

# ADVANCEMENT TO CANDIDACY: Master's Degree

## OVERVIEW

Students advance in the semester before they expect to receive their degree (a grace period is allowed for applications during the final semester, see "WHEN" below). Students must be advanced to candidacy before they can take a comprehensive exam or file a thesis.

To avoid potential delays regarding advancement, students are encouraged to work with their graduate advisers to ensure all eligibility requirements have been met.

Master's students must complete requirements for their degree in no more than six semesters after they advance. After this, their candidacy will lapse and can only be reinstated upon recommendation from the Head Graduate Adviser to the Graduate Division Dean of Degrees.

## THE BASICS



### WHEN

An ***Application for Candidacy for the Master's Degree*** must be completed and submitted ***no later than the fifth week of classes of the semester in which students expect to receive their degrees.***

### HOW

- Make sure student meets ***advance to candidacy eligibility requirements.***
- For ***Plan 1 (thesis requirement)*** students complete and submit ***Application for Candidacy for the Master's Degree (Plan 1)*** to Graduate Services Degrees (318 Sproul Hall, #5900). Be sure to specify the degree and major name on the form and complete ***all*** information. Forms must be signed by the Head Graduate Adviser, as well as the Chair of the Thesis Committee (Plan I). Keep a copy for your file.
- If research will involve human subjects, students must take online ***Course in the Protection of Human Subjects*** (referred to as CITI): [www.citiprogram.org](http://www.citiprogram.org). The certificate of completion must be submitted with the advancement form.
- Students who plan on using vertebrate animals for thesis research must submit the protocol number of the lab where the student will conduct the research. To be added to the protocol and be eligible to conduct animal research, students must first pass the "Working with the IACUC" on-line CITI course. The Office of Animal Care and Use requires CITI completion documentation as does the Degrees Office when the Application for Master's Candidacy form is submitted.
- For ***Plan 2 (Comprehensive Exam, a Master's Project requirement)*** students submit a list of students to advance to candidacy using the template supplied on the forms section of our website.
- The Graduate Division Degrees Office reviews applications and student records to determine eligibility for advancement. If student is eligible, a formal notice of advancement is sent to the student, department, and thesis committee members.

# MASTER'S DEGREE ADVANCE TO CANDIDACY CHECKLIST


- ✓ Courses needed for the degree (both completed and planned) are listed on ***Application for Candidacy for the Master's Degree form***. Student must meet course requirements for their plans:
  - Plan I: A minimum of 20 units total in 100 or 200 series — at least 8 in 200 series in student's major
  - Plan II: A minimum of 24 units in the 100 or 200 series — at least 12 in 200 series in student's major
- ✓ Note: Some Master's degrees require more units. If the degree (Plan I) requires more than the 20-unit minimum, 40% of the unit total must be 200-level coursework. For a Plan II degree requiring more units, 50% of the unit total must be 200-level coursework.
- ✓ Two-thirds of course work is letter-graded (only courses graded C- or better or satisfactory counted toward requirements).
- ✓ Student must have a 3.0 or higher to receive degree. (Student's GPA above 2.85 and current coursework is sufficient for student to attain required 3.0 by the end of the term.)
- ✓ Student passed department language requirements.
- ✓ Student's ***thesis committee*** meets campus requirements.
- ✓ "Deadlines Calendar"  
***[http://grad.berkeley.edu/policies/degree\\_filing\\_deadlines.shtml](http://grad.berkeley.edu/policies/degree_filing_deadlines.shtml)***

