in particular cases, on the resources of the University of California, the National Association of International Student Advisors, and international consulates and embassies. This evaluation can be provided only to formal applicants for graduate study at UCM, and only on the basis of official credentials provided as part of a formal application. Only general information about bachelor's degree equivalency can be provided prior to application; for specific credential evaluation prior to application, inquiries may be referred to independent professional agencies, which provide this service for a fee. Such evaluations are advisory only, and may not be accepted as the sole basis of admission actions.

c. Foreign Academic Records

Two sets of official records from foreign institutions should be sent directly to the UCM Graduate Division. All applicants are required to submit official records from each academic institution attended

after secondary school. Official records are original documents, issued by the institution, which bear the actual signature of the registrar and the seal of the issuing academic institution. True copies, facsimiles, or photocopies will be accepted only if the photocopies themselves have been personally signed by an academic or public official who has certified that they are exact copies of the original documents. Each certified copy must also bear the seal and title of the authorizing official. Uncertified photocopies are not acceptable. American embassies or consulates are not authorized to certify academic records.

d. Required Records

Unless academic records and diplomas are issued in English by the institution, the official records in their original language must be submitted with an authorized, complete, and exact English translation. All official academic records must show the dates of applicant's enrollment; all subject or course units, credits, or hours; and grades in each subject. If rank is determined by the results of comprehensive examinations, records should show the examination date and applicant's scores, rank, class, and division. All records must include a complete description of institutional grading scales or other standards of evaluation with maximum grades and minimum marks indicated. The applicant must also submit official evidence of the conferral of all degrees, diplomas, or professional titles and the date of the formal conferral (month and year). These certificates should indicate the exact name of the degree, diploma, or title, as it is known in the country of origin and not in American terms. If applicant is applying prior to the end of the applicant's final year of study, a supplementary record showing completion of all remaining course work and evidence of the award of the degree must be sent as soon as it is available. If applicant has also attended a university in either Canada or the U.S., including any campus of the University of California, the applicant must have the registrar of each institution send an official transcript. Records submitted to UCM will not be copied, returned to applicant, or sent elsewhere.

e. English Language Proficiency

1. Demonstration of English Language Proficiency for Admission:

Applicants whose primary language is not English are required to demonstrate proficiency in English for admission consideration. However, this requirement will be waived automatically for applicants who have received an advanced degree from an accredited U.S. college or university. (International applicants must take an approved English proficiency examination prior to admission, and applicants will not be admitted provisionally if they lack an acceptable proficiency score.) Proficiency in English may be demonstrated by passing **one** of two standardized, internationally administered tests: TOEFL (the Test of English as a Foreign Language); or IELTS (International English Language Testing System). The applicant should take one of these tests at the earliest available date to ensure that the scores are reported in time to meet application deadlines.

TOEFL: The TOEFL is administered by the Educational Testing Service (ETS).

TOEFL Score Requirements for Admission Consideration:

- For the **paper-based** test, a minimum score of **550**
- For the **computer-based** test, a minimum score of **213**

TOEFL iBT (internet Based Testing)– Started in September 2005 in the U.S.: The TOEFL iBT, administered by the Educational Testing Service (ETS), is the next generation of the TOEFL exam. The test was introduced September 24, 2005 in the U.S., and phased in for other countries through 2006. The new test includes a speaking component.

TOEFL iBT Score Requirements for Admission Consideration: An overall minimum score of **68** for

admission as unfunded student or a Graduate Student Researcher. The minimum scores on each section are: Writing – **18**, Speaking – **17**, Listening – **18,** and Reading – **17**.

TOEFL and TOEFL iBT scores that are two years old or older are not acceptable. Results of institutional (non-ETS) administrations of the TOEFL or TOEFL iBT are not acceptable.

IELTS: English language proficiency may also be demonstrated by passing the Academic Modules of the International English Language Testing System (IELTS) exam.

IELTS Score Requirements for Admission Consideration: An overall minimum score of 7 for admission, with a score of no less than 6 on any individual module. IELTS test scores that are two years old or older are not acceptable.

2. Demonstration of English Language Proficiency for Teaching Assistant Employment

International and U.S. Permanent Resident graduate students who are not citizens of countries where English is either the primary or dominant language as approved by the UCM Graduate Council, who wish to be considered for appointment as a Teaching Assistant or Teaching Associate, must pass an approved oral English proficiency examination. There is no exception to this requirement. Oral English proficiency may be demonstrated by achieving a score of at least **26** on the Speaking component of the TOEFL iBT. Minimum scores on the rest of the test are: Writing – **18**, Listening – **18,** and Reading – **17**, for a total cumulative score of **77**.

For more information regarding oral English proficiency requirements for the purpose of graduate student employment, see Section IV. Academic Appointments and Graduate Student Employment, 1. a. Teaching Assistant and Associate.

f. Verification of Financial Resources

International applicants are required to certify that they possess sufficient funds to cover all fees, transportation, and living expenses for the first year of their studies at UCM. A Confidential International Applicant Questionnaire (CIAQ) for the purpose of verifying the amount and source of funds available for graduate study will be forwarded to international applicants upon admission. The required financial verification must be provided before visa forms can be issued. International applicants who have deferred admission must submit an updated confidential International Applicant Questionnaire and an updated financial verification statement before visa documents can be issued.

3. Application Deadlines

For most programs the deadlines for the receipt of the application, the application fee, and all supporting documents is January 15th for Fall semester. If this date falls on a holiday or weekend, the deadline is extended to the next working day. **NOTE:** To receive full consideration for fellowships and assistantship awards, the deadline for application for all graduate programs is January 15.

Some Graduate Groups may have earlier or later deadlines for filing the application. Potential students are advised to consult with the Graduate Group of interest to determine their deadline. Please note that late applications will be considered on a space-available basis only. Fellowship and other financial support will depend on availability of residual funds. International applicants are strongly advised to submit their applications as early as possible, at least four months prior to the application deadline.

II. ADMISSIONS

C. Admission Decisions

1. General Policy

A major responsibility of the Graduate Dean, in cooperation with the Graduate Advisors and the Graduate Group Admissions Committees of the individual graduate programs, is to ensure that each applicant receives fair, reasonable, and timely consideration in the admissions process. When a graduate program admits an applicant, the University has entered into a binding contract. The utmost care should be taken that such actions are appropriate and in accordance with campus policy. The Graduate Division reviews all admission actions on behalf of the Graduate Dean. Programs will be notified immediately when it is determined that such actions do not follow required procedures.

2. The Admissions Committee Recommendation (ACR)

When a decision has been reached to admit or deny an applicant and the applicant has been so notified, the ACR form should be carefully completed and returned to the Graduate Division with a copy of the admission or denial letter, letters of recommendation, and a single copy of the official transcript. The Graduate Dean makes admission by exception, and the Graduate Division upon the Graduate Dean's approval will send the letter of admission. For such cases, the comments section of the ACR is intended to serve in lieu of a separate memo to briefly justify any unusual circumstances or to provide additional information to assist the Graduate Division staff in reviewing the recommendation, and must be completed in a case where admission is recommended with an undergraduate GPA of less than 3.0, or where other exceptional circumstances apply. The ACR form is available for download from Grad forms. It is important that a decision is made on each application and communicated to the applicant within a reasonable period of time, but at least 30 days before the beginning of the semester to which admission is requested. The decision may be to admit, to deny, or to continue consideration for a later semester. The experience of most graduate programs indicates that early offers of admission result in success in the competition for outstanding applicants.

Approximately 30 days before the beginning of the semester of requested admission, the Graduate Division will request action on all remaining open files. In the event that a decision cannot be made by the Graduate Group Admissions Committee in time to allow admission for the specified semester, the applicant should be notified immediately. If a decision is not reached by the deadline announced by the Graduate Division, the applicant's file will be closed and the applicant will be notified.

3. Provisional Admission

An applicant may be admitted provisionally, pending receipt of items such as final transcript showing awarding of a bachelor's degree, GRE scores, or other requirements, but this must be noted on the letter of admission. (Applicants may not be admitted provisionally pending receipt of TOEFL scores unless an unofficial score has been submitted.) While the student will be allowed to enroll provisionally, all provisions of admission must be satisfied within six weeks prior to the end of the second semester of enrollment. The Graduate Division will send warning email or letters to all students who have not cleared their provisions of admission.

4. Conditions of Admission

The graduate program may attach specific conditions to admission, such as the satisfaction of certain course work requirements during the first academic year. Students may not be admitted with the condition

that they obtain a particular score on the GRE examination. It is the graduate program's responsibility to notify the student of conditions at the time of admission. A copy of the written notice should be sent to the Graduate Division. Conditions attached to admission should not be construed as probation; i.e., graduate students are not admitted "on probation". If the appropriate conditions constitute substantial work at the undergraduate level, admission to Limited Status may be a more appropriate alternative to conditional admission.

5. Denials

a. Notice of Denial

If the academic program denies admission to an applicant, a denial letter should be sent to the unsuccessful applicant as soon as possible after a decision is made, with a copy provided to the Graduate Division. The Graduate Division upon request will provide sample denial letters for use by Graduate Groups.

b. Denial - Application Incomplete

Where there is not sufficient information for action by the Graduate Group Admissions Committee in time to allow admission for the specific requested semester, the ACR should be returned to the Graduate Division with the "Application/File Closed... Incomplete File" box checked. The form letter quoted below should be sent to the student with a copy forwarded to the Graduate Division with the ACR. "*Because documents essential to your application for admission to graduate study at the University of California, Merced have not been received, we have closed your application file. If you would like to be considered for admission in the next open semester, please send a brief note to that effect to the Graduate Division, University of California, Merced, PO Box 2039, Merced CA 95340 Attn: Admissions.*" If the applicant responds requesting consideration for the subsequent fall semester, the application file is reactivated.

c. Appeal of Admission Decision

To learn more about the factors that led to the decision to deny admission, the applicant should contact the specific graduate program. An applicant who then wishes to appeal the decision should contact the Graduate Dean. In cooperation with the Graduate Group, any complaint that due process was not accorded, or that the result was in some way affected by illegal bias, will be carefully investigated. In most instances, the Graduate Group is asked to review the earlier recommendation of their Admissions Committee. Whether or not the earlier recommendation is changed to favor admission of the applicant, the result is communicated to the applicant via letter sent by the academic program. Sample letters are available from the Graduate Division. If the denial of admission still stands and the applicant wishes to further pursue the matter, an appeal to the Graduate Research Council is the final review step in any graduate admission grievance.

6. Deferral of Admission/Postponement of Matriculation

When an applicant has been admitted to pursue graduate study at UCM, a request for deferral of admission is considered a request for admission to a later semester. The request for deferral must be made in writing to the academic program and will be reviewed by the Graduate Advisor or Graduate Admission Committee Chair. Deferrals can be granted for a maximum of two semesters following the original semester of admission. The deadline for requesting a deferral of admission is the end of the second week of classes in the semester of initial admission. Deferral letters will be sent to applicants by the Graduate Group. **Note**: deferral of **admission** does not automatically convey deferral of any offer graduate employment or fellowship support.

D. Readmission

A student who has previously withdrawn from UCM or whose student status has lapsed may request readmission to graduate study by submitting a new Application for Graduate Study. Payment of the nonrefundable Application Fee is required. A new statement of purpose and transcripts of any additional academic work completed since last enrollment at UCM must be submitted and submission of new letters of recommendation is advised. Files of inactive students who have not completed a graduate degree at UCM are retained in the Graduate Division for five years after the last semester of enrollment.

All applications for readmission are subject to the same careful review as those of new applicants. If readmitted, a student's previous academic work will be applied toward the requirements for an advanced degree only with the approval of the Graduate Advisor and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of readmission and may be required to satisfy certain requirements a second time, including formal advancement to candidacy. A readmitted student will be expected to complete at least one additional academic semester in residence before receiving an advanced degree, which will be conferred no earlier than the second semester following readmission. Prior to formal readmission, the applicant should be advised in detail about the requirements that must be satisfied for completion of the advanced degree, and in most cases, a timetable for completion should be established. The Graduate Division should be consulted if there is any doubt about the requirements. A copy of the letter conveying the correct and complete advice to the applicant for readmission should be sent to the Graduate Division.

III. FELLOWSHIPS AND GRANTS

A. Graduate Student Support at UCM

Financial support is available to most graduate students at UCM. These include, but are not limited to, fee fellowships, tuition fellowships for nonresident students, grants-in-aid, stipend support, merit-based fellowships, diversity fellowships, and academic student employment performing teaching and/or research assistance. This section will discuss the various fellowship opportunities afforded to UCM graduate students. For information concerning employment, please refer to Section IV on Academic Appointments and Graduate Student Employment.

B. Fellowships

1. Types of Block Allocation Fellowship Support

UC Merced's Fellowship funds are administered by Graduate Division and the Financial Aid Office in close cooperation with the Graduate Groups. The Graduate Dean authorizes award of certain fellowships after consultation with the Graduate Group Advisors.

a. Nonresident Tuition Fellowships

1) Domestic Ph.D. students who are citizens or permanent residents of the United States may be awarded tuition fellowship support on the basis of outstanding scholarship for a maximum of one year (two semesters). A third semester of Tuition Fellowship support may be awarded in those exceptional instances where, under California residency requirements, the student is unable to establish residency for tuition purposes until the fourth semester of graduate study. Students are expected to pursue state residency requirements in a timely manner.

2) International Ph.D. students who have demonstrated outstanding scholarship and academic progress

may receive tuition fellowship awards. Tuition support beyond the third year may be awarded only to formal candidates for the Ph.D. Following advancement to candidacy, doctoral students who are not California residents will have their Nonresident Tuition reduced by 75 percent for a period of up to three 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. For further information regarding the Tuition Reduction Program, see Section V. D. Tuition Reduction for Non-Resident Doctoral Students (International Students).

b. Dissertation Fellowships

Dissertation Fellowships provide support to outstanding continuing graduate students in order to facilitate their focus and prompt completion of a high quality dissertation. The award is intended to relieve the Fellow from service obligations for fulltime attention to dissertation completion. Thus, the fellow may not be employed while receiving a Dissertation fellowship. The award may be for one or two semesters in which the student is enrolled in classes, and is not renewable past one year.

1) The will cover the education and registration fees but not the local campus fees.
2) The dissertation fellow may not hold any service appointment during the fellowship semester.
3) Nominees must already have formally advanced to candidacy for the Ph.D. Successful completion of the Ph.D. is expected no later than two semesters of continuous enrollment after the fellowship tenure.

2. Special Fellowships

3. Extramural Fellowship Information and Advising

The Graduate Division receives information about extramural fellowship and grant opportunities, and provides assistance to students who wish to apply for support available from federal agencies, foundations, and other non-University sources. From time to time special notices of fellowship competitions administered by the Graduate Division will be distributed via an electronic mailing list.

In June of each year, the Graduate Division organizes a meeting for graduate students interested in the Fulbright, DAAD, and other fellowship programs for overseas study.

C. Pre-Doctoral Fellowship Policies

This section describes campus policies and procedures related to fellowships or scholarship awards to graduate students that are administered by the University. These may include both University (intramural) and extramural fellowships depending upon the type of award.

1. Definition of Intramural Fellowship

An intramural fellowship is defined as a University funded award that is offered to a graduate student formally admitted for graduate study in a Doctoral or Master's program. University funded fellowships or scholarships are awarded primarily on the basis of outstanding scholarly achievement and promise. Awards are offered by the Graduate Division to enable graduate students to pursue study leading to an advanced degree without requiring them to render any service obligation. An intramural fellowship award may include a stipend, student fee fellowship, a summer research fellowship, payment of nonresident tuition, or a combination thereof. Additional support may be provided to a student through on-campus employment offered by an academic unit or via extramural support.

2. Definition of Extramural Fellowship

An extramural fellowship is defined as an award that is funded by sources external to the university and intended to financially support a graduate student formally admitted for graduate study in a Doctoral or Master's program. Extramural funded fellowships, grants, or scholarships are awarded primarily on the basis of outstanding scholarly achievement and promise. Awards are typically funded by federal or state agencies; benefactors of UCM, or other entities separate from UCM. Institutional awards, commonly in the form of federal grants, are awarded to a specific academic unit for student support. Traineeship appointments and fellowship recipients are decided at the academic unit level. Examples are the Department of Education GAANN, NIH/PHS training grants and NSF Research Traineeships. However, UCM serves in a custodial role and usually administers the funding including payment to the student. An extramural award may include a stipend, student fee fellowship, a summer research fellowship, payment of nonresident tuition, or a combination thereof. If consistent with the external agency's guidelines, additional support may be provided by an academic unit via intramural or university fellowship or employment.

