

UCLA DEPARTMENT OF PHILOSOPHY

**MANUAL
FOR
GRADUATE STUDENTS
IN
PHILOSOPHY**

2014–2015

WELCOME

Welcome to the Graduate Program in Philosophy at UCLA.

This document is meant to collect, in one place, descriptions of the administrative and bureaucratic particulars of the Philosophy Department's Graduate Program. It is ever a work in progress. Suggestions about improving its content are always welcome.

This manual does not contain information about larger aspects of the University, such as Graduate Housing, fees, tuition, or using URSA (University Records System Access) to enroll in classes. You should consult the Graduate Orientation Handbook for those matters. It also does not repeat the useful information found in the TA Handbook.

Moreover, many of the topics covered here receive their official articulation in documents produced by the Registrar or Graduate Division. Appendix A lists some of those important University publications. Appendix B lists some of the University's other resources that you may find helpful.

Finally, since this document often describes evolving practices, students with questions should always consult with the Graduate Advisor.

I hope you find this information useful.

Seana Shiffrin
Graduate Advisor

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DEPARTMENTAL OFFICES AND STAFF

FACULTY OFFICES

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The administrative head of the department, with final departmental authority about the use of departmental resources.

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VICE CHAIR

Provides support to the Chair.

Sheldon Smith
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GRADUATE ADVISOR

Together with the Student Affairs Officer, oversees much of the Graduate Program. Any questions about its particulars, as well as any departmental petitions, should be directed first to the Graduate Advisor.

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DIRECTOR OF GRADUATE ADMISSIONS

Oversees the admission process, with the help of the Student Affairs Officer.

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PLACEMENT OFFICER

The faculty member charged with assisting those on the job market. Together with the Student Affairs Officer, this person will coordinate the dossier service and the mock interviews and mock job talks. This person typically attends the December APA.

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TA FACULTY ADVISOR

Advises the pool of Teaching Assistants. Coordinates final TA assignments, together with the Teaching Assistant Coordinator (TAC).

Sam Cumming
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LAW AND PHILOSOPHY PROGRAM DIRECTOR

Oversees the Program in Law and Philosophy.

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UNDERGRADUATE PROGRAM DIRECTOR

Aids and improves the undergraduate program, advises undergraduates.

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GRADUATE STUDENT OFFICES

GRADUATE STUDENT REPRESENTATIVES

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SOCIAL CZAR

TBD

SPORTS CZAR

TBD

**REPRESENTATIVES TO THE GRADUATE
STUDENT ASSOCIATION**

TBD

STAFF

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**DEPARTMENTAL TECHNOLOGY ANALYST
(DTA)**

Provides support for departmental computers, email, software, and other departmental computer recourses.

David Medina
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**INSTRUCTIONAL TECHNOLOGY CONSULTANT
(ITC)**

Provides support for course websites and other course-related or instructional technology.

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DEGREE REQUIREMENTS

The following presents chronologically and adds specificity to the official statement of degree requirements, which is available here: <http://www.gdnet.ucla.edu/gasaa/pgmrq/philos.asp>.

OVERVIEW OF REQUIREMENTS FOR THE DOCTORATE

Preliminary Requirements: undergraduate work

We hope that students will enter our PhD program having completed an undergraduate course of study that included first-order logic and some breadth in the history of philosophy. The Logic Fluency Requirement and the History Distribution Requirement are designed to ensure either that this is so or that, if not, students will do work in these areas in their time as a graduate student.

The History Distribution Requirement can be satisfied by showing that you studied certain figures as an undergraduate (details below). Students who have not already studied these figures will be asked to include them in their coursework as a graduate student. The Logic Fluency Requirement is satisfied either by passing an exam or by earning a B in an undergraduate logic course (details below).

Coursework as a Graduate Student

Candidates for the Ph.D. will complete, with a grade B or higher, 14 graduate or upper-division courses all but two of which must be in philosophy at UCLA (Philos 100–Philos 289). (See the “electives” section below for the conditions in which courses outside of UCLA Philosophy may count towards the 14 courses.) These courses are to be chosen so as to satisfy the requirements detailed below. (Courses taken on an S/U [Satisfactory/Unsatisfactory] basis do not satisfy course requirements. Only courses in Groups I-IV satisfy the requirement; “Special Studies” courses, including 500 series, the 290’s, and individual studies courses, do not.)

