

# Graduate Division Handbook – Revised Spring 2009

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## I. INTRODUCTION

The graduate advisor plays an important role in the academic progression and career of a graduate student. This handbook has been prepared to acquaint new and continuing graduate advisors with their role, to serve as a reference guide for all advisors, and to explain policies and procedures concerning graduate study at UCSF. It also may be of value to other faculty and staff members who interact with graduate students.

Questions may be directed to Rick Wyllie, Graduate Division Admissions Coordinator, at (415) 476-2111 or rick.wyllie@ucsf.edu.

## II. THE GRADUATE ADVISOR

The relationship between the Graduate Division and the advisor is one of mutual cooperation. The objectives of both are the same: to ensure the selection of the best possible entering students, and thereafter, to guide them through the various steps necessary for attaining a higher degree. The Dean of the Graduate Division depends on the experience and suggestions of the advisors and, in turn, strives to be of service to the advisor.

### **Duties and Responsibilities of the Graduate Advisor**

Graduate advisors usually are members of the San Francisco Division of the Academic Senate. It is the graduate advisor who formally approves the student's program of study, advises on advancement to candidacy for the degree, considers petitions to change the degree objective, to change the field of study, to add or drop courses, to apply for readmission, etc. In all these matters, the advisor must judge whether the student's request is in order, is in the best interest of the student, and is permissible under existing regulations.

Because students are dependent on the graduate advisor for advice and can not act without the advisor's signature on a number of forms, it is essential that advisors keep regular office hours and be available for consultation during the quarter.

When a graduate advisor or the advisor's designee signs a form, the Graduate Division assumes that the action has been carefully reviewed and is approved. **Graduate program administrative assistants and other staff appointees should not sign for the graduate advisor, or give approval to graduate students in academic matters, without prior approval of the advisors.**

### **III. THE GRADUATE COUNCIL**

The Graduate Council is a standing committee of the San Francisco Division of the Academic Senate. The Council and the Graduate Dean have overall responsibility for graduate academic matters, including: approval of new degree programs, any substantial changes in existing programs; joint programs across departments or schools; discontinuation of programs; and evaluation of existing graduate degree programs. They also make recommendations on the training of, and climate for, postdoctoral scholars.

Twelve members of the faculty, selected to reflect the departments and groups that offer graduate degrees, are appointed by the Senate to serve on the Council. The Dean and Assistant Deans of the Graduate Division serve as *ex-officio* members, and officers chosen by the Graduate Student Association (GSA) and the Postdoctoral Scholars' Association (PSA) are non-voting representatives. The Council meets regularly to discuss matters which affect graduate and postdoctoral education and to set policy concerning academic affairs.

The Graduate Council sets policies and standards for admission to graduate status; establishes policies related to graduate degrees; approves changes in degree requirements; and approves all graduate degree programs in accordance with the regulations of the Academic Senate. It's Sub-Committee on Fellowships reviews applications for University fellowships and makes recommendations to the Dean concerning awards.

The rules and regulations cited in this Handbook are a result of actions approved by the Graduate Council.

### **IV. THE GRADUATE DIVISION**

The Graduate Division at UCSF encompasses all graduate academic degree programs and all graduate academic students in the four schools. The Dean is the institutional official responsible for the administration and application of academic policies established by the Academic Senate, the Graduate Council, and the UC Office of the President. The Dean has responsibility for the administration of graduate degree programs and also has administrative responsibility for the appointment and oversight of postdoctoral scholars.

The Graduate Division Office including student academic progression, postdoctoral scholar appointments, Dean, and Associate Dean are located in the Mission Bay Community Center. The staff of the Graduate Division is responsible for several specific academic services as described below:

#### **Graduate Admission**

The Graduate Division processes and maintains graduate student applications, ensures that University and Academic Senate policies and admission requirements are followed, and advises and provides information to prospective students regarding UCSF graduate programs and campus admission requirements. Individual admission decisions are

made by the graduate programs, but official admission to the University is made only by the Graduate Dean.

### **Academic Progression and Student Records**

Student petitions, requests for leaves of absence, applications for admission to the qualifying examination, and advancement to candidacy are reviewed and approved. Student academic progression is monitored; thesis and dissertations are reviewed and accepted for Library archiving; and, completion of degree requirements is certified.

### **Fellowships and Student Support Programs**

University, extramural, and endowment fellowships are managed and awarded in collaboration with the Graduate Council Committee on Fellowships. The Division has responsibility for Graduate Research Assistants (GSRs), Teaching Assistants (TAs), and other student academic titles. Graduate Student Research Awards (GSRA) and the Anthony Student Travel Funds are managed and awarded. The Division also participates in fundraising activities and helps prepare and submit grant applications for student fellowship support.

### **Outreach and Recruitment**

The Graduate Division develops and implements programs designed to enroll, retain, and graduate a diverse student body. Analysis of outreach efforts, student tracking, and evaluation of outcomes are also conducted. The Division actively seeks extramural funding through grant applications to support these initiatives.

### **Postdoctoral Appointment and Records**

The Graduate Division administers policies and programs regarding postdoctoral scholar appointment, compensation, benefits, and mentoring. Postdoctoral scholars are now governed by APM 390. Additional information and the APM are located on the **Postdoctoral Scholars** web page (<http://graduate.ucsf.edu/postdocs>).

### **Student and Postdoctoral Scholar Events**

The Graduate Division coordinates an annual commencement, new student and postdoctoral scholar orientations, and also works with the Graduate Students' Association (GSA) and the Postdoctoral Scholar Association (PSA) in sponsoring a number of events. These include the Practice of Science Seminars, Biotech Industry Day, Career Fairs, and "Celebrate UCSF."

### **Academic Program Review**

In collaboration with the Graduate Council, the Division conducts an academic program review of all graduate programs every five to seven years.

## V. GRADUATE ADMISSION

### Admission Requirements and Application Process

- Students seeking admission to graduate status at the University must hold a minimum of a bachelor's degree, or the equivalent, from an institution of acceptable standing, and a minimum of 3.0 (B) Grade Point Average or better. The program of preparation should be substantially equivalent both in the distribution of academic subject matter and in scholarship achievement to the requirements for a comparable degree at the University of California. Applications for admission are evaluated in terms of scholastic qualifications and formal preparation for the graduate field of study.
- Most Graduate Programs require applicants to take or have taken the general Graduate Record Examination (GRE). For programs that require the GRE, it must be administered within five years of the application to the Graduate Program. Check with the individual Graduate Program to determine if they require the GRE for applicants. In addition, international applicants whose language of instruction was not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS). GRE (verbal, quantitative, and analytical) and TOEFL/IELTS scores are sent electronically to the Graduate Division from their corresponding services. Unofficial documents or copies forwarded by the applicants are not acceptable. Some programs may also require a field-specific (subject test) GRE examination.
- Each applicant must complete the Graduate Division application (online at <https://graduate.ucsf.edu/application/start.html>) and pay the non-refundable application fee of \$70 for U.S. citizens and permanent residents, or \$90 for international students in order to be considered for admission to a degree program. A citizen of the US or permanent resident who demonstrates financial need may be eligible for a waiver of the application fee. To be considered for a waiver, the applicant must complete the Request for Fee Waiver Application at : ([http://graduate.ucsf.edu/sites/default/files/Fee\\_Waiver\\_2008\\_0.pdf](http://graduate.ucsf.edu/sites/default/files/Fee_Waiver_2008_0.pdf)).
- Individuals may apply to only one graduate program.
- Upon receipt of an application and application fee, an admission file is established by the Graduate Division. All supporting documents (i.e. transcripts, letters of recommendation, etc.) are sent directly to the individual graduate programs. Graduate programs will retain a copy of the official transcripts and forward the originals to the Graduate Division.

- Applicants must have their official transcripts of record forwarded by the Registrar of each collegiate institution previously attended directly to the graduate program to which they are applying. The application, transcripts, and other official credentials become the property of the Graduate Division and will not be returned.
- When an application is complete and the application fee has been paid, the graduate program's admission committee makes a recommendation to the Graduate Division for admission or denial. Final authority to admit or deny students to graduate status resides with the Dean of the Graduate Division. The Dean will not admit a student without the concurrence of the faculty of a graduate program. However, the Dean may deny admission even if recommended by the graduate program admission committee.
- Once the graduate program and Graduate Dean have made their admission recommendations, a notice of a status change to the applicant's online application is sent to the applicant by the Graduate Division via e-mail. When the applicant logs into their online application account, they will be informed of their admission or denial status, and have the opportunity to view/print an official Graduate Division letter of such, signed by the Dean of the Graduate Division. The applicant (if offered admission) will also have the opportunity to state their intention (attend or not attend UCSF) via the online application system.
- Admission to an intercampus joint degree program requires approval by the Deans and faculty of both campuses.
- Should a graduate program wish to admit a student with deficiencies in specific courses or areas of study, or one who has a grade point average lower than the required minimum, the program must submit justification to the Graduate Dean and request that an exception to the admission requirements be granted.
- The Graduate Division does not admit students to non-degree or unclassified status for the purpose of course work only. Students must apply for a specific degree offered at UCSF and may only apply to one graduate program

## International Applicants

Admission requirements for students from foreign countries are the same as for domestic students. In addition, international applicants from non-English speaking countries must demonstrate proficiency in English by completing one year of study with a minimum GPA of 3.00 at an accredited college or university in the United States, OR by obtaining the following minimum scores on the Test Of English as a Foreign Language (TOEFL) – administered by ETS ([www.ets.org/toefl](http://www.ets.org/toefl)), or the IELTS - International English Language Testing System (administered by the University of Cambridge, the British Council, and IELTS Australia ([www.ielts.org](http://www.ielts.org))):

Test Type	Minimum Score
TOEFL Paper Based Test	550
TOEFL Computer Based Test	213
TOEFL iBT (Internet Based Test)	80
IELTS	7

- The Graduate Division will evaluate foreign transcripts to verify BA/BS equivalency for those individuals who have applied. International students who are accepted for admission must provide evidence of sufficient financial resources to support their study at UCSF.
- The Office of Services to International Students and Scholars (SISS) is responsible for providing visa services and advising. Although international students may be approved for admission based on academic criteria, SISS cannot issue a certificate of eligibility for nonimmigrant student status until the applicant provides evidence of sufficient financial resources.
- Admitted international students are required to complete the Confidential Financial Statement which is sent with the offer of admission by the Graduate Division. If the financial statement indicates that the student has sufficient resources to attend UCSF, the certificate of eligibility for nonimmigrant student status will be mailed to the applicant. Further information regarding requirements for international students may be found at <http://student.ucsf.edu/siss>.