3. Responsibility

Campus policies and procedures related to University administered fellowships or scholarships are under the jurisdiction of the Graduate and Research Council and the Graduate Dean. Nominees for these awards are evaluated on the basis of criteria established by the Graduate Council in consultation with the Graduate Dean. Individual Graduate Groups are authorized to make awards directly to students from their annual block fellowship allocation and other sources. However, final responsibility for University administered fellowships (intramural and extramural) and for the establishment and monitoring of policies and procedures related to their administration rests with the Graduate Division.

4. Criteria for Awards

a. Admission to Graduate Study

Fellowship nominations and award letters for students applying for graduate admission must be preceded by formal admission by the Graduate Division. Under certain conditions, the admission letter may contain a fellowship offer. The student's Graduate Group can provide further information.

b. Full Time Graduate Student Status

Award recipients must register (enroll and pay fees) at UCM by the established deadline each academic semester, and devote full time (12 semester units) to graduate study and/or research in the field for which the award is made. Fellowship support will not be given to students with part-time status.

c. Leave of Absence

A graduate student may **not** be on a leave of absence and retain a fellowship. Deferment of fellowship offers to a different semester than that semester originally offered may not be allowed.

d. Non-degree or Filing Fee Status

Graduate students in non-degree status are not eligible for fellowship support. Similarly, a graduate student may not receive a fellowship while on Filing Fee Status.

5. Responsibility of Successful Nominees

Both newly entering and continuing students who receive an award must accept or decline the offer of the award by April 15 in accordance with CGS guidelines (see 6 below) using the UCM form provided for this purpose or notify the Graduate Division if they cannot meet this deadline.

For U.S. resident students only, they must submit a Free Application for Federal Student Aid (FAFSA) to the designated processor (as indicated in the application) whether or not they believe they qualify. The FAFSA is available online at www.fafsa.ed.gov. UC Merced's shared code for this application is 001313.

Fellowship recipients must register at UCM each semester and devote full-time (12 semester units) to graduate study and/or research during the tenure of the award and remain in good academic standing and make satisfactory academic progress per policy during the tenure of their award. Further information regarding satisfactory progress toward degree can be found in the documentation of each grad group.

6. Council of Graduate Schools in the United States Resolution

UC Merced subscribes to the United States Council of Graduate Schools resolution concerning graduate fellowships which states: "Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit, in writing, a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer."

7. Conditions of Awards

a. Limitation of Fellowship Stipends

The Graduate Dean, in consultation with the Graduate and Research Council, the student's home graduate group, and the office of financial aid, determines the appropriate level of intramural fellowship stipends to be awarded from University fellowship funds.

b. Supplementation Policy

With the prior approval of the Graduate Dean, graduate student fellowships or traineeship stipends administered by the University may be supplemented subject to the following provisions:

1) Continued full-time satisfactory progress toward the degree objective is required. Any traineeship must be related to the student's academic program.
2) All limitations, rules, stipulations of the particular fellowship or traineeship by the outside agency or sponsor must be honored.
3) If the employment is in applicable teaching title codes, any appointment is subject to the terms and conditions of the collective bargaining agreement between the University of California and the UAW.
4) Students participating in the Faculty Mentor Program or receiving Dissertation Fellowship

support may not hold any teaching appointment during the tenure of the award.

5) For those eligible for both a University funded fellowship and an extramural fellowship, the University funded portion of the award will be limited to an amount which, together with the extramural award, brings the total amount to the maximum University funded fellowship award. If the extramural award provides for payment of fees and/or tuition, the extramural award takes precedence over University funded fellowships for those expenses.
6) There is no specified limitation on extramural fellowship awards. The Graduate Dean will review the level of extramural fellowships awarded and consult with the Graduate Council in those cases where the award may appear excessive.
7) However, limitations on accepting employment or other support while receiving support from an extramural fellowship award may exist. Please refer to the respective extramural award conditions and guidelines.
8) The Chair of the student's Graduate Group must be notified before an appointment of employment can be made. UCM policy limits student employment.

D. Research Support

In evaluating research support vis-à-vis fellowship support, note that campus policy requires the remission of all education and registration fees (exclusive of local campus fees) and tuition expenses for GSRs appointed at least 25% time for the entire semester. Remission expenses are to be debited to the salary funding source. Under most circumstances, fellowships may not be used to pay fees and/or tuition if a student is already supported on a remission-eligible appointment as a GSR.

In addition to the research support provided through extramural funding in the form of Graduate Student Researcher (GSR) appointments, the Graduate Division administers several University of California programs designed to support graduate student research. In general, these funds are directed primarily to the support of research leading to the successful completion of the Ph.D., and priority is given to requests related to progress toward this objective. A condition of all grant awards is that the student maintains satisfactory academic progress and be enrolled as a full-time graduate student during the semester of the award tenure.

IV. ACADEMIC APPOINTMENTS AND GRADUATE STUDENT EMPLOYMENT

As a major research university, UC Merced seeks to form a graduate student body that has the training and experience necessary to assume their function as the next generation of university faculty or to assume career leadership responsibilities of presenting ideas in the professions.

A. Graduate Student Teaching Appointments (Teaching Assistant, Teaching Associate, Reader, and Tutor)

Experience as a teaching assistant is considered central to the preparation of such a pool of qualified graduate students. Some graduate programs formally require students to serve as teaching assistants, and almost all programs expect graduate students to be appointed in a teaching capacity sometime during the course of their graduate programs. Serving as a teaching assistant is a valuable tool; e.g., preparing for the oral qualifying examinations and the oral defense of the dissertation. Through active involvement in course instruction, teaching assistants gain a firmer understanding of basic course materials, the ability to think on their feet, organize their thoughts, and communicate clearly and effectively. These are skills appropriate for the holder of an advanced degree; no matter what career path is eventually taken. The primary teaching responsibility of the University of California is vested in the faculty. Graduate student teaching responsibilities generally include assistance in such activities as classroom/laboratory teaching, leading discussion groups, office conferences with students, preparation of materials for instruction,

proctoring examinations, and correcting student papers and examinations. Academic appointment criteria for graduate students, as stated in this manual, are minimum University standards and requirements.

NOTE: UCM Academic Student Employees (ASEs) appointed as Teaching Assistants, Teaching Associates, Readers, and Tutors are covered by a collective bargaining agreement between the Regents of the University of California and the Student Workers Union, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) AFL-CIO. The entire agreement is currently available at: http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/.

1. Student Academic Titles

The academic student employee titles related to instruction currently used at UCM are Teaching Assistant, Teaching Associate, Reader, and Tutor. There is no automatic progression from one title to another. Classification is determined by assigned duties.

a. Teaching Assistant

Definition: An academically qualified and registered graduate student in full-time residence chosen for excellent scholarship and for promise as a teacher, who is assigned to assist in the delivery of instruction under the active tutelage and supervision of a faculty member. The majority of graduate students who perform instructional functions are assigned to the Teaching Assistant title.

Responsibilities: Assist the supervising faculty member by conducting discussion, laboratory, or quiz sections that supplement faculty lectures; and by grading assignments or examinations. Teaching Assistants may provide input into the development of assignments or exams, and hold office hours. No prior teaching experience is required for appointment. The final responsibility for the content of the course rests with the supervising faculty member. A Teaching Assistant is not independently responsible for the instructional content of a course, selection of assignments, planning, examinations, determination of student grades or decisions on grade appeals; and is not assigned full instructional responsibility for an entire course.

Criteria for Appointment: For appointment as a Teaching Assistant, graduate students must be enrolled in a full-time program of study and making satisfactory academic progress. University policy establishes a maximum limitation of 49.9% time per semester for graduate student employment. No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below.

For *new and continuing* graduate students:

1) Enrollment in at least 12 units during the current semester (i.e., the academic semester in which the teaching appointment occurs).
2) Combined campus-wide employment of 49.9 percent time or less during any academic semester.*)*

For *continuing* graduate students:

3) During each of the two most recent semesters of enrollment:
   - Completion of 8 units or more of upper division or graduate level credit courses.
   - A letter grade of C, S, or above in all courses completed.
   - No more than two incomplete (I) grades.
   - A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.
4) Graduate students who have not advanced to candidacy for the doctorate may be appointed as a Teaching Assistant for a maximum of 8 semesters including the full period of the current or proposed appointment. Following advancement to candidacy, a doctoral student is allowed to be

appointed to an additional 4 semesters for a total maximum of 12 appointment semesters. An allowable semester is counted for any semester in which the student is compensated, at any amount/rate or percent time.

NOTE: International and U.S. Permanent Resident graduate students who are not citizens of countries where English is either the primary or dominant language as approved by the UCM Graduate Council, who wish to be considered for appointment as a Teaching Assistant or Associate, must pass an approved oral English proficiency examination. There is no exception to this requirement. Oral English proficiency may be demonstrated by achieving a score of at least **26** on the Speaking component of the TOEFL iBT. Minimum scores on the rest of the test are: Writing – **18**, Listening – **18,** and Reading – **17**, for a total cumulative score of **77**. Graduate students are responsible for ensuring that the UCM Graduate Division is notified directly of their scores by the testing centers. There is no exception to this requirement.

Exempt from the requirement of taking and passing the English language proficiency exams are citizens of the United States (regardless of country of origin) and citizens of countries where English is either the primary or dominant language as approved by the UCM Graduate and Research Council. Non-U.S. citizens who are permanent residents or hold other non-citizen status and are residing in the United States, who have completed their undergraduate education in the United States, or have attended American schools abroad are *still* required to pass one of the English language proficiency examinations noted above. International and permanent resident graduate students whose native language is not English, who have completed *all years of their high school education* in the United States, are eligible to request an exemption by submitting a request and official high school transcripts to the Graduate Student Employment Analyst in the Office of Academic Affairs. No student is permitted to begin an appointment as a Teaching Assistant until the exemption has been approved in writing.

b. Teaching Associate

Definition: An academically qualified and registered graduate student in full-time residence employed temporarily to teach a lower-division course. On an exception basis, a graduate student, upon recommendation from an academic unit, may be assigned an upper-division course or course section with the written approval of the Graduate Dean and the UCM Academic Senate's Undergraduate Council. Such approval must be obtained in writing prior to the student beginning their assignment/appointment.

Responsibilities: Assist in the instruction of any lower-division course, or may be assigned to conduct the majority of the instruction of a lower-division course. All instructional activities of graduate student Teaching Associates are to be supervised by a faculty member. A Teaching Associate with extensive teaching experience may be presumed to require less direct supervision than a less experienced Teaching Associate. When the recommendation for the appointment is made, the Graduate Dean will require a specific indication of how the instructional activity of the appointee will be supervised. During the academic year, a Teaching Associate may not be assigned responsibility as the Instructor of Record.

Criteria for Appointment: In addition to the criteria detailed previously for appointment as a Teaching Assistant, all of the following additional qualifications apply for appointment as a Teaching Associate:

1) A master's degree or equivalent training or advancement to candidacy for a Ph.D. degree.
2) At least one year of teaching experience (such as that of a Teaching Assistant) within or outside of the University.
4) Within normative time-to-degree.
5) In advance of the appointment, an exception approved in writing by the Graduate Dean (or designee) and the UCM Academic Senate's Undergraduate Council. See Section IV. C. 1. Exceptions for additional information related to exception requests for Teaching Associate

(Associate In) appointments.

NOTE: International and U.S. Permanent Resident graduate students who are not citizens of countries where English is either the primary or dominant language as approved by the UCM Graduate Council, who wish to be considered for appointment as a Teaching Associate, must pass an approved oral English proficiency examination. There is no exception to this requirement. Oral English proficiency may be demonstrated by achieving a score of at least **26** on the Speaking component of the TOEFL iBT. Minimum scores on the rest of the test are: Writing – **18**, Listening – **18,** and Reading – **17**, for a total cumulative score of **77**. Graduate students are responsible for ensuring that the UCM Graduate Division is notified directly of their scores by the testing centers. There is no exception to this requirement.

Exempt from the requirement of taking and passing the English language proficiency exams are citizens of the United States (regardless of country of origin) and citizens of countries where English is either the primary or dominant language as approved by the UCM Graduate and Research Council. Non-U.S. citizens who are permanent residents or hold other non-citizen status and are residing in the United States, who have completed their undergraduate education in the United States, or have attended American schools abroad are *still* required to pass one of the English language proficiency examinations noted above. International and permanent resident graduate students whose native language is not English, who have completed *all years of their high school education* in the United States, are eligible to request an exemption by submitting a request and official high school transcripts to the Graduate Student Employment Analyst in the Office of Academic Affairs. No student is permitted to begin an appointment as a Teaching Associate until the exemption has been approved in writing.

c. Reader

Definition: An academically qualified and registered graduate student (or qualified undergraduate student may be employed when graduate students are not available) employed as a course assistant.
Responsibilities: Generally includes the grading of homework, papers, laboratory reports, or examinations and the holding of office hours to respond to students' questions about such assignments. A Reader will not be given the responsibilities customarily assigned to Teaching Assistants.

Criteria for Appointment (Applicable to graduate students) No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below.

For *new and continuing* graduate students:

1) Satisfactory academic progress toward the degree objective.
2) Enrollment in at least 12 units during the current semester (i.e., the academic semester in which the teaching appointment occurs) is generally expected**.** Part-time graduate students (enrolled in 8 units or less) may be appointed as Readers. See Section IV. C. 4. Employment of Part-Time Graduate Students for further information.
3) Combined campus-wide employment of 49.9 percent time or less during any academic semester.
4) If appropriate, should have taken and received at least a letter grade of B in the course or equivalent for which the student is being recommended for appointment

For *continuing* graduate students:

5) During each of the two most recent semesters of enrollment:
   • Completion of 8 units or more of upper division or graduate level credit courses.
   • A letter grade of C, S, or above in all courses completed.
   • No more than two incomplete (I) grades.

- A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.

d. Tutor

Definition: An academically qualified and registered graduate or undergraduate student who provides tutoring to individual (one-on-one) or small groups of students.

Responsibilities: Facilitate independent learning and assist students in understanding course materials. While schools can use this title, the majority of Tutors at UCM are employed through the Student Advising and Learning Center. A Tutor will not be given the responsibilities customarily assigned to Teaching Assistants.

Criteria for Appointment (Applicable to graduate students)
No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below.

For *new and continuing* graduate students:

1) Satisfactory academic progress toward the degree objective.
2) Enrollment in at least 12 units during the current semester (i.e., the academic semester in which the teaching appointment occurs) is generally expected. Part-time graduate students (enrolled in 8 units or less) may be appointed as Tutors. See Section IV. C. 4. Employment of Part-Time Graduate Students for further information.
3) Combined campus-wide employment of 49.9 percent time or less during any academic semester.

For *continuing* graduate students:

4) During each of the two most recent semesters of enrollment:
   - Completion of 8 units or more of upper division or graduate level credit courses.
   - A letter grade of C, S, or above in all courses completed.
   - No more than two incomplete (I) grades except where stricter school policies apply, as indicated below:
   - A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.

e. Other Factors

Other factors that may affect appointment eligibility include, but are not limited to, English language proficiency, length of time since matriculation, candidacy status, established limits on supplementation of University administered fellowships, and traineeship support. For information related to exception requests, see Section IV. C. 1. Exceptions.

2. Benefits for Graduate Academic Student Employees (Teaching Titles)

a. Teaching Assistants and Teaching Associates

For graduate students who are appointed as Teaching Assistants and Teaching Associates at 25% time (160 hours of assigned workload) or greater within the respective semester's service period, the following benefits apply:

- Payment of the Graduate Student Health Insurance Program (GSHIP) mandated student fee.
- Partial fee remission (100% of the sum of the Educational and Registration fees for AY 2007/08).
- Defined Contribution Plan (DCP) coverage in accordance with UC Retirement Plan. (Summer Employment only).

b. Tutors and Readers

For graduate students who are appointed as Tutors and Readers for a guaranteed minimum of 160 hours of assigned workload within the respective semester's service period, the following benefits apply:

- Payment of the Graduate Student Health Insurance Program (GSHIP) mandated student fee.
- Partial fee remission (100% of the sum of the Educational and Registration fees for AY 2007/08) during each semester of employment.
- Defined Contribution (DCP) coverage in accordance with UC Retirement Plan. (Summer Employment only)

Graduate students who are appointed as Tutors and Readers for less than 160 hours of assigned work, but subsequently complete 160 hours or more of actual work during the respective semester's service period, will then be entitled to reimbursement of the GSHIP mandated student fee and the partial fee remission, if paid from personal resources. In those particular cases where a graduate student's fees and/or GSHIP were previously paid as a fellowship by the academic unit; then, upon satisfaction of the 160 hours minimum workload requirement, the academic unit will be given an accounting credit for the applicable costs associated with the prescribed partial fee remission and/or GSHIP. In no case will a student receive a direct cash payment if s/he did not incur any out-of-pocket expense related to fees or GSHIP.

