

At the University of California, San Diego all programs leading to master's degrees and to doctoral degrees (other than the M.D.) are under the jurisdiction of the Graduate Council and are administered by the Office of Graduate Studies and Research.

The combined administrative responsibility for graduate studies and for research reflects the intention of the San Diego campus to emphasize the research character of graduate education. Doctoral and most master's degrees are the culmination of creative effort and attest to the ability of the recipient to continue original inquiry. In addition to requiring original research, most of UCSD's graduate programs expect their students to obtain teaching experience.

Much of the training UCSD offers takes place outside the classroom—not only in seminars but in independent research and in tutorial work. Students can benefit from the many visitors from other universities; there are opportunities to study at other campuses of the University of California; and many students become involved in the research activities of UCSD's research institutes and centers. La Jolla has become one of the most important intellectual centers of the West. Not only has UCSD attracted many of the world's great scholars, but other research institutions located nearby such as the Salk Institute for Biological Studies, the Burnham Institute, and The Scripps Research Institute have enhanced the area's reputation.

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## The Nature of Graduate Instruction

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Graduate courses demand, on the part of both instructor and student, a capacity for critical analysis and a degree of research interest beyond those appropriate for undergraduate study. These courses generally carry a number in the 200 series and may be conducted in any of several ways: (1) as advanced lecture courses; (2) as seminars in which faculty and students present critical studies of selected problems within the subject field; (3) as independent reading or study under faculty supervision; or (4) as research projects conducted under faculty supervision. Graduate courses

numbered 400–499 are designed for professional programs and may not be used to satisfy minimum graduate course requirements for degrees other than the specific degree program for which they are offered. Courses at the upper-division level (100–197) may be taken in partial satisfaction of the requirements for an advanced degree.

Graduate students may take lower-division courses (1–99) for a letter grade, but grades earned in those courses will not be considered in their overall grade-point average (GPA) for the purpose of determining good standing, except for students in the M.P.I.A. program who may take lower-division language courses for a letter grade and for inclusion in their GPA for the purpose of determining good standing.

The graduate student is accorded considerable liberty in choice of courses as long as minimum departmental core course, departmental requirements and grading standards, and residency requirements are met.

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## Administration

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### *The Office of Graduate Studies and Research*

The Office of Graduate Studies and Research is administered by the dean of Graduate Studies, who is responsible for graduate admissions; graduate degree programs; the administration of fellowships, traineeships, and other graduate student support; the development of new programs; and the maintenance of common standards of high quality in graduate programs across the campus.

The dean reports to the senior vice chancellor of Academic Affairs and to the Graduate Council, on the administration of graduate affairs.

### *The Graduate Council*

The Graduate Council is a standing committee of the San Diego Division of the Academic Senate composed of faculty and graduate students. The primary function of the council is to exercise overall responsibility for graduate study programs and to implement systemwide policies, procedures, requirements, and standards.

### *The Graduate Adviser*

The graduate adviser in a department, group, or school is the faculty member to whom graduate students direct requests for information about graduate study in a particular program.

The graduate adviser's duties include:

1. Advising the dean on admission of graduate students.
2. Advising graduate students regarding their programs of study and other matters pertinent to graduate work.
3. Appointing individual advisers for each graduate student.
4. Approving official study lists.
5. Acting on the petitions of graduate students.
6. Insuring that adequate records are maintained on all graduate students in the department, group, or school, and supplying relevant information as requested by the dean.
7. Assisting the dean of Graduate Studies in the application of university regulations governing graduate students, graduate study, and graduate courses.
8. Advising the chair of the department and the dean of Graduate Studies about developments of the graduate program in the department, group, or school.

### *Graduate Student Association*

The Graduate Student Association (GSA) is the officially recognized graduate student government at UCSD. It represents all graduate and medical students—including those at Scripps Institution of Oceanography, the Graduate School of International Relations and Pacific Studies, Rady School of Management, the School of Medicine, and the School of Pharmacy and Pharmaceutical Sciences—in academic, administrative, campus, and university matters. The GSA Council, composed of six executive officers and representatives from each department, group and school, nominates graduate student representatives for appointment to campus governing bodies and committees, including the Graduate Council, the Registration Fee Committee, and the systemwide Student Body Presidents' Council.

The GSA also sponsors projects and social activities designed to improve the academic and social lives of students. Meetings are open to all graduate and School of Medicine students.

For more information contact the GSA at (858) 534-6504.

### **Graduate Student Diversity**

The University of California, San Diego actively recruits and admits qualified students to graduate programs who will enhance the diversity of UCSD graduate programs.

UCSD recognizes the value to students, faculty, staff, and the community in having a campus which reflects the full richness and talents of the people of California. Diversity is viewed as a campus strength and a critical component of higher education. The campus has a firm commitment to recruit and admit graduate students from all demographic groups including students from traditionally underrepresented backgrounds.

The Graduate Student Affairs Unit in the Office of Graduate Studies and Research provides an array of counseling and advocacy services to assist U.S. citizens and permanent residents in applying to graduate school, obtaining financial support, and successfully completing graduate degree programs.

UCSD offers the San Diego Fellowship Program, which is designed to increase campus diversity. The fellowship provides two awards: The San Diego Fellowship and the Eugene Cota-Robles Fellowship. Incoming students who have overcome significant economic, educational, or social hardship in pursuit of their education or whose presence would enhance campus or departmental diversity in other ways are eligible for awards through the San Diego Fellowship Program. Refer to the Fellowship and Traineeship section for more details.

In addition, a limited number of graduate student research awards are available in specific science disciplines through the UCSD-NIH Scholars program and The National Science Foundation Minority Access to Science, Engineering and Math (MASEM) Fellowship.

For assistance and further information about special opportunities for underrepresented students, contact the assistant dean, Office of Graduate Studies and Research, 518 University Center, (858) 534-3555 or (858) 534-3678.

For additional information on students with disabilities, see "Disabled Student Services" (page 97).

### **Career Services for Graduate Students**

The Career Services Center offers a wide range of programs and services to assist graduate students with their career planning and job search needs. Individual career counseling is available on both an appointment and drop-in basis. In addition, workshops and special events are regularly offered covering such areas as resume writing, job search strategies, and nonacademic employment options. The Career Services Center houses a career reference library containing information on employers, job listings, alumni contact list, salaries, sample resumes, and publications pertinent to graduate students' career issues. An online database and Internet access computer lab is also available to assist in placement efforts. For more information, see the "Career Services" section of this catalog or visit the Career Services Office.

### **General Requirements for Higher Degrees**

#### **Courses and Grades**

Only upper-division and graduate courses in which a student is assigned grades A, B, C (including plus [+] or minus [-]), D, or S are counted in satisfaction of the requirements for doctoral and master's degrees, the master of fine arts, master of Pacific international affairs, master of arts, master of engineering, master of science, doctor of musical arts, and doctor of philosophy degrees. An Incomplete grade, as well as an NR, will automatically lapse to an F or U if it has not been removed when the final report for the degree is approved by the Office of Graduate Studies and Research. (See also "Grades.")

Undergraduate language courses and courses in the 400 series are only used for degree credit in the program for the M.P.I.A. degree offered by the Graduate School of International Relations and Pacific Studies. For course information see the section on "International Relations and Pacific Studies" elsewhere in this catalog.

#### **Registration in the Final Quarter for the Award of the Degree**

A student completing course work, using university facilities including the library, or making any demands upon faculty time (other than final

reading of the thesis or dissertation, or administering the comprehensive or doctoral examination), must register in the final quarter in which the degree is to be conferred. Students who need only to submit their theses or dissertations, or to take the comprehensive or final examination may pay a filing fee in lieu of registration in the final quarter (see "Filing Fee").

### **Master Degrees**

#### **Master of Advanced Study (M.A.S.)**

The University of California offers graduate professional degree programs leading to the Master of Advanced Study (M.A.S.) degree. This degree meets the needs of working professionals continuing in educational programs. While some M.A.S. programs are tailored to career advancement, other programs enable individuals to pursue new career directions or advanced study in the liberal arts. Each M.A.S. program accommodates flexible, part-time, academically qualified working adults who cannot be full-time students. All M.A.S. degree programs must be in conformity with one of the following two plans: Plan I. Thesis Plan or Plan II. Comprehensive Examination Plan. Pending program approval, an alternative capstone plan is a third option. Specific degree requirements, curriculum, and other details are available with each individual program.

#### **Master of Arts (M.A.) and Master of Science (M.S.)**

The master of arts and master of science degrees are offered under two plans: Plan I, Thesis, and Plan II, Comprehensive Examination. Since some departments offer both plans, with varying unit requirements, students should consult with their advisers before selecting a plan for completion of degree requirements.

#### **Master of Business Administration (MBA)**

The MBA is a professional degree that provides distinguished education in the theory and practice of management. The program provides a comprehensive education in the fundamental disciplines of business coupled with a focus on the business and management issues faced by technology and innovation driven companies.

Students interested in becoming managers and leaders in such companies and in understanding the role that technologies play in driving the global business marketplaces will be well suited for the Rady School of Management. For degree requirements and curriculum, please refer to the school.

### ***Master of Education (M.Ed.)***

The Teacher Education Program offers a Master of Education (M.Ed.)/Multiple Subject Credential to authorize teaching grades K–6, and a Masters of Education (M.Ed.)/Single Subject Credential for teaching 7–12 grades is offered in the subject areas of biology, chemistry, geoscience, English, mathematics, and physics. Degree requirements, curriculum, and other details regarding the program may be obtained from the Teacher Education Program.

### ***Master of Engineering (M.Eng.)***

Several departments in the School of Engineering offer the Master of Engineering (M.Eng.). The M.Eng. is a terminal degree designed to address the technical needs of engineers. Degree requirements, curriculum, and other details regarding the program may be obtained from the Department of Electrical and Computer Engineering and the Department of Bioengineering.

### ***Master of Fine Arts (M.F.A.)***

The Master of Fine Arts degree is offered in the Departments of Theatre and Dance, and Visual Arts under a modified thesis plan. A short written thesis that may be regarded as a position paper, presenting a descriptive background for the student's work, is required. There is no written final examination, but great weight is given to the candidate's final presentation and the oral defense of the thesis.

### ***Master of Pacific International Affairs (M.P.I.A.)***

The Master of Pacific International Affairs program provides training for those interested in pursuing professional careers in international affairs and international management with an emphasis on the countries of the Pacific Rim. For degree requirements and curriculum, please refer to the International Relations and Pacific Studies description under the catalog listings of programs of instruction.

## ***Programs of Study***

### **PLAN I: THESIS PLAN**

A minimum of at least thirty-six quarter-units are required: eighteen units in graduate courses, including a minimum of twelve units in graduate-level courses in the major field; twelve additional units in graduate or upper-division courses; and six units in research course work leading to the thesis. Consult your department for specific unit and course requirements.

Following advancement to candidacy, the student electing Plan I must submit a thesis. The thesis committee, appointed by the chair of the department or group and approved by the dean of Graduate Studies, consists of at least three faculty members, with at least two from the candidate's major department.

Information covering thesis preparation is contained in the publication, *Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses*, which is mailed to students electing Plan I, upon their advancement to candidacy. The completed thesis is submitted to the thesis committee for review.

When all members of the committee have approved the thesis, a Final Report of the Thesis for the Master of Arts or Master of Science Degree under Plan I must be completed. The candidate submits the thesis to the Office of Graduate Studies and Research and upon approval by the dean of Graduate Studies, files the thesis with the university archivist who accepts it on behalf of the Graduate Council. Acceptance of the thesis by the archivist with a subsequent second approval by the dean of Graduate Studies represents the final step in the completion of all requirements by the candidate for a master of arts or master of science degree on the San Diego campus.

