

**Degree Requirements**

Approved – June 30, 2005

Revised – December 15, 2005

**Introduction**

Graduate program degree requirements must be reviewed and approved by Graduate Council. This introduction is intended to provide helpful information to expedite Graduate Council's review and approval of requests for new and revised degree requirements. Each graduate program must have a document that contains all of the degree requirements for the master's and/or doctoral degrees that it offers and must share this document with its students. Students cannot be expected to satisfy any other requirements that are not part of an approved document. The document may also contain information that is useful to the students such as sources of possible financial support, etc.

The Educational Policy Committee (EPC), a subcommittee of the Graduate Council, is charged with reviewing degree requirements. Even if there are only minor changes being submitted for review and approval, the Educational Policy Committee will review the entire set of degree requirements; for example, it will correct references to outdated policies.

**Note:** Policy on Changes to Degree Requirements while a program is in the "review phase"  
While a program is in the "review phase" (being reviewed by the Program Review Committee), degree requirements will not be reviewed by Council until the PRC report and Council's transmittal letter have been forwarded to the program. Once the program review has been conducted and the program is in the "follow-up phase," degree requirement changes may be submitted for review and Council's Educational Policy Committee will consider them as a priority item. It is expected that the graduate program and the committee will work together to expedite the review, revision, and approval process. (Policy Regulating Programmatic Changes Submitted for Review by Graduate Council, approved May 14, 2003.)

**Contact Information**

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

Carla Lacey , Graduate Council Analyst  
Office of Graduate Studies  
250 Mrak Hall  
(530) 752-0886 or cmlacey@ucdavis.edu

**Submission for Review by Graduate Council**

A cover memo from the graduate program chair, or delegated faculty member, must accompany the request for degree requirement changes. It should include:

1. The date and manner in which the program approved the proposed degree requirement changes, e.g., in a graduate program meeting or by an e-mail ballot, including the vote.
2. A summary of the revisions and rationale for proposing the individual changes.
3. If the proposed changes are in response to recommendations in the program's recent PRC report, include the recommendation that initiated the change and provide a brief

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

### **Process Information**

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

### **Format Information**

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

Graduate Council's preference is to receive one document, the currently approved degree requirements, with the proposed changes noted on it as follows:

- Deletions should be ~~struck through~~
- Insertions should be underlined.

Note: If there are substantial changes to the document, please provide a clean copy of the last set of approved degree requirements and the revised set with the edits in **bold**.

In the Degree Requirements Policy below, the items in regular font (not *italicized*) are required items. The items in *italics* would be helpful to students and the program is encouraged to consider including them when revising degree requirements.

## **Degree Requirements Policy**

### **Master's Degree Requirements:**

- 1) **Admissions requirements:** State all of the requirements for admission to the Program, specifying the prerequisites and procedures to make up deficiencies.

- 2) **Specify the master's degree (M.A., M.S., M.A.S., LL.M., ...) and Master's Plan: Plan I (Thesis) or Plan II (Comprehensive Examination)** Plans I and II are described under 500 in the Davis Division Academic Senate Regulations on the Web at the URL: [http://www.mrak.ucdavis.edu/senate/ddregulations\\_0405\\_revisions.pdf](http://www.mrak.ucdavis.edu/senate/ddregulations_0405_revisions.pdf)
- 3) **Course Requirements - Core and Electives:** For example Plan I (Thesis) requires 30 units minimum out of which at least 12 must be in graduate courses. When you discuss your course requirements, you must include a summary table or figure. Two samples are attached.
- 4) **Special requirements:** Specify any special requirements such as a foreign language requirement, examination requirement, etc.
- 5) **Committees:** (Admissions Committee, Course Guidance or Advising Committee, Thesis Committee, etc.)
  - a) Admission Committee: Describe the admission procedure.
  - b) Course Guidance or Advising Committee if there is one. If not, mention how a student goes about developing his/her study plan. Most often there is a course guidance committee. In some cases, the Graduate Adviser and/or the major professor assist the student in developing the study plan. Specify whether there are any requirements regarding when such a "Plan of Study" should or must be submitted to the graduate program. Make sure to state the minimum 12 unit requirement per quarter rule for full time students. Please indicate that these 12 units can be made up of required courses and 299s.
  - c) Thesis Committee or Comprehensive Examination Committee and its makeup. State how the committee membership is selected. Thesis committee nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council, B.1.).
- 6) **Advising Structure and Mentoring:** Specify the role of the Graduate Adviser, master adviser, major professor, etc. State where the program's Mentoring Guidelines can be found.
- 7) **Advancement to Candidacy:** *State when the student is expected to advance to candidacy.*
- 8) **Typical time line and sequence of events:** *Also specify the effect of deficiencies at admission on the timeline.*
- 9) **Sources of funding.**
- 10) **PELP and Filing Fee status.**
- 11) **Thesis requirements:** If you have any program-specific requirements, such as length or presentation format, specify these in this section.