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## FINAL REPORT

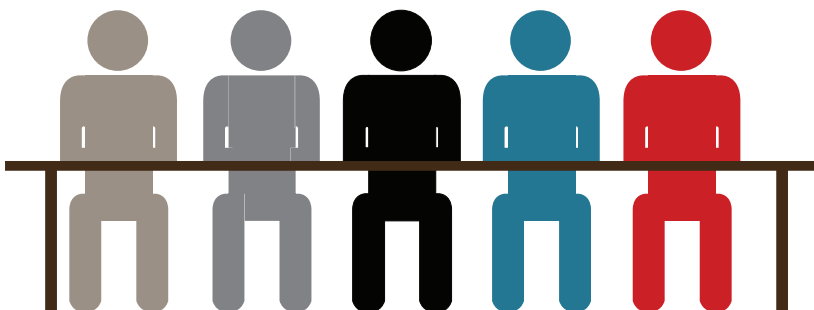
- When Master's and Doctoral students advance to candidacy, the Degrees Office forwards Final Report form to departments to confirm that student has met all requirements except filing the thesis (Plan I), doctoral dissertation, or passing the comprehensive exam (Plan II). If a Final Report has not been filed when students file their theses or dissertations, the Degrees Office sends ***a second Final Report which must be signed and returned immediately***.
- In order for students to receive their degrees, ***a signed Final Report must be sent to the Graduate Division Degrees Office***. Students who do not have a signed Final Report on file will not be placed on the Degrees List.

## QUALIFYING EXAM (QE)

<p><b>OVERVIEW</b></p>	<p>The <b>Qualifying Examination (QE)</b> is an oral exam that evaluates students' breadth and depth of understanding in at least 3 subject areas in their major (as well as the DE, if they have one). Once students have passed the QE and met all other requirements, they are eligible to advance to candidacy.</p>
<p><b>THE BASICS</b></p> 	<p><b>WHEN</b> Students must apply to take the QE at least three weeks prior to the exam date.</p> <p><b>HOW</b></p> <ul style="list-style-type: none"> <li>■ Make sure students meet Doctoral QE Eligibility and Language Requirements</li> <li>■ Verify eligibility of QE committee members (in most cases, committee members are members of Berkeley's Academic Senate). <i>See job aid on "QE Committee Membership."</i></li> <li>■ Submit complete, signed <b>Application for the Qualifying Examination at least three weeks before the exam date</b> to Graduate Services Degrees, 318 Sproul Hall, #5900. In order for the form to be processed, it must be <b>complete and signed by authorized faculty members</b>. Unless already submitted by the department, attach the student's <b>foreign language examination (text and translation) or certification of native fluency</b> to the application, if applicable.</li> </ul>
<p><b>RESULTS</b></p>	<ul style="list-style-type: none"> <li>■ <b>Pass</b> — student passes the QE and is eligible to advance to candidacy if all other requirements are met.</li> <li>■ <b>Partial Fail</b> — committee attaches written recommendation regarding how to proceed; for example, take all subjects again or take failed portions again.</li> <li>■ <b>Fail</b> — committee may recommend the student take further course work before being allowed a retake or recommend that student not retake exam.</li> <li>■ <b>Split vote</b> — committee sends exam assessment and observations in writing to the Administrative Committee of the Academic Senate through the Graduate Division for a final decision.</li> <li>■ A period of at least three months from the first QE must elapse before a retake is admitted.</li> <li>■ No third exam is permitted.</li> </ul>

## QE COMMITTEE MEMBERSHIP

- **Members (all must be Academic Senate members):**
  - chair (from department), this individual may not later serve as dissertation chair.
  - two or three inside (from department/field of study)
  - one outside member (not from the student's major). The outside member represents the Graduate Dean; he/she ensures that the examination is conducted according to Graduate Division guidelines.
  - If the student has a Designated Emphasis (DE), one committee member from the DE field of study; this member may already be serving as either an inside or outside member.
- Some majors require four (3 in student's major) or five (4 in student's major) committee members.
- **Adding members:** One additional member beyond required number may be added without Graduate Division approval. Two members beyond the required number should be requested by the Head Graduate Adviser in a memo addressed to the Graduate Division Associate Dean for Degrees, in care of the Degrees Office.
- **Note:** If a committee member is not a member of Berkeley's Academic Senate, complete Request for an Exception for Non-senate Member to Serve on Higher Degree Committee and submit to Graduate Division Degrees Office.
- If the student is being reexamined, the committee for the second exam **must** be the same as the first (unless an exception has been granted at least 3 weeks in advance).
- For more information QE committee requirements, <http://grad.berkeley.edu/policies/guides/category/ggp/degrees>



