

# UCI transfer of credit

conferred until the end of the following quarter. When the student is formally advanced to candidacy, the student and the academic unit are notified.

## c. Final Report for the Master's Degree

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

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

Students earning a master's by Plan I, the thesis option only use the *Application for Advancement to Candidacy* to advance for the masters. When the student submits the thesis either by paper submission to the Library Archives or to the Graduate Division for the electronic submission, part of the required paperwork at time of submission is the Master's Thesis/Signature Page Report on the Final Examination for the Master's Degree. This form requires signatures from the department as well as the thesis committee certifying completion of all requirements.

## H. Transfer of Credit

The *General Petition* [www.grad.uci.edu](http://www.grad.uci.edu) may be used for purposes of requesting transfer of credit by currently enrolled students only.

### 1. Policy

Transfers of credit toward master's degree requirements are governed by University regulation and policy summarized in the *UCI General Catalogue* ([www.editor.uci.edu/catalogue](http://www.editor.uci.edu/catalogue)).

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

found nothing clear/helpful

### 2. Procedures

- a. Petitions for transfer of credit should be submitted as soon as possible after first enrollment as a UCI graduate student or completion of the academic work for which transfer credit is requested. All petitions for transfer credit must be supported by official transcripts of the

work completed, and sent directly to the Graduate Division (Attn: Enrolled Student Affairs Officer, A. Anderson) by the issuing institution.

- b. Up to one-half the total units required earned during regular academic quarters at another graduate division of the University of California may be transferred.
- c. Up to one-fifth the total units required may be transferred from any one or a combination of the following: University of California Extension, another institution, or Summer Sessions at another UC campus.
- d. Semester units will be transferred at 1.5 times the quarter unit value.
- e. In all cases, transfer credit may be allowed only for graduate-level work taken after awarding of the Bachelor's degree or when taken as an undergraduate in excess of both the unit and major requirements for the Bachelor's degree. If units were earned during undergraduate study, a letter from the institutions is required stating course work was not used towards the bachelor's degree. No transfer of credit will be accepted for work applied toward the requirements of another graduate degree.
- f. No transfer credit will be allowed for any course in which a grade below B or the equivalent is assigned.
- g. No transfer credit may be given for work completed while currently enrolled, or on an academic leave of absence, without prior written approval of the departmental faculty graduate advisor and the Graduate Dean.
- h. Under no circumstances will grade credits be transferred.
- i. Courses that are transferred do not count toward the required number of units in 200-series courses.

## ***I. The Doctoral Degree***

### **1. Residency Requirement**

In accordance with University of California policy, a minimum of six quarters in academic residence is required prior to awarding the Ph.D. Typically, a longer period of study, four to six years, is required for completion of all degree requirements. It is the responsibility of the academic unit to inform the student upon admission to the program of the expected degree time. If a student does not meet the departmental expected degree time, not including the first three Academic Leave of Absence quarters, a letter is sent to the student and to the department requiring that the student to contact her/his Faculty Advisor and set a completion date.

### **2. Teaching Requirement**

Most graduate programs require all graduate students pursuing the Ph.D. to acquire teaching experience at the post-secondary level under faculty supervision. This requirement is usually satisfied by appointment as a Teaching Assistant or Teaching Associate in undergraduate courses. Refer to the Academic Appointments and Graduate Student Employment (Section IV) of this document for definitions, responsibilities, and requirements related to teaching titles.

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

### **3. Waiver of Course Work**