

GRADUATE DIVISION

REGULATIONS

GR1 *General Provisions*

GR1.1 Preparation for Higher Degrees and Certificates. A prospective candidate for any higher degree or certificate must hold a Bachelor's Degree from one of the colleges or schools of the University or from another recognized institution, based upon a curriculum that includes adequate preparation for advanced study in his/her major field. If a prospective candidate's undergraduate program is found to be deficient in any serious respect in its breadth of fundamental training or as a foundation for the work proposed, he/she will be required to make up the deficiencies.

GR1.2 Standards of Scholarship and Disqualification. Every graduate student is expected to prove himself/herself worthy of the privilege of advanced study. He/she is required to maintain the standard of scholarship established by the Graduate Council in his program of study and is subject to dismissal (1) if his/her overall grade point average falls below the required level at any time or (2) if his/her work in two consecutive terms falls below that level. After consultation with the appropriate department or graduate group, the Dean of the Graduate Division will notify students who become subject to dismissal of action taken.

GR1.3 Departmental or Graduate Group Rules and Requirements for Higher Degrees and Certificates. Subject to such provisions as appear elsewhere in these and University regulations, each department or graduate group may adopt additional rules and requirements for higher degrees and certificates; such additional rules and requirements are subject to review by and the advice of the Graduate Council.

GR1.4 *Credit by Examination*

GR1.4.1 A student who wishes to have the privilege of examination for degree credit must be in residence and not on academic probation.

GR1.4.2 A student may take examinations for credit toward the Master's Degree in any University course for which he would get credit by taking the course by normal attendance, *except* that he may not secure credit by examination in graduate seminar and research courses.

- GR1.4.3** Petition for credit by examination (available in the office of the registrar) should be approved in advance of the undertaking of the work. The approval of the departmental graduate adviser, the Dean of the Graduate Division, and the instructor who is appointed to give the examination, are necessary before the examination may be given.
- GR1.4.4** The credit earned by examination may be applied toward the unit requirement for the Master's Degree but cannot be used to reduce the minimum residence requirement.
- GR1.5** *Study List Regulations (En 24 Nov 70)*
- GR1.5.1** A study list is a student's choice of courses to be pursued in any quarter.
- GR1.5.2** At the beginning of each quarter every student is required to file with the Graduate Division his/her detailed study list bearing the approval of the graduate adviser.
- GR1.5.3** A student is expected to make normal progress toward his/her credential or Degree objective. The maximum number of quarters in which students may be considered to be full-time is: 8 quarters for elementary and secondary credential students, 10 for special credential students, 7 for Master's students, 9 for M.F.A. students, and 20 for Ph.D. students.
- GR1.5.4** After the study list is filed, a student may request changes in courses by formal petition.
- GR1.5.5** A change in the study list must be approved by the graduate adviser and, in the case of a course to be added or dropped, by the instructor concerned.
- GR1.5.6** Courses may be added to the study list until the end of the third week of instruction. No course may be added after that time without approval of the Graduate Dean.
- GR1.5.7** Courses may be dropped at any time prior to the end of the fifth week of instruction. If the adviser or instructor withholds approval of a petition to drop a course, the student may appeal to the Graduate Dean.
- GR1.5.8** With approval of the Graduate Dean, students may withdraw from the University at any time prior to the end of instruction.
- GR1.5.9** Any changes in a student's study list not covered by the above regulations must have the approval of the Graduate Dean.

- GR1.5.10** In order to take a course in Directed Studies (290), a student must complete a petition stating the content of the course, the number of units, and the reason he/she needs to take such a course. The petition must have the written approval of the instructor and of the department Chair or graduate adviser, and it must then be filed with the office of the Dean of the Graduate Division. (En 7 Apr 72)
- GR2** *Requirements for the Degree of Master of Arts or Master of Science, and Master of Administration (Am 12 Jun 73)*
- GR2.1** **Plans.** A graduate student must pursue one of the following plans for fulfillment of the requirements for the Master's Degree at the option of the department or graduate group of his/her field. With the approval of the Graduate Council, a department or graduate group may adopt one or the other or both of the plans. Under either plan all requirements for the degree must normally be satisfied within a calendar year from the time of completion of the course requirements.
- GR2.1.1** **Plan I: Thesis Plan.** A minimum of 36 quarter units of graduate and upper division undergraduate courses in or related to the major subject area are required. At least 24 of the 36 units must be in graduate courses taken at this University; of these a maximum of 12 may be in the graduate research for the thesis. The preparation and presentation of an acceptable thesis is required for every candidate for the degree. Provided that these general requirements are met, the student is subject to his/her major department's or group's guidance in the distribution of his/her work among the departments. In addition, the major department or group may require any examination which it deems necessary to test the candidate's knowledge of his/her field.
- GR2.1.2** **Plan II: Comprehensive Examination Plan.** A minimum of 36 quarter units of graduate and upper division undergraduate courses in or related to the major subject area are required. At least 18 units must be in graduate courses taken at this University, of which none may be in graduate research for the thesis or dissertation. Provided that these general requirements are met, the student is subject to his/her major department's or group's guidance in the distribution of his/her work among the departments. A comprehensive final examination, to be of such nature and to be conducted in such manner as determined by the department or group concerned, is required of every candidate for the degree.
- GR2.2** **Residence Requirements.** The minimum required period of residence in the University is one academic year (3 quarters) of which two quarters must normally be spent at the University of California, Riverside. It is not always possible, however, to complete subject requirements within the minimum period of residence. A candidate for a higher degree is regarded