Courses taken before entering the graduate program do not count toward satisfaction of course requirements (other than towards the history distribution requirement). (Students who have completed a substantial amount of graduate work elsewhere may petition the Graduate Advisor(s) for limited exceptions to this policy.)

Course requirements are to be fulfilled in the first two years, before writing the proposition, details of which appear in a later section. All course requirements must be completed before taking one’s pre-dissertation orals and advancing to candidacy.

Other Requirements: exams, language, research, teaching, and the dissertation

In addition to satisfying the course requirements, candidates for the Ph.D. take the Master’s Competency Exam and pass the Logic Fluency Exam during their first year. In their third year they write a proposition. They must satisfy the Foreign Language Requirement before passing an oral examination on their Dissertation Proposal, by the end of their fourth year. The Dissertation is written in the fifth and sixth year. In addition, students must complete three quarters of a teaching

practicum to earn the PhD (this is ordinarily done in the course of TA-ing).

Students are expected to enroll in 12 units each quarter while in residence, throughout their career at UCLA (i.e. until the time they graduate and leave the program, even after they have completed their course requirements). (This is very important for the financing of our graduate program.)

REQUIREMENTS TO BE MET DURING THE FIRST YEAR

During the first year students enroll in three courses each term and take either three or four exams, detailed below. Choose your courses with an eye to the following requirements:

The Logic Fluency Requirement

Students must either pass the Logic Fluency exam, which covers basic material (primarily derivations and symbolizations) in first order logic, or pass Philosophy 132 (previously 32 and 137) with a grade of “B” or better. As an exception to the general rule, this course may be taken on an S/U basis. An S will be awarded for work that would earn a B or better. **This requirement is to be done in the first year.** Philosophy 132 is offered each spring. Sample exam questions to practice on are provided. *Note: taking Philosophy 132 requires doing the computer-based homework for Philosophy 31. Talk to the instructor of those courses for further information.* Students who have passed Philosophy 132 or its equivalent before entering the graduate program are not exempted from this requirement.

History Distribution Requirement

Students must take or have taken *for a grade* graduate or undergraduate courses that devote substantial attention to each of the following: Plato, Aristotle, an important medieval philosopher, Descartes, a British empiricist, and Kant.

Students may complete this requirement by petitioning the graduate advisor for credit for courses taken previous to entering the program, and/or by taking undergraduate or graduate courses that cover the relevant material, and/or by taking (all or part of) Philosophy 100A–C, (Philosophy 100A satisfies the requirement for Plato and Aristotle; 100B satisfies the requirement for an important medieval philosopher and Descartes; 100C satisfies the requirement for a British empiricist and Kant.)

To aid in selecting courses during the first year, **students should file their petitions for credit for prior work (the “History Distribution Petition”) with the graduate advisor(s) during the first three weeks of their first year.**

First Year Seminar

During the first year, Ph.D. candidates will complete, with a B grade or higher, the three courses constituting the Seminar for First-Year Graduate Students (200A, 200B, and 200C). This series of seminars provides an overview of philosophy through the 20th century.

Master's Comprehensive Examination, in three parts

During the first year, each student will take, in three parts, the Master's Comprehensive Examination (or MAC Exam).

The MAC Exam is based on material covered in the Seminar for First-Year Graduate Students (200A–C). It is given in three parts, each part covering one quarter of the Seminar and typically administered by the instructor for that quarter at the beginning of the next. (The instructor for 200A typically administers the MAC Exam for 200A at the beginning of Winter quarter; the instructor for 200B typically administers the MAC Exam for 200B at the beginning of Spring quarter; but the instructor for 200C typically administers the MAC Exam for 200C during the last week of Spring quarter.)

The examination is passed or failed as a whole, which does not necessarily require passing of all three parts. Passage of the MAC exam is a necessary condition for being awarded the MA degree, but not for being awarded the Ph.D.. The Department does not require any written examination to be passed by students as a condition of advancing to candidacy. It does, however, require each student to take the Master's Comprehensive Examination, which the Department may use for diagnostic purposes.