NOTE: Following completion of 160 hours of assigned work during the respective semester's service period by a graduate student Tutor or Reader, whose initial appointment notification letter did not guarantee a minimum of 160 hours of work, the academic unit, in conjunction with the student, is required to provide the following request and documentation to a Graduate Student Employment Analyst in the Office of Academic Personnel. This shall consist of:

1) A written request for reimbursement to the student or an accounting credit to the academic unit, signed (approved) by an appropriate academic unit designee/authority, which includes the student's name and both the employee and student identification numbers.
2) Copies of the student's completed and approved timesheets for the semester period to-date. Include the printed name of the individual (faculty member or other) who has approved the timesheets.
3) The Graduate Division will review the request for reimbursement or accounting credit, approve it for processing, or contact the requesting academic unit for clarification, if needed.
4) If the graduate student previously secured a health insurance waiver for the qualified semester and thus did not pay a GSHIP premium, any reimbursement or accounting credit will exclude the

unpaid GSHIP fee for the semester.

3. Teaching Appointment Periods and Limitations

Academic student employees may be appointed for one semester, or a full academic year, and the appointments are self-terminating. Prior to advancement to candidacy for the Ph.D., the total length of service rendered by a graduate student in any one or any combination of the Teaching Assistant or Teaching Associate (Associate In) titles may not exceed four years (8 academic semesters), regardless of the actual appointment percentage. Following advancement to candidacy for the Ph.D., a graduate student may be appointed for an additional 4 semesters, up to a maximum of 12 semesters. A 13th semester will not be approved.

The maximum academic student employee appointment limitation is 49.9% time during any academic year semester. The assigned workload determines the percent of time of the appointment. If a graduate student has more than one appointment, the combination of all campus-wide appointments may not exceed 49.9% time during any academic year semester. This standard shall apply proportionately to other percent appointments. This workload includes specific required training (with the exception of pedagogy courses in which the Teaching Assistant or Teaching Associate may be required to be enrolled), time in the classroom, preparation time, grading, proctoring, and holding office hours. Readers and Tutors are compensated on an hourly basis. Assigned workload is measured by how many hours the University could reasonably expect a Reader or Tutor to be able to satisfactorily complete the work assigned

NOTE: When hiring a student from another academic unit, it is the payroll coordinator's responsibility to coordinate any appointment(s) with the student's Graduate Group and the Academic Personnel Office to determine eligibility for the appointment and insure that the student is not precluded from accepting employment as a result of some other support the student may be receiving.

4. Selection and Assignment

Foremost among the considerations in academic unit decisions regarding appointments of academic student employees (Teaching Assistants, Teaching Associates, Readers, and Tutors) is undergraduate student demand for courses, the availability of funds, and budgeted FTE (full-time equivalent) positions. Since the needs and resources of academic units vary, there is a considerable variation from one academic unit to another in the length and percentage of time for which students may be appointed. Some units restrict graduate student teaching appointments to a total of one, two, or three years in order for all students to have an opportunity to gain teaching experience.

a. Campus-Wide Posting of Appointment Opportunities

By March 15th of each year, or as soon as practicable, anticipated employment opportunities for Academic Student Employees (ASE's) for the following academic year will be submitted by employing schools and posted on a central campus website.

b. Appointment Notification

Individuals offered an academic student employee appointment will be provided with written notification as soon as practicable after hiring decisions are made.

c. Supplemental Documentation

Prior to the commencement of a term, or as soon as practicable thereafter, the Academic Student Employee will be provided with supplemental documentation including: faculty member or supervisor to whom the individual will report; the location where the work will be performed, if known; the class assigned, if applicable; the duties that may be required; and other information deemed appropriate by the University that was not included in the initial appointment notification. The University shall provide advance notice when the above referenced duties are changed significantly.

d. Training and Orientation

All required training and orientation should be considered part of the workload for the term, with the exception of pedagogy courses in which an ASE may be required to be enrolled. The University may require an ASE to satisfactorily complete required training to begin or to continue their appointment. The University may require that an ASE, who has not satisfactorily completed required training, to repeat the training without it counting as workload. Unpaid activities for which academic credit is given, or that are academic program requirements for all students in the program, or are training required to meet minimum eligibility requirements (e.g. English language tests), are not considered employment or training activities.

5. Late and Retroactive Appointments

It is expected that academic student employees will be appointed to Teaching Assistant, Teaching Associate (Associate In), Reader, and Tutor titles no later than the beginning of the semester. Exception letters are required beginning two weeks after the start of the service period of the semester, if an academic unit desires to appoint a graduate student retroactively. A written exception request should be addressed to the Graduate Dean and forwarded to the office of Academic Personnel. The exception request must be approved by the Graduate Division prior to entering the appointment into the University's payroll/personnel system. An exception is not required for a retroactive fund change.

B. Graduate Student Researcher Appointments (GSR)

Experience as a graduate student researcher is considered central to the preparation of graduate students for a future career whether in an academic or research environment. Depending on the field, students may begin work in research under the direction of a faculty advisor at various times following admission. Predissertation and dissertation research are all guided by the same principals concerning ethical issues and classified or proprietary research. The principal responsibility for conducting research at the University of California is vested in the faculty. In some fields, graduate students may serve as research assistants on sponsored research grants or contracts under the guidance of a faculty member. The degree to which the research performed by a student is independently conceived and conducted will vary depending on both the nature of the field of research and the sponsorship. Academic appointment criteria for graduate students, as stated in this manual, are minimum University standards and requirements. Graduate Groups retain the prerogative to apply stricter standards for research appointments within their program.

NOTE: UCM Graduate Student Researcher appointments are covered by University academic personnel policies.

1. Researcher Appointments

One academic title: Graduate Student Researcher (GSR) is used at UCM for graduate student research appointments.

a. Graduate Student Researcher

Definition: An academically qualified and registered graduate student, enrolled full-time, who performs research related to his or her degree program in an academic unit or research unit under the direction of a faculty member or authorized Principal Investigator. The Graduate Student Researcher may or may not collaborate in the publication of said research.

b. Criteria for Appointment as a GSR

Graduate Student Researcher is a twelve-month academic position. Appointment as a GSR in combination with other campus-wide employment may not exceed 49.9% time during any academic semester. Between academic year sessions (semesters) and during the summer recess, appointments may not exceed 100% time. No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below.

For *new and continuing* graduate students:

1) Satisfactory academic progress toward the degree objective.
2) Enrollment in at least 12 units during the current semester.
3) Combined campus-wide employment of no more than 50 percent time (220 hours of assigned workload) or less during any academic semester.

For *continuing* graduate students:

4) During each of the two most recent academic year semesters of enrollment:
   - Completion of 8 units or more of upper division or graduate level credit courses.
   - A letter grade of C**,** S, or above in all courses completed.
   - No more than two incomplete (I) grades.
   - A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.

c. Step Progression Within Titles

The Graduate Student Researcher title consists of ten salary steps. Recognizing the inherent differences in academic disciplines at UCM, this policy provides flexibility to Graduate Groups. Each Graduate Group has the direct responsibility for establishing and implementing a written plan that ensures equitable compensation and treatment for all graduate students appointed to research positions within the respective programs. A copy of the Graduate Group's written plan(s), and any subsequent revisions, must be placed on file with the Office of Research and Graduate Studies and the Office of Academic Personnel.

d. Conditions of Appointment

To clarify the nature and conditions of graduate student researcher appointments, the Graduate Council requires that each Spring semester all Graduate Groups provide the following:

- Display University and/or Graduate Group policies and criteria for the selection, appointment, and assignment of graduate student researchers. The policies should be objective, published and

readily available to all students. A copy of this policy statement should also be forwarded to the Graduate Division upon request.

- Make explicit the extent to which continuing graduate student researchers in good standing may expect continued support. Continuing graduate students should be notified during Spring semester regarding their expected employment status for the upcoming academic year. In addition, Graduate Groups have an obligation to provide notification as early as possible to continuing students whom they will be unable to support. Each Graduate Group should appoint a person (ordinarily, a member of the faculty) for the graduate students to contact about employment-related questions and problems.

- Send an offer letter in writing to graduate student researchers that outlines the nature and conditions of their appointment. The acceptance of an offer of employment is a binding agreement between the graduate student and the employing Graduate Group. Caution should be used when preparing offer letters to prospective graduate student researcher appointees to: 1) clearly designate the salary level and distribution during the current academic year, and 2) indicate to the students their individual registration and enrollment requirements for which they are responsible. All letters must be approved by the Office of Academic Personnel and signed by the Graduate Dean (or appropriate designee). The Office of Academic Personnel and the Graduate Division must be consulted prior to any offer if there is a question regarding satisfaction of the academic criteria for appointment.

2. Late and Retroactive Appointments

It is expected that graduate students will be appointed as GSRs no later than the beginning of the semester. Exception requests are required beginning two weeks after the start of the service period of the semester, if a Graduate Group desires to appoint a graduate student retroactively. A written exception request should be directed to the Graduate Dean. The exception request must be approved by the Graduate Division prior to entering the appointment into the University's payroll/personnel system. An exception is not required for a retroactive fund change. Consult your Contracts and Grants Officer if the retroactive fund change is against an extramural fund source and over 120 days ago. Exception requests due to a delay in grant funding cannot be approved. Any late exception requests must be infrequent and will be reviewed on a case-by-case basis.

3. GSR Appointment Benefits

- Campus policy regarding GSR fee and tuition remission applies to all students employed in the GSR series with an appointment of at least 25% time for the entire semester. The policy states that education and registration fees (California residency status), must be paid as a condition of their GSR appointment. Charges are to be debited directly to applicable extramural awards when the student registers each semester. This policy takes precedence over all other types of student appointments, unless exempted by the Graduate Dean.

- Specifically, this policy also requires that, unless prohibited by the funding source, all GSR fee and tuition remission payments must be debited to the same funding source that funds the GSR's salary and other benefits. Since all GSR 's must be treated equally under this plan, campus funding sources, (including those from academic units, and other funds), must fund the remission for all eligible GSR's whose salaries are paid from General UCM Funds. Only if the sponsor generally prohibits remission of student fees, may other University funds be used to fund the remission benefits.

NOTE: The term "fees" is intended to include all graduate student fees as listed in the UCM General

Catalogue, i.e., registration, educational, GSHIP but not local, campus fees.

4. GSR Appointment Grievances

Graduate Student Researchers who have concerns related to their appointments should consult with the faculty member in charge of the research activity. If the problem is not resolved by informal discussion with the faculty member, it should be brought to the attention of the Graduate Group Chair and, if necessary, the Lead Dean of the Graduate Group. If no resolution can be achieved at the school level, concerns should be brought to the attention of the Graduate Dean.

The Graduate Dean may request the Lead Dean or other appropriate parties to investigate the student's concerns or grievances and determine appropriate resolutions. When circumstances warrant, every effort will be made by the Graduate Division to protect the confidentiality of the student raising the concern. In cases in which informal procedures do not resolve the conflict, Section 140 of the Academic Personnel Manual (APM) located at www.ucop.edu/acadadv/acadpers/apm/apm-140.pdf provides formal grievance procedures for Graduate Student Researcher appointees.

C. Other Employment Issues

1. Exceptions

Requests for any exceptions to academic and personnel policies affecting a student's appointment eligibility must be requested in advance by the Graduate Group Chair or the graduate advisor. Exception requests are reviewed on a semester-by-semester basis. The exception request, must be addressed to the Graduate Dean for consideration/approval. A complete justification and explanation of all relevant facts must be included.

2. Service Limitations

During any academic year semester, a graduate student may not be appointed in any capacity by the University of California beyond a maximum of 50% time. The purpose of this University-wide policy is to limit the amount of time graduate students devote to University activities that do not lead directly to the successful completion of their academic degree program requirements in a timely manner. Exceptions to this policy are rarely granted. Experience has shown that service obligations in excess of 20 hours per week almost always have an adverse effect on a student's rate of degree progress.

Graduate students are encouraged to voluntarily participate in worthwhile University or community activities such as student government; but they must make satisfactory progress toward their primary academic degree objectives. Before accepting additional obligations (compensated or not), graduate students are urged to consult their Graduate Advisor or the Graduate Group Chair of their academic program. With Graduate Group approval, a student may elect to undertake a University paid activity in addition to a teaching or research appointment. In such cases, however, adjustments must be implemented to stay within the 49.9% time maximum.

3. Appointments Between Academic Sessions

Graduate students, other than those receiving agency-restricted fellowship or training grant stipends, may be appointed full-time between academic year sessions (semesters) or during a summer recess. Appointments in excess of 50% time are permitted between academic semesters and throughout the summer recess prior to the first day of Fall semester. Outside of the academic semesters, aggregate compensated UC employment in a given month may not exceed 100% time.

4. Employment of Part-Time Graduate Students

Preference for employment shall be given to graduate students enrolled in 12 units or more. Graduate students enrolled in 8 units or less may be appointed as Readers, Tutors, or in other appropriate titles, but combined campus-wide employment cannot exceed 24.9% time during any academic semester. Only graduate students who are enrolled 12 units or more are eligible for appointment/employment as Teaching Assistants, Teaching Associates (Associates In), Graduate Student Researchers, or Graduate Student Assistant Researchers.

5. Employment of Graduate Students Participating on Training Grants (e.g., NSF, NIH/PHS)

a. Student Employment

It is recognized that trainees, as graduate students, may need to seek part-time employment coincidental to their training program to further offset their expenses or to meet academic degree requirements. In these circumstances, the academic units may provide additional funds in the form of employment (as salary and applicable fee/tuition remission) for services such as a TA, GSR, Reader, etc. but only on a limited part-time basis. UCM's Graduate Council defines limited part-time basis as employment not to exceed 75% time over the 2 semesters of an academic year; e.g., 37.5%-time for the Fall, Spring contiguous semesters would result in the maximum limit. In no case shall aggregate employment exceed 75% for one academic year session nor shall an appointment, or combination of campus-wide appointments, exceed 50% time during any single academic semester.

b. Student Compensation Paid from Research Grants

Compensation may **not** be paid from a research grant supporting research that constitutes the research training experience. Institutional training grant program directors must approve all instances of employment on research grants in order to verify that the GSR work is different from the research being performed on the training grant. Under no circumstances may services provided for compensation interfere with, detract from, or prolong the trainees approved training program.

6. Employment of Graduate Students from Other UC Campuses

If eligible, graduate students from other UC Campuses may be employed at UCM. These UC graduate students could include visitors, intercampus exchange students, or those enrolled in a multi-campus program. No graduate student from another UC campus is permitted to begin an appointment who has not met all of the applicable academic criteria and completed the process outlined below:

- Written approval from the student's Graduate Group.
- Written approval from the home campus and UCM Graduate Division.
- Verification that the graduate student has registered and paid appropriate fees at the home campus is required prior to commencement of employment at UCM.
- Verification that student meets UCM academic criteria.
- Submittal of an exception request, if appropriate.

7. Taxation of Student Wages

Compensation or wages for a Graduate Student Researcher, Teaching Assistant, Reader, and Tutor are paid through the University payroll system and are subject to federal and state tax withholding. In contrast, Fellowship stipends and other income paid to graduate students are to be reported on their

annual tax return (1040), but are not subject to tax withholding by the University. An exception is in the case of international students whose fellowship stipends are, by federal law, subject to tax withholding depending on the tax treaty status of their home country. For more detailed information, contact the Academic Personnel Office, or consult the IRS Tax Information for Students website, located at: www.irs.ustreas.gov/individuals/students/index.html.

8. Academic Credit for Supervised University Teaching

For academic units that appoint graduate student Teaching Assistants, the Registrar has assigned appropriate course codes and listed a 399 course titled, "University Teaching" in the Schedule of Classes. Although use of such a course is not required, it is recommended that graduate students who engage in supervised University teaching (under the supervision of a member of the UCM faculty) enroll for one to four units of 399 credit per semester only when this activity is part of the student's training.

V. ENROLLMENT AND REGISTRATION POLICY: STUDENT STATUS

A. Academic Residence Requirements

1. Academic Year

The Senate regulations cited below may be found at www.universityofcalifornia.edu/senate/manual/rpart3.html#r688 (SR 688, 690, 694). According to University of California academic policy, a graduate student is considered to be in residence during an academic semester only if at least four units of academic credit are earned in regular upper division undergraduate or graduate-level courses. Except in cases where off-campus study conforms with Senate Regulation 694, which addresses UC requirements for higher degrees, and is approved by the Graduate Dean in consultation with the student's respective Graduate Group, no graduate student will be recommended for any degree who has not completed at least one year of residence.