### **PLAN II: COMPREHENSIVE EXAMINATION PLAN**

A minimum of at least thirty-six quarter-units are required: twenty-four units in graduate courses, including a minimum of fourteen units in graduate-level courses in the major field; and twelve additional units in graduate or upper-division courses. Consult your department for specific unit and course requirements.

## ***Apprentice Teaching***

A maximum of six units of 500-level courses (apprentice teaching) may be credited toward the degree requirements.

## ***Academic Residence***

The minimum residence requirement is three academic quarters, at least one of which must follow advancement to candidacy. Academic residence is met by satisfactory completion of six units or more per quarter, some of which must be graduate level.

A candidate must be registered in the quarter in which the degree is to be awarded. (See "Registration in the Final Quarter for the Award of the Degree.")

## ***Advancement to Candidacy***

After completing all preliminary requirements of the major with a GPA equivalent to 3.0 in upper-division and graduate course work undertaken, a total of no more than eight units of F and/or U grades, and a minimum of two quarters or more of residency, the student may file an Application for Candidacy for the Thesis or Comprehensive Examination, Plan I or II, for the Master of Arts or Master of Science Degree. An Application for Candidacy must be filed no later than two weeks after the first day of the quarter in which degree requirements are to be completed. (See "Academic Calendar.")

Following advancement to candidacy, the student electing Plan II must pass a comprehensive examination administered by the major department. A Final Report of the Comprehensive Examination for the Master of Arts or Master of Science Degree under Plan II is used to report successful completion of the examination requirement.

## ***Transferring Credit***

With the approval of the major department and the dean of Graduate Studies, upper-division and graduate course work completed with a grade of B– or better while in graduate standing at another campus of the University of California may be accepted in satisfaction of one of the three quarters of residence and up to one-half of the quarter-units of credit required for the master's degree at UCSD.

On the recommendation of the major department and with the approval of the dean of Graduate Studies, a maximum of eight quarter-units

**GRADUATE DEGREES OFFERED: 2004–2005**

Anthropology	Ph.D.	Engineering Sciences (Applied Mechanics) (Joint with San Diego State University)	Ph.D.
Art History, Theory, and Criticism	Ph.D.	Ethnic Studies	Ph.D.*
Audiology (Joint with San Diego State University)	Au.D.	History (Judaic Studies)	M.A., Ph.D. M.A.
Bioengineering (Bioinformatics)	M.S., Ph.D., M.Eng. Ph.D.	International Affairs Pacific International Affairs	M.P.I.A. Ph.D.
Bioinformatics	Ph.D.	Economics and International Affairs	Ph.D.
Biology (Bioinformatics)	M.S., Ph.D. Ph.D.	Political Science and International Affairs	Ph.D.
Biology (Joint with San Diego State University)	Ph.D.	Language and Communicative Disorders (Joint with San Diego State University)	Ph.D.
Biomedical Sciences (Bioinformatics)	Ph.D.* Ph.D.	Latin American Studies	M.A.
Business	MBA	Leadership of Healthcare Organizations	M.A.S.
Chemistry (Bioinformatics)	M.S.**; Ph.D. Ph.D.	Linguistics	Ph.D.*
Chemistry (Joint with San Diego State University)	Ph.D.	Literature Comparative	Ph.D. M.A.
Clinical Psychology (Joint with San Diego State University)	Ph.D.	English and American	M.A.
Clinical Research	M.A.S.	French	M.A.
Cognitive Science	Ph.D.*	German	M.A.
Communication	Ph.D.*	Spanish	M.A.
Comparative Studies in Language, Society, and Culture	Ph.D. <sup>§</sup>	Marine Biodiversity and Conservation	M.A.S.
Computer Science (Bioinformatics)	M.S., Ph.D. Ph.D.	Marine Biology	Ph.D.*
(Computer Engineering)	M.S., Ph.D.	Materials Science	M.S., Ph.D.
Earth Sciences	M.S.**; Ph.D.*	Mathematics (Bioinformatics)	M.A., Ph.D. Ph.D.
Economics	Ph.D.*	Mathematics (Applied)	M.A.
Economics and International Affairs	Ph.D.	Statistics	M.S.
Education (Joint with San Diego State University and California State University San Marcos)	M.Ed., Ed.D. Ed.D.***	Mathematics and Science Education (Joint with San Diego State University)	Ph.D.
Electrical Engineering (Applied Ocean Science)	M.Eng. Ph.D.*	Molecular Pathology	Ph.D.
(Applied Physics)	Ph.D.*	Music	M.A., Ph.D., D.M.A.
(Communication Theory and Systems)	Ph.D.*	Neurosciences	Ph.D.*
(Computer Engineering)	Ph.D.*	Oceanography	Ph.D.*
(Electronic Circuits and Systems)	Ph.D.*	Philosophy	Ph.D.*
(Intelligence Systems, Robotics, and Control)	Ph.D.*	Physics (Bioinformatics)	M.S.**; Ph.D. Ph.D.
(Photonics)	Ph.D.*	(Biophysics)	Ph.D.
(Signal and Image Processing)	Ph.D.*	Political Science	Ph.D.*
Engineering Sciences (Aerospace Engineering)	M.S., Ph.D.	Political Science and International Affairs	Ph.D.
(Applied Mechanics)	M.S., Ph.D.	Psychology	M.A.**; Ph.D.*
(Applied Ocean Science)	M.S., Ph.D.	Public Health (Epidemiology) (Health Behavior) (Joint with San Diego State University)	Ph.D.
(Chemical Engineering)	M.S., Ph.D.	Sociology	Ph.D.*
(Engineering Physics)	M.S., Ph.D.	Structural Engineering	M.S., Ph.D.
(Mechanical Engineering)	M.S., Ph.D.	Teaching and Learning (Curriculum Design)	M.A. M.A.
		(American Sign Language)	M.A.
		Theatre (Joint with University of California, Irvine)	M.F.A. Ph.D.
		Visual Arts	M.F.A.

\*The master's degree may be awarded to students pursuing work toward the Ph.D. after fulfillment of the appropriate requirements. See appropriate section of catalog.

§ Students who have completed some graduate study at UCSD and have been admitted to a doctoral program may apply for this interdisciplinary program.

\*\*UCSD undergraduates in the junior or senior year may apply to their respective departments for admission to the integrated B.S./M.S. degree program. A similar program is available to UCSD undergraduates in several of the engineering and science specialties. Consult department personnel and/or catalog departmental listing for complete information.

\*\*\* Pending approval.

of credit for work completed with a grade of B– or better in graduate standing at an institution other than the University of California may be applied toward a master’s degree at UCSD. Courses used must be taken prior to matriculation at UCSD.

In any case, no more than a total of one-half of the units required for a master’s degree may be transferred in from any UC or other institutions. Courses used for a previous degree may not be transferred. A letter from the institution from which the courses are being transferred will be required stating the courses were not used toward another degree.

Course work approved for transfer credit will not be included in calculating a student’s grade-point average, regardless of the source.

### **Program of Study**

#### **PLAN III: MODIFIED THESIS PROGRAM**

Seventy-two quarter-units for visual arts and ninety quarter-units for theatre, with a GPA equivalent to 3.0 in upper-division and graduate course work undertaken, are required for a Master of Fine Arts degree. Information covering thesis preparation is contained in the publication, *Instructions for the Preparation and Submission of Doctoral Dissertations and Masters’ Theses*, which is mailed to students upon their advancement to candidacy. The completed thesis is submitted to the thesis committee for review.

Following the filing of an Application for Candidacy for the Modified Thesis, Plan III, the candidate must submit a thesis. The thesis committee, appointed by the chair of the department and approved by the dean of Graduate Studies, consists of four faculty members; three from the department and one, preferably tenured, from outside the department.

When all members of the committee have approved the thesis, a Final Report of the Modified Thesis Examination, Plan III, for the Master of Fine Arts degree must be completed. Approval by the dean of Graduate Studies and subsequent acceptance of the thesis by the university archivist, Special Collections, represents the final step in the completion of all requirements by the candidate for a Master of Fine Arts degree on the San Diego campus.

### **Academic Residence**

The minimum residence requirement is six academic quarters for visual arts and eight academic quarters for theatre, at least one of which must follow advancement to candidacy in either program. Academic residence is met by satisfactory completion of six units or more per quarter, some of which must be graduate level. The entire residence requirement must be satisfied at UCSD.

A candidate must be registered in the quarter in which the degree is to be awarded. (See “Registration in the Final Quarter,” page 78)

### **Advancement to Candidacy**

After completing all preliminary requirements of the department with a GPA equivalent to 3.0 in upper-division and graduate course work undertaken, a total of no more than eight units of F and/ or U grades, and a minimum of five quarters of residency, the student may file an Application for Candidacy for the Modified Thesis, Plan III, for the Master of Fine Arts Degree. An application for candidacy must be filed no later than two weeks after the first day of the quarter in which degree requirements are to be completed. (See “Academic Calendar.”)

### **Graduate Work Completed Elsewhere**

In exceptional circumstances, a student may be given a leave of absence for the purpose of studying elsewhere. While appropriate credit may be allowed for course work completed elsewhere with a grade of B or better in a graduate program, the period involved will not reduce the UCSD academic residence requirement of six academic quarters for visual arts and eight quarters for theatre.

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## **Doctoral Degrees**

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### **Doctor of Audiology (Au.D.)**

The Au.D. is a professional doctoral degree offered jointly with San Diego State University (SDSU). The four-year degree program is designed for individuals who intend to specialize in clinical practice and to meet professional standards requiring a clinical doctorate as the entry-level degree for a certified audiologist. Graduates of this program will have the knowledge base,

research exposure, and advanced clinical skills to enter the workforce in any setting, and be prepared to function as independent audiology professionals in the expanding health care arena. For degree requirements and curriculum, please refer to the Audiology section in the catalog.

### **Doctor of Education (Ed.D.)**

The Ed.D. is a professional degree in which regional professional educators gain content knowledge as well as specific skills related to instructional leadership within the K–12 and postsecondary educational community. Advanced Ed.D. students will conduct research on professional practice within their own institution addressing specific local problems that have national implications for education. For degree requirements and curriculum, please refer to the Teacher Education Program section in this catalog.

### **Doctor of Musical Arts (D.M.A.)**

The DMA degree emphasizes the dual preparation for professional careers in the performance of contemporary music, as well as in the equally demanding area of teaching these skills on an advanced level. Candidates for this degree are expected to demonstrate musical excellence, artistic maturity, and the capability for doing original scholarly work. For degree requirements and curriculum, please refer to the Department of Music description under the catalog listings of programs of instruction.

### **Doctor of Philosophy (Ph.D.)**

The doctor of philosophy degree is a research oriented degree which requires individual study and specialization within a field or the establishment of connections among fields. It is not awarded solely for the fulfillment of technical requirements such as academic residence and course work. Candidates are recommended for the doctorate in recognition of having mastered in depth the subject matter of their discipline and having demonstrated the ability to make original contributions to knowledge in their field of study. More generally, the degree constitutes an affidavit of critical aptitude in scholarship, imaginative enterprise in research, and proficiency in communication, including—in most departments—practice in teaching.

### **Program of Study**

The student's program of study is determined in consultation with the adviser who supervises the student's activities until the appointment of the doctoral committee. A doctoral program generally involves two stages.

The first stage requires at least three quarters of academic residence and is spent in fulfilling the requirements established by the Academic Senate and by the major department, group, or school. When the department considers the student ready to take the qualifying examination, it arranges for the appointment of a doctoral committee. Immediately upon passing the qualifying examination administered by the doctoral committee, the student advances to candidacy.