The Logic Course Requirement

In addition to satisfying the Logic Fluency Requirement (see above), students must also complete one upper-division (or higher) course in logic. This is normally to be done during the first year. The course is to be Philosophy 135 unless the student has already completed a course in the metalogic of first-order logic, in which case the student may petition the Graduate Advisor to substitute another logic course for 135.

The History Graduate Course Requirement (2 courses)

Students must complete two graduate courses on pre-Twentieth Century figures (Philos 201–220 or 245), one of which is not concurrent with an undergraduate course. At least one of these two courses is to be completed during the first year. Note that *only* philosophers whose primary work was completed before the Twentieth Century are counted as historical figures for the purposes of the History Graduate Course Requirement. Note, too, that if 245 is used to satisfy the History requirement, that same course cannot be used to satisfy the Ethics or the Special Area requirement (no one course may be double-counted).

REQUIREMENTS TO BE MET DURING THE FIRST OR THE SECOND YEAR

The Ethics Graduate Course Requirement

Students must complete one four-unit graduate course in ethics or value theory (Philos 240–259).

The Metaphysics and Epistemology Graduate Course Requirement

Students must complete one four-unit graduate course in metaphysics or epistemology (Philos 270–289, 232, and often, by petition, other philosophy of science courses).

The Special Area Requirement

Students who write a proposition (see below) on a topic in metaphysics or epistemology (including work in the history of philosophy about such topics) must take one *additional* graduate seminar in ethics and value theory, choosing from among Philosophy 241, 245, 246, 247, and 248. Students who write a proposition on a topic in ethics or value theory (including work in the history of philosophy about such topics) must take one *additional* graduate seminar in metaphysics or epistemology, choosing from among Philosophy 271, 275, 281, 282, 283, and 286.

Electives

Students are to take enough electives (typically five) to make a total of 14 upper-division and graduate level courses in philosophy (not including individual studies courses) at UCLA in order to complete their course requirements. (Courses taken to fulfill the requirements described above count toward the total. Courses taken on an S/U basis will not satisfy elective. Only courses in Groups I-IV satisfy the requirement; “Special Studies” courses, including 500 series, the 290’s, and individual studies courses, do not.)

Up to two courses outside of the UCLA Philosophy Department (i.e. in another department at UCLA or in the Philosophy Department of some other institution) may be taken so as to count as an elective if the course is specifically endorsed by a faculty member as appropriate to the student’s studies. Before the course is taken, the student should have the faculty member who endorses the course contact the graduate advisor so that elective credit for the course will be granted.

Upon completing the requirements for the M.A. (see below) students are encouraged to file for that degree.

REQUIREMENTS TO BE MET DURING THE FIRST, SECOND, THIRD, OR FOURTH YEAR

Foreign Language Requirement

Before students may take their oral qualifying examinations and advance to candidacy, students must demonstrate a reading knowledge of French, German, Latin, or Greek. (When relevant to a student’s doctoral research, another language may be substituted with the consent of the department.)

Students may satisfy this requirement by completing, with a grade of C or better, the final course in a two-year sequence of college courses in an approved language. Alternatively, the requirement may be satisfied by passing a graduate reading sequence in French or German at UCLA or the equivalent course(s) elsewhere, or by passing the department language examination. Native speakers may petition the graduate advisor for an exemption but are not automatically exempt. Students who have completed relevant course work elsewhere may petition the graduate advisor for credit.

Once you have satisfied the Foreign Language Requirement, you must file a form (called the “Language Petition”) with Graduate Division, so that they have record of this fact. The form can be found on this page:

<http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm>. Sign the form and give it to the Student Affairs Officer.

REQUIREMENTS TO BE MET DURING THE SECOND YEAR

Teaching Requirement

Students will begin their teaching practicum during their second year. Ph.D. candidates must complete three quarters of Philosophy 375: Teaching Apprenticeship Practicum to earn their degree (this is normally done in the course of TA-ing).

REQUIREMENTS TO BE MET DURING THE THIRD YEAR

Proposition Requirement

Before beginning dissertation work (and before taking the qualifying oral examinations and advancing to candidacy), students write an extended paper of between 7500 and 9000 words (25-30 pages) that treats some specific philosophical problem that roughly falls into either the category of metaphysics and epistemology or ethics and value theory. (As described above, students will take one graduate seminar in an area complementary to that in which they write the proposition. Students should consult with the Graduate Advisor to determine the category into which the selected proposition topic falls.)