2. Summer Session

For a candidate for a doctorate degree, and in accordance with UC regulations, residence during a Summer Session may be counted only under either of the following conditions: (1) enrollment in two consecutive six-week Summer Sessions, which counts as one term of residence provided the candidate is enrolled in each session for the equivalent of at least two units of upper division and/or graduate level coursework as given in a regular term; or (2) enrollment in an eight-week Summer Session, which counts as one term of residence provided the candidate is enrolled for the equivalent of at least four units of upper division and/or graduate work as given in a regular semester. For a candidate for a Master's degree, the same basic criteria apply except that the two six-week Summer Sessions need not be consecutive.

3. California Residency for Tuition Purposes

All new graduate students, and students returning from an academic leave of absence, are required to complete and submit a *Statement of Legal Residence* to UCM's Registrar's Office to determine their official residency status. Questions about California residence and out-of-state tuition fees should be directed to the Registrar's Office.

B. Enrollment Policies and Procedures

1. Late Enrollment

Students enrolling after the second week of classes will be assessed a late registration fee. They must complete the Late Registration Authorization form signed by the student's faculty graduate advisor. The signed form must be brought to the Graduate Division for approval by the Graduate Dean. Without the approval of the Graduate Dean, the student will not be permitted to enroll in classes.

NOTE: The campus' budgetary allocation in support of graduate education is calculated on the basis of Full-Time Equivalent (FTE) enrollment at the end of the third week of the semester and for three years following advancement to candidacy. Graduate Groups should therefore strongly encourage their students to register no later than the end of the third week of classes. Failure to do so will result in reduced student funding for UCM and levy a late registration fee. Graduate advisors are further encouraged to give careful consideration to the validity of reasons for student requests for leave of absence or filing fee status before recommending approval.

2. Full-Time Enrollment/Registration

Full-time academic registration is generally expected of all graduate students at the University of California. Full-time registration is defined as 1) payment of applicable University fees; and 2) enrollment in at least 12 units of upper-division or graduate-level academic coursework in a given semester, including credit for supervised research or teaching occurring during the academic year. (During the Summer, full-time registration is defined as payment of applicable University fees and enrollment in at least six units of upper-division or graduate level academic credits.) However, continuing UCM graduate students are generally considered to be enrolled students between successive Spring and Fall semesters.

Graduate students may enroll in lower-division courses with the approval of their faculty academic advisor, but such courses are not considered to be part of any graduate program and will not count toward satisfying degree requirements. Full-time academic registration during regular academic semesters is required of all graduate students holding University-administered fellowships.

Course Load Limitations: Graduate students should not enroll for more than 12 units per semester in graduate level coursework, or 16 units in upper-division courses, or a proportionate number in combination. Course loads in excess of 16 units of graduate level and/or upper-division credit must be approved in advance by the student's graduate advisor, and written notification must be sent by the Graduate Group Chair to the Graduate Dean.

3. Part-Time Enrollment/Registration

In most instances completion of an advanced degree at UCM requires full-time study. However, UCM recognizes that a legitimate need may exist for part-time study, and, therefore, is committed to increasing these opportunities whenever academically feasible. Principally, part-time status applies to enrollment in part-time master's degree programs. In some cases the Graduate Dean will approve part-time status for terminal master's degree candidates, where part-time study has been judged academically feasible by the faculty and approved by UCM's Graduate Council. However, on the recommendation of the Graduate Group, students admitted to a Ph.D. program may be approved by the Graduate Dean for part-time status on an *ad hoc* basis for up to two consecutive academic year semesters.

Requests for part-time status must be submitted in writing to the Graduate Dean and signed by the Graduate Group Chair and the graduate student’s faculty advisor.

UCM policy defines part-time enrollment at the graduate level during the academic year as enrollment in one to eight units, including enrollment in Physical Education classes. Within the guidelines and limitations listed below, graduate students may petition for part-time status. If approved, students shall

pay UCM the full Registration Fee, all student activities fees, health insurance (i.e., GSHIP) fees, one-half the prevailing Educational Fee, and one-half the Non-resident Tuition Fee (if applicable). Non-residents who have advanced to candidacy, and are already receiving a reduced tuition rate, will not receive any additional reductions in their tuition costs.

a. Guidelines to Establish Part-Time Eligibility

1) The student must meet the standards for part-time study as described in this document.

2) A completed petition for the *Reduced Fee Part-Time Study Program* (available for download from Grad forms), approved by the Graduate Group Chair, and a memo from the Graduate Advisor in support of the request must be submitted to the Graduate Division. The memo of support should be a self-explanatory document, in that it should include sufficient detail to allow the Graduate Dean to evaluate independently the need for, and feasibility of, part-time status for the graduate student. The minimal elements to include in the support memo are:

   a) a brief explanation of the motivation for the part-time status request
   b) a statement of how part-time status might impact the student's progress toward degree, and steps to be taken to minimize any negative impact; and
   c) an indication of when part-time status would, if approved, begin and end (e.g., Fall 2006 -Spring 2007).

3) To be effective for that academic semester, the Petition must be received by the Graduate Division for approval by the Graduate Dean no later than the Wednesday morning of the third week of classes. There are no exceptions to this deadline.

b. Part-Time Limitations and Related Policies

1) **Purpose:** Unless enrolled in an approved part-time master's degree program, approval of part time enrollment status may be granted only for reasons of occupation, family responsibilities, health, or professional development.
2) **Citizenship:** Ordinarily, graduate students who are not citizens or permanent residents of the United States are not eligible for part-time enrollment because of overriding federal regulations governing student visa status. International students who are eligible to petition for part-time status are required to obtain written approval by the Academic Personnel Office prior to submitting a request to the Graduate Division.
3) **Fellowships:** All University fellowships require full-time enrollment in graduate level courses. For extramural fellowships, students must refer to and adhere to the individual agency guidelines established by the sponsor.
4) **Academic Appointments:** Part-time status may affect academic appointments/employment. Please see Section IV (Academic Appointments and Graduate Student Employment) herewith for more information.
5) **Student Loans:** All students considering applying for part-time status should be cautioned that, in most instances, they will no longer be eligible for deferment of student loan repayment obligations. It is the student's responsibility to discuss the matter with his or her loan agency.
6) **Student Housing and Other Services:** Part-time status may affect eligibility for student services, including student housing. Students living on-campus who are also interested in part time status should check with their housing office.
7) **Maximum Time**: Petitions for part-time status may be requested for a maximum of two consecutive semesters. To continue after a second consecutive semester on part-time status, the student must submit a new petition. The deadline for submission of the completed Part Time petition to OGS is always the Wednesday morning of the third week of classes.

8) **Enrollment Limits:** If the student exceeds the approved part-time enrollment limit of eight units (including Physical Education classes) at any point in any semester for which part-time status is requested and approved, the student will be billed by UCM for the balance of the respective semester's full-time student fees (including non-resident tuition, if applicable) and will not be permitted to register for a subsequent semester until those required fees are paid in full.

4. Lapse of Status: Did Not Enroll

At UCM, graduate students are expected to remain continuously enrolled in their degree program while progressing toward their degree. Students who have failed to maintain their graduate student status will be notified in writing by the Graduate Dean. A Lapse of Status will occur under any of the following conditions:

a) If a student fails to register (i.e., pay fees and enroll in units) by the last week of instruction in a given semester.
b) If an academic leave of absence, or permission to pay the Filing Fee in lieu of registration, has not been submitted and approved by the student's academic program and the Graduate Division.
c) If a student fails to comply with any provisions of admission to UCM. Notification of lapse of student status will be sent to the student and the Graduate Group at the end of the semester in which one of these conditions applies.

Students wishing to re-enroll retroactively must provide to the Graduate Division a written request signed by their Faculty Advisor and their Graduate Group Chair requesting reinstatement and justifying the request for change in student status. Approval of such requests is rare and is given under *exceptional circumstances* only. In most cases, students wishing to re-enroll will be required to submit a new *Application for Graduate Study*. (See Section V. B. 5 below).

5. Lapse of Status: Readmission

Prior to resuming graduate study at the University, a student who previously withdrew, or who failed to meet the continuous registration requirement, must request readmission from the Graduate Division by submitting a new *Application for Graduate Study* with the full, non-refundable application fee applicable at that time. However, graduate students who were not enrolled within the previous two years should submit, in addition to the completed application form, an updated statement of purpose, and transcripts covering all academic work since their last enrollment at UCM. Further, students applying to a different program must also submit current letters of recommendation.

Readmission of former UCM graduate students without academic standing may be granted only by the Graduate Dean and only upon recommendation by the Graduate Group. If readmitted, a student's previous academic work may be applied toward the requirements for an advanced degree only with the approval of the faculty graduate advisor and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of readmission and will be required to satisfy certain requirements a second time, including formal advancement to candidacy. A readmitted student will also be expected to complete at least one additional academic semester in residence before receiving an advanced degree, which will be conferred no earlier than the second semester following readmission.

6. Enrollment in University Extension

If a graduate student wishes to enroll for credit in a University Extension course while registered or while on an approved Leave of Absence, the student's proposed program of study must be approved in advance by the Graduate Dean with the written recommendation of the student's faculty advisor. See Section VII.

G. Transfer of Credit, for information on transfer of credit for courses taken in University Extension.

7. Withdrawal

a. Withdrawal Between Semesters

A student who plans to withdraw after completing all academic work for the latest semester of enrollment, but prior to enrollment and fee payment for the subsequent semester, should submit a written notice of intent to the Graduate Division and to their Graduate Group as soon the decision to withdraw has been made. The student has two options in such cases: (1) to file a Cancellation/Withdrawal form with the Graduate Division; or (2) to apply for an academic leave of absence. A student in good academic standing who intends to re-enroll after missing no more than two consecutive semesters may wish to choose the latter to avoid a lapse of student status and the necessity to apply for readmission.

b. Withdrawal After Enrollment and Fee Payment for a Semester

A student who decides to leave the University after paying fees and enrolling for a regular academic session, but before the end of that semester, and who wishes to cancel enrollment in all classes enrolled, must file the Cancellation/Withdrawal form with the Graduate Division. If unable to do so in person because of emergency or serious illness, the student should notify the Graduate Division by mail or e-mail as soon as possible so that timely assistance may be provided. Failure to *do so will result in the assignment of failing grades in all courses in which the student is enrolled, and will jeopardize further academic standing*.

c. Withdrawal Without Approved Academic Leave of Absence

A student who withdraws, but has not been granted an academic leave of absence by the Graduate Dean, must apply for readmission in order to resume graduate study at UCM. Requests for readmission require submission of an *Application for Graduate Study* along with the non-refundable application fee in effect at that time. However, graduate students who were not enrolled within the previous two years should submit, in addition to the completed application form, an updated statement of purpose, and transcripts covering all academic work since their last enrollment at UCM. Further, students applying to a different program must also submit current letters of recommendation.

A request for readmission may be approved by the Graduate Dean upon recommendation by the Graduate Group. If readmitted, a student's previous academic work will be applied toward satisfying the requirements for an advanced degree only with the written approval of the faculty graduate advisor and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of their readmission, and will be required to satisfy certain requirements a second time, including formal advancement to candidacy. A readmitted student will be expected to complete at least one additional academic semester in residence before receiving an advanced degree, which will be conferred no earlier than the second semester following readmission.

C. Registration Policy

1. Continuous Registration Policy

A graduate student is expected to register for each regular academic session (Fall, and Spring semesters) until all requirements for an advanced degree or credential have been completed, including final examinations and the submission of an approved thesis or dissertation. Full-time registration at UCM consists of two separate steps: 1) payment of applicable student fees; and 2) enrollment in at least 12 units for graduate support recipients and six units for financial aid recipients. Both steps, payment of fees and

enrollment in classes, must be completed for the student to be officially registered.

2. Registration Procedures

Detailed registration procedures are outlined on the Registrar's website (http://registrar.ucmerced.edu). Students are personally responsible for ensuring that their course enrollment is correct and completed, and have their fees paid, no later than the end of the third week of each semester. Unless granted an official Academic Leave of Absence or approval to pay the Filing Fee in lieu of registration, a graduate student who does not register (pay fees and enroll in classes) for any semester will be considered to have withdrawn from the University, and their respective fee assessment will be cancelled by the Registrar. In such cases, student status and candidacy for any degree will lapse, and any student wishing to continue with their graduate studies at UCM will be required to apply for readmission.

3. In-Absentia Registration

In accordance with UCM policy, a student engaged in graduate study or research outside the State of California for an entire semester or more ordinarily is eligible to register *In-absentia*. A student may request approval for *In-absentia* status for up to two consecutive semesters. To continue after a third consecutive semester on *In-absentia* status, however, the student must reapply (by submitting a new *In-Absentia Registration* request form) before the beginning of the next semester for which *In-absentia* status is sought.

While on *In-absentia* status, policy normally requires students to enroll in 12 units (typically for dissertation research or independent study courses), and pay the required semester fees. However, there is a fee reduction of one-half the prevailing registration fee portion of total fees while on *In-absentia* status. Students registering *In-absentia* pay the full educational, health insurance (i.e., GSHIP) and other local fees. *In-absentia* registration is approved by the Graduate Group and the Graduate Dean. Upon approval, the Graduate Division will send notice of an In-Absentia Waiver to the UCM Student Billing System. The student will then be billed for the fees due, with the Waiver appearing on the student's bill as a credit. It is the student's responsibility to ensure fee payment by the deadline established by the Registrar. If the student will be *In-absentia*, and enrolled in 8 or fewer units for the semester(s) in question, the student may also consider applying for part-time study status. Within the guidelines and limitations outlined on the UCM petition for the *Reduced Fee Part-Time Study Program* and Graduate Division Policy, graduate students may petition for part-time status.

On the recommendation of the Graduate Group, students admitted to a Ph.D. program may be approved by the Graduate Dean for part-time status on an *ad hoc* basis for up to two consecutive semesters. If approved, students shall be subject to the same fee circumstances as outlined above, with the exception that they shall be assessed only one-half of the Educational Fee, and, if applicable, only one-half of the Nonresident Tuition. It is the student's responsibility to submit all applications and petitions in a timely manner to ensure that their fees are assessed appropriately and prior to all deadlines.

4. Academic Leave of Absence (LOA)

A student is expected to enroll for each regular academic session unless a formal Academic Leave of Absence is granted. A Leave of Absence may be granted for up to one academic year (2 semesters) if, following review of the student's academic record, it is deemed consistent with the student's academic objectives and progress toward degree. Written approvals are required of the Faculty Graduate Student Advisor, the Graduate Group Chair, and the Graduate Dean. It is important that applications for Leave of Absence status be submitted to the Graduate Dean prior to the beginning of the semester for which approval is sought, so that a student whose application is not approved will be able to enroll prior to the

deadline. If an Academic Leave of Absence request was approved and the student subsequently becomes ineligible for LOA status (e.g., GPA falls below 3.0 in the semester prior to leave), approval for LOA status will be rescinded.

The student who will be absent from the campus while continuing to pursue graduate research outside the State of California should register *In-absentia*, as described above. The student who must leave the academic program for more than two semesters should withdraw and apply for readmission at the time he or she expects to resume graduate study at UCM.

a. Purpose

An Academic Leave of Absence is intended to cover the temporary interruption of the student's academic program. The reason(s) for requesting a LOA must be consistent with University policy and guidelines as outlined below, and with the student's academic program guidelines.

b. Eligibility Guidelines

A leave may be granted when a student plans to be away from the University of California for one of the following reasons:

1) Serious illness or other temporary disability.
2) Concentration on an occupation not directly related to the student's academic program.
3) Responsibilities related to family obligations.
4) Temporary interruption of the student's academic program for other appropriate reasons.

c. Limitations to LOA

Leave of Absence policy does NOT apply under the following circumstances:

1) If a student will be absent from the campus and outside California while continuing to pursue graduate research or scholarly activity. (Students engaged in such activity outside California must register *In-absentia*.)
2) If a student must leave the academic program for more than two semesters. Under such circumstances students should withdraw and apply for readmission at the time he/she expects to resume graduate study at UCM.
3) If a student requests such action retroactively.
4) If a student has not completed at least one semester of graduate study at UCM.
5) If a student has not demonstrated satisfactory academic progress.