## VI. GRADUATE PROGRAMS OFFERED BY UCSF

### **Biochemistry and Molecular Biology (TETRAD)** (<http://tetrad.ucsf.edu/>)

In order to provide students with the greatest flexibility in choosing a course of study, the biochemistry and molecular biology, cell biology, genetics and developmental biology programs have a joint admissions process called the Tetrad. Students interested in any of these programs apply to all four programs together, are accepted into all four initially, then commit to a particular program at the end of their first year of study.

The Tetrad programs are part of the Program in Biological Sciences (PIBS). PIBS is a confederation of faculty and students whose purpose is to provide opportunities for graduate training, foster collegiality among different disciplines, and facilitate development of new research activities that span traditional department boundaries. There are currently 101 faculty affiliated with the four Tetrad programs.

### **Bioengineering** (<http://bioeng.berkeley.edu/gradhome.php>)

The University of California, San Francisco has long been a center of research and graduate training in biomedical sciences, and the University of California, Berkeley is universally acknowledged for excellence in engineering, and the physical and life sciences. The Joint Graduate Program in Bioengineering combines the resources of UC Berkeley and UC San Francisco and represents a multidisciplinary training program to the solution of problems in medicine and biology, based on the application of engineering and technology.

### **Biological and Medical Informatics** (<http://www.bmi.ucsf.edu/>)

The purpose of the Biological and Medical Informatics Program is to train the next generation of biomedical informatics researchers. Graduate students will focus on theoretical, mathematical, and computational approaches to understanding biology at the molecular level. Research areas include the sequence-structure-function paradigm, as well as translational research in computational drug design, Pharmacogenomics, and functional genomics.

### **Biomedical Sciences** (<http://www.ucsf.edu/bms/>)

The Biomedical Sciences (BMS) Graduate Program trains students in research disciplines relevant to the understanding of the cell and molecular biology of human development, physiology and disease. The BMS program has eight main research themes: Cancer Biology and Cell Signaling, Immunology, Microbial Pathogenesis and Virology, Vascular and Cardiac Biology, Tissue Biology and Endocrinology, Neurobiology and Brain Research, Stem Cell and Developmental Biology, and Human Genetics and Genomics.

## **Biophysics** (<http://biophysics.ucsf.edu/>)

The Graduate Group in Biophysics trains students who wish to employ the quantitative approaches of physics, chemistry and engineering to understanding the complexities of biological processes. Student interest is focused in areas of structural and computational biology, genomics, proteomics, cell biology and chemistry.

## **Cell Biology** (<http://tetrad.ucsf.edu/>)

The Cell Biology Program is designed for students interested in the molecular basis of cellular processes such as membrane trafficking, cell division, cytoskeletal function, signal transduction and development. Faculty in the program use a wide variety of experimental approaches, including: biochemistry, microscopy, structural methods, and genetics.

## **Chemistry and Chemical Biology** (<http://www.ucsf.edu/ccb/>)

The Chemistry and Chemical Biology (CCB) Graduate Program fosters research that develops and uses chemical strategies to understand and control fundamental biological processes. CCB provides a rich venue for chemical, biochemical, and molecular research as it bridges the traditional disciplines of chemistry and biology.

## **Clinical Research** (<http://www.epibiostat.ucsf.edu/courses/masters.html>)

The Master of Advanced Study Degree Program in Clinical Research is a two year course of study intended for individuals who wish to master clinical research methods and pursue independent clinical research careers. Course work includes instruction in advanced epidemiology and biostatistics as well as specialized topics such as outcomes research, medical informatics, molecular methods in clinical research, and decision and cost – effectiveness analysis.

## **Developmental Biology** (<http://www.ucsf.edu/devbio/>)

University of California, San Francisco faculty interested in developmental biology are members of various departments and inter-departmental graduate programs. They work with a wide range of experimental animals including worms, flies, zebrafish, frogs, chickens, and mice, and are interested in issues ranging from cell fate determination to organogenesis to the complexities of the nervous system.

## **Genetics** (<http://tetrad.ucsf.edu/>)

The Genetics Program offers an interdisciplinary and interdepartmental program for the Ph.D. degree and trains graduate students to conduct research and prepare for careers in modern molecular, developmental, and medical genetics. This program combines the related interests and research efforts in genetics of both basic science and clinical faculty. The genetics group includes faculty of the Departments of Anatomy, Biochemistry and Biophysics, Cellular and Molecular Pharmacology, Medicine, Microbiology and Immunology, Pediatrics, and Psychiatry. The faculty are engaged in diverse research issues studying gene expression, differentiation and development, chromosome structure and mechanics, structure of the human genome, human biochemical genetics, radiation genetics, and cytogenetics. They study an equally diverse group of organisms, including tumor viruses, bacteria, yeast, fruit flies, nematodes, mice, and humans.

## **Global Health Sciences** (<http://globalhealthsciences.ucsf.edu/education/graduate/>)

As a centerpiece of its efforts in global health, UCSF offers a one-year, four-quarter Master of Science degree in Global Health Sciences. This graduate program will provide students with the knowledge and skills necessary for leadership roles in global health. By emphasizing a multi-disciplinary approach and applied global health practice through a fieldwork experience (spring quarter), we envision this MS degree to uniquely prepare graduates for careers in international health policy, health care, research, or development.

## **History of Health Sciences** (<http://www.dahsm.medschool.ucsf.edu/>)

The Graduate Program in the History of Health Sciences strives to advance knowledge of critical issues in medical research and health care in historical as well as contemporary contexts; provide health sciences and history students with a sense of professional identity and vision; offer a program of historical studies for individuals interested in careers of research and education in the field; and contribute to the public debates and understanding of bio-medical science, illness and health care.

## **Medical Anthropology** (<http://www.dahsm.medschool.ucsf.edu/>)

The Medical Anthropology graduate program is designed for students interested in the study of socio-cultural factors which influence biomedical phenomena and the perception, organization and delivery of healing activities, as well as the ways in which medicine and human biology help in the understanding of socio-cultural phenomena. The graduate Program in Medical Anthropology offers training in the methods of critical medical anthropology, the study of science, technology and medicine, and encourages cross-disciplinary links to the History of Health Sciences Program.

## **Neuroscience** (<http://www.neuroscience.ucsf.edu/neurograd/>)

The Neuroscience Program offers a comprehensive curriculum intended to introduce students to all areas of nervous system research. Thematic areas of research carried out by faculty in the program include Molecular, Cellular, and Developmental Neurobiology, Systems, Cognitive and Behavioral Neuroscience, and Addictive, Neurodegenerative and Neuropsychiatric Disorders.

## **Nursing** (<http://nurseweb.ucsf.edu/>)

The UCSF School of Nursing offers three separate programs; a Nursing doctoral program that prepares scientists to conduct research in nursing and to contribute to the body of knowledge in nursing; a Nursing Master's Program that prepares leaders in the advanced practice roles of clinical nurse specialist, nurse practitioner, nurse-midwife, administrator, teacher, and consultant; and a Master's Entry Program in Nursing – a first professional degree program designed for persons with baccalaureate degrees in other disciplines who are ready to make a career commitment to health care through nursing.

## **Oral and Craniofacial Sciences** (<http://www.ucsf.edu/ocsci/>)

The Oral and Craniofacial Sciences Graduate Group offers Ph.D. programs in two areas: 1) biomedical sciences and 2) biomaterials and bioengineering, as well as MS programs for dental specialty residents. Ph.D. programs are available for DDS/PhD students, DDS degree holders, other health professionals, and BS/BA degree holders with a strong commitment to research in relevant areas who seek outstanding training leading to academic, professional and research careers.

## **Pharmaceutical Sciences and Pharmacogenomics**

(<http://bps.ucsf.edu/pspg/>)

The Pharmaceutical Sciences & Pharmacogenomics (PSPG) graduate program is a multidisciplinary research program. Thesis research in the pharmaceutical sciences component leads to a Ph.D. in the biology, pharmacology or biocomputation involved in the discovery and development of novel medications. Thesis research in the Pharmacogenomics component leads to a Ph.D. related to the application of genetics, bioinformatics and genomics to understand drug action, drug metabolism and drug disposition.

## **Physical Therapy** (<http://ptrehab.medschool.ucsf.edu/>)

The Graduate Program in Physical Therapy is a joint program with San Francisco State University that requires 36 months of study. It culminates in a MS in Physical Therapy. The student takes the licensing examination and then continues their studies in the DPT program. It is a rigorous curriculum emphasizing basic science, clinical science, evidence based practice, professionalism, research and clinical applications that prepares a knowledgeable professional who is prepared to practice in a direct access environment. A program of study leading to the D.P.T.Sc. is also available.