as a student in residence in a regular term only if he/she is actually attending authorized University exercises amounting to at least one upper division or graduate course of four units or more; or four units of upper division and/or graduate work; or, in a six-week summer session, to at least two units of similar work for half a term's residence. In addition, up to 8 quarter units (or two courses if less than 8 units) of credit may be allowed for work taken elsewhere in graduate status in an institution of high standing, but these units cannot be used to reduce the minimum residence requirement or minimum requirement in graduate courses taken at this University. (Am 24 Jan 74)

GR2.3 Foreign Language Requirement. Each department or graduate group shall determine whether or not a reading knowledge of one or more foreign languages shall form an integral part of the student's preparation for the Master's Degree. Satisfaction of a foreign language requirement shall be demonstrated, subject to approval of the department or graduate group, under one of the following options: (a) written examination administered by the department or graduate group; (b) Educational Testing Service Graduate School Foreign Language Test; (c) satisfactory completion of a course at a specified level. Evidence of satisfaction of the requirement will be provided to the Dean of the Graduate Division for each student where appropriate.

GR2.4 Scholarship Requirements. Only courses in which the student is assigned grades A, B, C, or S are counted in satisfaction of the requirements for the Master's Degree. Furthermore, the student must maintain an average of at least three grade points per unit in all upper division undergraduate and graduate courses related to his/her Master's program and elected during his/her residence as a graduate student. In the case of a student who has made a distinguished record during the final year of residence, this requirement may be waived by the Graduate Council. (Am 23 Jan 75)

GR2.5 Advancement to Candidacy. Applications for advancement to candidacy must be made through the Dean of the Graduate Division with the recommendation of the department or group concerned and must contain a statement of the studies upon which the application is based. Application for advancement to candidacy shall be made at the beginning of the term in which it is expected that the course requirements for the degree will be completed.

GR2.6 *Thesis Requirements*

GR2.6.1 The thesis under Plan I is a report of an original investigation of a defined problem. The subject of the thesis must be approved by a committee of three members nominated by the department or graduate group of the

student's major subject and appointed by the Graduate Council to advise on the program or research for the thesis and to pass finally upon its merits. One member of this committee shall preferably be chosen from a department or graduate group other than that of the major subject. The Chair of the committee is the director of the candidate's research.

GR2.6.2 The thesis for the Master's Degree must be prepared and presented in the form and manner prescribed by the Graduate Council.

GR3 *Requirements for the Degree of Master of Fine Arts (En 30 May 72)*

GR3.1 **Program Requirements.** A minimum of 54 quarter units of graduate and upper division undergraduate courses in or related to the major subject area are required. At least 18 of the 54 units must be in graduate courses taken at this University. The preparation and presentation of an acceptable creative project, the nature of which is to be determined by the Graduate Council on the recommendation of the major department or group, is required of every candidate for the degree. Provided that these general requirements are met, the student is subject to his/her major department's or group's guidance in the distribution of his/her work among the departments. In addition, the major department or group may require any examination which it deems necessary to test the candidate's knowledge of his field.

GR3.2 **Other Requirements.** The regulations pertaining to the degree of Master of Arts or Master of Science in regard to requirements for residence, foreign language, scholarship, and advancement to candidacy shall apply to this degree.

GR4 *Requirements for the Degree of Doctor of Philosophy*

GR4.1 **Notice of Intended Candidacy.** Notice of intention to proceed to candidacy for the Ph.D. Degree is to be given as early as possible in a graduate student's career, preferably by the end of the first term of graduate study, to the Graduate Division through the department or graduate group of his/her major field of study.

GR4.2 **Residence Requirement.** The minimum residence requirement for the Ph.D. Degree is two years, one of which must be spent in continuous residence at the University of California, Riverside. Graduates of the University or other approved candidates may complete a part of their residence requirement elsewhere, subject to the approval of the Graduate Council. However, no graduate student may be recommended for the Ph.D. Degree except upon completing at least one year of residence at the University of California, Riverside, devoted to such a course of study as the Graduate Council regards as a proper year's work.