NOTE: An Academic Leave of Absence may be terminated at the written request of the student before the end of the approved leave period. However, approval by exception is required if the student will register after the second week of instruction. A student who has not attained the academic objective for which he/she was admitted, and who either fails to enroll or secure a formal leave, loses all graduate student standing in the University.

d. Procedures for Requesting an Academic Leave of Absence

A request for a Leave of Absence requires submission of an Academic *Leave of Absence* form, available from the Registrar's office. The form should be submitted to Graduate Dean prior to the registration deadline for the semester requested. A request for leave submitted after the end of the second week of classes will be granted by exception only. In such cases the Graduate Group Chair must submit a letter of

exception attached to the LOA form, and signed by Faculty Advisor. In those cases where the fees have been paid, a *Cancellation/Withdrawal* (C/W) form, available from the Registrar's Office must also accompany the *LOA* form in order to obtain a refund. If the leave is not approved, the forms must be submitted prior to the registration deadline for the semester requested in order to avoid payment of late registration fees.

e. Other Policies Relevant to LOA

1) **Academic Appointments and Employment**: A student on an approved leave may not be employed by the University of California in any capacity unless he or she submits a request for an exception which must be approved by the Graduate Dean or Associate Graduate Dean, following consultation with Human Resources or Academic Personnel, on a case-by-case basis. Such requests would be granted under exceptional circumstances only.
2) **Degree Requirements**: A student on leave cannot take qualifying examinations for advancement to candidacy or final examinations for the degree, nor pursue their graduate studies on the UCM campus in any other manner. A student may not receive academic credit for work done at another institution during the leave period unless an exception is approved in advance by the Graduate Dean following recommendation of the Graduate Group.
3) **Fee Refunds**: If fees have been paid for the semester the leave is requested, the LOA form, as noted above, must be submitted together with a Cancellation/Withdrawal (C/W). Students must indicate on the C/W form, under Reason for Withdrawal, "LOA". The refund schedule is printed on the back of the C/W form. Note that the GSHIP premium will be refunded only if the C/W form is submitted before the first day of the semester.
4) **Filing Fee Restriction:** Immediately following an LOA students must register for full-time studies. They will not be eligible to be on Filing Fee status.
5) **Financial Support**: While on an academic leave of absence, a student is not eligible for University fellowships, University research grants, or financial aid support. In addition, the student will, in most cases, lose eligibility for deferment of student loan obligations. It is the responsibility of the student to contact their loan agency to verify their loan status before applying for academic leave of absence.
6) **Health Insurance**: A student on leave will not be covered by the graduate student health insurance (GSHIP) program unless the student self-pays for continued coverage. Students should contact the GSHIP administrator (Greg Spurgeon) located in Student Health Services for more information.
7) **Housing**: Leave of absence status may affect eligibility for student housing. Students living on campus who are contemplating an academic leave of absence should check directly with their housing office for more information.
8) **International Students**: In accordance with visa restrictions, a student who is not a permanent resident or citizen of the U.S. is not permitted to take an academic leave of absence. Any exception to this policy requires written approval by UCM's Office of Academic Personnel as indicated on the LOA form. Following receipt of such approval the form must then be submitted to the Graduate Division.
9) **Library Privileges**: A student on leave will lose library privileges. Students should contact the library for more information. In some cases, special arrangements can be made with the library to maintain privileges.

5. Filing Fee Status

UCM's Academic Senate policy on Filing Fee status applies to students who have completed all requirements for a terminal Master's or Doctoral degree and are ready for the formal submission of their thesis or dissertation, or the final, formal examination. Filing Fee status can be used for one semester only during the student's graduate training. Students applying for Filing Fee status must be registered in the preceding academic session. A Filing Fee will not be accepted immediately following an academic leave

of absence. Only in very rare cases will an exception be considered by the Graduate Dean.

a. Procedures for Establishing Eligibility for Filing Fee Status

To establish eligibility to pay the Filing Fee, the student must submit a Graduate Division *Filing Fee Petition*. The Petition must be approved by the Graduate Group Chair and the Chair of the thesis or doctoral committee and must certify that all other requirements for the degree have been met. It is important that applications for Filing Fee be submitted to the Graduate Dean at the very beginning of the semester for which approval is sought so that a student whose application is not approved will be able to enroll prior to the budgetary deadline.

The completed *Filing Fee* form should be brought to the Cashier's Office with a check made out for one-half of the Registration Fee (see the Registrar's website for current fee information). The form should then be submitted to the Graduate Division for final approval/processing.

b. Limitations on Use of University Services While on Filing Fee Status

While on Filing Fee status a student may seek faculty involvement for a final reading of his or her dissertation or thesis. A student may also take the final oral examination. However, students may not pay the Filing Fee if they are still doing research or if any other use of University facilities or faculty time is anticipated. Additional restrictions while on filing fee status include the following:

1) Loss of eligibility for University administered financial assistance.
2) Loss of student services such as health services, including health insurance (GSHIP). Students may, however, arrange to self-pay.
3) Loss of student housing or library privileges. Students are encouraged to contact the Housing Office and Library for more information.
4) Loss of eligibility status for UCM academic or student appointments.
5) Loss of eligibility in most cases for deferment of student loan repayment obligations. It is the responsibility of the student to contact their loan agency to verify their loan status before applying for filing fee status.

In those instances where the home Graduate Group wishes to pay the Filing Fee for the student, the unit must attach to the petition a transfer of expenses (financial journal) and submit these documents directly to the Graduate Division

If, after paying the Filing Fee, the student should find it necessary to use the educational facilities of the University in any way other than those described in this section, the student must register for fulltime status. Further, if all requirements are not completed during the semester for which the Filing Fee was paid, the student must register for full-time status for any subsequent semester.

6. Terminal Master's Students

Students pursuing a terminal master's degree may not continue to register as a graduate student subsequent to a degree award unless formally admitted to a doctoral program. To be considered for admission to a doctoral program, the student must submit a new *Application for Graduate Study*.

D. Tuition Reduction for Non-Resident Doctoral Students (International Students)

Non-resident doctoral students who have advanced to candidacy are eligible for reduction in the annual nonresident tuition fee of 100% for a maximum of three consecutive calendar years including time on

leave of absence. Reduced non-resident tuition begins with the first academic term following advancement to candidacy, and is based on the prevailing tuition rate for the year it is applied. Any non-resident student who continues to be registered, or who re-registers following the three-year maximum allowance, will be charged the full non-resident tuition rate that is in effect at that time of enrollment.

1. Eligibility Criteria

A registered Ph.D. or professional doctoral student who meets all the following criteria is eligible for reduced non-resident tuition:

- Classification as a non-resident for tuition purposes.
- Registration in a doctoral program *AND*
- Approval by the Campus to be advanced to doctoral candidacy as of the first day of the semester, as determined by the campus, for which the reduced tuition is assessed. In order to meet this last requirement, the student must have advanced the semester prior to receiving any tuition reduction.

2. Related Policies

a. Eligibility for the reduced non-resident tuition expires three calendar years following advancement to candidacy.
b. Non-resident tuition reduction will normally not be extended if a student fails to enroll for any regular academic semester during the three-year period, and will not be granted simply because a student does not register during that period. A request for an extension must be approved by the Graduate Dean but would be granted only under exceptional circumstances. Students wishing to obtain such an extension must submit a request in writing to the Graduate Dean. There is no further appeal process.
c. A non-resident student is eligible for the reduced tuition for only one doctoral degree when he or she is enrolled at the University. For example, a student who received the reduction in non-resident tuition while earning a Ph.D. at one UC campus will not be eligible for the non-resident tuition reduction if he or she enrolls at the same or other UC campus for another doctoral degree.
d. A student who has earned a Ph.D. at a non-UC institution, and then enrolls at the University of California for a second doctoral degree, would be eligible for the tuition reduction.
e. A student who receives funding from an outside agency to cover the cost of non-resident tuition is still eligible for the reduction in non-resident tuition. The source of a student's funding is not relevant to the assessment.

E. Intercampus Exchange Program

1. What is Intercampus Exchange?

Through the Intercampus Exchange Program graduate students may take advantage of unique educational opportunities at another University of California campus. Students may also take courses on more than one campus of the University in the same academic session. The program is reserved for those students whose graduate study may be enhanced by work with distinguished faculty or use of facilities and resources accessible only on another UC campus.

2. Eligibility for Intercampus Exchange

Students must have completed at least one semester of graduate study in the University and be in good standing to be eligible to apply for Intercampus Exchange. Exceptions can be made with approval of the Graduate Dean. Approvals by the graduate faculty advisor, the host Graduate Group(s), and the Deans of

the respective graduate offices are required.

3. Procedures

Application forms for the Intercampus Exchange Program are available from the Registrar and should be submitted to the Graduate Division at least four weeks before the beginning of the semester for which Intercampus Exchange is desired. If approved, the exchange student pays fees and enrolls at UCM (see "a" and "b" below) by the published deadlines, and then enrolls at the host campus. Fees at the host campus are waived. Students earn credit toward academic residence requirements at UCM, while the host campus provides library privileges and other student services. The exchange student is responsible for complying with the policies, procedures, and deadlines of the host campus Registrar. Although eligible for all regular student services, the exchange student is a visitor, and not formally admitted to graduate study at the host campus.

a. Financial Aid and Intercampus Exchange

The Registrar reports student status to financial aid lending institutions on a semester basis. If a student's record does not show full-time enrollment, the lending institution may set in motion the process for repayment of the student loan. Students who enroll in courses on two campuses in a given semester, and in fewer than 12 units on each of the two campuses during that semester, will not be considered full-time students even if the total number of units is 12 or more unless they enroll in a "place-holder course" at UCM. The placeholder course numbers are listed by campus (see Section b. below). The student should identify the appropriate course number, pay fees and enroll online before the second week of classes.

b. Place-Holder Course Numbers

The student should contact the UCM Registrar to obtain the applicable placeholder course number.

4. Joint (Intercampus) Degree Program Students

Students in joint/intercampus degree programs should also enroll and register as Intercampus Exchange students when they are taking classes on a participating campus other than UCM. There may be some important exceptions to the regular policy on intercampus exchange, including additional services that may be available on the participating campus, and a more streamlined enrollment/registration procedure. Students should consult with their home program or the Graduate Division for more information.

5. Coursework Credit

A report of academic work completed will be transferred to the student's academic record on the home campus. Direct arrangements between faculty members on the two campuses involved are encouraged to ensure that courses, seminars, or facilities will be available to meet the student's needs. Whether or not the coursework at the host campus applies toward the student's program requirements is at the discretion of the student’s Faculty Advisor or Graduate Group Chair. Therefore, the student should consult with the appropriate individual(s) prior to enrolling in a given course.

If a graduate student undertakes course work through Intercampus Exchange in the semester in which the degree award is expected, and if that course work is to be applied toward degree requirements, the degree can be conferred only when the approved credit for the course work is posted to the student's UCM academic record. In such circumstances, to avoid delays or problems in the degree award process, the student should contact the Registrar of the host campus and order a transcript of the work completed to be sent directly to the UCM Graduate Division. The student should also notify the Graduate Division in

writing that the transcript has been requested.

VI. ACADEMIC STANDARDS FOR STUDENTS

A. Progress Toward Degree

1. Satisfactory Progress

A graduate student is expected to maintain satisfactory progress toward an approved academic objective as defined by the faculty of the program, and in accordance with policies of the Graduate Council and the University. It is important that the academic record of the student be assessed each semester to confirm satisfactory progress. The Graduate Group should inform the Graduate Division of any action taken with regard to a student's academic record, and should provide copies of any related correspondence between the program and the student.

Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. Criteria for determining satisfactory progress toward degree is outlined below. Student records should be reviewed with special attention to the following criteria:

- **GPA** - the student must maintain at least a 3.0 cumulative grade point average.
- **Normal Time to Degree –** the student must advance to candidacy and complete the degree within the limitations established by UCM's Graduate Council. A student exceeding the maximal time to degree shall be deemed not to be making satisfactory progress toward their degree; moreover, they shall not receive University resources (e.g., financial aid, TA-ships, housing, etc.). Normal Time to Degree for each graduate program is listed in the *General Catalogue* and on the Graduate Division website.
- **Grade Reports** - all I, W, or NR grades should be reviewed and appropriate action taken as needed.
- **P/NP** - no courses graded "Pass" are to be included as part of the advanced degree program, nor are they to be considered as satisfying academic criteria for University-administered fellowships and academic appointments/employment.
- **Enrollment Units** - students must be enrolled for at least 12 graduate or upper-division units of credit each semester, including credit for supervised teaching and research, unless part-time status or an academic leave of absence has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment in eight (8) or fewer units of credit toward the degree is expected each semester.
- **Distribution of units** - the number of upper-division and graduate-level units of credit completed toward degree requirements each semester should be at least eight and no more than 16 units, unless an exception has been approved in advance.
- **Residency** - time in residence prior to advancement to candidacy for the Ph.D. or professional doctorate degree should be within acceptable limits (ordinarily, no more than four years).

2. Unsatisfactory Progress

A graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment and may not receive fellowship support or other awards.

a. Criteria for Determining Unsatisfactory Progress

- An overall grade point average below 3.0; or
- A grade point average below 3.0 in two successive semesters; or

- Fewer than 8 units completed and applicable toward the advanced degree requirements in the last two semesters; or
- Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program; or
- Failure to pass a required examination in two attempts; or
- Failure to progress academically within the Normal Time to Degree framework specified for the student's graduate program; or
- The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

NOTE: Unsatisfactory academic progress may be determined on the basis of explicit requirements such as those outlined above. However, the professional judgment of the faculty, upon review of all graduate work undertaken by the student, is paramount, and the faculty of a particular Graduate Group may establish more restrictive criteria for satisfactory academic progress.

b. Notice of Unsatisfactory Progress

It is very important to give students an early warning of potentially unsatisfactory progress. As a guideline, faculty advisors are encouraged to be direct in communicating orally and in writing with students demonstrating academic difficulties, and should keep a written record of all such communications. Notices of potential unsatisfactory progress should be sent in writing to the student; a copy should also be retained in the Graduate Group files and another copy sent to the Graduate Dean. The written communication should include specific details on areas that require improvement, provide an outline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement. The purpose of the notice of potential unsatisfactory progress is to provide the student with a period of time (usually at least one academic semester) in which to make the necessary improvement in their academic status, and successfully complete their graduate study. If requested by the Graduate Group to do so, the Graduate Dean will also send a notice of potential unsatisfactory progress to the student.

3. Academic Disqualification

After consultation with the student's Graduate Group faculty, the Graduate Dean may disqualify a student because of unsatisfactory academic progress as determined by any of the factors noted in this section. Graduate students who fail to make satisfactory academic progress must be officially disqualified from the university in writing by UCM's Graduate Dean after consultation with the student's Graduate Group faculty. However, in those cases where the student and the Graduate Group mutually agree that the student will terminate their status as a graduate student (e.g., a decision to end graduate study with a Master's Degree or a decision to withdraw from graduate study for other reasons), then the Graduate Group and/or student may independently notify the other of this mutual agreement. In all such cases, the Graduate Division should receive a copy of this documentation between the graduate group and graduate student.

Upon recommendation of academic disqualification, the student's academic record is reviewed carefully by the Graduate Dean in consultation with the student's faculty graduate advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's unsatisfactory record, the Graduate Dean will notify the student of the impending action in writing, and will provide a reasonable opportunity for the student to alert the Graduate Dean as to erroneous information or academic records, to submit other relevant information or comments in writing, or to request a second review of their academic performance.

a. Due Process Requirements

To ensure that a decision to disqualify a student from an academic program is just, certain basic "due process" requirements should be met:

1) Program policies should be clearly stated in writing, and a copy provided to all students in the program upon acceptance into the graduate program or within the first few weeks of the student's first semester of enrollment in classes.
2) Information on University and campus policies affecting graduate students should be provided to all students in the program. Most of these can be found on the UCM Website and the *UCM General Catalogue*.
3) Academic standards should be uniformly applied.
4) Modification of a program's policies undertaken to improve its offerings or to exercise its educational responsibilities should be submitted to the Graduate Council for approval in accordance with Academic Senate policy.
5) Students should be promptly informed of any such modifications as described above, and should be allowed, whenever appropriate and feasible, to complete work under standards operative at the time of their initial enrollment in the program.
6) Grades should accurately reflect a student's performance in each course.
7) An attempt should be made to discover if a student lacks the academic qualifications to complete a degree program as early as possible in the student's academic career.
8) The student should be given early written notice of potentially unsatisfactory academic progress and a reasonable period of time in which to correct all deficiencies.

b. Student Appeals

Students will be given 30 days (from the date of the Graduate Dean's letter notifying them of the impending disqualification action) to respond in writing to the recommendation for disqualification. Student appeals will be considered only if based upon appropriate cause, such as: (1) procedural error; (2) judgments based on non-academic criteria; (3) apparent personal bias; (4) specific mitigating circumstances affecting academic performance; or (5) discrimination on the basis of race, gender, or handicap not pertaining to required academic performance. Following this period of time (30 days), if the student does not respond, a formal/final notice of academic disqualification will be sent to the student by the Graduate Dean.