**Sociology** (<http://nurseweb.ucsf.edu/www/ps-dc-s.htm>)

The Department of Social and Behavioral Sciences (SBS) offers a course of study leading to a Ph.D. in sociology, with major emphasis on the sociology of health, medicine, and health care systems, and substantive emphases in the sociology and social psychology of health and illness; health care policy, economics, and institutions; and science and technology studies; with additional areas of emphasis in aging, chronic illness, and disability; women, health, and healing; HIV/AIDS; violence as a health issue; gender/race/ethnicity and health disparities; and classical, interactionist, and contemporary theoretical perspectives. The principal aim of the program is to educate students interested in professional careers as sociologists in both academic and applied contexts, where they can contribute to the advancement of sociological knowledge, with an emphasis on the study of problems in health care, the evaluation of health programs and systems, and the analysis of health and public policies.

## VII. ACADEMIC POLICIES AND PROCEDURES

### Registration Policies

Students are required to pay fees and file a study list each quarter in order to be considered a registered student. The Registrar mails registration information to all continuing students approximately six weeks before the quarter begins. For more information you can review the Office of Admissions and Registrar at: <http://saawww.ucsf.edu/admission/reg.html>

### Registration in Absentia

Graduate students whose research or study requires them to remain outside the State of California throughout the quarter may register *in absentia*. The registration fee is reduced by one-half for those students who register *in absentia*. In order to receive the fee reduction, the student must file an application for reduced fees at the Graduate Division for each quarter *in absentia*.

### Study Lists

The study list is the official record of courses for which a student will receive credit at the end of the quarter. Students will file their study list online at <http://saawww.ucsf.edu/signon>. Students are required to obtain pre-approval from their graduate advisor prior to filing the study list and the study list must be filed by the published deadline each quarter. After the deadline, a late fee will be charged.

According to Academic Senate regulations, a graduate student shall not receive credit for more than 12 units in 200 series courses, or more than 16 units in 100 series courses each quarter. However, the graduate advisor may approve a study list which exceeds these limits.

Advisors must review the study list carefully as adjustments to students' records can not be made after established deadlines. The number of units may affect student eligibility for financial aid and for some training grants.

### Study List Changes

With the approval of the graduate advisor, students may make changes on-line to a study list if they are made before the published deadline listed on the Office of Admissions and Registrar website for on-line study list filing (<http://saawww.ucsf.edu/admission/reg.html#study>). After this deadline, students can neither add a course nor change unit values to existing courses. However, courses may be dropped until the end of the seventh week of classes of the quarter (see the Office of Admissions and Registrar Website for the specific deadline). No changes to the study list may be made after that date. To either drop a course or change a grading option after the deadline for study list filing, students must submit a petition in person to the Registrar's office and pay the required fee.

## **Full-time Status**

Eight to twelve units is considered full-time study for graduate students. Students may enroll for fewer than eight units and still be considered full-time depending on the kind of activity the student is engaged in during the quarter (i.e. writing the dissertation).

## **Part-time Study**

A student who is unable to pursue full-time study for reasons of occupation, family responsibilities, or health may petition for classification as a part-time student.

- Classification as a part-time student is subject to approval by the graduate advisor and the Dean of the Graduate Division.
- Part-time status is granted for a period of one academic year, subject to renewal each year prior to the Fall quarter. An approved Petition form is required for each renewal (<http://graduate.ucsf.edu/forms>).
- Part-time students cannot exceed a total of six (6) units on the study list each quarter.
- Doctoral students in-candidacy may not be classified as part-time.
- Prior to advancement to candidacy, doctoral students who are classified part-time will accrue registered quarter status at one-half the rate of full-time students for those quarters in which they were approved for part-time study.
- Fees for part-time students are reduced in accordance with University policies on part-time study (one-half the educational fee and one-half the nonresident tuition).

Petitions for classification as a part-time student are available at the Office of the Registrar, MU-200 West and on-line (<http://graduate.ucsf.edu/forms>). Graduate advisors should endorse petitions for part-time study only if it is appropriate for the student in question.

## **Academic Residence**

Every graduate student must register for and complete a minimum of 4 units of course work each quarter for a specified number of quarters in order to meet requirements for academic residence:

- The academic residence requirement for a master's degree is three quarters.
- The academic residence requirement for a doctoral degree is six quarters.

## **Leaves of Absence/Withdrawal**

A student who does not register must petition for either a leave of absence or a withdrawal. Otherwise, the student's status will lapse and the Graduate Division will instruct the Registrar to change the status to administrative withdrawal.

A leave of absence may be granted for one academic year and is subject to approval by the graduate advisor and the Dean of the Graduate Division. After one year has passed, a request for an extended leave may be submitted by the student and must be approved by the Graduate Advisor and the Dean. Extensions are limited to no more than one additional academic year. No further extension will be granted; students must return to registered status, or withdraw.

Petitions for a leave of absence or an honorable withdrawal are available on line at the Registrar's office (MU 200W on the Parnassus campus). Generally speaking, students may request a leave of absence at any time, but should have some idea of when they intend to return to graduate study. Approval of the petition for a leave of absence implies that the student will be readmitted to the graduate program.

Students should petition for withdrawal if they have no intention of returning to UCSF. The following signature approvals must be obtained in the following order:

Library

Student Loans

Student Health Services

Student Financial Services Office

Services for International Students and Scholars – International Students Only  
*(Students should notify SISS immediately of any plans to withdraw or go on leave from their program)*

Director/Graduate Advisor (Nursing students obtain signature of Director of Student Affairs)

Dean of Graduate Division

## **Maternity and Parental Leave**

Registered UCSF graduate students receiving financial support from the University, regardless of source, shall continue to receive the current annual level of support for a period of up to six weeks while they remain registered students for designated parental leave for the birth or adoption of a child or adolescent. In the event that the fund source does not provide for six weeks paid parental leave, it shall be the responsibility of the graduate program to provide the funding of its graduate students. This policy supersedes policies of all other funding agencies, departments, and programs.

## Readmission

A student on leave of absence must petition for readmission in order to register again as a graduate student. The petition for readmission is available from the Registrar's office or on-line at <http://saawww.ucsf.edu/admission/forms.html>.

Readmission requires the approval of the graduate advisor and the Dean of the Graduate Division. A non-refundable \$40 fee is charged when the readmission form is filed, and students must observe the Registrar's deadlines for filing a petition for readmission.

For readmission, the following signatures of approval must be obtained in the following order:

- Student Health Services
- Director/Graduate Advisor (Nursing students obtain signature of Director of Student Affairs)
- Dean of the Graduate Division

## Change of Field of Study

A student who wishes to change his/her field of study must request to do so using a general student petition form, which is available in the Graduate Division office, MU200W and on-line at <http://saawww.ucsf.edu/graduate/forms.htm>.

The signature of the graduate advisor in the present program and approval of the proposed graduate program advisor is required. The proposed graduate program may review a student's petition as thoroughly as it does applications for admission. The Graduate Division will provide copies of transcripts, GRE scores, etc. as required.

**For changes to be effective for a given quarter, petitions must be approved and submitted by the first day of that quarter.**

## Change in Degree Objective

A student may petition for change in degree objective by using the Change of Degree objective form, available online at <http://graduate.ucsf.edu/forms>. There are several reasons for changes in degree objective:

- A student admitted to a master's degree program wishes to obtain a PhD.
- A student admitted to a PhD program wishes to obtain a terminal master's degree
- A student admitted to a doctoral degree program wishes to obtain a master's in addition to the Ph.D.

In all cases, the petition should state the requested change and bear the signatures of the graduate advisor, and the Graduate Dean.

Students wishing to obtain a master's degree are subject to the policies and deadlines

regarding advancement to candidacy for the master's degree.

**For changes to be effective for a given quarter, petitions must be approved and submitted by the first day of that quarter.**

## **Intercampus Exchange**

The University of California Intercampus Exchange Program allows graduate students to take courses on another campus of the University while remaining registered on the home campus. It provides the opportunity for contact with scholars, fields of study, and facilities not available on the home campus. The student pays fees only to the home campus and grades for courses taken at the host campus are reported to the Registrar for inclusion on the student's UCSF transcript.

Intercampus Exchange Forms are available in MU200W and on-line at <http://saawww.ucsf.edu/admission/forms.html>. Four signatures are required:

Graduate Advisor

Dean of Graduate Studies on the home campus

Chair of the department in which the desired course is offered on the host campus

Dean of the Graduate Division on the host campus

**Home campus signatures are required before the host campus will approve.**

Forms must be submitted to the Graduate Division at least three weeks before the quarter begins so that the Registrar's office can make arrangements for filing of study lists, etc. UCSF students must list Intercampus Exchange courses on the UCSF study list in order to receive proper credit. Study lists and other forms may be required for the host campus as well.

*Courses taken on another campus must be directly related to the student's degree program. Lower division undergraduate courses may not be taken on Intercampus Exchange.*

## **The San Francisco Consortium**

Several institutions in San Francisco cooperate in a consortium arrangement in which any regularly enrolled, full-time, matriculated student of a member institution may register for courses offered by other member institutions. No extra cost to the student or institutions is involved except for those students wishing to take a course at the University of San Francisco and Golden Gate University.

The consortium arrangement applies only to regular sessions of the academic year and excludes summer session, intersession and extension courses. Cross-registration is limited to one course per term at one other institution. Application forms and specific instructions are available from the Registrar's office or available on-line at <http://graduate.ucsf.edu/forms>.

Members of the San Francisco Consortium Are:

University of San Francisco (USF)

(students from consortium member institutions who enroll at USF will be charged the USF per-unit tuition rate published in the USF class schedule for that term and will be expected to make payment at the time of registration.)