- 12) **Comprehensive Examination requirements:** Describe the comprehensive exam. Is it an oral or written exam, who writes the questions, who grades the exam, when is it given?

### **Ph.D. Degree Requirements**

- 1) **Admissions requirements:** State all of the requirements for admission to the program, specifying the prerequisites and procedures to make up deficiencies.
- 2) **Dissertation Plan: Specify Plan A, B, or C.** The three plans are described under 520 in the Davis Division Academic Senate Regulations on the Web at the URL: [http://www.mrak.ucdavis.edu/senate/ddregulations\\_0405\\_revisions.pdf](http://www.mrak.ucdavis.edu/senate/ddregulations_0405_revisions.pdf)
- 3) **Course Requirements:** Include all your core and elective course requirements. When you discuss your course requirements, you must include a summary table or figure. Two samples are attached.
- 4) **Special requirements:** Specify any special requirements such as a foreign language requirement, teaching requirements, etc. Make sure that the students are aware of the nine-quarter rule regarding employment. (Directive #92-122 from Executive Associate Dean Donald Curry, July 21, 1992.)
- 5) **Committees:** (Admissions Committee, Course Guidance or Advising Committee, Dissertation Committee, etc.)
  - a) Admissions Committee: Describe the admission procedure.
  - b) Course Guidance or Advising Committee if there is one: If not, mention how a student goes about developing his/her study plan. Most often there is a course guidance committee. In some cases, the Graduate Adviser and/or the major professor assist the student in developing the study plan. Specify whether there are any requirements regarding when such a "Plan of Study" should be submitted to the graduate program. Make sure to state the minimum 12 unit requirement per quarter rule for full time students.
  - c) Examination requirements: State all of the examination requirements such as a preliminary and the qualifying examination, etc. Specify the nature of these examinations and how the committee membership is selected. Qualifying Examination and Dissertation Committee member nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB 80. Graduate Council, B.1.).
- 6) **Advising Structure and Mentoring:** Specify the role of the Graduate Adviser, master adviser, major professor, etc. State where the program's Mentoring Guidelines can be found.
- 7) **Advancement to Candidacy:** *State when the student is expected to advance to candidacy.*

- 8) ***Normative Time and Time to Degree:*** *This may be different for students entering with master's degrees versus those who pursue the Ph.D. directly after the bachelor's degree.*
- 9) ***Typical time line and sequence of events:*** *Also, specify the effect of deficiencies at admission on the timeline.*
- 10) ***Sources of funding.***
- 11) ***PELP and Filing Fee status.***
- 12) **Dissertation requirements:** If you have any program-specific requirements, such as length or presentation format (e.g., journal articles), specify these in this section. If the Dissertation Plan is a Plan B, specify whether the program requires an exit seminar of each student. If so, satisfaction of this requirement must be verified by the Dissertation Committee Chair.

Attachment: Sample Tables and Checklists from Approved Graduate Program Degree Requirements

## Sample Tables and Checklists from Approved Graduate Program Degree Requirements

### M.A. Program in Art History Degree Requirements, approved April 19, 2005

#### M.A. Progress Checklist Art History Program

(revised winter 2005)

Name:	Previous degrees:
Address:	Major/concentration:
Telephone:	College/university:
E-mail:	Prior advisers:

#### Art History Training at Time of Admission

(Requirement: 4 upper division courses in any AHI area. Students admitted with less than the minimum should complete required remedial work in their first year of study.)

Subject area	Number	Remedial work	Term
Ancient Mediterranean			
Asian			
European/American before 1865			
European/American since 1865			

#### Foreign Language

(Full first year sequence or a comprehensive reading only course with a B or better, or passing a translation exam. This is recommended only. Students should consult with graduate adviser.)