Following final notice of disqualification, the student may appeal to the Graduate Dean only on the basis of procedural error. A graduate student who has been disqualified will not be allowed to register again without approval of the Graduate Group and the Graduate Dean.

B. Graduate Standards for Grading

For a graduate student, only the grades A through B, and S represent satisfactory scholarship, and only course work in which these grades are received may be applied toward degree requirements (see 2, Graduate Group Exceptions, below). If the student has a grade point average of at least 3.0 in all courses applicable to the degree, one UCM course in which a grade of B- is earned may be accepted by the petition process (general petition form) in partial satisfaction of the degree requirements. Graduate students may not apply courses graded Pass/Not Pass toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification. The minimum grade point average standards, as stated in this manual, are minimum UCM requirements. Individual Graduate Group faculty retain the prerogative to apply stricter standards for graduate students

within their Graduate Group.

1. Course Repetition

Courses in which a grade below a B, or a grade of U, was received may be repeated only once. Only the most recently earned grades will be used in computing the student's grade point average for the first eight (8) units of repeated graduate course work. Thereafter, both the earlier and later grades will be used.

2. Graduate Group Exceptions

In the case of those graduate programs in which the faculty has adopted, and the Graduate and Research Council has approved, a special grading standard, courses in which the grade of B-, C+, and C were assigned will be accepted in partial satisfaction of degree requirements. Such exceptions must be noted in the *Graduate Degree Program Summary* for that program.

3. Individual Exceptions

With the approval of a student's Faculty Advisor, Graduate Group Chair and the Graduate Dean, a course in which the student received a grade of C+ or C may be accepted in partial satisfaction of the requirements for an advanced degree. Such exceptions are rarely granted. Whenever possible, the student should repeat the course for satisfactory credit toward the degree.

4. Pass/Not Pass (P/NP)

The grade Pass (P) is applied to undergraduate coursework only. It is equivalent to C level work or better, and does not represent satisfactory scholarship for a graduate student. The grade P is not considered as meeting the academic criteria for satisfactory progress, for university-administered fellowships, or for academic appointments/employment. If a graduate student chooses the option of P/NP grading, it is assumed that the course is an elective that does not have any significant relationship to the student's progress in the graduate program. A graduate student may elect P/NP grading for one course only (a maximum of 4 units) per semester. Under no circumstances will courses taken P/NP count toward unit and degree requirements for any graduate degree program.

5. Satisfactory/Unsatisfactory (S/U)

A grade of Satisfactory (S) is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of Unsatisfactory (U) was assigned. A student cannot self-elect S/U grading. The S/U grading is assigned by the instructor and may be assigned to all participants in a graduate course with the approval of the Graduate and Research Council in accordance with Academic Senate regulations. Similarly, with the consent of the Graduate Group involved and approval by the Graduate and Research Council, individual study and research or other individual graduate work may be evaluated by means of the grades Satisfactory or Unsatisfactory.

6. In Progress (IP)

"In Progress" is a transcript notation restricted to sequential courses extending over two or more semesters, and for which use of the IP notation has been approved by the Graduate Council and the Graduate Group. It indicates satisfactory progress, and should not be assigned if the level or the progress of the work to date is not satisfactory. Upon completion of the last semester of the course sequence, the grade for the final semester is assigned for all semesters of the sequence. No course credit is given until the student has completed the entire sequence.

If a student who was assigned the provisional notation IP for one or several semesters of a course sequence fails to complete the sequence, the instructor may assign a final grade and request the Registrar to replace the IP with that final grade on the permanent record. In the event that no action is taken to replace the IP with a final grade, the IP will be changed to an Incomplete (I) -- see below -- at the end of the second semester following the semester in which it was originally assigned, or at the end of the semester immediately preceding award of the degree, whichever comes first. Only semesters in which a student is enrolled will be counted in determining the time at which an IP is changed to an I.

7. Incomplete (I)

The grade Incomplete (I) should be given only when a student's work is satisfactory but is incomplete because of circumstances beyond the student's control, and when the student has been excused in advance from completing the semester's work. The I grade should not be assigned when the student is working on a long-term project that is scheduled over more than one semester of enrollment. In such cases, if the project is on schedule, the In Progress grade should be assigned. When no action is taken to replace an IP notation with a final grade, the IP will be changed to an Incomplete (see Number 6 above). Incompletes arising in this manner may not be replaced by another grade or notation. Finally, the grade I should also not be assigned when the student has completed no significant amount of work, or when it was unsatisfactory.

The number of Incomplete grades accumulated by a student should be monitored and limited carefully, and should be removed as soon as possible. Incomplete grades are an important factor in evaluating academic progress as well as in determining eligibility for employment. The maximum amount of time that an instructor may allow for making up incomplete work is two semesters of enrollment, but stricter limits may be applied. When work is completed within the time allowed, the student should ask the instructor to submit a change of grade notice to the Registrar. The general procedure is to process such requests with the approval of the Associate Dean for Graduate Affairs of the school in which the course was offered. If not made up within the time allowed, an I grade is recorded permanently. Ordinarily, I grades do not affect GPA. However, when computing GPA to determine whether the student meets the minimum GPA requirement for graduation (3.0), I grades are counted as “F.”

8. No Report (NR)

The NR notation is made on a student's permanent record in those cases where the student's name appears on the official class roster but the instructor did not turn in a grade for the student. The NR notation is applied under extenuating circumstances only: specifically, if the student and instructor have not reached agreement on the work, or, if a student misses a final exam, and the instructor does not have a chance to talk with the student before grades are due. Under these circumstances, the instructor may not be able to give a grade based on the material the student has completed.

A student who receives an NR transcript notation should immediately contact the instructor to arrange for the removal or replacement of the notation. The NR may be removed from the student's record by the action of the instructor providing that the assignment of the NR was due to a clerical or procedural error. Depending on the circumstances, the instructor may request that the Registrar change the NR to a grade including the grade Incomplete), or remove the entry for that course altogether from the permanent record.

If no action is taken to remove the NR from the permanent record after one semester of subsequent enrollment, or at the end of the semester immediately preceding award of the degree, whichever comes first, the NR notation will be changed to an F.

9. Withdrawal (W)

In accordance with UC Merced Academic Senate Regulations, the Registrar will record on a student's permanent academic record a W notation for each course the student drops at any time after the end of the fourth week of instruction in a semester. Courses in which a W has been entered on a student's transcript will be disregarded in determining the grade point average. In general, W notations are not considered in determining a student's satisfactory progress. However, if a student accumulates a significant number of W notations, they may become a significant factor in this regard. For more information on UCM's withdrawal policies see the UCM General Catalog.

C. Removal of Deficient Grades and Repeat of Courses

Repetition of courses not authorized to be taken more than once for credit is limited by Academic Senate policy. A graduate student may repeat a course in which a grade below B (3.0) or a grade of Unsatisfactory was received one time. Only the most recently earned grade is used in computing the student's grade point average for the first eight units of repeated work. Thereafter, both the earlier and the later grades are averaged. All credit units attempted and grades received remain part of the permanent record of the student.

D. Examinations

1. Scheduling of Examinations

Ordinarily, examinations that are required for an advanced degree, including language and comprehensive examinations and qualifying or final examinations for the Ph.D. may be given only during an academic session for which the student has registered. However, with the approval of the graduate committee of the Graduate Group, such examinations may be given between the end of any academic session for which the student was registered and the beginning of the next regular academic session. In such cases, written notification of intent must be submitted to the Graduate Dean at least two weeks in advance of the exam.

2. Repeat of Critical Examinations

In accordance with Academic Senate policy, a graduate student shall have the option of taking a second examination in the event of unsatisfactory performance on a critical examination. Included are the comprehensive examination, comprehensive examination for Master's degrees, the Ph.D. qualifying examination, the Ph.D. candidacy examination, and the final examination on the Ph.D. dissertation. 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 Graduate Dean.

3. Credit by Examination

If a student thinks that his or her knowledge of the content of a given course, or knowledge of the appropriate subject matter, is sufficient to be tested by formal examination without enrollment in a course, the student may petition for a limited amount of credit by examination. The following conditions must be met before such a petition can be approved:

- The student must be registered for at least four units of upper-division and/or graduate-level work at

the time the examination is taken.

- The student's overall scholarship must be satisfactory (3.0 or better cumulative grade point average).
- The course itself must be one that can be tested by examination. Graduate seminars and research courses cannot be taken for credit by examination.

In cases where the petition for credit by examination is approved, instructors retain the prerogative to: 1) decide whether they will serve as examiners; (2) determine the form such an examination may take; and (3) stipulate whether grades will be reported as Satisfactory/Unsatisfactory or as letter grades in accordance with grading policy for that course.

The *Credit by Examination Petition* may be obtained from the Registrar or from the Academic Dean of the school offering the course. Approval of any petition for credit by examination must be obtained from the Dean of that school prior to the examination. The petition must also be validated at the Cashier's Office by payment of a small fee.

E. UCM Academic Senate Policy on Academic Honesty

The consequences of failing to uphold the academic honesty policy is posted at Student Judicial Affairs. Students are expected to become familiar with this policy. Students who fail to uphold their fundamental academic obligation are subject to consequences that might range from lowering a grade to campus-wide sanctions, up to and including dismissal. Examples of conduct that fall under the aegis of the policy on academic honesty include, but are not limited to, plagiarism, cheating, stealing of exams, falsifying the record of their work, or collusion in such dishonest activities. When faculty suspect academic dishonesty, they need to follow due process guidelines and investigate their suspicions promptly and fairly. Minimally, due process requires that suspected students be given clear and prompt notice of the suspicion and the opportunity to confront or rebut the evidence that gave rise to the suspicion.

VII. STANDARDS AND REQUIREMENTS FOR GRADUATE DEGREE PROGRAMS

Students must satisfy the degree requirements outlined in the General Catalogue that is in effect at the time they are admitted to a graduate program. If the degree requirements are subsequently revised, the Graduate Group may, where appropriate, give students the option to meet the new requirements. A student who withdraws from a program, or loses student status for other reasons for more than two semesters, will be bound by the degree requirements in effect at the time of readmission unless otherwise stipulated and agreed to in writing by the Graduate Group and approved by the Graduate Dean. A student who defers admission or who changes to another program must meet the requirements in effect at the time of first registration.

Most requirements for graduate degree programs are determined by the Graduate Group that offers the degree. However, the Graduate Council, on behalf of the Academic Senate, has approval authority over all graduate programs on the Merced campus. In addition, the Office of Academic Affairs at UCM, the UC-wide Coordinating Committee of Graduate Affairs, the Office of the President, and the Committee on Post-Secondary Education are also involved in setting standards, reviewing, and approving new graduate programs on the UC campuses.

A. Second Advanced Degrees

The University of California discourages the duplication of advanced degrees. At the same time, it recognizes that a professional degree does not duplicate an academic one, and that the holders of either an academic or professional degree may have the pressing need to earn another degree in an area different

from that of their first endeavors.

If admitted for a second graduate degree, students will be held to all the usual degree requirements and University regulations pertaining to fees, examinations advancement to candidacy, residency, etc. Courses already applied to any previously earned graduate degrees cannot be applied toward the requirements of the second degree.

1. Second Master's Degree

In accordance with the policy approved by the Graduate Council, the Graduate Dean has delegated the authority to admit students for a second Master's degree to the Graduate Groups. While official policy is to discourage duplication of degrees, graduate groups may allow more than one degree at the same level, including more than one academic or professional master's.

2. Second Ph.D.

Admission for a second Ph.D. is rarely granted, and must be handled as an exception to policy and approved by the Graduate Dean. All requests must be made in writing to the Dean and should include strong justification for admitting the applicant for a second Ph.D., as well as a statement assuring the Dean that the applicant's first Ph.D. is in an unrelated area and that there will be no duplication or waiving of coursework.

B. Language Requirements

Completion of language or alternate skill requirements, if part of the graduate program, 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 advised in writing of the type of test taken and the date passed. If an alternate skill requirement approved by the Graduate Council in lieu of a foreign language is satisfied, this should also be indicated in writing.

C. Academic Advisement and Evaluation

Graduate Groups should establish well-defined criteria for completion of degree requirements and should keep students updated on all changes in the rules, policies, and procedures. Graduate Groups prepare a written document of the requirements and distribute it to all graduate students. For first year graduate students, formal evaluation is recommended at the end of their first and second semester of attendance. Continuing evaluation is recommended at least annually thereafter. This provides encouragement and support to those students making acceptable progress and, most importantly, may avert potential problems with students who may not be maintaining satisfactory progress toward their degree. While each Graduate Group is encouraged to develop its own process of student evaluation and advisement, it is generally accepted that certain elements are essential:

- Within the context of each course in which the student enrolls, an evaluation of the student's performance by the instructor.
- For those students engaged in research activities, frequent evaluation and advising on an informal basis by the supervising member of the faculty.
- Continuing supervision of dissertation work by the primary faculty advisor with progress evaluated and discussed with the student on at least once a semester.
- An overall evaluation of each student's academic progress that is conveyed to and discussed with the student at least once each academic year. An annual evaluation ordinarily is the joint

responsibility of the Graduate Group Advisor or the Chair of the student's graduate committee, where applicable. An evaluation should: (1) include a brief review of the student's work to date, with particular attention to the period since the last report; (2) describe the student's progress toward the degree; (3) identify any areas in which improvement is recommended or required; and (4) establish academic objectives for the following period.

- Identification of a Graduate Group representative whom the student may consult as a disinterested party. Each student should also have an advisory committee established by the graduate program that will be responsible for the guidance of that student in the course of his or her period of study. The committee may choose to inform the student in writing of his or her academic progress more than once per year, and the student may also request additional written evaluations. A copy of this correspondence should be kept in the Graduate Group files, and another copy forwarded to the Graduate Dean.

D. Language Policy for Examinations and Theses/Dissertations

English is to be the language of instruction and examination for graduate courses at UCM, unless the subject matter includes foreign language content. Similarly, examinations that satisfy specific degree requirements, such as qualifying/candidacy examinations and thesis/dissertation defenses will be conducted in English, except for the portions of the examination where the subject matter makes a different language specifically appropriate. (Examples include foreign language literature, linguistics, etc.) Students must seek permission to write their thesis/dissertation in a language other than English. To do so, immediately after advancement to candidacy, the candidate must submit a letter to the Graduate Dean, approved by the thesis/dissertation chair, committee, and Graduate Group chair. All members of the candidate's thesis/dissertation committee must have a reading knowledge of the language presented in the thesis/dissertation. There must be legitimate reasons for substituting English with a foreign language such as subject matter, special primary audience, publication arrangements, academic position in a foreign country, historical or literary value, or principal language(s) used in the documents to be analyzed and interpreted. Inability to write in English is not a valid reason. If the thesis or dissertation is approved to be written in a foreign language, the candidate must submit two abstracts. One must be in English. The other must be written in the language of the thesis or dissertation. Moreover, the thesis/dissertation defense will be conducted in English, except as determined by subject matter. See the UCM Thesis and Dissertation Manual for information about the preparation of manuscripts.

E. Conflict of Interest

1. Definition

For the purposes of this document the term "conflict of interest" refers to instances where faculty may have a financial conflict of interest as defined in APM 025/50 (www.ucop.edu/acadadv/acadpers/apm/welcome.html). Information on this and other types of conflicts of interest or on student grievance procedures are described in the University of California publication entitled *Policies Applying to Campus Activities, Organizations, and Students*. An overview of conflict of interest in graduate education can be found on the Office of Research website.

2. Objective

The policy on financial conflict of interest establishes mechanisms to protect the academic interests of a graduate student in the event that a faculty mentor, thesis, or dissertation advisor may have a conflict of interest relating to a project on which the student may be working. Such a conflict of interest may result from the faculty member having a financial interest in a project on which the student is working, whether sponsored or unsponsored. The intent is to apply the policy only to those situations in which a financial

conflict of interest is perceived to be potentially harmful to the academic interests of the student. The graduate student, the faculty mentor/advisor, a Graduate Group representative (either the graduate advisor or chair), or the campus Conflict of Interest Oversight Committee can initiate the procedures (described on the Office of Research website) to deal with the perceived conflict of interest. The procedures must also be considered in conjunction with the Academic Senate- Merced Division Regulations governing graduate student committees. The details of implementation for student committees can be found this Section under *F. The Master's Degree: Standards and Requirements*, *H. The Doctoral Degree: Standards and Requirements*.