University of California San Francisco

San Francisco State University

Hastings College of the Law

Golden Gate University

(students from consortium member institutions who enroll at GGU will be charged a per-unit tuition rate published in the GGU class schedule for that term and will be expected to make payment at the time of registration.)

### **UCSF - Stanford Exchange**

A similar exchange program exists with Stanford University. Forms for cross registration with Stanford are available in MU200W and on-line at: <http://graduate.ucsf.edu/forms>

### **Concurrent Registration**

Concurrent registration permits a student to pursue simultaneously more than one degree objective. A student enrolled for the D.D.S., or Pharm.D. degree may also work toward a graduate academic degree.

Professional students who wish to register concurrently must file a separate application for admission to the Graduate Division and the graduate program, and obtain approval from the Dean of the professional school. Such students must file two study lists while in concurrent status. Credit may not be utilized toward more than one degree objective. Concurrently registered students must meet all the requirements for a graduate academic degree.

Graduate students who have been admitted to the UCSF School of Medicine are advised to complete their degree requirements prior to enrolling as a medical student. Otherwise, the School of Medicine will require the student to take a leave of absence from the Graduate Division.

Graduate Council regulations allow a medical student to pursue a master's degree under the Medical Student's Option. Students accepted into the Medical Scientist Training Program in the School of Medicine complete two years of Medical School, then complete the Ph.D., then return to Medical School to complete the last two years curriculum.

### **Transfer of Credit**

Ordinarily all course work for a graduate degree must be done in residence. However, up to six quarter-units of credit for work completed at a non-UC college or university may be allowed. For course work completed at another campus of the University of

California, up to one-half the program for a master's degree (15 to 18 quarter units) may be accepted for transfer.

- A student must be registered as a graduate student for at least one quarter before petitioning for transfer credit.
- Units accepted for transfer must have been earned in graduate status.
- Work that formed part of the program for a degree previously conferred may not be applied toward a current degree program.
- Courses taken in a university extension division and courses taken on a non-degree basis may not be accepted for transfer.

The student must file a general petition requesting transfer of credit and have an official transcript indicating completion of the course(s) sent directly to the Graduate Division. If all conditions are satisfied and acceptance of credit is recommended by the Graduate Advisor, the Graduate Division will instruct the Registrar to add the units to the student's permanent record. Courses accepted for transfer should be listed on the application for candidacy. Since specific course and unit requirements do not ordinarily apply to the doctoral degree, transfer of credit policies do not apply to students in doctoral degree programs.

## **Filing Fee**

- A student who has completed all requirements for the degree with the exception of filing the dissertation or thesis or taking the comprehensive examination, may apply for filing fee status in lieu of registration (<http://graduate.ucsf.edu/forms>)
- A student on filing fee pays one-half of the University Registration Fee, and no University Education Fee.
- A student on filing fee status is not eligible to use University facilities, enroll in course work, or make demands on faculty time other than the final reading of the dissertation or thesis, or taking the comprehensive examination.
- A second filing fee is not allowed for students who fail to complete a thesis or dissertation by the deadline at the end of the quarter. Only those students who fail the comprehensive examination for the master's degree may apply for a second filing fee.
- A student may not apply for filing fee status directly upon return from a leave of absence.

A student on filing fee status does not register or file a study list. Services such as Financial Aid, the Student Health Service, and Millberry Union membership are not available to students on filing fee, except by special arrangement.

Students who wish to continue Student Health Service and Health insurance coverage may do so for an additional fee. Arrangements must be made with the insurance clerk at

the Student Health Service within the first five working days of the quarter. Students who return to registered student status after a quarter on filing fee may be required to pay an additional Student Health Service insurance fee if they did not continue coverage during the filing fee quarter.

Students should not apply for filing fee unless they are certain that they will complete degree requirements during the quarter. The first draft of the thesis or dissertation should be completed and all members of the committee must be in agreement that further research is not necessary.

Many students underestimate the time it will take to get the final manuscript approved by the entire committee and prepared for submission to the Graduate Division. If the student does not finish the work for the degree at the end of the quarter on filing fee, registration with full fees for all subsequent quarters is required until the degree is completed.

## **Courses and Grading**

Courses are classified according to Regulations of the Academic Senate, San Francisco Division:

- Courses in the 100 series may be accepted for credit toward a graduate degree if approved by the graduate advisor.
- Courses in the 200 series are normally reserved for students registered in graduate status.
- Courses in the 300 series refer to work in teaching methods or practice and may be accepted toward a graduate degree.
- Courses in the 400 series are professional courses designed to meet requirements for certification and may not be accepted toward a graduate degree.

Instructors are required to assign specific grades for all students and must file course reports with the Registrar at the end of each quarter. Letters grades are reported as follows:

A = excellent  
B = good  
C = fair  
D = barely passing  
F = failure  
I = incomplete  
S= Satisfactory  
U= Unsatisfactory  
IP = in progress

A course in which a student receives a grade of D or F cannot be counted toward a

graduate degree, but is calculated as part of the grade point average. If a student repeats a course in which a D or F was reported, the original grade will remain on the student's record.

It is imperative that grades are reported by the quarterly deadlines established by the Registrar. Failure to report grades in a timely manner can affect a student's eligibility for financial aid and graduation.

Grade points per unit are as follows:

1. A = 4
2. B = 3
3. C = 2
4. D = 1
5. F = 0
6. I = undetermined

### **Optional Grading (S/U)**

Some courses are graded on a satisfactory/unsatisfactory basis only. These are courses numbered 220, 250, 298, and 300. (215 Lab Rotations may be approved as an exception.) In all other courses, S/U grading may be offered as an option to graduate students. Unless a student elects the S/U option, a letter grade must be assigned. In order to elect the S/U option, a graduate student must indicate S/U grading for the course on the study list.

Pass-fail grades for graduate students are reported as S (satisfactory) or U (unsatisfactory). An S grade is awarded for work that would otherwise receive a grade of B or better. Courses graded S are counted toward the unit requirement for a graduate degree but are not calculated in the grade point average. A U grade is assigned whenever a grade of C, D, or F would otherwise be given.

Although no unit requirement is imposed for the doctoral degree, each student should complete a sufficient number of letter-graded courses to demonstrate concretely the academic quality of his/her scholarship.

A maximum of six units of course work for which S/U grading is elected may be used toward the unit requirements for a graduate degree.

### **Incomplete Grades**

The grade I is assigned when a student's work is of passing quality but incomplete for good cause. Assignment of an incomplete grade is at the discretion of the course instructor. Students should not request an incomplete grade unless they are unable to complete the work because of sudden illness, personal emergency, or other good cause. An incomplete grade is not to be regarded as the solution to poor performance in a course. An incomplete grade must be removed within one calendar year or by the end of the quarter in which it is next offered. If it is not removed, the grade of F may be assigned.

A student must petition to have the I grade removed. A fee will be charged upon submission of the petition. The petition for Removal of Provisional Grade is available at the Registrar's office or on-line at: <http://saawww.ucsf.edu/admission/forms.html>. The Registrar will then send the instructor the grade report petition. Upon receipt of the petition by the Registrar from the instructor, the I grade will be changed on the permanent record.

An I grade can delay a student's progress toward the degree since the Graduate Division will not allow a student to advance to candidacy, apply for filing fee, or graduate with an incomplete grade on the record. Students will be reminded of the need to remove I grades by the Graduate Division.

## **Standards of Scholarship**

Graduate students must maintain a cumulative grade point average of 3.00 (B) in their programs of study and must make satisfactory progress toward the degree as defined by the faculty of the degree program.

Students who fail to maintain a 3.00 GPA or fail to make satisfactory progress toward the degree are subject to dismissal by the Graduate Dean after consultation with the faculty of the degree program.

Each graduate program must establish an annual mechanism for reviewing student progress toward the degree. Completion of specific program requirements should be documented and maintained in the graduate program's student files. Any deficiency or failure to meet the standards of the program should be discussed with the student and confirmed in writing.

## **Graduate Degree Committees**

Committees appointed to supervise the research and writing of the master's thesis or doctoral dissertation, or to conduct the doctoral qualifying examination or comprehensive examinations for the master's degree are composed of members of the Academic Senate.

In cases where it is to the advantage of the student to have a member of a committee who is not a member of the Senate, approval by the Graduate Dean is required. In no case may a non-Senate person be appointed the Chair of a committee for a graduate degree. A non-Senate person may serve as co-chair, provided that the other co-chair is a member of the Academic Senate. For the master's thesis committees, at least two members should be Academic Senate faculty.

A student may petition to have a non-Senate faculty member on any committee where it is desirable and recommended by the graduate advisor. The petition must be accompanied by appropriate documentation as to the individual's expertise and qualifications for appointment, such as a current CV. If it becomes necessary to make a change in the composition of a committee, the student may petition for a reconstitution of the committee. The Petition form is used for this purpose (<http://graduate.ucsf.edu/forms>).

For students enrolled in a joint degree program, additional requirements may apply.

## **Student Academic Petitions and Grievances**

Problems should be resolved directly and informally whenever possible. One of the first discussions should be between the student and the faculty member concerned. If the situation is not resolved, then the parties involved should be directed to the department chair. If still unresolved, the matter should be brought to the attention of the Graduate Division. The Graduate Division should be consulted without hesitation regarding the proper grievance procedure to follow and policies affecting student progress. The student grievance procedure may be found at <http://www.ucsf.edu/senate/0-bylaws/stugr.html>.