## ACADEMIC SENATE MEMBERS

MEMBERS OF ACADEMIC SENATE	NON-SENATE MEMBERS
<p>Professor</p> <p>Professor of Clinical Optometry</p> <p>Associate Professor</p> <p>Associate Professor of Clinical Optometry</p> <p>Assistant Professor</p> <p>Assistant Professor of Clinical Optometry</p> <p>Professor Emeritus</p> <p>Professor in Residence</p> <p>Professor of the Graduate School</p> <p>Acting Professor</p> <p>Acting Associate Professor</p> <p>University Professor</p> <p>Senior Lecturer with security of employ.</p> <p>Lecturer with security of employment</p>	<p>Acting Assistant Professor</p> <p>Adjunct Professor</p> <p>Senior Lecturers</p> <p>Lectures w/o security of employment</p> <p>Clinical Professor</p> <p>Staff Scientist</p> <p>Visiting Professor</p> <p>Morrey Professor</p> <p>Professor from outside UC Berkeley</p>

# DOCTORAL DEGREE LANGUAGE REQUIREMENTS

- **Option I:** requires a reading knowledge of two languages. Student may pass by taking an exam or by completing a four-semester (six-quarter) course sequence (at any UC campus). Students must complete language requirements within four years of admission.
- **Option II:** requires an exceptionally thorough reading knowledge and adequate understanding of the grammatical structure of a single language.
- **Option III:** Requirements are as for Option I, but involve only one language.
- After student has completed all or part of the language requirement, the Head Graduate Adviser sends a memo stating student has satisfied language requirements and the graded exam (if applicable) to Graduate Services, Degrees.

# DOCTORAL DEGREE: QE/Advance to Candidacy Eligibility Requirements

## QUALIFYING EXAM


- Student is registered in the semester in which the examination is held.
- Student's QE committee meets campus guidelines.
- Student has a 3.0 GPA or higher; no more than one-third units taken on a satisfactory/unsatisfactory basis; no more than two incompletes.
- Student has satisfied his or her department's foreign language requirement.
- Student meets academic residency requirements.

## ADVANCE TO CANDIDACY



- Student has passed the QE.
  - Student has satisfied language requirements.
  - Student's dissertation committee meets campus guidelines.
  - Student has a 3.0 GPA or higher; no more than two incompletes; no more than one-third of total units graded S/U.
  - Student meets academic residency requirements.
  - Student has fulfilled any additional department requirements.
- If research will involve human subjects, students must take online **Course in the Protection of Human Subjects** (referred to as CITI): [www.citiprogram.org](http://www.citiprogram.org). The certificate of completion must be submitted with the advancement form.
  - Students who plan on using vertebrate animals for dissertation research must submit the protocol number of the lab where the student will conduct the research. To be added to the protocol and be eligible to conduct animal research, students must first pass the "Working with the IACUC" on-line CITI course. The Office of Animal Care and Use requires CITI completion documentation as does the Degrees Office when the Application for Doctoral Candidacy form is submitted.