The second or in-candidacy stage is devoted primarily to independent study and research and to the preparation of the dissertation. A minimum interval of three quarters of academic residence must elapse between advancement to candidacy and the filing and final defense of the dissertation.

### **Foreign Language Requirements**

Some doctoral programs require candidates to demonstrate language proficiency in one or more languages as part of the formal requirements for the Ph.D. degree. In these cases, the testing of proficiency is the responsibility of the department, group, or school concerned.

### **Doctoral Time Limits**

All graduate students in doctoral programs are subject to campus policy on time limits to the Ph.D. Each graduate program has three time limits pertaining to students' academic progress toward the doctoral degree:

(1) the registered time by which a student must advance to doctoral candidacy; (2) the registered time during which a doctoral student is *eligible* for support; and (3) the registered time by which a student must complete all doctoral requirements. Students will not be permitted to continue in doctoral status beyond the pre-candidacy and total registered time limits. Students will not be permitted to receive UCSD-administered financial support beyond the support limit. Information about these time limits is given in the descriptions of each department's graduate program in this catalog and departmental publications.

University policy requires that graduate students be continuously registered—unless on an

approved leave of absence—from the first quarter of enrollment to completion of degree requirements. (See "Continuous Registration" and "Leave of Absence.")

For purposes of calculating when precandidacy and total registered time limits are reached, accrued time is the elapsed time from first enrollment as a graduate student at UCSD less (a) time withdrawn or on approved leave of absence, and (b) time between completion of one graduate program at UCSD and first registration in another. For the support time limit, a maximum of three quarters of approved leave or withdrawal may be deducted from elapsed time in calculating accrued time. Time spent in graduate study at another institution or University of California campus prior to beginning graduate study at UCSD will not count toward accrued time, with the exception of students entering the doctoral program in electrical engineering, computer science, or music who have earned a master's degree in that discipline. All of the following will count toward accrued time: time spent at UCSD as a master's, non-degree, or intercampus exchange graduate student; time spent on leave beyond three quarters; time spent between completion of or withdrawal from a graduate program at UCSD and re-registration in the same field of study. Precandidacy and total registered time limits will not accrue during periods of leave of absence and/or withdrawal in excess of three quarters.

Further information may be obtained from departmental graduate coordinators or the Office of Graduate Studies and Research.

### **Academic Residence**

The minimum residence requirement for a doctoral degree is six quarters, three of which must be in continuous academic residence at UCSD. Residency is established by the satisfactory completion of six units or more per quarter, at least some of which must be at the graduate level. Joint doctoral students meet the UCSD academic residency requirement by successfully completing a minimum of thirty-six units of course work at UCSD.

A candidate must be registered in the final quarter in which the degree is to be awarded. (See "Registration in the Final Quarter.")

### **The Doctoral Committee**

At least three weeks prior to a scheduled qualifying examination, the department requests approval for the appointment of the doctoral committee by the dean of Graduate Studies. This committee conducts the qualifying examination, supervises the preparation of and passes upon the dissertation, and administers the final examination.

The committee consists of five or more officers of instruction, no fewer than four of whom shall hold professorial titles of any rank. The committee members shall be chosen from two or more departments/programs; at least two members shall represent academic specialties that differ from the student's field and one of these two must be a tenured UCSD faculty member from another department. Consult the departmental graduate coordinator or the Office of Graduate Studies and Research for further details.

### **Reconstituted Doctoral Committee**

For a variety of reasons a doctoral committee may need to be reconstituted. The request for reconstitution of the membership of a doctoral committee must be submitted on a reconstitution form to the dean of Graduate Studies by the chair of the candidate's major department, group, or school no less than two weeks prior to the qualifying examination or defense of the dissertation. The request must include departmental affiliation of the members of the proposed reconstituted committee and the reason(s) for requesting the change.

### **Qualifying Examination and Advancement to Candidacy**

The doctoral committee administers the qualifying examination and authorizes the issuance of the Report of the Qualifying Examination and Advancement to Candidacy. Formal advancement to candidacy requires the student to pay a candidacy fee to the cashier prior to submitting the form to the dean of Graduate Studies for approval. Students must maintain a GPA equivalent to 3.0 or better in upper-division and graduate course work undertaken with a total of no more than eight units of F and/or U grades in order to take the qualifying examination and advance to candidacy.

If the committee does not issue a unanimous report on the examination, the dean of Graduate

Studies shall be called upon to review and present the case for resolution to the Graduate Council, which shall determine appropriate action.

### ***Dissertation and Final Examination***

A draft of the doctoral dissertation should be submitted to each member of the doctoral committee at least four weeks before the final examination. The form of the final draft must conform to procedures outlined in the publication, *Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses*, which is mailed to candidates upon their advancement to candidacy.

The doctoral committee shall supervise and pass on the candidate's dissertation and conduct the final oral examination which shall be public and so announced.

If the committee does not issue a unanimous report on the examination, the dean of Graduate Studies shall be called upon to review and present the case for resolution to the Graduate Council, which shall determine appropriate action.

The Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree form is initiated by the department, group, or school, signed by members of the doctoral committee, and the chair of the (major) department, group, or school.

The candidate submits the dissertation to the Office of Graduate Studies and Research and, upon approval by the dean of Graduate Studies, files the dissertation with the university archivist, who accepts it on behalf of the Graduate Council. Acceptance of the dissertation by the archivist, with a subsequent second approval by the dean of Graduate Studies, represents the final step in the completion by the candidate of all requirements for the doctoral degree. All dissertations and theses submitted in partial satisfaction of doctoral or master's degree requirements shall be catalogued and shelved in the university library and dissertations shall be submitted to University Microfilms, Inc., for publication.

### ***Candidate in Philosophy Degree***

In several departments, as approved by the Graduate Council, the intermediate degree of candidate in philosophy (C.Phil.) is awarded to students upon advancement to candidacy for the Ph.D. degree. The minimum residence requirement for this degree is three quarters of continu-

ous academic residence at UCSD. The C.Phil. degree cannot be conferred simultaneously with or following the award of a Ph.D. degree.

### ***Letter of Completion***

The Office of Graduate Studies and Research will direct the Office of the Registrar to issue a Letter of Completion to a graduate student who has completed all requirements for a higher degree but whose diploma has not yet been issued.

### ***Postgraduate Appointments***

A UCSD graduate student is not eligible for any UCSD postdoctoral appointment until all requirements for the Ph.D. degree have been completed. Such appointments may begin after the university archivist has accepted the dissertation and the Office of Graduate Studies and Research has accepted the final report.

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## **Special Degree Programs**

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### ***Graduate Programs in the Health Sciences***

The university offers research training programs in the health sciences leading to the doctor of philosophy degree. The purpose of these graduate programs is to prepare students for careers in research and teaching in the basic medical sciences. Program requirements are flexible, consisting of graduate courses and supervised laboratory or clinical investigation. Graduate programs in the health sciences are offered by (1) regular campuswide departments with activities related to the health sciences, for example, the Departments of Bioengineering, Biology, Chemistry and Biochemistry, and Psychology and (2) interdisciplinary groups of faculty drawn from the School of Medicine and from campuswide departments or from San Diego State University.

The following departments or interdisciplinary graduate groups provide research training opportunities in the biomedical sciences and should be contacted directly for further information: biomedical sciences, biochemistry (in either biology or chemistry and biochemistry), bioengineering, bioinformatics, biology, biophysics, chemistry, clinical psychology, molecular pathology, neurosciences, physics, psychology, public health (in either epidemiology or health behavior), and the Scripps Institution of Oceanography.

### ***Ph.D.-M.D. Program***

Students may meet the requirements for both the Ph.D. and M.D. degrees in programs offered jointly by the School of Medicine and the graduate programs in the health sciences. In most cases, students are first admitted to the School of Medicine and may then apply for admission to a relevant graduate program. However, those students who wish to be considered for admission to the Medical Scientist Training Program (MSTP) may apply for admission to the School of Medicine and the MSTP concurrently.

Elements of the first two years of the medical school curriculum satisfy many of the requirements of the graduate program, but additional courses will be required. Thus, the student must complete requirements for the Ph.D. in accordance with the regulations of a department or a group and must in addition meet the requirements for the professional degree. Students interested in such programs should consult the associate dean for Student Affairs, School of Medicine.

### ***Joint Doctoral Programs***

Certain departments of the University of California cooperate with similar departments on the several campuses in the California State University System to offer joint programs of study leading to the doctoral degree. At UCSD, joint doctoral programs in audiology, biology, chemistry, clinical psychology, language and communicative disorders, engineering sciences (applied mechanics), mathematics and science education, and public health (in either epidemiology or health behavior) are currently offered in conjunction with San Diego State University and a Ph.D. in drama and theatre is offered in conjunction with University of California, Irvine. Applicants interested in these joint programs should consult the Departments of Biology, Chemistry and Biochemistry, Communicative Disorders, Mechanical Engineering, Psychology, Surgery, Theatre and Dance; or the Office of the Dean, College of Engineering; or the Center for Research in Mathematics and Science Education; or School of Public Health at San Diego State University. Joint doctoral students meet the UCSD academic residency requirement by successfully completing a minimum of thirty-six units of course work at UCSD.

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## Special Programs

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### *Intercampus Exchange Program for Graduate Students*

A graduate student registered on any campus of the University of California, who wishes to take advantage of educational opportunities for study and research available on another campus of the university, must apply to become an intercampus exchange student on that UC campus. UCSD students must have completed at least one quarter of study and be in good standing prior to beginning an exchange.

Informal arrangements between departmental faculty on the two campuses must be undertaken prior to submission of a student's application to assure that space in desired courses, seminars, or facilities will be available.

No later than four weeks prior to the opening of the term on the host campus, a student must complete the Application for Intercampus Exchange Program for Graduate Students available at the Office of Graduate Studies and Research.

This application, approved by the student's departmental graduate adviser and the graduate dean of the home campus, is forwarded for approval by the department and the graduate dean on the host campus.

Students participating in an intercampus exchange must pay all required fees and enroll as appropriate at the home campus. Evidence of fee payment, at the home campus, must be presented to enroll in classes at the host campus.

An exchange student is not admitted to graduate standing at the host campus, but is considered a graduate student in residence at the home campus. Grades obtained in courses taken by the student enrolled in the intercampus graduate student exchange program are transferred to the home campus for entry on the student's official record. Library, health center, and other student privileges are extended by the host campus.

### *Off-Campus Study*

(Other than Intercampus Exchange Program)

If the research and study program of a graduate student requires being off campus for extended periods of five weeks or more, the student may apply for off-campus study. During such periods a student is required to remain a registered stu-

dent at UCSD and to carry twelve units of course work or research.

If the off-campus study is outside the state of California, one-half of the registration fee may be waived. All required fees including, but not limited to the full educational fee, student center fee, recreation facility fee, health insurance fee, and nonresident fee, if applicable, must be paid.

A graduate student who holds a fellowship, traineeship, or a research assistantship and desires to study off campus may do so under the following circumstances: The student must have completed at least one year of graduate study at UCSD, obtained the approvals of the academic department and the dean of Graduate Studies, and agreed to comply with the rules and regulations governing the award or appointment.

Regulations concerning accepting additional awards or compensation for appointments as outlined under the financial assistance section apply to off-campus study as well as on-campus study.

### *UCSD Extension*

Students wishing to offer UCSD Extension course work taken **prior** to admission at UCSD as a graduate student in partial satisfaction of requirements for a master's degree must file a General Petition with the Office of Graduate Studies and Research. Acceptance of such course work is subject to the regulations on "Transferring Credit" (which are described elsewhere in this catalog) the recommendation of the major department, and approval of the dean of Graduate Studies, and will be considered upon satisfactory completion of course work in a regular session.