Language:	Outplacement exam date:
Approved course sequence:	Grade:

#### M.A. Coursework

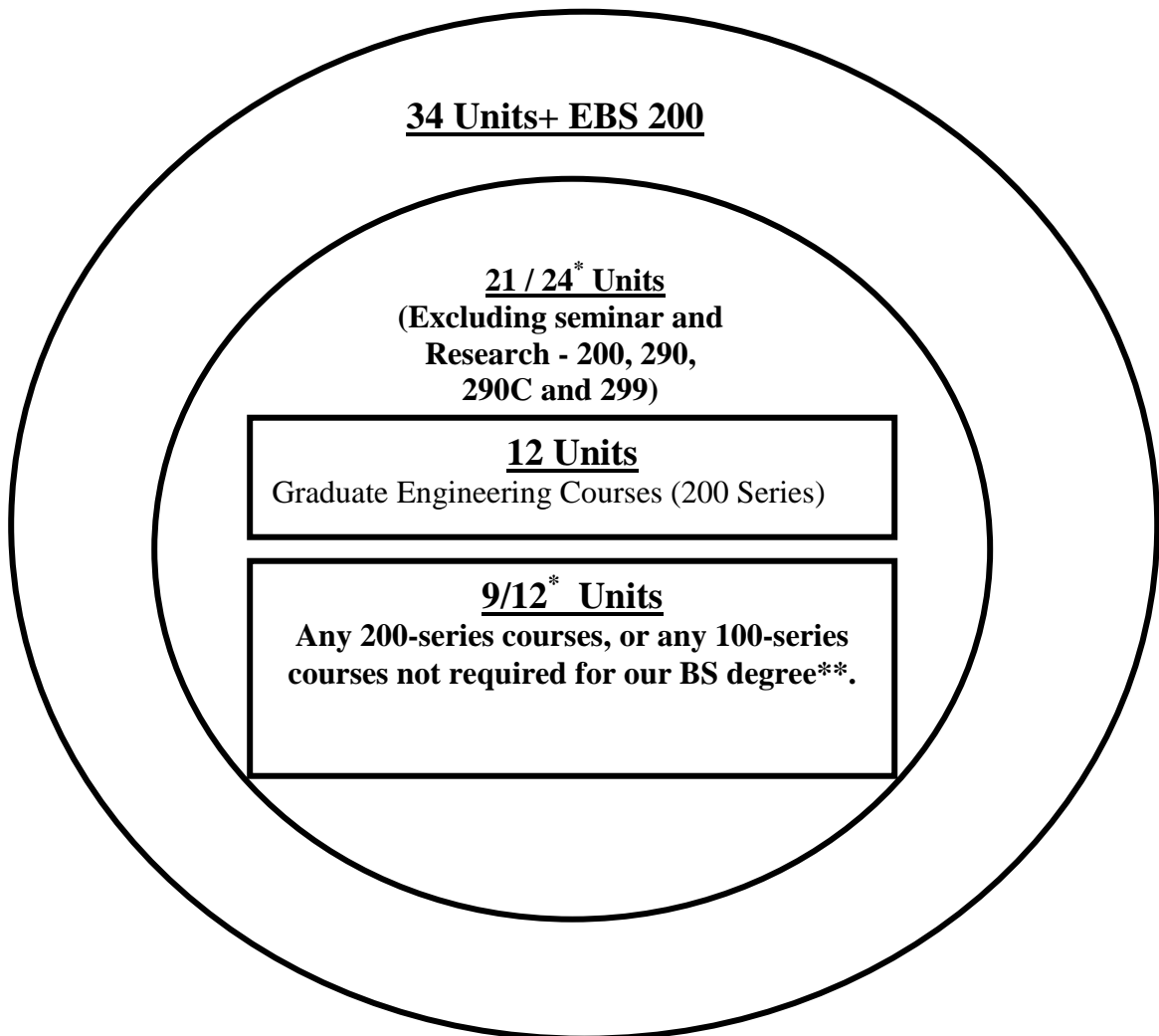
(Minimum 36 units including 200A, 200B, 200C, and 299 (12 units), and six additional 200 or 400 level courses including a minimum of three topical seminars (24 units). Students must have completed upper-division or graduate study in each of the four subject areas prior to entering the program or before completion. The 36 units does not include remedial work.)

1st Quarter: Fall _____	2nd Quarter: Winter _____	3rd Quarter: Spring _____
AHI 200A: Theory and Methods (4)	AHI 200B: Research/Writing Techniques (4)	
4th Quarter: Fall _____	5th Quarter: Winter _____	6th Quarter: Spring _____
	AHI 200C: Thesis Writing Colloquium (1)	
	AHI 299: Thesis Research and Writing (3)	


<b>Thesis Calendar</b>	
Thesis adviser: (Declared at the beginning of 5th quarter.)	Thesis committee consultation: (Beginning of 5th quarter.)
Thesis approved by Grad Studies and placed in the Visual Resources Facility (End of 6th quarter):	Oral presentation of completed thesis: (End of 6th quarter.)