The intent of the proposition requirement is to provide an opportunity for students to recognize, formulate, and think through philosophical problems, to engage in substantial revision and rewriting, and to write a more polished piece of work than is typical in the time frame associated with seminars.

It is recommended that the proposition be a substantial development of a previous seminar paper. However, it can also be a piece of work on a new topic. The proposition will be read and graded by two faculty members, one of whom is the student's Proposition Advisor. It must be completed before a student can advance to candidacy. For more detailed timeline and instruction, please consult the later section, "The Proposition."

Immediately after the Proposition is completed, a student must choose an interim advisor to guide them through the initial stages of advancing to candidacy. (Please see the section "Advancing to Candidacy" below for details.)

REQUIREMENTS TO BE MET DURING THE THIRD OR THE FOURTH YEAR

Doctoral Oral Qualifying Examination

After completing the course requirements and the proposition, students sign up for independent research with a faculty member (or faculty members) to develop a project for a dissertation. The student assembles a proposal—a substantial piece of work that outlines the project and some of its central questions and ideas. When the student's primary faculty advisor on the project feels the proposal is sufficiently developed, the student forms a committee (in consultation with his or her primary faculty advisor) and schedules an oral qualifying examination. All other requirements, including the foreign language requirement, *must* be completed before the oral examination may be taken. Students must pass this exam to advance to candidacy for the Ph.D. Students can take their qualifying exam and advance to candidacy as early as the Spring of their third year. Students must advance to candidacy by **the end of the Spring quarter of their fourth year**. (For administrative details about this process, see the later section

“Advancing to Candidacy”.)

Upon advancing, students earn another degree: the C.Phil., or “Candidate in Philosophy.”

REQUIREMENTS TO BE MET BETWEEN THE FOURTH YEAR AND THE SIXTH YEAR

Dissertation

Under the direction of the doctoral committee, students complete a dissertation that represents an original contribution in a chosen field. This dissertation should be completed and filed no later than the end of the seventh year.

Final Oral Examination

At the Oral Qualifying Examination, a student’s doctoral committee will decide whether the student will be required to take a Final Oral Examination upon completion of the dissertation.

REQUIREMENTS FOR THE MASTER’S DEGREE

For the M.A. degree, students must pass with a grade of B or better a total of nine upper division or graduate courses, including the First Year Seminar and Philosophy 135. At least five of the nine must be graduate courses. They must also pass the MAC exam. Students are encouraged to apply for the M.A. degree as soon as they have satisfied the relevant requirements.

SUMMARY AND OVERVIEW OF THE DEGREE PROGRAM

- FIRST YEAR** Complete 200A–C and six other courses, with an eye to satisfying the course requirements. File the History Distribution Petition, pass the Logic Fluency Requirement, take the Master’s Comprehensive Exam (the MAC Exam). File for the MA, when ready.
- SECOND YEAR** Complete the remaining five courses in such a way as to satisfy the course requirements. Begin teaching. Consider the Foreign Language Requirement. File for the MA, when ready.
- THIRD YEAR** Write the proposition. Satisfy the Foreign Language requirement, if necessary. Complete any remaining requirements. Begin research for the Oral Qualifying Exam.
- FOURTH YEAR** Pass the Oral Qualifying Exam and Advance to Candidacy, earning the C.Phil. degree. Begin work on the Dissertation.
- FIFTH YEAR** Continue writing the Dissertation. In preparation for the job market, complete a draft of the dissertation.
- SIXTH YEAR** Engage the job market. Complete the Dissertation.

TYPICAL ENROLLMENT THROUGH THE PHILOSOPHY PhD

Students are always to enroll in twelve units each quarter. Doing so is extremely important for the financing of the department. Each course is four units.