# DEAN'S NORMATIVE TIME FELLOWSHIP ELIGIBILITY (DNTF)

<p><b>OVERVIEW</b></p>	<p>"Normative Time" is the amount of time a student should take to complete a degree. The DNTF provides a financial award to doctoral students who advance on time in specific programs. It is measured in two ways:</p> <ul style="list-style-type: none"> <li>■ from first enrollment to when students are advanced to candidacy (which determines DNTF eligibility),</li> <li>■ time in candidacy until dissertation is filed.</li> </ul> <p>The DNTF program is available to all doctoral students admitted before 2009-2010 in specific programs. Students entering in Fall 2010 and later are eligible for the Doctoral Completion Fellowship (DCF).</p>
<p><b>THE BASICS</b></p> 	<p><b>WHEN</b></p> <p>The DNTF is offered to students who have advanced to candidacy within normative time. The <b><i>Dean's Normative Time Fellowship Award Activation Form</i></b> must be submitted to Fellowships before the start of the semester in which the student plans to use the award. Forms submitted later take longer to process, delaying payments and may not be approved.</p> <p><b>HOW</b></p> <ul style="list-style-type: none"> <li>■ Complete the Dean's Normative Time Fellowship Award Activation form. Submit signed form and FASA (Free Application for Student) to Graduate Degrees, 318 Sproul Hall #5900.</li> <li>■ For Advance to Candidacy deadlines, <a href="http://grad.berkeley.edu/policies/degree_filing_deadlines.shtml">http://grad.berkeley.edu/policies/degree_filing_deadlines.shtml</a>.</li> <li>■ For a list of DNTF Qualifying Majors, <a href="http://grad.berkeley.edu/policies/dntf.shtml">http://grad.berkeley.edu/policies/dntf.shtml</a>.</li> </ul>

# DISSERTATION AND DEGREE

## OVERVIEW

The dissertation is the culmination of each doctoral student's graduate work. Working closely with their **Dissertation Committees** (especially the Chair), students decide on a topic, review relevant literature, choose research methods, conduct research, write and often present their dissertations.

Like the Qualifying Examination, students put together committees (**Dissertation Committees**) who evaluate the dissertation's scholarship.

Students and their Dissertation Chairs should agree in advance on how and when written material will be submitted for review and final approval. Regular review helps ensure that students graduate on time.

## THE BASICS



### WHEN

To give committee members sufficient time to read and evaluate manuscripts, students should submit their dissertations as early in the semester in which they plan to graduate as possible. The filing deadline is the last day of the semester in which the student plans to receive a degree.

### HOW

- Students select **Dissertation Committees**. **Note:** Exceptions to policies governing committee membership may be granted. Head Graduate Advisors must recommend exceptions in writing to the Graduate Division Associate Dean for Degrees.
- If committee members change, changes should be submitted on a **Request for Change in Higher Degree Committee petition**, endorsed by the Head Graduate Adviser, and sent to the Degrees Office.
- Students are responsible for following formatting guidelines. Students copyright their own work through the Library of Congress.
- Dissertations must be signed by all of the committee members designated on the **Application for Candidacy for the Doctoral Degree form** (or the **Change in Higher Degree Committee petition**, if applicable).
- Faculty signatures on dissertation signature approval pages or abstracts are binding and cannot be withdrawn.

# DISSERTATION COMMITTEE MEMBERS

## PLAN B: THREE-MEMBER COMMITTEE (most common)

- All members must be Academic Senate members.
- **Chair (first inside member)** — faculty member in the student's major.  
**Note:** A faculty member who chaired the student's QE committee cannot be the chair or co-chair of the student's dissertation committee (unless the other co-chair is from the student's major department). In addition to chairing the committee, chairs help students select the appropriate topics to study and apply for positions in their fields.
- **Second inside member** — from the student's department. A third inside member is acceptable, but is not required.
- **Outside member** — not from student's department/field of study; represents the Graduate Division Dean. No exceptions.

## PLAN A: FIVE-MEMBER COMMITTEE

- All members must be Academic Senate members.
- **Chair** — inside member from student's department or program.
- **Three inside members** — two of which are only involved in administering the student's final oral defense and do not sign off on the dissertation itself.
- **One outside member** representing the Graduate Division Dean.
- **Note:** All committee members administer the student's final oral defense (Final Examination).