### **COMPLIMENTARY ENROLLMENT**

Through a reciprocal agreement with UCSD Extension, a limited number of spaces in extension classes are open to full-time graduate students (registered for twelve units or more) in good standing without payment of additional fees. The number of spaces available for each quarter varies. The student must obtain a UCSD Application for Enrollment from the Office of Graduate Studies and Research and personally secure the necessary approvals. Course work taken through Complimentary Enrollment cannot be used in partial satisfaction of requirements for a master's degree, nor can it be used toward the twelve unit full-time enrollment requirement.

### *Education Abroad Program*

Graduate students may apply to study at most Education Abroad Program (EAP) host institutions, provided that they meet EAP requirements and have completed at least one year of graduate work prior to departure, are in good standing, and have the support of their academic department and graduate dean.

Costs vary according to location.

Students pay fees to the University of California and are enrolled at UCSD while abroad. Full academic credit is received for courses satisfactorily completed.

At UCSD, complete information and application forms for the various overseas campuses may be obtained from the Programs Abroad Office, International Center, University Center, 0018 or on the Programs Abroad Web site <http://orpheus.ucsd.edu/icenter/>. In addition, the Programs Abroad Office also offers information and advisory services to graduate and undergraduate students interested in pursuing other activities involving study, research, work, or travel abroad.

For a detailed list of the countries with EAP study centers, see also Education Abroad Program in chapter entitled "Courses, Curricula, and Programs of Instruction." Study abroad information is also available online by accessing the EAP Web site <http://www.uoep.ucsb.edu>.

### *Postdoctoral Study*

Postdoctoral fellows, trainees, scholars, and medical fellows play an important role in UCSD's teaching and research programs. All interested candidates should make advance arrangements with the appropriate department or research unit. The Office of Graduate Studies and Research has administrative responsibility for the appointment and census of postdoctoral scholars undertaking training at UCSD. A scholar is appointed by means of a Postdoctoral Study Appointment form initiated in the office of the faculty sponsor and is eligible for a UCSD academic photo identification card and library privileges. The scholar is also eligible to purchase OGSF-sponsored Health Net medical and DentiCare dental insurance.

All scholars are required to have adequate health insurance. Information on Health Net, DentiCare, and enrollment procedures may be obtained from administrative offices of departments, organized research units, or OGSF.

## Fees

The following schedule of fees is anticipated for the 2004–2005 academic year:

### FEES PER QUARTER\*

	Resident	Non-Resident
Tuition	\$	\$4,082.00
Registration	238.00	238.00
Educational	1,502.00	1,584.00
Student Center	37.50	37.50
Recreational Facilities	87.00	87.00
Graduate Student Assoc.	12.00	12.00
Health Insurance	362.00	362.00
Totals	\$2,238.50	\$6,402.50

### Miscellaneous Fees and Fines

Students should also be aware of the following charges:

Application fee for admission	\$40
Duplicate Photo-ID card	10
Petition for Readmission	40
Advancement to Candidacy for Ph.D.	50
Transcript of Record	5
Late payment of fees (Late registration)	50
Late enrollment	50
Late and retroactive Add/Drop	3
Returned check collection	25
Filing fee	119
UCSD Statement Late Charge	25

\* Subject to change without notice. Updated information regarding fees may be found on the Web site [https://ogsr.ucsd.edu/financialinfo/gradstudent/tuition\\_fees/index.htm](https://ogsr.ucsd.edu/financialinfo/gradstudent/tuition_fees/index.htm).

All receipts for payments made to the cashier, whatever their nature, should be carefully preserved. Not only do they constitute evidence that financial obligations have been discharged, but they may be required to support a claim that certain documents or petitions have been filed.

\*\*Fees for graduate students approved for enrollment in a half-time program (not to exceed six units) may be reduced by one-half of the Educational fee and one-half of nonresident tuition for nonresidents.

### California Residency and the Nonresident Tuition Fee

Each new student entering UCSD is required to submit a Statement of Legal Residence to the Office of the Registrar. No tuition is charged to students classified as residents of California.

Nonresidents, however, are required to pay a quarterly tuition fee.

A complete statement covering California residence requirements, determination of residence for tuition purposes, and/or recognized exceptions appears in the section "Residence Requirements" or on the Web site <https://hollerith.ucsd.edu/cgi-bin/studentlink.p1/5/students/finances/residency/>. Additional information may be obtained from the Campus Residence Deputy, Office of the Registrar, Building 301, University Center. No other university personnel are authorized to supply information relative to residence requirements for tuition purposes. Students seeking to establish California residency for tuition purposes are advised to review the requirements and deadlines.

Adherence to the published deadlines is the responsibility of each student and is essential. Exceptions to waive or extend deadlines are not considered.

To the extent funds are available, subject to change, waiver of nonresident tuition may be granted to spouses and dependent, unmarried children under age twenty-one of university faculty members who are qualified for membership in the Academic Senate. Inquiries should be directed to the Office of the Registrar or the Academic Senate Office.

### University Registration Fee

The university registration fee is a quarterly fee required of all registered students, and it must be paid at the time of the student's registration. This fee is for services which benefit the student and are complementary to, but not part of, the regular instructional programs of the university. No part of this fee is refunded to students who do not make use of these services; however, students who petition and are approved for out-of-state study will receive a waiver for one-half of the registration fee. Exemption from this fee may be granted to surviving children of certain deceased California fire fighters or police officers. Students who believe they may qualify for an exemption on this basis must consult with the Student Financial Services Office, Building 201, University Center, for a ruling.

### Student Health Services and Insurance Plans

The Student Health Service (SHS) is a nationally accredited health care facility providing pri-

mary health care for no or minimal charge during the academic year for all students who pay the university registration fee. Students with the Graduate Student Health Insurance Plan (GSHIP) in the spring have access to the SHS during the summer at no additional charge. Students without GSHIP may be seen in the summer for a modest fee. Additional information on the wide variety of services available at SHS is available via the Web at [www.ucsd.edu/shs](http://www.ucsd.edu/shs).

SHS provides primary health care to all students with GSHIP. Access to GSHIP benefits requires written SHS referral except in cases of emergency care or 100 miles out of the UCSD area.

### The Graduate Student Health Insurance (GSHIP)

GSHIP is a mandatory year-round insurance plan for graduate and professional students unless a waiver has been granted (see WAIVERS). Students must be enrolled in GSHIP for the spring quarter in order to retain coverage through summer. Three quarterly payments will provide year-round coverage under GSHIP. The spring quarter premium extends insurance coverage through the summer quarter. Benefits and additional information may be viewed at the Web site [www.ucsd.edu/shs](http://www.ucsd.edu/shs).

Premium payment for GSHIP is due with the payment of the registration fee. Premiums for students holding graduate academic appointment titles for a full academic term at 25 percent time or greater will be paid directly by the university. Premiums for most students holding fellowships and training grants are also paid directly. Loans to cover premiums may be available for students who receive need-based financial assistance.

For first-year students arriving on campus prior to the start of the academic calendar year, it is highly recommended that the student review current insurance status and purchase short term coverage if necessary. Insurance information may be obtained by calling the insurance counselor at (858) 534-2123.

### REFUNDS

No premium refunds are permitted, except when a student withdraws on or prior to the first day of classes, in which case a full refund of the premium will be made and coverage for that quarter will be canceled effective from the first day of the quarter. If an insured enters the armed forces, a pro-rata refund of premium paid will be

made upon request. Refunds for all other fees are subject to the Refund Fee Schedule published in the *Schedule of Classes*. That refund schedule is effective beginning on the first day of the quarter and counts **all** calendar days. Students cannot expect exceptions to this schedule, regardless of the circumstances of the leave of absence/withdrawal request.

### LEAVE OF ABSENCE

A student is eligible to be enrolled in GSHIP when on approved Leave of Absence for a total of three academic quarters. A student on approved leave is responsible for his or her enrollments and premium payments and for the Student Health Service access fee which is payable each quarter including summer. Enrollment in GSHIP is through the Student Health Insurance Office at the Student Health Services (SHS).

### WAIVERS

Students already insured under a policy containing benefits equal to or better than GSHIP may be eligible for GSHIP waivers up to one academic year. Documents required for a waiver are: 1) student's written request, 2) proof of present insurance and premium payment to the end of the quarter, 3) a copy of the summary of insurance benefits, and 4) a copy of the insurance identification cards. Submit written requests directly to UCSD, Student Health Insurance Office, 9500 Gilman Drive, Dept. 0039, La Jolla, CA, 92093-0039 no later than the last business day of the first week of the quarter. Final decisions regarding waiver requests will be mailed to the student by SHS.

### Educational Fee

The educational fee was established as a required fee for all students beginning with the fall quarter 1970. It is used to cover a variety of educational costs as determined by the regents. The educational fee may be reduced by one-half for students enrolled in six units or fewer (see "Part-time Study").

### Student Center Fee

Every student is required to pay a student center fee each quarter.

### Recreation Facility Fee

Every student is required to pay a recreation facility fee each quarter.

### Reduced Fee Enrollments

1. One-half of the established registration fee may be waived for graduate students whose research or study requires them to remain outside the state of California for five weeks or more of the quarter. Students must file a General Petition for this privilege. The reduction pertains to one-half of the registration fee only. A student must pay, in addition, all required fees including, but not limited to, the educational fee, student center fee, recreation facility fee, health insurance fee, and nonresident tuition fee, if applicable.
2. Graduate students approved for enrollment in a half-time program (not to exceed six units) are eligible for a reduction in fees of one-half the educational fee, and, if applicable, one-half of the nonresident tuition fee.
3. A full-time employee who is not subject to nonresident tuition, who has worked full time for the university for at least six months prior to the latest date that registration will be accepted, and who meets the admission requirements of the university is eligible for two-thirds reduction of both the university registration fee and the university educational fee for up to nine units or three regular session university courses per quarter, whichever is greater. An employee so registered is ineligible for the services and facilities of the Counseling Center, recreation facilities, or the Student Health Services, other than those services to which the employee is regularly entitled (University of California Staff Personnel Policy 260.23). Authorization for this privilege is secured from the Staff Personnel Office for staff employees, or from the Academic Personnel Office for individuals on academic appointments.

**NOTE:** In accordance with Academic Senate regulations, no voting member of the San Diego Division of the Academic Senate shall be recommended for a higher degree from UCSD unless the dean of Graduate Studies shall have certified that all requirements for that degree have been met prior to the appointment to a rank carrying the voting privilege.

### Filing Fee

A student registered in the immediately preceding quarter, or on an approved leave of absence who has completed all requirements except for the final reading of the dissertation

or thesis or the taking of the final examination is eligible to petition to pay a filing fee in lieu of registering and paying all required fees in the final quarter. The filing fee applies to both residents and nonresidents. Students must apply for this privilege by means of a General Petition.

### Refund of Fees

Students who withdraw from the university during the first five weeks of instruction (35 calendar days) may receive partial refunds of fees, excluding health insurance, if applicable. The date of withdrawal, as related to the fee refund schedule, shall be the date on which notice of withdrawal is submitted to the Office of Graduate Studies and Research (OGSR). See Schedule of Classes for schedule of refunds.

### Parking Fee

Students who park motor vehicles, including motorcycles, on the campus are subject to parking fees. (See "Parking," in chapter entitled "Campus Services and Facilities.")

### Penalty Fees

Penalty fees (see "Fees"), are charged for failure to comply with normal deadline dates. To avoid such fines, students should fulfill all requirements in advance of the deadlines listed in the Schedule of Classes.