FIRST YEAR ENROLLMENT

Fall Philos 200A: First Year Seminar
 Course
 Course

Winter Philos 200B: First Year Seminar
 Philos 135
 Course

Spring Philos 200C: First Year Seminar
 Course (if needed, Philos 132: Logic, Second Course: see note below)
 Course

NOTES: One history course/seminar and one logic course are to be taken in the first year. *Philos 132 requires doing the homework for Philos 31.* Talk to the instructor of that course. Other requirements to keep in mind: Ethics Graduate Course, M&E Graduate Course, Special Area Seminar, second History course/seminar, History Distribution Requirement, Foreign Language Requirement.

SECOND YEAR ENROLLMENT

Fall Philos 495: Teaching College Philosophy
 Philos 375: Teaching Apprentice Practicum
 Course

Winter Philos 375: Teaching Apprentice Practicum
 Course
 Course

Spring Philos 375: Teaching Apprentice Practicum
 Course
 Course

NOTE: Absent special circumstances, all course requirements (not including the Foreign Language Requirement) are to be fulfilled by the end of the second year.

LAW AND PHILOSOPHY PROGRAM

The Law and Philosophy Program has several components that are relevant to graduate students in philosophy.

First, the legal theory workshop, which brings outside speakers to UCLA, meets on some Thursday afternoons during the academic year. Philosophy graduate students are very welcome, and many of you already attend regularly. The schedule is posted here: <https://www.law.ucla.edu/centers/interdisciplinary-studies/law-and-philosophy-program/events/legal-theory-workshop/>

Second, philosophy graduate students can obtain a specialization in law and philosophy. Information about the specialization can be found below and also be found on the law and philosophy website: <https://www.law.ucla.edu/academics/degrees-and-specializations/specializations/law-and-philosophy-program/overview/>

Third, the Law and Philosophy program also offers a joint J.D./Ph.D. for philosophy graduate students who wish to complete a full law degree and to write a dissertation on law and philosophy. Interested students must apply and gain admittance to the UCLA School of Law and must also submit an application to the Director of the Law and Philosophy Program. More information about the joint J.D./Ph.D. is available at <https://www.law.ucla.edu/academics/degrees-and-specializations/joint-degree-programs/>

Fourth, the program brings postdoctoral fellows to UCLA. Philosophy graduate students may enjoy interacting with them.

Fifth, there is a law and philosophy reading room in the law library with a collection of relevant books and journals. The collection does not circulate, i.e. materials do not leave the room. Graduate students who are interested in obtaining access to the reading room should get in touch with Rachel Estrada (estrada@law.ucla.edu), the Manager of the law and philosophy program.

Sixth, philosophy graduate students may take a limited number of law courses by petition if relevant to their research. Students interested in taking classes should look online at the law school's offerings. The process of obtaining permission and enrolling must begin many months before the start of the relevant semester. (As you probably know, the law school is on a semester rather than a quarter schedule.) Students wanting to take a law course must obtain permission from the graduate advisor and from the professor teaching the course, as well as from the director of the law and philosophy program.

If you have questions, please consult the law and philosophy program website: <https://www.law.ucla.edu/centers/interdisciplinary-studies/law-and-philosophy-program/about/>

(There is also information about the program on the philosophy department website.)

SPECIALIZATION FOR PHILOSOPHY GRADUATE STUDENTS

Subject to approval by the Graduate Advisor in Philosophy, the Faculty Director of the

Program, and advance consultation with the law school Registrar, philosophy graduate students in their third year or beyond who have academic interests in law and philosophy will be permitted to take up to four law school courses, including courses in first year subjects. Enrollment in any law school course or seminar will require the consent of the instructor.

Graduate students taking law school courses may be permitted with instructor consent to write a paper in lieu of taking an exam and, in any case, would not be subject to the curve applied to law students. These courses will not, typically, be counted toward Ph.D. course requirements, although students may petition the Graduate Advisor for an exception.

Philosophy students who complete four law school courses (only one of which may be the legal theory workshop) each for a grade of B or higher, and who write a substantial paper on a topic in the area of law and philosophy will receive a notation on their departmental transcripts that they have completed the specialization in law and philosophy.

Graduate students interested in participating in the specialization may contact the Manager of the program, Sidney Matthews (matthews@law.ucla.edu) or the Faculty Director. The directorship alternates yearly between Mark Greenberg (mdg@humnet.ucla.edu) and Seana Shiffrin (shiffrin@humnet.ucla.edu). In 2014-15, the Director is Seana Shiffrin.