## ADDITIONAL INFORMATION ABOUT DISSERTATION COMMITTEES

- **Designated emphasis** — students participating in DE programs need a faculty member of the DE on their dissertation committee.
- **With the Graduate Division Associate Dean for Degrees' approval,** non-UC Berkeley faculty may serve as an additional inside member of a Dissertation Committee.
- Exceptions to policy may be granted. Head Graduate Advisers recommend exceptions in writing to the Graduate Division Associate Dean for Degrees.
- The Graduate Division on behalf of the Graduate Council has final approval of dissertation committee appointments.

## FILING FEE STATUS

- **Filing Fee status** is permitted to students in lieu of paying full registration fees to file a dissertation, master's thesis, or complete an approved master's project. However, if they are officially on filing fee status, students:
  - may not use University facilities
  - may have to begin paying back student loans
  - may not take courses, hold academic appointments, Graduate Division fellowships, or receive fee remissions.
  - will not receive GHSIP (health insurance) but may be eligible to purchase a separate policy from Tang.
- Students submit the **Filing Fee Application** at the end of the previous semester but no later than the last day of the first week of classes of the semester they wish to be on Filing Fee status.
- Filing fee status lasts until the end of the semester and may only be used **one time**.
- To use filing fee status in a fall semester, the student must have been registered in the previous spring or during summer sessions (for at least three units). Spring filing fee requires that the student was enrolled the previous fall.



# ACADEMIC RESIDENCE REQUIREMENTS

- Registration fees paid
- Students enrolled in at least 4 units in 100 or 200 series courses per semester of academic residence
- **Doctoral degree:** at least two years (four semesters) of academic residence required
- **Master's degree:** at least one year (two semesters) of academic residence required



## PROBATION

### Semester 1

- **GPA below 3.0** — student is automatically placed on probation.
- **Student fails to make satisfactory progress toward degree** — department sends letter requesting probation to the Graduate Division Dean of Degrees. Department must also stipulate what steps the student needs to take to clear probation.

### Semester 2

- **GPA above 3.0** — student automatically removed from probation.
- **Student makes satisfactory progress toward degree** — department sends letter requesting student be removed from probation.

### Student does not achieve conditions to remove them from probationary status in the second semester:

- Probation may be extended for another semester, outlining remaining steps the student needs to take to clear probation.
- Student may be dismissed.

### GLOW (gradlink-on-the-web) provides current information regarding graduate student status, including probation:

- Go to <https://gradlink.berkeley.edu/GLOW>. Log in.
- Click on Find a Student, enter the student's name or SID, select Academic History.

## EXCHANGE PROGRAMS AND CROSS REGISTRATION

**Exchange Programs** allow graduate students to take advantage of research facilities, courses, and faculty expertise in their fields of study not available at Berkeley. Applications and further information available on Graduate Division website and in the Guide to Graduate Policy.

- **University of California Intercampus Exchange Program** allows students to study at other UC campuses.
- **Stanford-California Exchange Program** allows graduate students to take courses at Stanford that are not available at Berkeley.
- **Exchange Scholar Program** permits doctoral students from Berkeley, Brown, the University of Chicago, Columbia, Cornell, Harvard, MIT, University of Pennsylvania, Princeton, Stanford and Yale to study at one of the other participating universities.

### In order to participate in these programs applicants must:

- be students in good standing at Berkeley for at least one year
- submit appropriate **exchange program form with signatures** (applicant, Head Graduate Advisor, Department Chairs) to Degrees Office. They forward applications to host campus for approval; notifies student of acceptance, files a copy of approved application, and forwards a copy to the Berkeley's Office of the Registrar and the original to the host campus.
- register at Berkeley by the beginning of the semester.

**Berkeley's Cross Registration Program** allows students to take courses at other approved campuses in the Bay Area. For more information, see [http://registrar.berkeley.edu/staff\\_resources/registration\\_enrollment/spec\\_registration.html#cross](http://registrar.berkeley.edu/staff_resources/registration_enrollment/spec_registration.html#cross).