3. Summary of Mechanism

When a graduate student, the faculty mentor/advisor, graduate advisor, School Dean, or the campus Conflict of Interest Oversight Committee (COIOC) identifies a conflict of interest, the Graduate Group Chair and the Graduate Dean must be notified in writing. The Graduate Group Chair will then examine the potential impact upon the student. If there is a potential for harm to the student, then an additional faculty member, termed the "Oversight Member", will be appointed, by the Graduate Dean, to the student's advisory and/or master's/doctoral committee to insure the faculty conflict does not impact upon the academic interests of the student. If the "Oversight Member" perceives an academic problem related to the conflict of interest that cannot be resolved at the Graduate Group level, then the matter will be turned over to the Graduate Dean for resolution.

4. Responsibilities

a. The Graduate Group

1) The Graduate Group is responsible for insuring that graduate students are properly notified about the nature and risks of faculty conflicts of interest as well as the University definition and policy regarding such conflicts. The Graduate Group is encouraged to communicate at least once during the student's tenure as a graduate student, in a format of the unit's choosing, the UCM policy on conflict of interest matters as well as the procedures designed to protect the academic interests of the student. The Graduate Group is also responsible for notifying the graduate students of the identity of a designated resource person who is available to advise students in circumstances in which there is a perceived faculty conflict of interest. The designated resource person will serve as the University representative in all matters related to the conflict of interest issue and should be the Graduate Group Chair unless this person is the conflicted faculty member. In such cases, another Graduate Group member will be appointed by the Graduate Dean to advise the student and serve as the Graduate Group representative as described herein.

2) The Graduate Group is responsible for insuring that faculty members have a written copy of the APM-028 section on conflict of interest (www.ucop.edu/acadadv/acadpers/apm/welcome.html) and other related policies and guidelines.

b. Mentor/Thesis/Dissertation Advisor

Each faculty member serving as a mentor or thesis or dissertation advisor to a graduate student is personally responsible for disclosing any conflict of interest that might in any way be pertinent to the research conducted by the student. In doing so, the faculty member should use criteria as outlined in APM-028, regardless of whether the company/entity is sponsoring research at UCM. The faculty member is also responsible for notifying the student, and the designated resource person of the Graduate Group, of his or her conflict of interest in a timely manner. Timely manner means that the faculty member should notify the Graduate Group representative and the student at the time that the student is considering a

thesis or dissertation topic, forming a graduate committee, or being employed as a research student or teaching assistant, whichever comes first.

c. The Graduate Division and the Office of Research

The Graduate Division and the Office of Research shall provide written information on conflict of interest policies and procedures to all Graduate Groups and students. In a brief statement, the information should: (1) include the definition of conflict of interest as pertains to graduate education; (2) describe the nature of potential conflicts of interest and provide brief examples; (3) describe the possible harmful effects on the academic interests of the graduate students, and (4) provide a list of University resources that can be consulted. The statement should also encourage students to first attempt to resolve their concerns informally within the Graduate Group, beginning with a designated resource person (chosen by the Graduate Group), and secondarily, if necessary, to initiate the formal procedures detailed herein. The statement is included in appropriate publications, including the Graduate Advisor's Handbook and publications for Graduate Students, on the Graduate Division website, and on Form I (Advancement to Candidacy for doctoral students), and on the Advancement to Candidacy and Final Report form for master's students. These forms can be downloaded from the Graduate Division website Grad forms. At any time, the student can also seek the advice of one of the identified campus-wide resource persons, who include the Vice Chancellor of Research and Graduate Dean, the Associate Vice Chancellor of Research, and the Director of Research Compliance.

5. Implementation

A conflict of interest issue may be raised at any time at the level of the Graduate Group by the graduate student, the faculty mentor/advisor, a Graduate Group representative, or the campus Conflict of Interest Oversight Committee.

a. The conflict of interest issue shall be reviewed by, and openly discussed among, the relevant parties to determine if the conflict has the potential to negatively impact upon the academic interests of the student. The designated resource person in a Graduate Group, preferably the Graduate Group Chair, shall handle the conflict of interest issue. If the designated resource person is also the student's conflicted faculty mentor/advisor, then the Graduate Dean shall handle the matter. In situations in which the Graduate Dean is the student's conflicted faculty mentor/advisor, a designated resource person chosen by the Lead Dean of the Graduate shall handle all matters.

b. If the conflict of interest poses minimal risk of harm to the academic interests of the student, then the designated resource person in the Graduate Group shall write a brief statement to that effect, including a summary of the situation and the reasons for the decision. If there is mutual agreement with the statement, the student and conflicted faculty member shall co-sign the statement. The signed statement shall then be deposited in the student's file and a copy forwarded to the Graduate Division. Copies should also be provided to the co-signers. Should any party become aware of new information impacting the academic interests of the student, the decision that the faculty conflict of interest does not appear to have a negative impact on the student can be reviewed and overturned. If, however, either the student or the conflicted faculty member does not agree with the statement after suitable revisions have been attempted by the designated resource person, then the conflict of interest matter should be referred promptly to the Graduate Dean for final resolution, which may include the designation of an oversight member on the student's doctoral or master's committee.

c. If the conflict of interest issue is determined to include a component that may be harmful to the student, then the designated resource person in the Graduate Group shall notify the Graduate Dean in writing and request that the Dean appoint an "Oversight Member" to the student's research

advisory and/or master's/doctoral committee. The "Oversight Member" shall not be implicated in any way with the conflict of interest issue, but if at all possible, should be familiar with the student's research interest.

6. Conflict of Interest Wherein a Student is Conflicted

The University of California is currently developing a policy to deal with matters involving cases where a student may be the conflicted party. These would include instances involving a student who holds a financial interest in an outside entity that may have an interest in a project on which the student is or may be working toward a graduate degree. In such cases it is important to consult with the campus Conflict of Interest Oversight Committee or the Vice Chancellor for Research/Graduate Dean.

F. The Master's Degree

1. Residency Requirement

A minimum of two semesters in academic residence is required prior to the award of most master's degrees. A minimum period of study of one semester in-residence must intervene between formal advancement to candidacy and the conferring of the Master's degree (SR 682).

2. Curricular Requirements

The requirements listed herein are the minimum required by the University of California. Most master's degree programs require additional work. Detailed information on specific degree requirements can be found at http://graduatedivision.ucmerced.edu/, and on individual Graduate Group websites. Students are responsible for fulfilling requirements in effect the year in which they are admitted. Under certain circumstances, the student, with the written approval of the faculty advisor and school's associate dean for graduate affairs, may opt to accept the new requirements. In such cases, the Graduate Group must notify the Graduate Division in writing of the change in order that the student's records correctly identify the new requirements. The following regulations of the Academic Senate, Merced Division, apply to curricular requirements for students in Master's programs.

Coursework Requirements and Thesis and Examination

The master's degree is attained by: Plan I, the Thesis option, or Plan II, the Comprehensive Examination option. A program may offer the option of one or both plans with the approval of the Graduate Council. Each of these plans has minimal coursework requirements, but programs may impose additional requirements.

Plan I (Thesis)
In addition to the thesis, a minimum of 24 semester units in approved courses is also required, 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. Under Plan I a thesis is required. A committee of three faculty members recommended by the Graduate Group Chair and appointed by the Graduate Dean shall approve the subject, pass on the content of the thesis, and administer the general examination. Usually one of the committee members directs the work.

Plan II (Comprehensive Examination)
In addition to the comprehensive examination, a minimum of 30 semester units in approved courses, at least 24 of which must be from graduate-level courses in the 200 series.

Membership

The thesis committee is comprised of a **minimum** of three voting members of the University of California Academic Senate -- not necessarily the Merced Division -- or the equivalent. A majority of the committee, but not necessarily all, shall be affiliated with the program. The Thesis Committee shall approve the subject of the thesis, pass on the content and administer the general examination. Usually, the Chair of the committee directs the work. Two copies of the approved thesis must be filed with the Thesis and Dissertation Manuscript Advisor.

Chair*:* The Chair of the committee shall always be a member of the Merced Division and of the Graduate Group supervising the master's program; no exceptions will be granted or this position.

General Members*:* Non-faculty members (i.e. Professional Researchers) will be considered for general membership on the committee on an exception-only basis. The Graduate Dean, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Graduate Group Chair to the Graduate Dean two weeks prior to the examination to allow a reasonable time for review.

Oversight Member*:* If the Chair, Thesis Advisor or other member of the committee has a financial interest in an outside entity that carries the possibility of a conflict of interest that is potentially harmful to the graduate student, an Oversight Member must be appointed in addition to the two general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role as Oversight Member. See exceptions below for procedures to appoint an Oversight Member.

Role of Oversight Member*:* The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCM resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file and a copy forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Graduate Dean in writing.

Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the Graduate Group Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the Graduate Group the authority to appoint, evaluate, and approve the committee. When the proposed membership deviates from this policy, as in the case of non-faculty members (i.e. Professional Researchers) or faculty members from other universities, or in the case of appointment of an Oversight Member, a request for an exception must be submitted in writing to the Graduate Dean.

Exceptions on Appointment

Oversight Member: The Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the Graduate Group Chair. The Graduate Group Chair shall submit a written request to appoint an Oversight Member to the Graduate Dean no less

than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

General Member: Non-faculty members (i.e. Professional Researchers) and faculty members holding professorial titles from other universities will be considered for general membership on the committee on an exception-only basis with approval of the Graduate Dean.

Responsibilities

It is the responsibility of the Graduate Group Chair, the Chair of the Candidacy Committee, and the Graduate Division to: (1) to inform the student regarding the policy on Thesis Committees – including full disclosure of issues pertaining to possible conflict of interest that is potentially harmful to graduate students; (2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed.

Submission of Thesis

The submission of the thesis is the last step in the program leading to the award of an advanced degree. All theses submitted in fulfillment of requirements for advanced degrees at UCM must conform to University regulations with regard to format and method of preparation.

a) How to File
See the UCM Thesis and Dissertation Manual

b) Deadline for Filing

The advanced degree manuscript is expected to be submitted by the deadline in the semester in which the degree is to be conferred. Friday of the fifteenth week of classes is the deadline for submitting theses and dissertations during each semester. Those students who complete requirements and submit theses after the end of the fifteenth week of classes 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 such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the semester in which the degree is to be earned.

c) Public Access

In accordance with UC and UCM policy, all approved thesis/dissertation manuscripts automatically become available for public access and circulation as part of the UCM Libraries collections.

3) Comprehensive Examination (Plan II)

A final comprehensive examination, the nature of which is to be determined by the Graduate Group and approved by the Graduate Council, is required of candidates following Plan II. The content of the exam represents a capstone requirement that integrates the intellectual substance of the program.

b. Advancement to Candidacy

Graduate students are such graduates of the University (or of other institutions empowered to confer like degrees on an equivalent basis) who are pursuing advanced or special studies under the direction of a Graduate Council. Graduate students may be resident graduates not candidates for a degree, or they may become candidates for higher degrees. All graduate students are considered resident graduates not candidates for a degree, unless admitted to candidacy by a Graduate Council after formal application.

In accordance with University of California policy, students must be advanced to candidacy for their degree prior to the beginning of the final semester of enrollment. An *Application for Advancement to Candidacy* initiated by the student and approved by the Graduate Group should be submitted to the Graduate Dean before (preferably 30 days before) the opening of the semester in which the degree is expected. The *Application* must be accompanied by petitions for any course credits that have not already been approved by the Graduate Dean. If the master's degree requires a thesis (Plan I), membership of the thesis committee must be included, and the graduate group chair, and the graduate student must sign the Statement of Conflict of Interest form, which is included in the *Application*.

Deadlines for submission and approval of the *Application for Advancement to Candidacy* are published each semester at Grad forms. If the student has not advanced to candidacy before the beginning of the semester in which all requirements are completed, the degree will not be conferred until the end of the following semester. When the student is formally advanced to candidacy, the student and the Graduate Group are notified.

c. Final Report for the Master's Degree

It is the graduate program's responsibility to insure that the course requirements of the graduate program have been met prior to submitting the *Final Report for the Master's Degree* to the Graduate Division. Graduate Groups are encouraged to consult the *Program Summary* applicable to the student's year of admission for each degree program they offer. Substitutions within the graduate student program of study do not need to be approved through the Graduate Dean unless they affect minimum University and program requirements for the Master's degree.

The *Application for Advancement to Candidacy* is also the form used to certify completion of all degree requirements prior to formal award of the Master's degree. Upon formal advancement to candidacy, the form is returned to the graduate program. The lower section of the form (Conferral of Degree) should be completed as soon as it is possible to certify completion of all requirements. All sections should be completed; if some requirements do not apply, this should be indicated by "Not Applicable" (N/A) in the appropriate space.

If the student has satisfied all requirements except for satisfactory completion of the final semester's course work, the graduate group should complete the certification and return it to the Graduate Division prior to receipt of final grade reports. The Graduate Division will verify final grades with the Registrar. The graduate group is consulted if there is any doubt about conferral of the degree.

G. Transfer of Credit

The *General Petition* (Grad forms) may be used for purposes of requesting transfer of credit by currently enrolled students only.

1. Policy

Transfers of credit toward master's degree requirements are governed by University regulation and policy summarized in the *UCM General Catalogue* and may also be found on the website of the UC Senate Manual By-Laws and Regulations.

a. Petitions for transfer credit will be considered only when the work is necessary to fulfill degree requirements.
b. If official transcripts of academic work are not already in the student's file, they must be submitted as part of any petition for transfer credit or course substitution of degree requirements.
c. No petition for transfer credit is needed for work completed as a regular graduate student in UCM regular academic sessions, at other campuses through Intercampus Exchange, or in UCM Summer Sessions, including Summer Sessions prior to first registration semester at UCM following formal admission to a graduate program.

2. Procedures

a. Petitions for transfer of credit should be submitted as soon as possible after first enrollment as a UCM graduate student or completion of the academic work for which transfer credit is requested. All petitions for transfer credit must be supported by official transcripts of the work completed, and sent directly to the Graduate Division by the issuing institution.
b. Up to one-half the total units required earned during regular academic semesters at another graduate division of the University of California may be transferred.
c. Up to one-fifth the total units required may be transferred from any one or a combination of the following: University of California Extension, another institution, or Summer Sessions at another UC campus.
d. Quarter units will be transferred at 0.67 times the semester unit value.
e. In all cases, transfer credit may be allowed only for graduate-level work taken after awarding of the Bachelor's degree or when taken as an undergraduate in excess of both the unit and major requirements for the Bachelor's degree. No transfer of credit will be accepted for work applied toward the requirements of another graduate degree.
f. No transfer credit will be allowed for any course in which a grade below B or the equivalent is assigned.
g. No transfer credit may be given for work completed while currently enrolled, or on an academic leave of absence, without prior written approval of the Graduate Group Chair and the Graduate Dean.
h. Under no circumstances will grade credits be transferred.
i. Courses that are transferred do not count toward the required number of units in 200-series courses.

H. The Doctoral Degree

1. Residency Requirement

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. If a student does not meet the Graduate Group expected degree time, not including the first two Academic Leave of Absence semesters, a letter is sent to the student and to the Faculty Advisor strongly encouraging the student to contact her/his Graduate Group Chair and set a completion date. The Graduate Dean will set a deadline for the student if a timely response is not received from the student or Graduate Group.

Should the student miss the established deadline, a memo will be sent to the student's Faculty Advisor requesting a reevaluation of the student. The reevaluation should include either a recommendation for disqualification or the establishment of a second deadline date.

2. 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 Associate in undergraduate courses. Refer to Section IV of this document (Academic Appointments and Graduate Student Employment) for definitions, responsibilities, and requirements related to teaching titles.

International and permanent resident graduate students who are not citizens of countries where English is either the primary or dominant language as approved by the UCM Graduate Council, who wish to be considered for appointment as a Teaching Assistant or Teaching Associate, must pass an approved oral English proficiency examination. See Section IV for more information.

3. Waiver of Course Work

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* (Grad forms) should be used for all requests for waivers of course work. To obtain a waiver, the Graduate Group should submit a full description of the course including a syllabus and a copy of the student's transcripts along with the *Petition* to OGS for review and approval.