THE LOGIC FLUENCY EXAM

The logic fluency exam is administered to incoming students each fall, around the third week of term. It covers basic material (primarily derivations and symbolizations) in first order logic. We are usually able to provide a one-day refresher course before the exam. In taking the exam, you may use any standard notation, and any deductive system taken from any textbook. If the system uses derived rules, you may use the derived rules. You may bring and use books and notes to the exam.

Those students who have taken a course in first-order logic are strongly encouraged to take the exam in the fall. We expect that many of you will be able to get this requirement out of the way immediately. If you do not pass the exam in the fall, we will use the results diagnostically to help you plan a program to complete the requirement. You may repeat the exam. Alternatively, you may satisfy the requirement by completing Philosophy 132 with a grade of "B" or better. Philosophy 132 is offered each spring. (You will need to have studied the material of Philosophy 31 to complete Philosophy 132. Philosophy 31 is offered in fall and winter and twice during the summer.)

At UCLA, the elementary logic courses are taught using software, which you can access either from here or remotely. But you need not be familiar with our software to pass the exam. The software is not used in giving the exam; it is a paper and pencil exam. Most of those who pass the exam in the fall have never used our software.

If you have further questions, or to obtain sample exam questions, contact David Kaplan (kaplan@humnet.ucla.edu).

THE END-OF-YEAR INTERVIEWS AND REVIEW

At the end of each academic year, the department conducts its End-of-Year Interviews, during which each graduate student enrolled in the department meets with a designated faculty member, generally someone the student is not working with on any independent research project.

Topics for the interview include the student's work and teaching, what is going well for the student, what problems the student is having, and whether the student has any suggestions and feedback about the program.

The purpose of these interviews is largely administrative and advisory. The faculty member and student will review the student's progress through the formal requirements of the program and will briefly discuss the student's plans for the next stages. Students should come to the interview aware of their progress and with plans for completion. (This information can be obtained from the Student Affairs Officer.) The faculty member can answer questions the student may have about the program and can provide the sort of advice that might be expected from a faculty member from outside the student's field. The faculty member can also serve in the role of an informal ombudsman, as the student will have the opportunity to bring to the attention of the faculty any concerns the student may have about the program or his or her progress. (Students should, of course, feel free to raise concerns at any time with the Graduate Advisor, or any other faculty member, and should not feel the need to wait for the end-of-year interviews.)

In connection with these interviews, the Departmental also meets to conduct an End-of-Year Review of the graduate students in the first and second years, based on the MAC exams (for first-year students) and performance in classes. The results of this review are also generally communicated to each student by his or her faculty interviewer. The progress of students beyond the second year is reviewed in such a meeting only if special circumstances require it. In such cases, the results will also be communicated to the student by his or her faculty interviewer.

These reviews are not designed to function as a way of communicating pedagogical information. That purpose must instead be served by the student's interactions with those with whom the student is working on particular research projects. (Of course, if a student feels that he or she is not receiving adequate instruction, the student may raise that concern in the end of year interview.)

DEPARTMENTAL POLICY REGARDING INCOMPLETE COURSEWORK

It is departmental policy that each academic year “closes,” so to speak, at the end of the third week of August. No work for courses taken in the previous academic year can be submitted for a letter grade after this time. Any incomplete grades (I’s) will stand, and will (by University policy) lapse to an F after one quarter. Courses that remain incomplete cannot be used to satisfy the requirements for the Ph.D.

In some cases, there can be strong external reasons to complete coursework before the departmental deadline. For example, since an incomplete grade will lapse to an F after one quarter, a student’s GPA could be harmed by a lapsed incomplete, even if only temporarily. Such a lapsed incomplete grade could move a student’s GPA below the minimum that Graduate Division requires for the student to be funded for the following year. At the time this was written the relevant minimum GPA was 3.0. Also, Graduate Division requires that a certain percentage of a student’s coursework be completed so as to be funded in the following year. That percentage is currently at 67%. (To check the latest requirements, please consult the current “Satisfactory Academic Progress Guide” which you may find online via search.)