**Biological Systems Engineering M.S. Degree Requirements, approved 1/31/2005**

**M.S. Program of Study:**

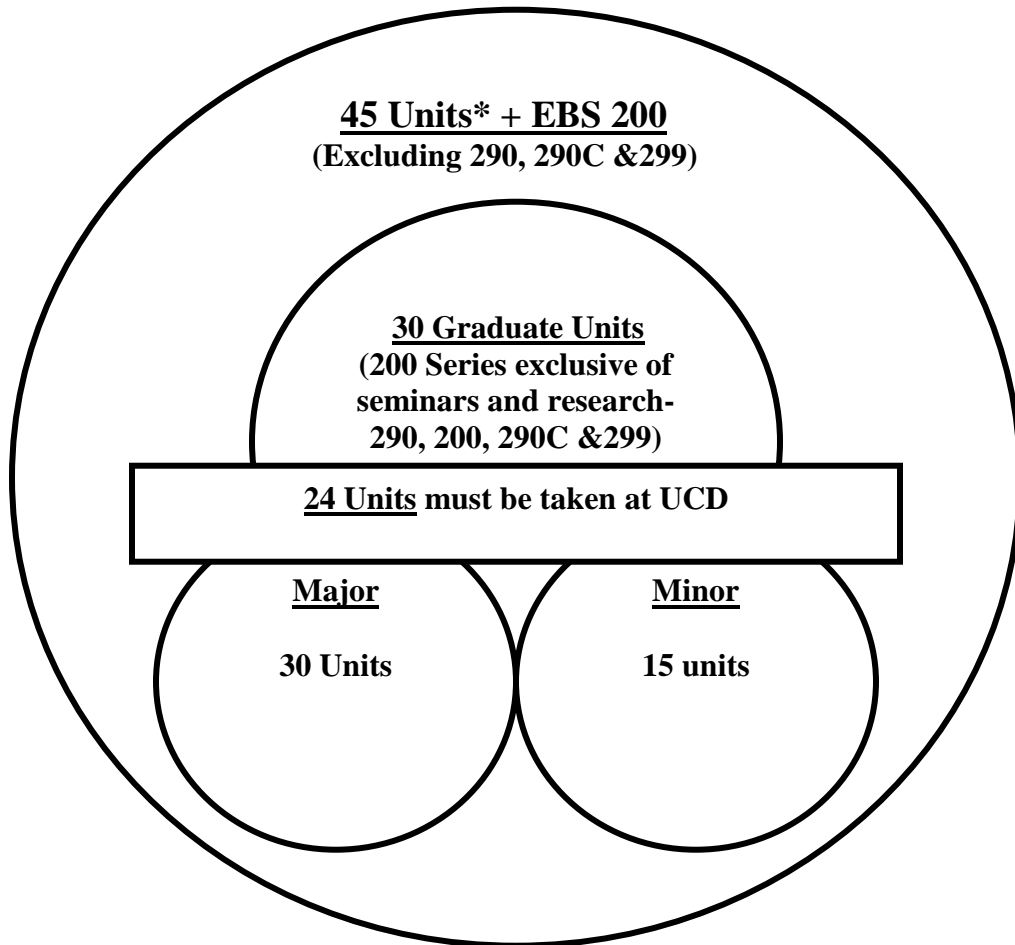


\*Master of Engineering Students should take 24 units of courses other than seminars and research.

\*\* Master of Science students who did not have life sciences background in their undergraduate studies should include at least one life science course.

Biological Systems Engineering Ph.D. degree requirements, approved 1/31/05

Ph.D. Program of Study:



\*Students must include a course in advanced analytical techniques, and another in experimental design and analysis. Those who did not have life sciences background in their undergraduate studies should also take at least one life science course.

**Comparative Literature Ph.D. degree requirements, approved March 28, 2005****Course and Unit Requirements**

The Graduate Group in Comparative Literature offers the Ph.D. degree under Plan B. The Ph.D. program requires knowledge of three literatures in their original languages, one of which may be British and/or American literature (see below). Course work will consist of at least 70 upper division and graduate units (all in courses with reading in the original languages), with the following minimum distribution:

Graduate Units in Comparative Literature

COM 255: Colloquium in Comparative Literature	2 units
Two graduate seminars in Comparative Literature	8 units
Two courses (CR1 200A and - 200C) offered by the theory consortium administered by Critical Theory, one surveying twentieth-century literary theory and one surveying historically a range of pre-twentieth-century literary theory.	8 units
COM 250A	4 units
COM 250B	4 units
COM 250C	4 units
COM 250D	4 units

Graduate Units in National Literatures

Primary literature of concentration	8 units
Second literature of concentration	8 units
Additional graduate units (contingent upon previous preparation)	8 units

**Subtotal, Minimum Graduate Units** **58 units**

Electives (either upper division or graduate units in three literatures of concentration or in Comparative Literature) 12 units

**Minimum Total for the Ph.D.** **70 units**