- GR4.3 Foreign Language Requirement.** Each department or graduate group shall determine whether or not a reading knowledge of one or more foreign languages shall form an integral part of the student's preparation for the doctor's degree. Satisfaction of a foreign language requirement shall be demonstrated, subject to approval of the department or graduate group, under one of the following options: (a) written or oral examination administered by the department or graduate group; (b) Educational Testing Service Graduate School Foreign Language Test; (c) satisfactory completion of a course at a specified level. Evidence of satisfaction of the requirement will be provided to the Dean of the Graduate Division for each student where appropriate. (Am 11 Dec 69)
- GR4.4 Program of Study.** The student's program of study must be approved by the Graduate Council, embrace a field of investigation previously approved by his/her department or graduate group, and extend over the full period of study. However, recommendation for the degree is based on the attainments of the candidate rather than the duration of his/her study. The field of study chosen by the student may lie in one department, except for essential related subjects, or in a combination of departments.
- GR4.5** *Qualifying Examination, Qualifying Committee, and Advancement to Candidacy.*
- GR4.5.1** Upon the student's satisfactory completion of all preliminary requirements set by the department or graduate group of his/her major field of study and by the Graduate Council, including the maintenance of an average of at least three grade points per unit in all upper division and graduate courses related to his doctoral program and elected during his/her residence as a graduate student, the department or graduate group shall nominate a qualifying committee to the Graduate Council for appointment. This committee consists of not fewer than five members, at least one of whom shall be from a department or graduate group other than that of the student's major. The anticipated principal director of the student's research shall normally be a member of the committee.
- GR4.5.2** Before he/she is admitted to candidacy, the student must pass a series of qualifying examinations, both written and oral. The written examination may be administered by the department or graduate group but the oral examination must be conducted and reported to the Dean of the Graduate Division by the student's qualifying committee. The qualifying oral is not open to the general public but members of the Academic Senate may attend.
- GR4.5.3** Upon successful completion of the qualifying examinations, the candidate shall file an application for advancement to candidacy with the Graduate

Division. The candidate is advanced to candidacy by the Graduate Council after certification by the Dean of the Graduate Division that the formal requirements have been met.

GR4.6 *Dissertation Requirements*

GR4.6.1 A dissertation on a subject chosen by the candidate, bearing on his/her principal study and demonstrating his/her ability to make independent investigation, is required of every candidate for the degree. In its preparation, the candidate is guided by a dissertation committee, nominated by the candidate's department or graduate group to the Graduate Council for appointment. This committee is composed of not fewer than three members. The membership may be the same as the qualifying committee, except that the principal director of the candidate's research shall be Chair of the committee. The committee guides the candidate in his/her research and passes upon the merits of his/her dissertation and conducts a final or oral examination.

GR4.6.2 The dissertation must be prepared and presented in the form and manner prescribed by the Graduate Council.

GR4.7 **Final Examination Requirements.** The candidates' final examination is conducted and reported to the Dean of the Graduate Division by his/her dissertation committee. The examination is oral and deals primarily with the relations of the dissertation to the general field in which the subject lies. Admission to the final examination is open to the academic community and the general public. The final examination may be waived with the unanimous consent of the dissertation committee and the approval of the Graduate Council.

GR5 *Certificate of Resident Study*

GR5.1 **Certificate.** Each college, school, or the Graduate Division may issue a certificate of resident study to a student from abroad under its jurisdiction provided that (a) he/she has completed at least two terms in full-time resident study with a grade point average of at least 2.0 or (b) he/she has satisfactorily conducted a research program of at least nine calendar months' duration; (c) the award of the certificate is recommended by the Chair of the department or graduate group in the student's major subject; (d) the student's studies are not covered by a diploma or other certificate; and (e) the student's visa requires his/her return upon completion of his/her studies in the United States. A typical form of the certificate to be issued is as follows:

UNIVERSITY OF CALIFORNIA
RIVERSIDE
CERTIFICATE OF RESIDENT STUDY

(Name)

has completed studies in the field(s) of _____ on the
Riverside campus of the University, covering a period of _____ months between
the date of _____ and _____

Dated

Chair

Dean

Chancellor

GR6 *Certificate of Postdoctoral Study* (En 24 Nov 70)

GR6.1 **Certificate.** The Academic Senate authorizes the several schools and colleges and the Graduate Division to issue a certificate of postdoctoral study to persons who have been enrolled as postdoctoral fellows in order to pursue a program of independent study within any research unit or department of the University of California, Riverside. Award of this certificate will not entitle a recipient to claim credit toward any graduate degree.

GR6.2 **Requirements for Enrollment as a Postdoctoral Fellow**

GR6.2.1 The applicant must have received a doctoral degree from an institution of high standing, ordinarily within ten years of the date of his/her enrollment.

GR6.2.2 He/she must meet the qualifications set by research units, departments, schools, or colleges for appointment as a research fellow, postdoctoral trainee, or holder of a title in the research series in a case where that position can be held by an individual truly in a training status. Persons not qualified are visiting scholars with permanent positions at other universities and business executives pursuing special courses in the Graduate School of Management.

GR6.3 Requirements for the Certificate. Satisfactory performance in a proposed program of study and recommendation of the department Chair or head of the research unit with which the postdoctoral fellow was associated.

GR6.4 The form of the certificate of postdoctoral study shall be as follows:

UNIVERSITY OF CALIFORNIA
GRADUATE DIVISION
RIVERSIDE

Certificate of Postdoctoral Study

_____ (Name)

has satisfactorily engaged in postdoctoral studies in the field(s) of _____

_____ on the Riverside campus of the University,

covering a period of _____ months, between the dates of _____ and _____

Dated _____

Dean _____

Dept. Chair _____

Chancellor _____