First year students will want to be particularly mindful of these minimums. Since first year students have not completed many courses, a single lapsed I grade will disproportionately harm their GPA and their percentage of completed courses, at least, until they satisfy the incomplete. Currently, the assessment for suitability for funding for the following year is made some time in July. As such, anyone whose GPA or course completion rate is below these minimums will want to complete their coursework before a negative assessment is made, even if the departmental deadline for the satisfaction of incompletes is later.

THE PROPOSITION

GENERAL DESCRIPTION

Before beginning dissertation work (and before taking the qualifying oral examinations and advancing to candidacy), students write an extended paper of between 7500 and 9000 words (25-30 pages) that treats some specific philosophical problem that roughly falls into either the category of metaphysics and epistemology or ethics and value theory. (As described above, students will take one graduate seminar in an area complementary to that in which they write the proposition. Students should consult with the Graduate Advisor to determine the category into which the selected proposition topic falls.)

The intent of the proposition requirement is to provide an opportunity for students to recognize, formulate, and think through philosophical problems, to engage in substantial revision and rewriting, and to write a more polished piece of work than is typical in the time frame associated with seminars.

It is recommended that the proposition be a substantial development of a previous seminar paper. However, it can also be a piece of work on a new topic. The proposition will be read and graded by two faculty members, one of whom is the Proposition Advisor. It must be completed before a student can advance to candidacy.

THE PROCESS

Overview

In Fall Quarter, third-year students work with a faculty member to propose a proposition topic and prepare a draft of the proposition (enrolling in Philos 596). In Winter quarter, the student enrolls in the Proposition Seminar (Philos 299). In the Seminar, students circulate their drafts, give two short presentations, and revise their drafts. The revised proposition is then submitted at the beginning of Spring Quarter. It will be read by two readers, who will determine whether it is satisfactory. Passage of the proposition requirement in the third year is required for continuation in the program.

Fall Quarter: The Proposition Proposal and Draft

At the beginning of Fall Quarter (or even in the summer before), third-year students find a Faculty Advisor who will supervise the writing of a draft of the proposition. (Any member of the faculty can serve as a Faculty Advisor; students can simply approach those with whom they would like to work.) In Fall Quarter students are to enroll for **four units of Philosophy 596, with their Faculty Advisor, for a letter grade.**

By the **Friday of the fifth week of Fall Quarter**, the student will submit to the Student Affairs Officer a **half-page Proposition Proposal** containing a proposition title, a short paragraph containing the topic of the proposition, and the signature of the Faculty Advisor. (The Proposition Proposal is for tracking purposes.)

Students will work with their Faculty Advisor throughout the fall quarter. A **first but complete draft** of the proposition is due no later than **the first day of classes of Winter Quarter**. Proposition drafts should be submitted to (1) the

student's Faculty Advisor, (2) the Graduate Advisor, and (3) the Student Affairs Officer.

Completing a draft by the first day of classes of Winter Quarter is critical. The Proposition Seminar cannot go forward unless students have completed their first drafts. Students who fail to submit a draft on time will no longer be in good standing in the department. Failure to correct this deficiency quickly may put their status and their eligibility for teaching in jeopardy.

Winter Quarter: The Proposition Seminar and Final Draft

In Winter Quarter all third-year students will **enroll in the Proposition Seminar (Philosophy 299), for four units, on an S/U basis**. In this seminar, students will read and respond to one another's drafts.

Format of the Proposition Seminar

In each meeting of the seminar two or three drafts will be discussed, with an hour devoted to each. Each student's proposition will be discussed twice, creating two rounds of the seminar.

In the first round of the seminar, students will read each other's drafts in advance and provide written comments. The session will operate as a workshop: the presenter will field questions, discuss the written comments, and seek advice for revisions. Students whose paper is not under discussion should come prepared with one or two larger comments or questions, to start and fuel discussion.

After presenting in the first round, each student will revise his or her paper, in light of the comments and discussion. It is a good idea to give a copy of the revised proposition to one's faculty advisor at this point. This revision will also be presented in the second round of the proposition seminar.

In the second round, the presenter will begin with a 20-minute, APA-style presentation of the core points of the proposition. The remainder of the hour will be devoted to discussion. Again, others should come prepared with questions.

Each session will have a designated Faculty Facilitator—typically not the Faculty Advisor of any of the drafts under discussion. Different sessions will have different Faculty Facilitators.