4. Advancement to Candidacy

Graduate students are such graduates of UCM (or of other institutions empowered to confer like degrees on an equivalent basis) who are pursuing advanced or special studies under the direction of the Graduate Council. Graduate students may be resident graduates not candidates for a degree, or they may become candidates for higher degrees. All graduate students are considered resident graduates not candidates for a degree, unless admitted to candidacy by Graduate and Research Council after formal application. A student advances to candidacy for the Ph.D. upon successfully demonstrating a high level of scholarship in full-time study at the Ph.D. level, and upon completing all preparatory work and demonstrating readiness to proceed to the dissertation phase.

a. Advancement to Candidacy

Graduate students are nominated for admission to candidacy for the Ph.D. degree in a particular field by the Graduate Group responsible for advanced degrees in that field. Students are admitted to candidacy if they pass by unanimous vote a candidacy examination administered by a Candidacy Committee and meet any other conditions (such as specific course requiremenst) set by the Graduate Group. The Graduate Dean may delegate to the Graduate Groups the role of appointing Candidacy Committees. When the membership of the proposed Candidacy Committee conforms to Senate policy as defined in Merced Senate Regulations, authority both to evaluate and to approve the committee may be delegated to the Graduate Group. However, the Graduate Dean retains sole authority to grant any exceptions to this policy, and to appoint a nominee as Oversight Member in those cases where the possibility of a conflict of interest that is potentially harmful to the graduate student exists. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role. Requests for approval of exceptions must be submitted in writing by the

Chair of the Graduate Group to the Graduate Dean at least two weeks prior to the scheduled exam to allow a reasonable time for review.

The Graduate Group must also inform students regarding the policy on candidacy committees including policy related to possible conflict of interest that is potentially harmful to graduate students. It is the responsibility of the Chair of Graduate Group and the Chair of the Candidacy Committee to ensure that these Academic Senate policies are followed. Should these Senate policies not be followed, the student, at the discretion of the Graduate Dean, will be required to retake the Advancement Exam.

b. Candidacy Committee
The Candidacy Committee is comprised of a **minimum** of three faculty who are voting members of the University of California Academic Senate. Non-faculty members (i.e., Professional Researchers) or faculty holding professorial titles at other Universities will be considered on an exception-only basis with approval of the Graduate Dean. Candidacy Committee members need not necessarily be from the Merced Division, but a majority must be members of the student's Graduate Group.

Membership

The Chair: The Chair of the Candidacy Committee must be a member of the student's Graduate Group and must be a voting member of the UC Academic Senate. No exceptions to these requirements will be considered.

General Membership: At least one member in addition to the Chair must be members of the student's Graduate Group. No exceptions to the requirement that a majority of voting members hold appointments in the student's Graduate Group will be considered. Non-faculty members (i.e. Professional Researchers) or faculty holding professorial titles at other universities will be considered on an exception-only basis with approval of the Graduate Dean.

The Oversight Member: If the Chair, Research/Thesis advisor or other member of the committee has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the three general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.

Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCM resources available should a conflict of interest problem arise. If there does not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Graduate Dean in writing.

Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the Graduate Group Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the Graduate Group Chair the authority to appoint, evaluate and approve the committee. When the proposed membership deviates from this policy, as in the case of non-faculty members (i.e. Professional

Researcher) or faculty members from other universities, or when appointment of an Oversight Member is perceived to be necessary, a request for an exception or nomination must be submitted in writing to the Graduate Dean (see below).

Non-faculty members (i.e. Professional Researchers) or faculty holding professorial titles at other Universities will be considered on an exception-only basis. The Graduate Dean retains sole authority to grant these exceptions, which must be submitted in writing by the Chair of the Graduate Group at least two weeks prior to the scheduled exam, and must be accompanied by a curriculum vitae of the individual for whom the exception is being requested.

Oversight Member: The Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the Graduate Group representative. If these individuals cannot agree on three nominees, the Graduate Group representative (either the graduate advisor or the Graduate Group chair if the advisor is conflicted) will select the nominees. The Gradaute Group representative shall submit a written request to appoint an Oversight Member to the Graduate Dean no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

It is the responsibility of the Graduate Group Chair, the Chair of the Candidacy Committee, and the Graduate Division to: (1) to inform the student regarding the policy on Thesis Committees – including full disclosure of issues pertaining to possible conflict of interest that is potentially harmful to graduate students; (2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed. Should these Senate policies not be followed the student will be required to retake the Qualifying Exam.

Duties and Responsibilities

The Candidacy Committee is charged with determining the fitness of the student to proceed with the doctoral dissertation through a formal Qualifying Examination. The 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 Graduate Dean. 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.

Voting Procedures

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 right to pose appropriate questions to the student. The Committee must conclude its examination when convened with the student present.

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 Graduate Dean within 30 days. If the Committee decides to reexamine the student at a later date or does not pass the student for any reason, this must be reported to the Graduate Dean. The final vote and recommendation of the Committee must be unanimous and unequivocal. A recommendation that a student not be advanced is subject to conditions described herein.

Procedure for Validating and Recording Results

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 *Ph.D. Form I*: *Report of the Ph.D. Candidacy Committee* (Grad forms). The *Ph.D. Form I* 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 *Ph.D. Form I*. If the unanimous recommendation of the Committee is favorable, the student must pay the $65 Advancement to Candidacy Fee to the campus Cashier's Office that will validate the *Ph.D. Form I*. The student must then submit the *Ph.D. Form I* to the Graduate Division (Attn: M. Martin, Enrolled Student Affairs Officer). The date the student submits the signed and validated *Ph.D. Form I* will be the official date of advancement. The candidate and graduate program will be notified of formal advancement and the appointment of a Doctoral Committee.

5. Lapse of Candidacy

Candidacy for the Ph.D. will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration. A readmitted student who was a candidate for the Ph.D. must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the Ph.D. will be conferred.

6. The Doctoral Committee

a. Dissertation

The Doctoral Committee shall supervise the preparation and completion of the dissertation and the final examination.

b. Membership

The Doctoral Committee is nominated by the Candidacy Committee with the concurrence of the candidate, the doctoral committee Chair, and the Graduate Group Chair or designee, on the *PhD Form I*. The Doctoral Committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Merced Division. A majority of the committee shall be affiliated with the program.

1) Chair*:* The Chair of the Committee shall always be a member in the Graduate Group supervising the doctoral program; no exceptions will be granted for this position. The Chair of the Doctoral Committee is the member of the graduate program faculty responsible for providing primary guidance of the student's dissertation.
2) Oversight Member*:* If the Chair, Research/Thesis advisor, or other member of the committee, has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the two general members. It is understood that the Oversight Member will not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.
3) Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or doctoral committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCM resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she should not sign off on the committee deliberation, but should instead inform the Graduate Dean in writing.

c. Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the Graduate Group Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the Graduate Group the authority to appoint, evaluate and approve the remaining members of the Doctoral Committee.

d. Exceptions

1) Oversight Member

In those cases where a possible conflict of interest exists as described above, the Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor and the Graduate Group representative. If these individuals cannot agree on three nominees, the Graduate Group representative (either the graduate advisor or the chair if the advisor is conflicted) shall select the nominees. The Graduate Group representative shall submit the request to appoint an Oversight Member in writing to the Graduate Dean no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

2) General Members

Non-faculty members (i.e. Professional Researchers) and faculty holding professional titles at institutions other than the University of California, will be considered for general membership on the committee on an exception-only basis. The Graduate Dean, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Chair of the Graduate Group to the Graduate Dean at least two weeks prior to the date of the exam to allow a reasonable time for review.

e. Duties and Responsibilities

It is the responsibility of the Graduate Group Chair and the Chair of the Doctoral Committee to: 1) inform the student regarding the policy on Doctoral Committees, including full disclosure of issues pertaining to the possibility of conflict of interest potentially harmful to the student; 2) provide graduate students with a policy statement on conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and 3) ensure that the Academic Senate policies are adhered to.

7. 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.

Ph.D. Form II: Report on Final Examination

Upon completion of the final examination (if required) and approval of the dissertation, the Doctoral Committee recommends, by submission of *Ph.D. Form II*, 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.

8. Dissertation

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* for writing and submitting theses/dissertations is available at the Graduate Divison**.** 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.

a. How to File

Filing instructions are found in The UCM Thesis and Dissertation Manual.

b. Deadline for Filing

The advanced degree manuscript is expected to be submitted by the deadline in the semester in which the degree is to be conferred. Friday of the fifteenth week of classes is the deadline for submitting theses and dissertations during each semester. Those students who complete requirements and submit dissertations after the end of the fifteenth week of classes 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 such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the semester in which the degree is to be earned.

c. Public Access

In accordance with UC and UCM policy, all approved thesis/dissertation manuscripts automatically become available for public access and circulation as part of the UCM Libraries collections.

I. Change of Degree Title/Program/ Level/or Graduate Group

1. Change of Degree Level Within A Graduate Group (Master's to Ph.D.)

A student who was admitted to the master's degree program may be considered by the unit's graduate affairs committee for subsequent admission to Ph.D. status. The committee may require the student to submit new letters of recommendation, a revised statement of purpose, or other appropriate information. The process is internal to that Graduate Group until a decision is made. If the committee decides not to accept the student for study leading to the Ph.D., the Chair of Graduate Group offering the degree must notify the student in writing, via the Change of Degree Level Form. If the committee accepts the student for doctoral studies, the recommendation must be transmitted in writing to the Graduate Dean who has the authority to approve and formally recognize the change to doctoral status. Only at that time will the student be eligible to register as a doctoral student.

International Students:

Because of visa sponsorship requirements, an international student ordinarily must provide verification of financial resources prior to formal recognition of doctoral student status.

2. Change of Degree Level Within a Graduate Group (Ph.D. to Master's)

A student admitted for the Ph.D. degree, who, 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 Graduate Dean. 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 Level 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

3. Change of Degree Title and Graduate Group

A current student who wishes to transfer to a graduate program offered by a different Graduate Group should first consult with the Graduate Group Chair of the desired program or unit. A formal request for such a change must be submitted to the Graduate Dean using the online graduate application. The student must indicate therein the most recent semester of enrollment at UCM. The full application fee will not be charged unless there is a lapse of student status. The Graduate Division may request the current custodian of the student's academic records to forward copies of certain documents to the Graduate Group the student wishes to enter. The receiving unit may require the student to submit additional information, such as current letters of recommendation, as necessary and appropriate. If the change is not approved by the Graduate Group that the student seeks to enter, formal notice should be sent to the student with a copy to the Graduate Dean and the student's current Graduate Group. If the Graduate Group recommends acceptance of the student, a copy of the formal admission letter must be sent to the Graduate Dean and the student's current Graduate Group. However, if the student seeks an advanced degree from the initial program, all requirements for that degree must be completed before the change of program or unit becomes effective. Students transferring from one program to another must also complete a

Cancellation/Withdrawal (C/W) form available through both the Graduate Division and the Registrar's Office. For "reason for withdrawal," the student should write "transfer from _____ to ____." Program codes, if known, should also be included. The student must sign and date the form and submit it to the Graduate Division to complete the transfer process.

J. Degree Conferral

1. Registration Requirements

Master's and doctoral degrees are conferred at the end of the academic semester in which all requirements have been satisfied, subject to the final approval of the Graduate Council. Ordinarily, a graduate student will be registered for the semester in which all degree requirements are completed and the degree is to be conferred. If all degree requirements (including acceptance of the dissertation or thesis by the librarian and completion of all required examinations) are completed before the first day of the regular academic semester in which the degree is to be conferred, and the student was registered for the previous semester, registration fees are not required. Students who do not meet this second submission deadline, may be eligible to pay a Filing Fee in lieu of registration under certain circumstances. Unless payment of a Filing Fee or an academic leave of absence is approved, a graduate student must register each semester until all degree requirements are completed.

If a student does not complete the necessary courses by the end of the semester in which degree conferral is expected, or does not attain the required level of scholarship, registration for the next regular academic session (excluding summer) is mandatory; otherwise, student status and candidacy for the degree will lapse. Once status lapses, the degree can be conferred only after readmission of the student, followed by at least one semester of registration and reinstatement to candidacy.

2. Certification of Degree Award

The Graduate Division notifies students by mail of formal degree conferral at the end of the semester in which the degree is conferred. As soon as all degree requirements are completed, the student may submit a *Degree Certification Request* form. The *Letter of Degree Certification* bears the Graduate Dean's signature stamp and University Seal and is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes. The student may request one copy for personal use, or for direct transmission to another educational institution or employer. While there is no charge for this service, only one official *Letter of Degree Certification* is provided for each degree.

K. Graduation and Diploma Information

1. Advancement to Candidacy Requirement

A student who expects to complete all requirements for an advanced degree in a given semester must be advanced to candidacy for that degree prior to the first day of the semester in which the degree will be conferred.

2. Diploma and Commencement Form

Students who expect to graduate during the Fall or Spring semester must submit the *Graduate Student Diploma and Commencement* form, along with the completed and approved thesis/dissertation manuscript and other final degree paperwork to (Grad forms) the Graduate Division. Please consult the Graduate Division website for deadlines regarding filing of Master's and doctoral degree paperwork. (Students who expect to graduate during the Spring semester must submit this form by the last working day before the Spring semester begins to Graduate Division. Those Master's degree students who are not required to

submit a thesis manuscript must still submit the form to the Graduate Division. Late filing of this form may delay the ordering of the diploma, and may result in a student's name being excluded from the commencement ceremony list.

Once the appropriate forms have been received by the Graduate Division, they will be approved and forwarded to the UCM Registrar. Each Spring semester, based on verified information provided by the Graduate Division, the Registrar's Office provides the Graduate Groups a roster of those students who plan to graduate by the end of the academic year. The Graduate Groups then verify the accuracy of the rosters and return them to the Registrar's Office, which then orders the diplomas. This information is also forwarded to the Commencement Office for inclusion in the Spring Commencement program.

3. Commencement

Questions regarding eligibility to participate in Spring commencement should be directed to the student's Graduate Group. The student should also contact the Registrar's Office to ensure his/her name will be included on the Commencement Ceremony publication.

VIII. GRADUATE DIVERSITY PROGRAMS

General Program Overview

Diversity is an essential component of excellence in all aspects of the mission of UCM: teaching, research and service. The University of California's longstanding goal is to achieve a student body and faculty that reflect the diversity of the state, inclusive of those traditionally under-represented in various academic disciplines and of all cultural, linguistic, geographic and socioeconomic backgrounds. To achieve academic excellence, the university places a high value on a diverse graduate student population because diversity is critical to promoting lively intellectual exchange and the variety of ideas and perspectives that are essential to advanced research. In addition, graduate students form the pool of future academic leaders. The Graduate Division is developing a comprehensive program designed to serve under-represented students. Participants must be U.S. citizens or permanent residents selected from groups whose participation in higher education is and has been historically low. The program focuses on five major areas: outreach, recruitment, retention, financial support, and graduation. It encompasses program development and support services. The overall goal is to develop and implement strategies that promote a positive academic environment that supports the completion of master's and doctorate degrees. In order for the University of California to continue to sustain its diversity goals, we have begun the strategic planning for effective outreach, recruitment and retention programs. Central to the success of these programs will be the willingness of the Graduate Group and their faculty to systematically evaluate and improve their recruitment strategies. The available support is intended to facilitate Graduate Group flexibility in developing student support offers that are both competitive and successful in attracting the best diversity students. Our need to constantly rethink our past activities in these areas, and to explore and evaluate new strategies, is stimulated by a variety of factors including:

1. The conviction that the primary determinant of successful outreach and recruitment is the personal involvement of individual faculty and current students. The limited resources available should be focused on supporting UCM faculty and staff interaction with prospective students.
2. The need to have an integrated campus-wide approach to graduate outreach and to develop the infrastructure to support Graduate Group recruitment of newly admitted students.
3. Evidence suggests that the most effective form of multi-year support for doctoral students is a combination of fellowships, teaching appointments, and research assistantships.

To address these needs, the Graduate Division has established a pool of supplementary funds that will be available to Graduate Groups for their involvement in a comprehensive UCM outreach plan in support of their diversity recruitment efforts, including the opportunity to partner in the development of multi-year fellowship support packages.

A. Diversity Fellowship Eligibility

Nominees for any diversity fellowship must be U.S. citizens or permanent residents. Awardees must be admitted to graduate study in a full-time program leading to an advanced degree. Fellowships are awarded to domestic students who have been admitted to pursue a Ph.D. degree, or have been admitted to a doctoral program at the Master's level with the expectation that they will continue toward a Ph.D. Students beyond UCM's expected time-to-degree for their discipline are ineligible to receive diversity fellowships. Therefore, it is essential that the guidelines for each fellowship be reviewed. Fellowships are awarded only to first-year students entering a graduate program during the Fall semester admission cycle. Continuing student nominations are considered in a separate competition during Spring Semester (March-May). Faculty advisors are encouraged to review eligibility criteria for each specific award category.

B. Fellowship Nomination Procedures

The Graduate Division centrally administers diversity fellowships. UCM's philosophy of student support requires that academic merit must be the dominant criterion by which graduate student funding decisions are made. All potential nominees shall first be considered by Graduate Groups for traditional forms of assistance. Diversity fellowships are only awarded based on a nomination by the diversity fellow's Graduate Group.