Students may petition the Graduate Dean for individual exceptions to academic regulations. If a petition is denied by the Dean, the student has the right to request further consideration by the Administrative Committee of the Graduate Council. The Dean of the Graduate Division may refer a student petition to the Administrative Committee of the Graduate Council at his/her discretion.

## VIII. THE MASTER'S DEGREE

The master's degree represents a well-balanced and unified program of study in an academic or professional discipline that enables the student to master the subject and develop abilities for critical thinking and independent research. Students may earn a master's degree following one of two plans.

### Plan I (Thesis)

- Thirty academic units and a thesis are required.
- A minimum of 12 units must be taken in 200 series courses in the major subject. Of these 12, only eight units of course work numbered 250 may be used toward the master's degree.
- The thesis constitutes the results of an original investigation of a problem. It should be carried out in the same systematic and scholarly way as investigations of greater magnitude, such as a doctoral dissertation.
- The thesis committee must consist of a minimum of 3 Academic Senate members. Professors, assistant and associate professors and UC emeritus professors are Senate members. In order to add a non-Senate member to the committee, the student must submit a petition to the Graduate Division (available at MU200W or online at <http://saawww.ucsf.edu/graduate/forms.htm>). The petition must provide the justification for including a non-senate member, include the CV, and be signed and approved by the graduate advisor. The petition and CV will be reviewed, then approved or denied by the Graduate Dean. In no case, may a non-Senate member be appointed the Chair of the committee for higher degree.
- Students must either be registered or on filing fee for the quarter in which they submit their thesis.

### Plan II (Comprehensive Examination)

- Thirty-six academic units and a comprehensive examination are required. A minimum of 18 units must be taken in 200 series courses in the major subject. Of these 18, no more than 12 units numbered 250 may be applied toward the degree.
- The comprehensive examination should demonstrate the student's mastery of the major field and ability to think critically. The nature and matter of the examination are determined by the faculty of the degree program.
- Students must either be registered or on filing fee for the quarter in which they submit their comprehensive examination.

- A student who fails the comprehensive examination is allowed to take a second examination after a suitable period of additional preparation. Students cannot submit more than one exam per quarter.
- **A student who fails the comprehensive exam a second time is no longer eligible to receive the master's degree.**

## **Academic Residence**

Three quarters of academic residence are required for the master's degree. In addition, at least one quarter of registered status must elapse between advancement to candidacy and conferral of the degree.

## **Advancement to Candidacy**

MS Students must apply for advancement to candidacy. The application for candidacy is available in MU200W and on-line at <http://graduate.ucsf.edu/forms>.

- The application includes the plan of study for the degree; whether the student will write a thesis or take the comprehensive examination. In the case of a thesis, there must be a three member committee to supervise the research and writing of the thesis.
- The application for candidacy is reviewed and approved by the graduate advisor. The student must then file the application with the Graduate Division. The application is checked to make sure that the plan for the degree will enable the student to meet all University requirements for the master's degree.
- Students must be registered in the quarter in which they advance to candidacy. Applications for advancement to candidacy must be received by the first day of the quarter in order to be effective for that quarter.
- A student must register for one quarter as a candidate before the degree is conferred; the application for candidacy must be filed no later than the first day of the last quarter during which the student will be registered for course work at UCSF.
- A student may not be advanced to candidacy and apply for filing fee status during the same quarter. For example a student who plans to go on filing fee status in order to take the comprehensive examination during the Spring quarter must file an application for candidacy by the first day of the Winter quarter in order to meet the post-candidacy registration requirement.
- Students with a more than 1 (one) provisional I grade will not be allowed to advance to candidacy.

- Candidacy for the master's degree is lapsed if a student has not completed the requirements for the degree within five quarters (exclusive of summer) after advancement to candidacy. Leaves of absence count against this time.
- Students must either be registered or on filing fee for the quarter in which they graduate.

## **Transfer of Credit**

All course work for the Master's degree must be done in residence. However, up to six quarter units of credit for work taken elsewhere may be allowed. For course work completed at another campus of the University of California, up to one-half of the program (15 to 18 units) may be accepted for transfer.

A student must be registered as a graduate student for at least one quarter before petitioning for transfer of credit. Units accepted for transfer must have been earned in graduate status. Students enrolled in an articulated BS-MS program may transfer up to six units of 200 series course work taken during the quarter immediately prior to graduate standing for credit toward the master's degree.

Work that formed part of the program for a degree previously conferred may not be applied toward a current degree program.

Courses taken in a university extension division may not be accepted for transfer.

## **The Medical Student's Option**

Students who hold a bachelor's degree and who are pursuing the M.D. degree in the UCSF School of Medicine may earn a Master's degree under the following conditions, known as the Medical Student's Option:

- The candidate's primary registration must be as a graduate student for one of the first two years of the medical school curriculum.
- Besides the work for the M.D. degree, 15 to 18 units of graduate courses (depending on whether Plan I or Plan II is selected) must be completed in addition to the thesis or comprehensive examination.
- The Master's degree must be in one of the graduate programs in the School of Medicine.
- Medical students who wish to pursue the Master's degree must gain admission to the program of their choice and obtain permission of the Associate Dean of the School of Medicine.

## **The Dental Student's Option**

Students who hold a bachelor's degree and who are pursuing the D.D.S. degree in the UCSF School of Dentistry may earn a Master of Science degree in Oral and Craniofacial Sciences under the following conditions:

- The candidate's primary registration must be as a graduate student for three quarters.
- Besides the work for the D.D.S., 30 units of graduate courses must be completed in addition to the thesis.
- Dentistry students who wish to pursue the Master's degree must gain admission to the Oral and Craniofacial Sciences program.

## **IX. DOCTORAL DEGREES**

### **The Doctor of Philosophy**

The Ph.D. degree is awarded by the University of California as the mark of highest achievement in preparation for active scholarship and research in an academic discipline. A holder of the Ph.D. degree possesses knowledge of a broad field of learning and has presented a dissertation containing an original contribution to the chosen field of study.

### **Academic Residence**

A total of six quarters in residence are required for the Ph.D. degree. In addition, a student must be registered for a minimum of three quarters after advancement to candidacy, as part of the six quarter residency requirement.

### **Foreign Language Requirement**

Departments and graduate programs may establish the language requirement appropriate to the field of study. In a program where there is a language requirement, it must be satisfied prior to advancement to candidacy.

### **The Qualifying Examination**

The purpose of the qualifying examination is to demonstrate that the student has an adequate knowledge of the field and specialty, knows how to use academic resources, and is capable of conducting independent research for the dissertation.

### **Application for the Qualifying Examination**

- A student must be registered at the time the examination is given. This includes Summer Session.
- A student must apply for admission to the qualifying examination and have it approved by the Graduate Division before the exam is administered.
- To be eligible for the examination, a student must have completed at least one quarter in residence and have a cumulative grade point average of at least 3.00 in all courses taken in graduate standing.

- The examination may be oral or written, or both, and may be given in several parts or one session, at the discretion of the committee.

### **Qualifying Examination Committee**

- The student proposes a committee of four faculty members after consultation with his/her graduate advisor. The student submits the proposal to the Graduate Dean, who approves it and appoints the committee to administer the exam. At least one member of the committee must be from outside the student's major department or graduate program. The application for Qualifying Exam is available at: <http://graduate.ucsf.edu/forms> . Once this form is processed and approved, the student and the Graduate program will be notified via e-mail of the acceptance of the Qualifying Exam committee by the Graduate Division and is cleared to proceed with the Qualifying Exam.
- The person who will chair the student's dissertation committee may not chair the qualifying examination committee. In some programs, the dissertation chair may not be a member of the qualifying examination committee.
- At least one meeting of the whole committee must be held to discuss the results of the exam before a report is made to the Graduate Dean. In the case of a divided vote, individual members of the committee must state their reasons for the affirmative and/or negative votes. The matter is then referred to the Administrative Committee of the Graduate Council, consisting of the Graduate Dean, Chair, and Co-Chair of the council, for final decision.
- If a student fails the examination, the committee must make a recommendation for or against a second examination. The committee must be the same as for the original exam. If the student failed in all areas, the re-examination must be on all subjects involved. A partial failure, in which the student passes some fields, but not others, also counts as a first examination. However, re-examination after partial failure may be restricted to those areas in which the original performance was unsatisfactory. A third examination is not permitted.

### **Report on Qualifying Exam**

- The chair the student's qualifying examination committee shall report the results of the Qualifying Exam to the Graduate Division via the online Report on Qualifying Exam form at: <http://graduate.ucsf.edu/forms>. Once this form is received by the Graduate Division, the student and Graduate Program are notified via e-mail of the results of the Qualifying Exam and instructions are issued on how to proceed with the Application to Advance to Candidacy as well as an application form for the Graduate Student Research Award.

## Advancement to Candidacy

- A student may be advanced to candidacy after successful completion of the qualifying examination, provided that there are no other deficiencies, such as incomplete grades. At least three quarters in registered student status must elapse between advancement to candidacy and conferral of the degree.
- The application for candidacy, indicating the subject of investigation for the dissertation, and proposed committee to guide the research and approve the dissertation, must be filed with the Graduate Dean. The proposed dissertation committee must consist of a minimum of three (3) Academic Senate members, and the dissertation chair must be different from the chair of the qualifying examination. Professors, assistant and associate professors and UC emeritus professors are Senate members. In order to add a non-Senate member to the committee, the student must submit a petition to the Graduate Division (available online at <http://graduate.ucsf.edu/forms>). The petition must provide the justification for including non-Senate members, the CV, and be signed and approved by the graduate advisor. The petition and CV will be reviewed, then approved or denied by the Graduate Dean. In no case may a non-Senate member be appointed the Chair of the dissertation committee.
- Students must be registered in the quarter in which they advance to candidacy. To be effective for a particular quarter, applications for advancement to candidacy must be received by the first day of that quarter. Applications for candidacy submitted after the first day of the quarter will be approved for the following quarter. Forms can be obtained from the Graduate Division or on-line at: <http://graduate.ucsf.edu/forms>
- Candidacy for the doctoral degree is lapsed if a student has not completed requirements for the degree within four years (12 quarters excluding summer session) after advancement to candidacy. Leaves of absence count against this time. Upon lapse of candidacy, a petition for reinstatement (Petition Form - <http://graduate.ucsf.edu/forms>) must be accompanied by a recommendation from the faculty of the student's degree program on whether or not a new qualifying examination and/or additional course work is required.
- Once a student is advanced to candidacy for a doctoral degree, he/she is considered full-time for the rest of his/her time as a graduate student unless on an approved leave of absence.