### Transcript Fees

Students may obtain transcripts of their UCSD records from the Office of the Registrar for \$6 for each copy. Transcripts must be requested several days in advance of date needed.

### Late Fees

Students are responsible for meeting quarterly enrollment and registration (fees payment) deadlines which are published on StudentLink, in the Schedule of Classes, and a variety of student-directed Web sites and publications. A \$50 late fee will be assessed for late enrollment and/or late registration up to \$100 total. Late enrollment automatically causes late registration as payments cannot be credited to a student's account until enrollment occurs. Late fee waivers are rarely granted and only in extenuating and verifiable circumstances. Only certain staff in the Office of Graduate Studies and Research (OGSR) are authorized to grant waivers.

## Financial Assistance

Several kinds of financial assistance are available to graduate students at UCSD. These include fellowships and traineeships; assistantships in teaching, language instruction, and research; scholarships in full or partial payment of tuition and/or fees; and loans and grants-in-aid. Further details about these awards/appointments may be obtained from departmental, group, or school offices.

Descriptions in this section deal entirely with awards administered directly by the university.

Applicants for financial assistance should note the following: "Pursuant to Section 7 of the Privacy Act of 1974, applicants for student financial aid or benefits are hereby notified that mandatory disclosure of their Social Security number is required by the University of California to verify the identity of each applicant. Social Security numbers are used in processing the data given in the financial aid application; in the awarding of funds; in the coordination of information with applications for federal, state, university, and private awards or benefits; and in the collection of funds and tracing of individuals who have borrowed funds from federal, state, university, or private loan programs."

### Fellowships and Traineeships

Regents Fellowships, offered to students with excellent academic and research qualifications, provide a stipend of \$10,000 for nine or ten months, plus tax-free resident fees and nonresident tuition, if applicable. These awards may be supplemented with a partial graduate student researcher or research fellowship from available departmental resources. The amount of the supplement varies by department.

The San Diego Fellowship is designed to increase the quality of education and research by enhancing campus diversity. Currently it provides a minimum stipend of \$1,000 per month plus resident fees and one year of nonresident tuition. These awards are usually given for two years. Academic departments are responsible for two additional years of support for the Ph.D., D.M.A., or Ed.D. students awarded this fellowship. Look online at [http://ogsr.ucsd.edu/fellowships/sd\\_fellowship/index.htm](http://ogsr.ucsd.edu/fellowships/sd_fellowship/index.htm) for further information.

The seven most outstanding nominees for the San Diego Fellowship are awarded the Cota-Robles Fellowship. Fellows receive a \$15,000

stipend plus fees for two years. Non-resident fellows are eligible for a tuition scholarship in their first year. Doctoral fellows are guaranteed comparable departmental support for at least two additional years.

The Minority Access to Science, Engineering and Mathematics (MASEM) program is funded by the National Science Foundation (NSF). This fellowship is awarded to a limited number of new underrepresented graduate students in selected programs in science, mathematics, and engineering. For further information, look online at <http://ogsr.ucsd.edu/masem/index.htm>.

The NIH Scholars Program is funded by the National Institutes of Health (NIH). This award is for a limited number of new graduate students from underrepresented groups in biomedical and behavioral science programs. For further information look online at <http://ogsr.ucsd.edu/nih/index.asp>.

All other fellowship stipends are established by the department, group, or school and may vary in tenure from one to twelve months and in any amount up to a maximum of \$3,000 per month. Fellowships awarded for one, two, or three quarters will also provide tax-free resident fees and nonresident tuition, if applicable. Awardees must register for twelve units of upper-division and graduate-level work each quarter and must remain in good academic standing, as described under "Standards of Scholarship" of this catalog.

Fellows and trainees on twelve-month tenure are required to devote full time to graduate study and research during the summer as well as during the academic year. A brief resume of proposed summer graduate study or research, approved by the appropriate adviser, must be filed with the dean of Graduate Studies before the end of the spring quarter preceding the summer portion of the fellowship or traineeship tenure.

Some fellowships and traineeships offer the privilege of participation in the teaching or research programs of the university.

The principal types of fellowships/scholarships at UCSD are the following:

1. Regents Fellowships
2. San Diego and Cota-Robles Fellowships
3. Research Fellowships
4. U.S. Public Health Service Predoctoral Traineeships

5. Fee Scholarships
6. Tuition Scholarships
7. Tuition and Fee Scholarships

### Assistantships

Graduate students may be appointed by UCSD on a part-time basis as graduate student researchers and teaching assistants.

Graduate students enrolled full-time (twelve units or more) may be appointed up to 50 percent time (twenty hours/week) during the academic year and 100 percent time during the summer months, although most departments limit support to 50 percent time year-round. Students enrolled for less than full-time (one to eleven units) are eligible, at the discretion of the department, for 25 percent time appointments. Appointees must remain in good academic standing, as described under "Standards of Scholarship."

Graduate students who are appointed as graduate student researchers are eligible for remission of tuition and fees if they have a minimum 25 percent appointment for the entire quarter for which tuition and fees are paid, or the dollar equivalent; have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid; and are within the time limits for support described earlier in this section.

Teaching assistants and others appointed on academic titles at 25 percent time or more for the quarter are eligible for payment of partial fee remission of 100 percent of the annual education and registration fees and 100 percent of the Graduate Student Health Insurance fee.

Graduate students appointed as teaching assistants, associates, readers or tutors (ASE'S) are represented by the Association of Student Employees/UAW under a collective bargaining agreement with the university. All salary payments under these titles are subject to a deduction of 1.15 percent for union membership dues or a 0.92 percent agency fee deduction for students who choose not to become members of the union. The university/UAW Agreement can be retrieved electronically at <http://ogsr.ucsd.edu/ase/index.htm>

All graduate students who are U.S. citizens and appointed as teaching assistants or graduate student researchers or are employed by the university in other positions are required by the California Constitution to sign the State Oath of Allegiance. In addition, all graduate student

appointees and employees are required by university policy to sign the university's Patent Agreement. Copies of both documents may be obtained from the student's academic department.

### **Taxability of Awards**

Under the 1986 Tax Reform Act, the taxability of awards is as follows:

1. *Fellowships and Scholarships.* The portion of the stipend used for tuition, fees, books, and course-related expenses required of all students in the course are *not* taxable income. The portion of a stipend used for other purposes are taxable income.
2. *Graduate Student Researchers and Teaching Assistants.* All compensation is taxable income.
3. Payment of tuition and fees under the Graduate Student Researcher Tuition and Fee Remission program and payment of partial fee remission and graduate student health insurance for those appointed 25 percent time or more as teaching assistants or other academic titles, is nontaxable income.
4. *Grants for Travel to Scholarly Meetings and for Graduate Student Research Expenses.* May be taxable.

Students are advised to review available tax materials and make their own decisions about tax withholding, reporting of income, excluding income from taxation, and filing required tax forms. UCSD departmental and central administrative staff are not able to advise students on individual tax matters.

Graduate student fellowships, scholarships and traineeships are not subject to withholding for taxes under the Federal Insurance Contribution ACT (FICA). The salary of graduate students appointed as Teaching Assistants and Graduate Student Researchers, Readers, or Tutors, or who are employed on campus is exempt from FICA if the students are registered for a minimum of 6 units each quarter (including summer). Nonresident aliens on F-1 and J-1 visas are, by federal law, exempt from FICA.

Limited written tax information is available from academic departmental offices and the Office of Graduate Studies and Research.

### **Application Procedures**

**Entering students.** The online application for graduate admissions form is used to apply for any

of the following: fellowships, traineeships, scholarships, and assistantships (teaching, language, or research).

In order for an applicant to be considered for the ensuing academic year, all supporting materials must be received by the department application deadline. No assurance can be given that requests for fellowships, traineeships, or scholarships can be processed after stated deadlines. Requests for assistantships may be accepted after the deadline, but most departments offer assistantships at the same time they consider applications for fellowships. Therefore, applicants for these appointments are strongly urged to submit their requests as early as possible.

**Continuing and returning students.** Consult with their departments.

### **Award Notification**

The awarding of fellowships and similar awards for the following academic year will be announced not later than April 1. UCSD subscribes to the agreement of the Council of Graduate Schools of the United States, under which successful applicants for awards are given until April 15 to accept or decline such awards. An award accepted from one of the member universities may be resigned at any time through April 15. However, an acceptance given or left in force after that date commits the student not to accept another appointment without first obtaining formal release for that purpose.

### **Loans and Grants-in-Aid**

An excellent package of grants-in-aid, work-study, and loans is available to graduate students who show evidence of financial need as determined by analysis of a completed Free Application for Federal Student Aid (FAFSA).

See section on financial assistance in chapter entitled "Campus Services and Facilities."

### **Time Limits for Graduate Student Support**

For Ph.D. and D.M.A. students, all financial support administered by UCSD (including fellowships, scholarships, and appointment but excluding loans) is restricted to students who are within their departmental support time limits (see "Ph.D. Time Limits" and description of each department's graduate program).

M.F.A. and M.P.I.A. students can be supported for a maximum of ten quarters. M.A. and M.S. students can be supported for a maximum of seven quarters.

### **Fellowships and Research Awards from Outside the University**

In addition to fellowships, traineeships, and loans administered by the university, other types of graduate student support are available through federal agencies and private foundations. Students wishing to explore such sources of support for their studies at UCSD are urged to consult one of the many directories available in the reference section of Geisel Library, the fellowship listings provided via the Graduate Studies World Wide Web site (<http://ogsr.ucsd.edu>), the Community of Science Web site ([www.cos.com](http://www.cos.com)), other Web sites dedicated to graduate fellowships, through the reference departments of other large libraries or the fellowship adviser in the Office of Graduate Studies and Research, 518 University Center. Most application deadlines occur in the fall or early winter. Among the many organizations which award fellowships to students at UCSD are the Department of Defense; the Ford Foundation; the Hertz Foundation; Institute of International Education; the National Aeronautics and Space Administration; the National Science Foundation; the Social Science Research Council; and, the Woodrow Wilson National Fellowship Foundation.

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## **General Policies and Requirements**

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### **Integrity of Scholarship**

See "UCSD Policy on Integrity of Scholarship" in the Academic Regulations section of this catalog.

### **Student Conduct**

Graduate students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. Rules concerning student conduct, student organizations, use of university facilities, and related matters are set forth in *UC San Diego Campus Regulations Applying to Campus Activities, Organizations, and Students*, copies of which are available online at <http://ugr8.ucsd.edu/judicial> and at the Office of Graduate Studies and Research, and the Office of Judicial Affairs.

## Student Appeals

### ACADEMIC APPEALS

Department and program faculty have primary responsibility for maintaining the excellence of graduate programs, and they are in the best position to judge their students' academic performance. Consequently a graduate student appeal of an academic decision should first be made to the individual faculty member who made the decision. If this does not result in a resolution that is satisfactory to the student, he or she may appeal to the department or program chair. Graduate students may appeal a course grade or Ph.D. or master's qualifying or final exam result only if they believe that nonacademic criteria were used in determining their grade. Students who wish to appeal a course grade should follow the procedure described in "Grade Appeals" in the "Academic Regulations" section of the UCSD General Catalog.

### EMPLOYMENT APPEALS

Students holding an academic appointment, such as graduate student researcher, are subject to the Academic Personnel Manual policy 140. A copy of this policy is available in the Office of Graduate Studies and Research or it may be viewed online at <http://www.ucop.edu/acadadv/acadpers/apm/apm-140.pdf>. Appeals by teaching assistants, readers, and tutors are covered by the ASE/UAW contract that may be viewed at <http://ogsr.ucsd.edu/ase/index.htm>.