## The Dissertation

The dissertation is the final and most important step in a program for the doctoral degree. It should be a work of independent research which makes an original contribution to knowledge in the student's academic discipline, and should be of sufficient depth and quality to be published.

- A dissertation committee of at least three members of the Academic Senate is nominated by the student and approved by the Graduate Dean to oversee the research and unanimously approve the dissertation.
- The content and style of the dissertation is entirely at the discretion of the student's degree program and dissertation committee. Regulations of the Graduate Division are concerned only with the form of the final manuscript. *Guidelines for Completing the Thesis/Dissertation* are available online at: <http://graduate.ucsf.edu/forms>.
- The Graduate Council has established a policy on the use of previously published material by the student in the dissertation, which is reproduced as Appendix 1.
- The Graduate Division does not regulate the oral defense of the dissertation, although a defense is a requirement of some degree programs.
- When a student submits a dissertation to the Graduate Division which has been signed by all members of the committee, it is a guarantee that all requirements for the degree program have been met and that the degree may be conferred.

## The Candidate in Philosophy (C. Phil.)

The degree of Candidate in Philosophy (C. Phil.) may be awarded to a student who has passed the qualifying examination and has advanced to candidacy for the Ph.D. degree. It is awarded only rarely and in particular circumstances, such as a student's need to obtain a community college teaching credential.

The C. Phil. is not a terminal degree and presumes that the student is in good standing and qualified to progress to the Ph.D.

When conferral of the Candidate in Philosophy degree is being considered for a particular student, the graduate advisor should consult with the Graduate Division before making a formal recommendation.

## X. POLICY STATEMENTS

### 1. Discrimination Against Graduate Students on the Basis of Marital Status, Parental Status, or Childbearing Intent

It is the policy of the Graduate Division, the Graduate Council, and the University of California\* that it is inappropriate for a faculty member to inquire about students' marital status, parental status, or intent to have children. A faculty member may not use such information as a factor when deciding to act as a thesis advisor or research supervisor for a particular student. Nor may such information be used in decisions affecting student progress including, but not limited to, project selection, meeting participation, choice of research setting, advancement to candidacy, or award of degree.

Faculty members and students who observe or personally encounter such discrimination are encouraged, when feasible, to undertake collegial efforts to address the situation. Assistance can be sought or reports can be made through:

Office of the Graduate Dean	(415) 476 9716
The Office of Affirmative Action/Equal Opportunity/Diversity	(415) 476-5752
Office of Sexual Harassment Prevention & Resolution	(415) 476-5186
Faculty and Staff Assistance	(415) 476-8279
School Deans' Offices:	
School of Dentistry	(415) 476-1323
School of Medicine	(415) 476-2342
School of Nursing	(415) 476-4544
School of Pharmacy	(415) 476-1225
Graduate Students' Association	(415) 476-2233

\* The policy described above is based on an excerpt from the University of California Policies Applying to Campus Activities, Organizations, and Students (PACAOS). The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls, and programs sponsored by the University or any campus, are governed by this policy of nondiscrimination. The intent of the University's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this Policy, the University also shall be sensitive to the existence of past and continuing societal discrimination. {PACAOS Part A.20.00.}

## 2. Guidelines to Promote Ethical Conduct in Research

The Graduate Division is committed to creating and maintaining an environment that promotes the conduct of research in a manner that conforms to the highest ethical principles and that leads to scientific advances of the highest quality. Regulations concerning the ethical implications of both animal and human subjects research can be found through the Office of Research <http://www.research.ucsf.edu/>. The following link summarizes Graduate Division policy concerning ethical conduct in research: <http://policies.ucsf.edu/100/10029.htm>

### 100-29 Scientific Misconduct

Effective Date: 1/1/92 (revised 2/1/97)

Office of Origin: *Vice Chancellor--Academic Affairs*

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#### I. Purpose

This policy has been established to ensure that faculty and staff conduct research in a manner appropriate to the academic goals of the University in order to protect and maintain the integrity of science and of the University. This policy also covers the handling of allegations of scientific misconduct.

#### II. Definitions

**Scientific misconduct:** fabrication, falsification, plagiarism, or other practices that seriously deviate from those which are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

#### III. Policy

##### A. Principles of Integrity in Research

All persons engaged in research at the University are responsible for adhering to the highest standards of intellectual honesty and integrity in research. Open publication and discussion, emphasis on quality of research, appropriate supervision of personnel and data, maintenance of accurate and detailed research procedures and results, and suitable assignment of credit and responsibility for research and publications are essential elements in fostering intellectual honesty and integrity in research.

Department chairs, principal investigators, and other supervisors of research activities have a responsibility to create an environment that encourages high standards and integrity in research.

**B.** Allegations of scientific misconduct may be reported to any University official, and should ultimately be reported to the Vice Chancellor--Academic Affairs. Individuals who believe they have evidence of misconduct should report such allegations. The University will take prompt and vigorous action to investigate and address allegations of misconduct in research, based on the following principles:

1. institutional and academic responsibility for self-regulation;
2. mechanisms to protect to the greatest extent possible the due process rights of the accused, the interests of those making allegations, and the public interest;
3. the highest degree of confidentiality compatible with an effective response and applicable sponsor reporting requirements; and
4. precautions against real or apparent conflict of interest.

**C.** The Vice Chancellor--Academic Affairs will direct that an inquiry be conducted, usually by the appropriate dean, in order to ascertain if there is sufficient reason to conduct a full investigation.

**D.** When a full investigation is warranted, it shall be conducted by an ad hoc investigating committee of the faculty appointed by the Vice Chancellor--Academic Affairs along with other members as the Vice Chancellor may deem appropriate.

**E.** The findings of the investigating committee will be transmitted as a detailed, written report to the Vice Chancellor--Academic Affairs for action by the Chancellor.

#### **IV. Responsibility**

Contact Office of Origin (see above) with any questions.

#### **V. Related Policies**

- Reporting Improper Governmental Activities and Protection Against Retaliation ("Whistleblowing") (Policy 150-23)

#### **VI. References**

- *UCSF Campus Code of Conduct*
- *Bylaws of the Academic Senate*, Office of the President
- Code of Federal Regulations: Responsibilities of PHS Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science (42 CFR 50); (45 CFR 689), 7/87 (revised 5/91)
- Employee Relations Manager Katz, Memorandum to Vice Chancellors, Deans, Directors, 8/2/90
- UCSF Procedure for Investigating Faculty Misconduct, Office of the Vice Chancellor--Academic Affairs, 8/97

- *University of California Policies Applying to Campus Activities, Organizations, and Students*, Office of the President:  
*Policy on Student Conduct and Discipline* (Section 100.00)
- University of California Policy and Procedures for Reporting Improper Governmental Activities and Protection Against Retaliation for Reporting Improper Activities, Office of the President, 1/1/90
- University of California Policy on Integrity in Research, Office of the President, 6/19/90
- University Policy on Faculty Code of Conduct and the Administration of Discipline, Office of the President

### **3. Services for Students with Disabilities**

The Office of Student Life coordinates services to registered students with permanent and temporary disabilities. Services are designed individually to facilitate the success of each student. To obtain support services, students must provide documentation of their disability.

UCSF neither imposes accommodations on students, nor preempts their responsibility to document special needs and request services and academic accommodations in a timely manner. The student must take the lead to identify his/her needs to the Office of Student Life, work with the staff to specify, arrange and follow through on accommodations, and alert the staff in a timely manner if problems are encountered.

**Services and academic accommodations coordinated by the Office of Student Life include, but are not limited to the following:**

- Note takers & reader services

- Sign Language Interpreters

- Real Time Captioners

- Learning Disability Specialist - assistance with assessment and accommodations

- Photocopying & print enlargements

- Accessible parking on campus

- Loan of special adaptive equipment (TDD's, tape recorders, etc.)

- Assistance with Campus Housing arrangements

- Liaison with campus support services

- Advocacy and counseling

Office of Student Life

Millberry Union, Room 126 West

Voice/TDD (415) 476-4318

Fax (415) 476-7295

Eric Koenig, Director

Barbara Smith, Operations Mgr.

Candy Clemens, Admin. Asst.

## APPENDIX 1

### GUIDELINES FOR PREPARING THESES, DISSERTATIONS, AND MANUSCRIPTS

The submission of your thesis (Masters Degree), dissertation (Doctorate Degree), or Manuscript (DPTSc. Degree) is the final step in the awarding of your degree. The finished dissertation/thesis/manuscript is a scholarly work, the result of a long period of preparation and research. The electronic copy, which you submit to the Graduate Division, is deposited in the Library and becomes an official and permanent record, available for use by other scholars and the public.

Certain common standards for format have been compiled for your reference. Your committee will guide you in the content of your manuscript, and your graduate program may specify certain elements of style.