### NON-ACADEMIC APPEALS

Graduate students may appeal actions of departments, programs, individual faculty members, departments, or administrators relating to a student's academic program or financial support if they believe that:

1. due process was not followed in arriving at a decision
- OR
2. personal prejudice affected the judgment rendered.

A non-academic appeal may be submitted to the department or program chair, individual faculty member, or administrator within one month of the date of learning of the action or the date that the student should have reasonably known of the action.

If an appeal to an individual faculty member or administrator is not resolved to the student's satisfaction, he or she may then submit a written appeal to the department or program chair, who shall attempt to adjudicate the case with the faculty member or administrator and the student within two weeks.

If the appeal is not resolved to the student's satisfaction, he or she may then attempt to resolve the matter through written appeal to the dean of Graduate Studies, who will attempt to adjudicate the case within two weeks. The dean may take the appeal to the Graduate Council for review, which may extend the time required to reach a final resolution.

The student's request for the dean's review should include a written statement describing the nature of the grievance, along with copies of any and all documents in his or her possession supporting the grievance. Students are encouraged to contact the assistant dean for Student Affairs in the Office of Graduate Studies and Research for assistance with the appeal process.

### Exceptions

A student may request an exception to the normal procedures and requirements governing graduate studies by submitting a General Petition, available from the department. The petition must state clearly the reasons for requesting the exception and bear all required approvals before being submitted to the Office of Graduate Studies and Research.

Requests for exceptions to time limits require a letter of explanation and support from the student's research adviser, and support and justification from the program's graduate adviser and endorsement by the department or group chair. Such requests are submitted to the Graduate Council through the dean of Graduate Studies. Exceptions to the time limits policy are granted only in the case of truly exceptional and unavoidable circumstances.

## Grades

### Standards of Scholarship

Only upper-division, graduate, and professional courses in which grades of A, B, C (including plus [+] or minus [-]), D, or S (Satisfactory) are earned can be counted in satisfaction of the requirements for a higher degree.

A student's grade-point average (GPA) is computed by dividing the total number of grade points earned by the total unit value of graded upper-division, graduate, and professional courses undertaken at UCSD with the exception of those undertaken in UCSD Extension. Grades of S, U, I, IP, NR, and W are excluded in computing a grade-point average. Lower-division course work units are not used in computing a graduate student's grade-point average nor in satisfying program requirements for a higher degree with the exception of language courses taken by students in the M.P.I.A. program.

Each department or group prepares, not later than the second week of each spring quarter, a detailed, written evaluation of each of its Ph.D., D.M.A., or M.F.A. students. These evaluations are designed to inform students of their progress and to improve communications between faculty and graduate students. Evaluations are discussed with students who may elect to add written comments before signing the copy of the evaluation sent to the Office of Graduate Studies and Research. A student's signature on the evaluation indicates knowledge of the assessment but does not necessarily signify agreement.

To be in good standing academically a graduate student must meet departmental standards including a satisfactory spring evaluation, maintain a GPA of 3.0 or the equivalent in upper-division, graduate, and professional course work, and must not have accumulated more than a total of eight units of F and/or U grades overall, unless departmental standards specify more stringent grade requirements.

Good standing is a requirement for:

1. Holding academic and staff appointments.
2. Holding fellowship, scholarship, or traineeship appointments.
3. Participating in the Education Abroad Program (EAP)
4. Advancing to candidacy for a graduate degree.
5. Going on leave of absence.
6. Receiving a graduate degree from UCSD.

Graduate students who are not in good standing for any reason are subject to probation and/or disqualification from further graduate study.

## Grading System

The grade of A+, when awarded, represents extraordinary achievement but does not receive grade-point credit beyond that received for the grade of A. The grades of A, B, and C may be modified by plus (+) or minus (-). When attached to the grades of B and C, plus (+) grades carry three-tenths of a grade point more per unit, and when attached to A, B, and C, minus (-) grades carry three-tenths of a grade point less per unit. Grades and grade points are described as follows:

Grade	Grade Points per Unit
A+	4.0
A    Excellent	4.0
A-	3.7
B+	3.3
B    Good	3.0
B-	2.7
C+	2.3
C    Fair	2.0
C-	1.7
D    Poor	1.0
F    Fail	0.0
S    Satisfactory (equivalent to B- or better)	0.0
<b>Grade</b>	
U    Unsatisfactory	
I    Incomplete—but work of non-failing quality*	
IP    In Progress (provisional grade; replaced when full sequence is completed)	
W    Withdrawal (assigned when withdrawing or dropping a course beginning fifth week to end of ninth week of instruction)	

\* Requires Request to Receive Grade Incomplete form to be initiated and completed by the student, approved by the instructor, and filed with the department prior to the end of finals week. The Incomplete grade will lapse to F or U if not made up by the last day of finals week in the following quarter.

All grades except Incomplete and In Progress are final when entered in an instructor's course report filed at the end of the quarter.

While grades of U are not computed in a grade-point average, they are not considered satisfactory grades for students on appointment, nor are they considered to be evidence of satisfactory progress on the part of any student. Therefore, a student whose record bears more than eight units of U and/or F grades in upper-division, graduate, or professional course work

may not be eligible to continue on appointment and may be subject to academic probation or disqualification.

## Changes in Grades

All grades except I and IP are final when filed by the instructor unless a clerical or procedural error is discovered.

No change of a final grade may be made on the basis of revision or augmentation of a student's work; no term grade except Incomplete may be revised by further examination; and no grade may be changed after one calendar year from the time the grade was recorded.

## Repetition of Courses

A student assigned a grade of D, F, or U may petition to repeat the course on the same grading basis for which it was first taken. That is, a course in which a grade of D or F has been received may not be repeated on an S/U basis. Conversely, a course in which a grade of U has been awarded may not be repeated on the basis of a letter grade. Degree credit for a course will be given only once, but the grade assigned for each enrollment shall be permanently recorded. Only the grade received in the repetition of the course will be used in calculating the overall grade-point average for the first sixteen units repeated. For additional units repeated, the grade assigned for each enrollment shall be used in calculating the grade-point average.

## No Report/No Record

A blank entry appearing on student transcripts in lieu of a grade indicates that the student's name appeared on a grade report but no grade was assigned by the instructor. A blank entry will lapse automatically into an F or U if not removed or replaced by a final grade by the last day of instruction of the subsequent quarter, and will be computed in the student's GPA.

## I (Incomplete)

The grade of I may be assigned by an instructor only when the student's work is of passing quality but is incomplete. The student must complete and submit to the instructor the form, Request to Receive Grade Incomplete and Removal of Grade Incomplete, which will contain both the reason for requesting the grade I and the conditions to be met before the Incomplete can

be replaced with a final grade. The Incomplete must be made up, the grade assigned, and the completed form filed with the Office of the Registrar no later than the end of final examination week the following quarter.

Incomplete grades assigned in the quarter before a graduate student withdraws or takes an approved leave of absence must be replaced by a final grade before the end of the academic quarter following to prevent the Incomplete from lapsing to F or U.

## IP (In Progress)

An IP is assigned in a sequential course which extends over more than one quarter, and the evaluation of a student's performance may not be possible until the end of the course. A student who has dropped out without completing the entire sequence may be assigned final grades and unit credit for any quarter(s) completed, provided that the instructor has a basis for assigning the grades and certifies that the sequence was not completed for good cause. An IP not replaced by a final grade will remain on the student's record. Courses graded IP are not used in calculating a student's grade-point average until graduation. At that time course units still graded IP on a student's record must be treated as units attempted in calculating the GPA; **thus units graded IP will have the same effect on the overall GPA as an F or U.**

## S/U (Satisfactory/Unsatisfactory)

The minimum standard of performance for a grade of Satisfactory shall be the same as the minimum for a grade of B-.

With the approval of the Graduate Council, departments may offer graduate courses in which graduate students may elect to be evaluated on an S/U basis and courses in which S/U grading shall be the *only* grading option. Grading options for a given course are identified in course listings in the *UCSD General Catalog*.

In addition, and with the approval of the department and the instructor concerned, graduate students may elect to have the following courses graded on an S/U basis: any upper-division or lower-division course taken (provided they have obtained approval of the instructor and the department), and any graduate or upper-division course outside their major department. If departmental requirements have been fulfilled for advancement to candidacy for the Ph.D. or D.M.A.

degree, graduate students may take any course on an S/U basis.

Selection of S/U as a grading option **must be made in the first two weeks of a quarter**. Units graded Satisfactory shall be counted in satisfaction of degree requirements but shall be disregarded in determining a student's grade-point average. No credit shall be allowed for work marked Unsatisfactory.

### *W (Withdrawal)*

Students who discontinue graduate study any time during a quarter without formally withdrawing will receive failing grades for all course work undertaken. Formal withdrawal requires filing a Leave of Absence, Extension and/or Withdrawal form prior to leaving campus with the Office of Graduate Studies and Research after receiving departmental approval and all other approvals listed on the form. When a student withdraws before the end of the fourth week of instruction, no course entries will appear on the transcript for that quarter. Students who withdraw from the university or drop a course between the beginning of the fifth week of instruction and the end of the ninth week of instruction will be assigned a W (Withdrawn) by the registrar for each course affected.

Courses in which a W has been assigned will be disregarded in determining a student's grade-point average.

### *Final Grades*

Students may access their full UCSD graduate academic record on StudentLink in the academic history module. The student must have his/her PID and PAC numbers to access StudentLink. If lost or misplaced, the PAC number may only be obtained from the Office of the Registrar (OAR) after providing proof of identification; the PID may be obtained through the departmental graduate program coordinator or the OAR. Students may receive computer-generated telephone verification of their fall and winter grades (see Schedule of Classes for complete information). While grade reports submitted by instructors at the end of the quarter are generally considered final, **students should carefully examine their grade report or transcript for omissions and clerical errors and consult with instructors and the Office of the Registrar to clarify any discrepancies.**

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## Admission Requirements

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### *Academic*

Applicants for graduate admission must present official evidence of receipt of a baccalaureate degree from an accredited institution of higher education or the equivalent, with training comparable to that provided by the University of California. A minimum scholastic average of B or better is required for course work completed in upper-division, or prior graduate study.

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## Admission Policies

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### *Duplication of Advanced Degrees*

Normally, duplication of advanced academic degrees, M.A., M.S., Ph.D., is not permitted. A duplicate academic degree is one at the same level, e.g., a second master's degree or second Ph.D., regardless of the discipline or the specialization awarding the degree. A professional degree at the master's or doctoral level, e.g., M.Ed., M.P.I.A., MD. Pharm.D., is not regarded as a duplicate of an academic degree.

Students who already hold an advanced degree may be admitted to UCSD to pursue a second advanced degree at the same level only under limited circumstances, and only with the consent of the Graduate Council. Recognizing that there are circumstances in which it is appropriate for a student to pursue a second degree, the Graduate Council will consider the following criteria when reviewing requests for permission to do so at UCSD.

1. The degree already held by the student must be in a fundamentally different disciplinary field from the department to which the student is applying. A request for permission to be admitted to a degree program at UCSD should document this clearly, and should indicate the differences both in intellectual training and in qualification for future employment that the second degree would confer.
2. The department or program considering the applicant must make a clear case that there is no other way at UCSD for the student to obtain the same outcome for future employment prospects, e.g., by pursuing a master's program or post-doctoral study rather than a second Ph.D.

If the decision of the Graduate Council is that the student should be admitted to a particular department or program for a master's degree alone, the student is barred from requesting permission to continue for a Ph.D. in that department or program.