### SUBMITTING THE THESIS / DISSERTATION / MANUSCRIPT

It can be difficult to estimate the time for your thesis / dissertation / manuscript to be read, revised, and approved. You should leave plenty of time to submit work and be aware that faculty may be unavailable during the summer and holidays at the end of the fall quarter. Also, any formatting problems that require revision after your initial upload of the document may delay the approval process and should be planned

Please be aware of the following information as you prepare to submit your dissertation:

#### Deadlines

The deadline for submitting the thesis or dissertation is the last working day of the quarter. Please contact the Graduate Division for the specific date especially in the fall quarter when the holidays will greatly impact this date. If you are unable to submit the thesis or dissertation by the deadline, you **must** either register or go on filing fee status for the next quarter.

In order to be on the degree list, you **must** either be registered or on filing fee status for the quarter.

#### The Final Product

Theses, Dissertations and Manuscripts must be submitted online at:

<http://dissertations.umi.com/ucsf/>.

This submission will be reviewed by the Graduate Division and must include the following:

- 1) Full PDF copy of your thesis, dissertation, or manuscript with correct pagination.
- 2) First page of the PDF: scanned copy of the title page for your program with the signatures of each committee member.
- 3) Last Page of the PDF: signed library release form.

**In addition the following must be returned to the Graduate Division before the submission can be considered:**

- 1) Original Signed title page (Hard copy)
- 2) UCSF Survey of Doctoral Recipients' Experiences (PhD Degree Students Only)
- 3) Survey of Earned Doctorates (PhD Degree Students Only)

## WHO TO CONTACT FOR HELP

*For information about content, citation style, and specific program requirements contact your dissertation committee and graduate program.*

### For questions regarding format, deadlines, and online submission:

Graduate Division

<http://graduate.ucsf.edu>

(415) 476-2111

[Rick.Wyllie@ucsf.edu](mailto:Rick.Wyllie@ucsf.edu)

### For help creating a PDF and scanning:

UCSF Library Interactive Learning Centers

<http://www.library.ucsf.edu/edtech/ilc/>

Proquest/UMI also has a tutorial on their website (and a trial offer of Adobe Acrobat Professional) at: <http://dissertations2.umi.com/tutorial.html>

## SPECIFICATIONS

**Margins** Every page of the thesis, dissertation, or manuscript must have a left hand margin of 1½ inches. The margin at the top, right, and bottom should be 1 inch.

### Spacing

Double spacing should be used except in those places where conventional usage calls for single spacing such as footnotes, indented quotations, and tables.

### Pagination

All pages must be numbered except the title page. Preliminary pages are numbered sequentially using Roman numerals. All other pages are numbered with Arabic numerals. Please be aware of the following information as you format your thesis or dissertation:

The title page counts as page i, but the number does not appear.

Preliminary pages must have lower case Roman numerals, ii, iii, iv, etc.

For the remainder of the manuscript, including the text, illustrations, bibliography, appendices, **and library release page** (available online at:

<http://graduate.ucsf.edu/forms> ) use Arabic numerals, 1, 2, 3, 4, etc.

**Do not** use letter suffixes, such as 21a, 21b.

### Charts, Figures, Illustrations

Images must appear within the required margins at a high enough resolution for printing (300dpi). Illustrative material should be original drawings in dark, opaque ink. Clear,

positive reproductions are also acceptable. Any oversized materials must be reduced to fit within the margin specifications.

### **Published Material**

With the approval of your committee and graduate program, published material may be accepted as part of a thesis or dissertation. The published material must meet all formatting requirements, which may necessitate reduction of the published material.

### **ARRANGEMENT OF THE DISSERTATION / THESIS / MANUSCRIPT**

The dissertation is arranged in two main sections, the preliminary pages and the main body.

### **Preliminary Pages**

Incorrect pagination of the preliminary pages is a common mistake that prevents the Graduate Division from accepting a thesis or dissertation. Again, preliminary pages are numbered with lower case Roman numerals, ii, iii, iv, v, etc.

The preliminary pages are arranged in the following order:

Title page Official title pages are available from the Graduate Division website as a fillable and printable PDF at: <http://graduate.ucsf.edu/forms>

Your name and the graduate program listed on the title page should be as they appear on all official UCSF documents. Your committee members should sign the title page in **black ink**.

The title page is page i, but the page number should not appear on this page. Once this page has been signed by your committee you will need to scan it and add it to your dissertation PDF as the first page.

### **Copyright page or blank page**

If you are planning to register your copyright, a statement of copyright must be included on this page. The format can be found in this document under Copyright. If you are not planning on registering a copyright, this page is blank.

### **Dedication and Acknowledgments Page**

You may wish to acknowledge the help and support from particular people during the course of your work. If you are using published material, you may need to include a reference to the publication in which the material originally appeared, co-authors, multiple published papers or copyrighted material.

### **Abstract**

The abstract must be no longer than 350 words. ProQuest information and learning will edit the abstract if it exceeds this limit. The title of your dissertation and your name should appear at the top center of the page. The abstract should include a brief

statement of the problem, a description of the methods and procedures used to gather data or study the problem, and a condensed summary of the findings.

**Table of Contents** (as appropriate)

**List of Tables** (as appropriate)

**List of Figures or Illustrations** (as appropriate)

## **The Main Body of the Manuscript**

### **Text**

The main body of the manuscript must begin with Arabic numeral “1” and continue, in sequence, on every page that follows including charts, graphs, illustrations, photographs, bibliography, appendices and library release form. Notes Footnotes, citations, and bibliographic references may vary by graduate program. Consult your committee for the footnote style used by your program.

### **Appendices**

This section contains supporting material. You may need to reduce the size of some material to fit within the margins. Appendices must be numbered in consecutive order as part of the main body of the manuscript. For example, if the last page of your text is 101, then the appendix should begin on page 102.

### **UCSF Library Release**

The last page of your dissertation must have the following language (it is available as a PDF file - that you can enter the final page number for your document online - at: <http://graduate.ucsf.edu/forms> )

## **Publishing Agreement**

*It is the policy of the University to encourage the distribution of all theses, dissertations, and manuscripts. Copies of all UCSF theses, dissertations, and manuscripts will be routed to the library via the Graduate Division. The library will make all theses, dissertations, and manuscripts accessible to the public and will preserve these to the best of their abilities, in perpetuity.*

### **Please sign the following statement:**

*I hereby grant permission to the Graduate Division of the University of California, San Francisco to release copies of my thesis, dissertation, or manuscript to the Campus Library to provide access and preservation, in whole or in part, in perpetuity.*

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Author Signature Date

**(This page must be signed and dated by the author and include the correct pagination – the last page number of your document.)**

## **PUBLICATION OF THE THESIS / DISSERTATION / MANUSCRIPT**

Once the thesis / dissertation / manuscript has been approved by the Graduate Division it is submitted for publication to the UCSF Library and to ProQuest/UMI where it will become available to other academic institutions and to the general public.

### **Classified or Confidential Material**

Occasionally there are special circumstances when a student does not want all or part of the dissertation to be published. Such circumstances may involve disclosure of patent rights before a patent is granted, disclosures of facts about persons or institutions that violate professional ethics regarding protection of confidentiality or other circumstances that would be detrimental to the rights of the author.

### **Requests for Embargoes When Publishing Your Dissertation**

In such cases, the Dean of the Graduate Division may permit the entire thesis, dissertation, manuscript or an appendix to be held for a specified period of time (not longer than 1 year).

All requests for a publishing embargo when filing your dissertation must be made **in writing** to the Dean of the Graduate Division. This request should come in the form of a letter from your Graduate Advisor or Chair of your thesis, dissertation, or manuscript committee. Unless there are extreme circumstances, the maximum length of the embargo request should not exceed one year.

Embargoes are usually granted for reasons involving intellectual property or patent filing issues. If this is the reason for requesting the embargo, you should provide as much detail as possible as to what is involved and where you are in the patent process, and what needs to be accomplished to complete the patent application or process.

We do not automatically approve embargoes strictly for the purpose of providing additional time to prepare published works, but if there is extenuating circumstances involved (i.e. you are in the patent application process) then this needs to be considered.

All requests for embargoes are evaluated by the Dean of the Graduate Division, and can add some time to the dissertation filing process. This is important to note if you are near the end of the term deadline for filing your dissertation, as waiting for the embargo request to be approved (or the interaction of providing additional details from you or your advisor / thesis chair / dissertation chair) may bring the actual acceptance date of the dissertation past the end of the deadline for that term. This in turn would delay your degree conferral date until the end of the following term (and require that you be re-registered in that following term in order for the dissertation to be accepted).

## **COPYRIGHT**

To retain the exclusive right to reproduce, publish, or sell your work you must copyright the material. To copyright your work, you should include a copyright page, which directly follows the title page, and bears the following notice at the **center of the page just above the bottom margin**.

Copyright (year)  
by  
(Your name as it appears on the title page)

However, in order to protect your rights in a dispute or to be compensated for damages caused by infringement, you should register your copyright with the Library of Congress. Students may designate Proquest / UMI to act as their agent in registering the copyright. Proquest / UMI will file the appropriate forms, pay the fee, and provide a copy to the Library of Congress. If you wish to have Proquest / UMI register your copyright you may elect to do so during the submission process. You may also register the copyright yourself by paying the registration fee and following the directions provided by the Library of Congress.

## **GUIDELINES FOR THE USE OF PUBLISHED MATERIALS**

### **Published Materials**

With the approval of the thesis, dissertation, manuscript committee and the graduate program, published materials may be accepted as part of the master's thesis, doctoral dissertation, or DPTSc manuscript where:

The publication(s) represents research or scholarship comparable in scope and contribution to the portion of the standard thesis or dissertation it replaces.

The published material is substantially the product of the student's period of study at UCSF and was primarily conducted and written by the student.

An introduction showing the historical development, methods used, and result is required. This may be summarized if already part of the published material. The usual preliminary pages are required for a thesis, dissertation, or manuscript that includes previously published material. The acknowledgment page of your preliminary pages should include a reference to the publication in which the material originally appeared.

The published material and preliminary pages must meet all formatting requirements for the thesis, dissertation, or manuscript.

### **Multiple Published Papers**

If several papers from the thesis, dissertation, or manuscript have been published they may be used as individual chapters. Conventional thesis, dissertation, or manuscript chapters may be combined with published papers in the thesis, dissertation, or manuscript. Theses, dissertations, or manuscripts at press should be treated as published papers.

### **Co-Authors**

If the published material lists a co-author, and the co-author is the person who directed and supervised the research, then only the student's name is listed as the author in the preliminary pages. However, the acknowledgment page should state: "The text of this thesis/dissertation/manuscript is a reprint of the material as it appears in \_\_\_\_\_ (name of publication). The coauthor listed in this publication directed and supervised the research that forms the basis for the dissertation/thesis." If the published material lists co-authors other than the research advisor, a statement from the research advisor clarifying what work the student completed should be included in the acknowledgment page. It should also state how the work is comparable to a standard thesis or dissertation.

## **APPENDIX 2**

### **GUIDELINES CONCERNING FUNDS FOR GRADUATE STUDENT RESEARCH**

Graduate Student Research Awards are to support the direct costs of research conducted by graduate students for a doctoral dissertation. Funds will be awarded to students based on scholarly merit, originality and significance of the research.

**A Statement of Proposed Research Project is Required.**

The statement submitted should be 3-5 pages in length and include a budget for expenses. The budget should include all costs of supplies and equipment such as taxes and delivery charges.

The Graduate Division pays particular attention to the quality of the proposed project as presented in the statement; its significance to the field and to the applicant's professional development; its feasibility of being completed within the period available; and other resources available from the department and the research advisor. It is essential that the Dissertation Chair read and be responsible for the research. The Chair's signature is required on the proposal.

### **General Guidelines**

- Awards are made to registered doctoral students who have been advanced to candidacy. Only one award will be granted per student during their tenure at UCSF.
- Funds are to be used for specific needs vital to the research project which cannot be supported by resources within the department or research advisor's budget. In recommending the proposal for a Research Award support, the graduate advisor or department chairperson must state that the department is unable to provide complete funding for the period.
- The maximum award is \$2,000. Funds are transferred to a department account to be administered by the student's department or program.
- Funds will not be transferred to the department unless the project has been approved by either the Committee on Human Research or the Committee on Animal Research, if required.
- Students must sign the standard University Patent Agreement before using the award.
- At the end of the award period or upon completion of the project, a brief report on the results of the project and expenditures must be forwarded to the Graduate Division.

## Use of Funds

Funds may be used for:

- Consumable supplies, i.e., chemicals, lab supplies, disks and other computer supplies, rental of equipment, photocopying of materials, postage, office supplies, etc. and transcription of interviews. Equipment over \$500 becomes the property of the University of California.
- Travel in connection with field research. A separate request for Intercampus Travel funds may be submitted to conduct research at other UC campuses.
- Biostatistical design or data analysis consultation.

Funds may **not** be used for:

- Employment of research assistants, secretarial support.
- Travel to national or international scientific or professional meetings or per diem travel expenses.
- Computer time.
- Typing and preparation of the dissertation manuscript.

Students may arrange for computer time through the use of Instructional Use of Computers (IUC) accounts. Call (415) 476-4573 for more information.

Departments will be expected to follow reasonable and prudent accounting procedures and to comply with University policy in administering Research Award funds on behalf of the students. Funds may only be used for the specific student and research project approved. Funds cannot be transferred for use by faculty or students for any other project during the award period.

## Information and Application

Contact the Graduate Division office at (415) 476-6031 for additional information.

Applications are available from the Graduate Division, Mission Bay Community Center 3<sup>rd</sup> Floor (Rutter Center), or online at <http://graduate.ucsf.edu/forms>

The applications will be accepted four times a year:

Application Date	Award Dates
June 1	July 1
September 1	October 1
December 1	January 1
March 1	April 1

## APPENDIX 3

### GRADUATE DIVISION-EARLE C. ANTHONY TRAVEL AWARDS

The Graduate Division-Earle C. Anthony (GD-ECA) Travel Award provides up to \$1,000 for Ph.D. and DPTSc. students who have advanced to candidacy to present at professional conferences. Funds may be used for transportation (airfare, train ticket, etc.) and registration fees (excluding meals). Other travel expenses, such as lodging, meals, and parking, are not eligible. Participation in the meeting should be directly relevant to the applicant's research and beneficial to his/her future career. Each student may receive only one travel award as a degree candidate. The total number of travel awards per year is based on the availability of funds. Applications are accepted year-round, however funds are limited and students are advised to apply as early as possible.

#### Eligibility Requirements

Students applying for the GD-ECA Travel Award must be:

- Registered Ph.D. and DPTSc. students who have advanced to candidacy (summer travel is eligible if applicant intends to enroll in the upcoming Fall quarter)
- In good academic standing with no outstanding fee balance
- Presenting a paper or poster at a professional meeting

Additionally:

- Students with fellowships providing a research budget or education allowance must expend those funds completely to be eligible for these awards
- Students should seek support from Research Advisors, Principal Investigators, Graduate Programs, and Schools before applying for the Graduate Division's travel and research awards

#### Application Procedure

Complete an [application form](#) and submit it to the Graduate Division **at least 10 days in advance of the proposed departure date** with the following documentation:

- Confirmation of participation in the meeting (i.e. acceptance of paper or poster)
- Conference announcement listing official dates, location and fees

## **Award Payment Procedure**

GD-ECA Travel Awards are paid as reimbursements of actual expenses incurred by awardees for approved expenses. Awardees are required to provide the Graduate Division with original documentation of expenses **within 10 days** of the conclusion of their trips:

- Proof-of-payment of registration fees (credit card statement in the applicant's name or verification from conference that payment has been received and processed).
- Proof-of-payment of airfare (EXACT COST) or other travel costs. E-tickets are acceptable as long as they show that the applicant's credit card has been charged. Note: Travel must be conducted in the least expensive and most direct way possible.
- ORIGINAL boarding pass stubs as proof of completed travel.
- Reimbursements take from 2 weeks to 1 month to process. Under certain circumstances, travel advances are possible – please contact the Graduate Division for details.

## STUDENT ACADEMIC TITLES AT THE UNIVERSITY OF CALIFORNIA SAN FRANCISCO

Title Code	Title	Percent of Effort	Fee Remission
2312	Teaching Assistant (GSHIP)	25% or more	Required-Partial or Full
2313	Teaching Assistant (Non-GSHIP)	0-24.99%	Ineligible
3282	Graduate Student Researcher (GSHIP)	25% or more	Required-Full only
3266	Graduate Student Researcher (Non-GSHIP)	0-24.99%	Ineligible
2854	Reader (GSHIP)	25% or more	Required-Partial or Full
2855	Reader (Non-GSHIP)	0-24.99%	Ineligible
2862	Tutor (GSHIP)	25% or more	Required-Partial or Full
2863	Tutor (Non-GSHIP)	0-24.99%	Ineligible
2271	Remedial Tutor I (GSHIP)	25% or more	Required-Partial or Full
2270	Remedial Tutor I (Non-GSHIP)	0-24.99%	Ineligible
2273	Remedial Tutor II (GSHIP)	25% or more	Required-Partial or Full
2272	Remedial Tutor II (Non-GSHIP)	0-24.99%	Ineligible

All students hired in academic title codes at 25% or more for an entire quarter receive fee remission. Except for Graduate Student Researchers (GSRs), departments have the option of paying full or partial fee remission. GSRs hired at 25% effort or more receive full fee remission. Fee remission is charged to the fund source that pays fees. Departments may process fee offsets in lieu of fee remission as necessary to pay fees from a different fund source. Tuition and professional fees are not eligible for fee remission, however they may be paid with fee offsets.

**Full Fee Remission pays** Registration, Education, Graduate Student Health Insurance (GSHIP), Millberry Union, and Student Association fees. Full fee remission does not pay Professional fees or tuition.

**Partial Fee Remission** pays Registration, Education, and Graduate Student Health Insurance Program (GSHIP) fees. Partial fee remission does not pay Millberry Union fees, Student Association fees, Professional fees, or tuition.

Please contact the Graduate Division Director of Graduate Student Financial Support if you have questions: (415) 476-5770.

## APPENDIX 5

### LOCATION OF FORMS

Form	UCSF Office Location	Website
Advancement to Candidacy (Masters)	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Change of Address	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Change in Study List *	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Filing Fee Application	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Intercampus Exchange Program Application	Online	<a href="http://saawww.ucsf.edu/admission/forms.html">http://saawww.ucsf.edu/admission/forms.html</a>
Graduate Division Travel Funds Application	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Graduate Student Research Award Application	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Name Change Form	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Part-time Petition *	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Qualifying Examination, Application	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Report of Qualifying Examination	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
San Francisco Consortium Application	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Stanford Exchange Program Application	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Student Financial Aid Petition Form	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Theses/Dissertation Guidelines	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Transcript Request Form	Online	<a href="http://graduate.ucsf.edu/forms">http://graduate.ucsf.edu/forms</a>
Withdrawal (Leave of Absence/Honorable Withdrawal)	MU-200W Only	At Registrar's Window – Parnassus Campus