### *Non-Degree Study*

There is no "student-at-large" classification at UCSD; application for admission must be made to a specific department or group. Applicants who wish to enroll for "course work only" within a department or group and who do not intend to pursue a higher degree at UCSD may request admission for non-degree study. Applicants for non-degree study must satisfy all admission requirements and are not eligible for fellowships or assistantships. Non-degree status is granted for up to one year; students may petition the dean of Graduate Studies for a second year of non-degree status.

### *Part-Time Study, Including Half-Time*

Students who enroll in fewer than twelve graduate or upper-division units each quarter are considered part-time students. International students on F1 or J1 visas must be enrolled full-time each quarter. Students who are approved by their major department and by the dean of Graduate Studies for enrollment in a program of half-time study (maximum of six units or fewer) for reasons of occupation, family responsibilities or health, may be eligible for a reduction in fees. All other part-time students (7–11 units) pay the same fees as full-time students.

Part-time study may be pursued in several masters' programs and a few Ph.D. programs at UCSD. In all instances, part-time students must satisfy the same admission requirements as full-time students and are eligible, at the discretion of a department, for appointment to 25 percent time teaching or research assistantships. Admitted students must file the petition for half-time study with the Office of Graduate Studies and Research no later than the last day of the second week of the quarter to be eligible for a fee reduction.

## Application Procedures

### When to Apply

Most graduate programs have an application deadline of mid-January for fall admissions. A few programs accept applications for winter and spring admissions. For specific deadlines refer to the online application instructions at <http://ogsr.ucsd.edu> or contact the specific program office. Applicants need not have completed their undergraduate programs prior to applying.

### How to Apply

UCSD encourages the use of the online application and payment of the \$60 nonrefundable application fee by credit card. The online application can be accessed at <http://ogsr.ucsd.edu> where detailed instructions for completion of the application are provided. If a paper mail-in application is necessary, it must be obtained from the academic department where the applicant is applying.

Additional program and application information can be obtained from each graduate program office. Access the UCSD Web site <http://ucsd.edu> and the appropriate program's graduate study information. Telephone numbers and campus addresses are listed with the department information in this catalog. The Graduate Admissions Application includes application for a fellowship, traineeship, scholarship, or assistantship. The primary documents required in support of an application are listed below. Each program may require additional documents.

### Social Security Number Disclosure

Pursuant to the Federal Privacy Act of 1974, applicants are hereby notified that disclosure of their Social Security number is mandatory. The Social Security number entered on the application for graduate admission may be used as the applicant's identification number for part of the UCSD graduate student record keeping system. A personal identification (PID) number will also be assigned by the UCSD student information system for record-keeping purposes. This record-keeping system was established prior to January 1, 1975 pursuant to the authority of the Regents of the University of California under Art. IX, Sec. 9 of the California Constitution.

### Required Supporting Documents

All supporting documents, including letters of recommendation, should be completed using the online system. Any additional supplemental materials are mailed directly to the applicant's prospective major department.

#### ACADEMIC RECORDS

Applicants must request that official transcripts of all previous academic work, including certification of degrees received or documentation of status upon leaving each institution, be forwarded to their prospective major department. Transcript labels can be printed from the online application site. Only official records bearing the signature of the registrar and the seal of the issuing institution will be accepted. Applicants with academic work in progress who expect to complete a degree program before the intended date of enrollment at UCSD **must submit evidence of degree conferral** and a final academic record, as soon as they are available. The undergraduate degree must be completed prior to the start of graduate study.

#### SPECIAL NOTE TO INTERNATIONAL APPLICANTS

In all applications for graduate admission, official records bearing the signature of the registrar or other responsible academic officer and the seal of the issuing institution are required. However, true copies, facsimiles, or photostatic copies of **foreign academic records** will be accepted if, after the copies have been made, they have been personally signed and stamped by an educational official of the issuing institution, **who certifies that they are exact copies of the original document**. Properly signed copies should be sent instead of irreplaceable original documents. Unless academic records are issued in English by the institution itself, **certified English translations must accompany official documents written in a language other than English**.

Foreign academic records should show all courses attended each year, examinations passed, seminars completed, and grades or marks received in all institutions where formal records are maintained. **Official evidence of degree conferral must also be supplied**, together with evidence of rank in class if possible.

#### GRADUATE RECORD EXAMINATIONS (GRE) SCORES

Most graduate programs require that applicants take the GRE. Contact the specific program for further information. Applicants who are applying for admission to a department, group, or school which requires that they take the GRE should do so as early as possible to insure the timely receipt of their score results. **Applicants must take the GRE no later than fall in order to meet most departmental deadlines for admission**. Consult the GRE Information & Registration Bulletin or the GRE Web site <http://gre.org> for further information. Only official scores sent to UCSD by E.T.S. will be accepted for admission.

**To facilitate the processing of applications for admission, applicants may forward to their proposed major department, group, or school a copy of their GRE examination score as soon as it is received, since official copies are not always immediately received by the appropriate department at UCSD.**

#### LETTERS OF RECOMMENDATION

Applicants should arrange to have three letters of recommendation submitted online to UCSD. If paper letters are necessary they must be mailed to the prospective major department, group, or school. (Recommendation forms can be printed from the online application site). It is most important that letters of recommendation be completed by individuals in a position to analyze an applicant's abilities and academic or professional promise. Applicants who have applied within the last two years, and were admitted, but did not enroll, should check with their major department or group to determine if letters of recommendation are still on file.

#### INTERNATIONAL APPLICANT FINANCIAL STATEMENT

**Foreign applicants are required to certify that they possess sufficient funds to cover all fees, transportation, and living expenses during the first academic year of graduate enrollment at UCSD**. In addition, they must certify as to the probability of funds for subsequent years of study. An International Applicant Financial Statement, for the purpose of indicating the amount and source of funds available for graduate study, is forwarded to foreign applicants upon admission into a graduate program.

A written summary of present and future financial resources must be provided before visa forms can be granted.

Opportunities for employment on or off campus, are extremely limited, and foreign applicants should not base their educational plans on the hope of finding employment after arriving in the United States.

### **Admissions Examination Information**

There are a variety of internationally administered examinations which may be taken to meet requirements for admission to graduate study or to satisfy certain requirements for advanced degrees. Several examinations of importance to UCSD applicants are listed here.

#### **TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**

All international applicants whose native language is not English and whose undergraduate education was conducted in a language other than English must take the TOEFL and submit their test scores to the Office of Graduate Admissions. Some departments now require the Test of Written English (TWE) as well as the Listening, Structure, and Reading Sections of the TOEFL.

The minimum TOEFL score for admission is 550 for the paper-based test or 213 for the computer-based test. Applicants admitted with low scores may be required to take an English proficiency test upon arrival at UCSD and to enroll in an English course until the required proficiency is attained.

**Application:** Information and forms are available online at <http://toefl.org>, or from TOEFL Services, P.O. Box 6151, Princeton, NJ 08541-6151, or from United States embassies, consulates, and related centers.

#### **TEST OF SPOKEN ENGLISH (TSE)**

The Test of Spoken English helps foreign students provide a reliable measure of proficiency in spoken English. This test is highly recommended for foreign applicants who wish to be considered for a teaching assistantship. Test information is available at <http://tse.org>.

## **Admission and Registration**

Official admission to graduate study at the university is contingent upon review of an applicant's record, receipt of final undergraduate transcript showing degree(s) awarded, receipt of official transcripts of all attended institutions, an affirmative recommendation by the prospective department, group, or school, and action by the Office of Graduate Studies and Research. The dean of Graduate Studies or the prospective major department, group, or school may deny admission if an applicant's scholastic record is undistinguished, if the preparation is judged inadequate as a foundation for advanced work, or in the event that no further students can be accommodated for a given quarter. **Only the official Certificate of Admission from the dean of Graduate Studies constitutes formal approval of admission to a graduate program at UCSD.**

Official notification of admission by the dean of Graduate Studies will be mailed well in advance of the beginning of the quarter for which application has been made. Applicants should call their prospective major department, if formal notification is not received four weeks prior to the beginning of the quarter for which they applied.

Admission to graduate standing does not constitute registration for classes. A student is not officially registered for classes until the entire registration procedure is completed each quarter. Information and all necessary registration materials will be available at department offices approximately two weeks before the opening of the quarter (see "Academic Calendar").

### **Reapplication**

Applicants who are admitted but decide not to register in the quarter for which they first apply may request deferral of their application for a later quarter within the same academic year or the academic year immediately subsequent. Application for admission of an approved deferred applicant for the subsequent academic year may be made by submitting a statement of activities and official transcripts of any academic work undertaken since the first application to the department or group. Admission is not guaranteed to previously admitted applicants who have an approved deferral. In no case are appli-

cation files retained for more than four consecutive academic quarters from the date of first application. Application after this period may be made only by completing a new application and providing all necessary documents, including payment of the graduate application fee.

**Students who are denied admission must submit a new application and fee together with required documentation in order to be considered for admission in another academic year.**

### **Readmission**

A graduate student whose status has lapsed because of an interruption in registration must petition his or her department for readmission at least eight weeks prior to the first day of the quarter in which reenrollment is intended. **Do not complete an Application for Admission.** Students must submit supplementary transcripts of all academic course work undertaken since last enrolled at UCSD, pay a readmission fee of \$40, and complete a General Petition and a supplementary Statement of Activities. In addition, a Statement of Legal Residence is required for all students returning after an absence of two quarters or more.

**Readmission is not automatic.**

## **Registration Requirements and Procedures**

All students must enroll and pay fees on or before the deadline dates established by the Office of the Registrar for each quarter to avoid paying late fees. Enrollment materials are obtained at the major department. (See Schedule of Classes for current deadlines.)

### **Full-Time Student**

A full-time student is required to be registered for twelve units each quarter of each academic year until the completion of all requirements for the degree, including the filing of the thesis or dissertation.

### **Part-Time Student**

A part-time student is enrolled in fewer than twelve units a quarter but is admitted as a regular student. A part-time student must pay full fees unless approved by the dean of Graduate Studies to enroll in half-time status for six units or fewer.

A student must file the petition for half-time study with the Office of Graduate Studies and Research no later than the last day of the second week of the quarter to be eligible for reduced fees. (See "Admissions Policies-Part-Time Study.")

### **Schedule of Classes**

Detailed information on registration and enrollment procedures is contained in the quarterly *Schedule of Classes*, available for purchase at the University Bookstore before the beginning of the quarter. **It is the responsibility of each graduate student to keep informed of and meet all enrollment and registration (fee payment) deadlines.** Scheduling information may also be found on the Office of Admissions and Records home page on the World Wide Web: <http://studentlink.ucsd.edu>

### **Priority Enrollment**

#### **CONTINUING STUDENTS**

Continuing graduate students may enroll in classes through WebReg or by coming to the Registrar's office any time during the quarterly enrollment period. A Personal Access Code (PAC) number is issued to graduate students by the Office of the Registrar. Students may also use WebReg to add, change, and drop classes. Students who do not use WebReg may complete Add/Drop Cards and file them with the Office of the Registrar any time during enrollment periods.

Complete instructions for enrolling by WebReg or Add/Drop Cards can be found in the quarterly *Schedule of Classes* and on StudentLink.

Confirmation of classes is immediate by WebReg. Students must officially withdraw from a course to avoid receiving a failing grade.

#### **NEW STUDENTS**

New students are given academic advising in their respective academic departments and enroll just prior to or at the beginning of their first quarter at UCSD.

### **Registration Receipt**

Upon payment of fees in person, the Cashier's Office will provide a cash register receipt and will affix a validation sticker to the back of the Student Photo-Identification Card. Students who pay fees by mail may obtain the validation sticker from the Bursar's Office.

### **Student Photo-Identification Card**

A validated Student Photo-Identification Card is the official ID for registered students and entitles the student to library privileges, a student health card, and use of other university facilities, as well as for purchasing tickets and/or admission to certain university events and voting in student body elections.

If the Student Photo-Identification Card is lost, students may obtain a duplicate at the Campus Card Services Office, 508 University Center.

### **Registration Procedures**

Students are considered enrolled when they have requested at least one course and space in it has been reserved. Every effort will be made to enroll students in their preferred class sections. Students are not considered registered until they have both enrolled in classes and paid registration fees.

### **Payment of Registration Fees**

Please refer to the "Payment of Registration Fees" section in the "Undergraduate Registration" portion of this catalog or the quarterly *Schedule of Classes* which outlines procedures for payment of registration fees.

#### **Note to Fellowship, Scholarship, or Traineeship Holders:**

The first billing statement will be sent to the major department, group, or school about one month prior to the start of each quarter. Fees and tuition awarded to pay registration fees will be credited to the graduate student's account and appear on the statement as a payment or credit. Each award recipient should carefully check the amounts listed on the statement against the graduate award letter and contact the Office of Graduate Studies immediately at (858) 534-6464 if there is a discrepancy. Graduate students with partial fee and/or tuition awards will be required to pay the balance by the fee deadline to complete their registration.

Fellowship, scholarship, or traineeship holders must enroll in and maintain full-time enrollment status (at least twelve units per quarter).

#### **Note to Students on Academic Titles:**

Students appointed 25 percent time or more as graduate student researchers on the tuition and fee remission program will have the amount of their required tuition/fees credited to their account prior to the beginning of the quarter.

This payment will also appear on the student's university billing statement.

Students appointed 25 percent time or more as teaching assistants, associates, and readers or tutors guaranteed by the hiring department to work at least 110 hours (25 percent) for the quarter will have partial fee remission (including remission of the health insurance fee) credited to their university account prior to the beginning of the quarter. Students who are readers and/or tutors who are not guaranteed 25 percent time at the beginning of the quarter, but subsequently work 110 hours or more, are issued refunds for partial fee remission at the end of the quarter.

Teaching assistants appointed 25 percent time or more are eligible to apply for the TA Fee Deferment program. Under this program, the balance of resident fees (but not tuition) is deducted from the second and third check each quarter.

During the fall quarter only, teaching assistants and graduate student researchers appointed 25 percent time or more may be eligible to apply for the TA/RA Loan program.

For additional information, contact your graduate department or the Office of Graduate Studies and Research.

**Full-time graduate study and support requires enrollment in a minimum of twelve units each quarter.**

### **Continuous Registration**

All graduate students are required to be registered each quarter until all degree requirements have been completed, including filing of the thesis or dissertation and the final examination, or to be on an approved leave of absence.

A student who fails to register or to file an approved leave of absence form by the registrar's deadline date (no later than the end of the second week each quarter) will be assumed to be withdrawn from UCSD and will be dropped from the official register of graduate students. In addition, all outstanding Incomplete grades, and NRs assigned by the registrar, will lapse to F's or U's unless cleared by the end of the current quarter. A student who is on leave of absence or who has withdrawn from the university is not entitled to withdraw books from the library or to use other university facilities or faculty time. A student who is withdrawn must petition for readmission to resume study at a later date, pay the nonrefundable readmission fee, and be consid-

ered for readmission with all others requesting admission to that quarter.

Ph.D. degree candidacy will lapse for graduate students who fail to register and are not granted a formal leave of absence. To be reinstated to candidacy, a graduate student must be readmitted, enroll and register, be readvanced to candidacy, and pay the candidacy fee.

### **Late Registration/Deadline and Penalty Fees**

Students will be assessed late fees if not enrolled and registered by the registrar's published deadlines outlined in this catalog and the quarterly *Schedule of Classes*. Please refer to the "Graduate Admission Information and Enrollment Deadlines" portion of this catalog or to the quarterly *Schedule of Classes* for additional information.

A student who has not completed registration (enrolled and paid fees) by the deadline for change of program **must petition for permission to register late and will pay late fees totalling \$100**, regardless of the source of fees payment.

A student whose registration in classes is cancelled for non-payment of fees and seeks reinstatement will be assessed both the late enrollment (\$50) and late registration fees (\$50), currently totalling \$100, regardless of the source of fees payment.

Students are advised to consult the quarterly *Schedule of Classes* for current deadline dates.

### **Changes in Course Selection**

Add/Drop Cards reflecting changes in class enrollment must be filed with the Office of the Registrar in order for the student to receive credit for added courses and be relieved of responsibility for dropped courses.

Add/Drop Cards must be completed in full and include correct course information and course codes as listed in the current *Schedule of Classes*.

After enrolling in courses, a graduate student may add courses, change sections of a given course, or change grading options up to the end of the second week of instruction without fee by completing an Add/Drop Card available at the Office of the Registrar. Students may also use WebReg. Students in some programs must obtain approval of their graduate adviser or department. See *Schedule of Classes*, "Changes of Programs." Any requests to the dean of Graduate

Studies for exception to this policy require written explanation and instructor verification of attendance/course work completion to date.

A graduate student may drop a class up to the end of the ninth week of classes by filing an Add/Drop Card with the registrar, **after** first notifying the instructor, and obtaining the approval of the graduate adviser or department and the dean of Graduate Studies. If the course is dropped before the end of the fourth week of classes, no course entry will appear on the student's transcript. Courses dropped after the end of the fourth week of instruction and before the end of the ninth week of instruction will remain on the transcript as permanent entries showing course number and title, and the registrar will assign a final grade of W, signifying Withdrawal.

Students may not drop courses after the end of the ninth week of instruction and will receive the earned grade or an Incomplete, if applicable. When a grade in a course has been assigned in accordance with the Academic Senate policy on Integrity of Scholarship, a student may not subsequently change that grade by dropping the course or withdrawing from the university.

### **Enrollment Limits**

**A full-time graduate student in a regular quarter is expected to enroll in twelve units of upper-division or graduate course work** with the exception that in the Graduate School of International Relations and Pacific Studies the normal course load is sixteen units. A student who wishes to take units in excess of these limits must obtain the approval of the graduate adviser or department chair.

Graduate students holding half-time appointments as graduate student researchers, teaching assistants, language assistants, readers, or other employment titles, or who receive support from traineeships, fellowships, or scholarships paid through the university or directly to the student, must enroll and register for twelve units of upper-division and/or graduate course work and research each quarter.

Teaching units (500 series) above the full-time program of twelve units are not considered an overload.

Graduate students approved for half-time study are limited to a maximum of six units of upper-division or graduate course work each quarter.

### **Changes of Name or Address**

Students must file official change of name or address forms with the Office of the Registrar. Students are advised to also notify their major department, group, or school.

### **Leave of Absence/Extension**

A student who discontinues graduate study with the intention of resuming during a later quarter, with department approval, files a formal Leave of Absence, Extension and/or Withdrawal form prior to leaving the campus. Graduate students must have completed at least one quarter of academic residence and be in good standing (GPA 3.0 minimum or equivalent and no more than eight units of U or F) to be granted a leave. All graduate students are limited to a maximum of three quarters of leave and/or withdrawal.

Prior to the end of the second week of instruction of the quarter in which the leave is to begin, a student must complete a Leave of Absence form and obtain required signatures as listed under the clearance section of the form, and the approvals of the graduate adviser, chair of the (major) department, group, or school, and dean of Graduate Studies. If a student has registered, paid fees and enrolled for the quarter in which a leave is being requested, the validation sticker will be removed from the Photo-Identification Card; **fee refund will be subject to the refund schedule published in the quarterly Schedule of Classes (see section on "Withdrawal")**. A graduate student who enrolled in classes before requesting a Leave of Absence must also request a withdrawal from course work for the quarter of leave to avoid paying fees for that quarter. Graduate students may request an extension of an approved leave prior to the expiration of the leave, up to the maximum of three quarters in all degree programs. For an extension of an approved leave, the student must complete a new leave of absence form and obtain the signatures of the graduate adviser, chair of (major) department, housing, and dean of graduate studies.

### **PARENTING LEAVE**

A graduate student who is bearing a child, who has primary responsibility for the care of an infant immediately following birth, a child under the age of five, or adoption of a child under age five, and is in good academic standing will be granted, on request, a one-quarter extension of

all unexpired Ph.D. time limits. During the quarter in which childbirth or adoption occurs, the graduate student may choose one of the following registration options:

1. continue registering as a full-time graduate student and retain eligibility for support
2. reduce to part-time status (less than twelve units) and be eligible for up to 25 percent time employment on campus
3. take a leave of absence

After the quarter in which childbirth or adoption occurs, a graduate student who has primary responsibility for caring for a child up to the age of five will be granted, on request, a leave of absence for the purpose of caring for the child for a maximum of two quarters (or three quarters, if a one-quarter extension has not been granted for the quarter in which childbirth or adoption occurred).

The total amount of time for which graduate students may receive extensions of time limits for parenting or childbearing may not exceed three quarters in a graduate student's career at UCSD. Approved leaves for childbearing and parenting will not count in the three-quarter leave limit available to all graduate students.

A student who has a long-term loan is considered to be out of school while on a leave of absence and **must set up an exit interview with the Loan Records Office before leaving the campus.** Since rules and regulations pertaining to such loans are complex, it is to the student's advantage to determine loan requirements prior to seeking a leave of absence.

A student on leave of absence may not (1) be employed by UCSD, UCSD Medical Center or UC Extension, or hold a fellowship, traineeship, or similar appointment administered by the university, (2) use university facilities, (3) complete a qualifying examination for advancement to candidacy, or (4) place demands on faculty, including discussion of thesis or dissertation work, either directly or by correspondence, during the period of leave.

A student may remain in student housing while on an approved leave of absence providing he or she has been a full-time student (twelve units or more) for three consecutive quarters immediately prior to the leave of absence and is eligible for university housing.

Students must return all borrowed library material if requesting a leave of absence or withdrawing.

Any student on an approved Leave of Absence must contact their major department to be reinstated and cleared for enrollment and registration.

A new Statement of Legal Residence is required for all graduate students **returning from a leave of absence of two quarters or more.**

### **Withdrawal**

A student withdrawing from the university must obtain a Leave of Absence, Extension and/or Withdrawal form and secure appropriate signatures. The approved form must be filed with the Office of Graduate Studies and Research and the validation sticker removed from the Photo-Identification Card.

Students who withdraw during the first thirty-five days of instruction will receive refunds of fees in proportion to the number of *elapsed calendar days since the first day of instruction*. **The date of withdrawal used in calculating the refund shall be the date on which the approved notice of withdrawal is submitted to the Office of Graduate Studies and Research.**

A registered student who stops attending classes and fails to file a Leave of Absence, Extension, and/or Withdrawal form will receive a grade of F or U in each course, thus jeopardizing eligibility for readmission.

### **Return of Title IV Federal Student Aid**

Financial aid recipients may be required to return some or all of their aid at the time of withdrawal. This requirement applies only to undergraduate students who withdraw prior to completing 60 percent of the quarter. Questions about financial aid repayment should be directed to Student Financial Services Office.

### **Bar from Registration/Nonacademic**

After suitable warning, a student may be barred from further registration for a variety of nonacademic reasons, including failure to comply with official notices, to settle financial obligations when due, to provide final undergraduate transcripts, or other related matters.

### **Bar from Registration/Academic**

Academic disqualification is determined by the dean of Graduate Studies in consultation with the student's department, and normally relates to: unsatisfactory academic performance, e.g., failure to maintain a grade-point average of 3.0 or better; failure to meet departmental criteria of performance; failure to advance to candidacy or complete the degree within established time limits; accumulation of more than eight units of F or U grades; or failure to comply with conditions set at the time of admission to a graduate degree program.