Logistics and Due Dates for the Proposition Seminar

The default meeting time for the Proposition Seminar is Tuesdays 1:00–3:00. The order in which students are to present will be determined in December. (It is best if the order of presentations is identical for each round of the seminar.)

As noted above, the first draft of the proposition is due on the first day of the classes in Winter Quarter. The Graduate Advisor will immediately circulate those drafts by email to the entire seminar.

These first drafts will be discussed in the first round of the seminar, which

will begin in the **second week** of Winter Quarter (allowing the first week for reading and writing comments on the drafts to be presented in the second week).

Each student will provide written comments on each first-round draft (other than his or her own). **These comments will be circulated on the Friday before** the session in which the draft will be discussed, **to the entire seminar, to the Graduate Advisor, and to the Faculty Facilitator.**

After a draft has been presented, its author can begin revising it for the second round. There will be at least a week's break between the first and the second round, to allow students more time to continue working on their revisions.

The second round will start in week six or seven. Each **revised, second-round draft** will be **due on the Wednesday six days before it will be discussed.** These drafts, along with **one-to-two page abstract** of the proposition, should be circulated to **all members of the seminar, to the Graduate Advisor, and to the Faculty Facilitator.**

In the second-round sessions, the author will begin by giving a 20-minute, APA-style presentation of the main idea. This will be followed by about 40 minutes of discussion.

Final Draft

The final draft of the proposition is due on the **first day of classes in Spring quarter.** The proposition should be submitted to (1) the student's Faculty Advisor, (2) the Graduate Advisor, and (3) the Student Affairs Officer.

Spring Quarter: Submission and Evaluation

As noted above, the final draft of the proposition is due to the student's faculty advisor, the Graduate Advisor, and the Student Affairs Officer on **the first day of classes, in Spring quarter.**

The Graduate Advisor will assign a Second Reader for each proposition. The Faculty Advisor and Second Reader will read and grade the proposition over the next three weeks.

Propositions are graded on a Pass/Fail basis.

Students who fail to submit a completed proposition on time and any who submit a proposition that does not receive a grade of Pass will no longer be in good standing. Such students are ineligible for summer teaching and may not enroll in the fall. Any students in this situation should consult with the Graduate Advisor and with the faculty members who reviewed the proposition. Following consultation with the Graduate Advisor, such students may request reconsideration on the basis of a rewritten proposition to be submitted by July 1st. If such a rewritten proposition is deemed a Pass, good standing will be restored, the student may enroll in the fall, and the student will be eligible for teaching in

the second summer session, should slots be available.

Immediately after the Proposition is completed, a student must choose an interim advisor to guide them through the initial stages of advancing to candidacy. (Please see the section “Advancing to Candidacy” below for details.)

ADVANCING TO CANDIDACY

Students who have completed all requirements except the dissertation and who have passed the Doctoral Oral Qualifying Exam are Doctoral Candidates and have earned the C.Phil. degree; they are a “Candidate in Philosophy” (also known as “ABD,” which is Latin for “all but dissertation”). You may advance to candidacy as early as the Spring of your third year, and **you must advance to candidacy by June of your fourth year.**

The advancing to candidacy process is relatively unstructured and involves the difficult task of arriving at a dissertation topic. As such, the department requests that, immediately upon completion of the Proposition, a student select an official interim advisor who will help guide them through the initial stages of the advancing to candidacy process until they have appointed an official dissertation committee. When a faculty member agrees to be a student’s interim advisor, the department’s graduate advisor should be informed by the student. The interim advisor need not be the student’s proposition advisor nor the student’s ultimate dissertation advisor but should be someone whom the student takes to be suited to guiding them through the advancing process. Faculty may put conditions on being an interim advisor, and there is no presumption that any given faculty member will be the interim advisor for more than one student. If students do not succeed at finding an interim advisor, the department’s graduate advisor will be their default interim advisor.

Earning the C.Phil degree, and so “advancing to candidacy,” requires, in addition to the completion of all degree requirements except the dissertation, a certain amount of paperwork. This document explains that paperwork.

Coursework Completed

Assuming that you have in fact completed all your degree requirements, except the dissertation and the oral exam, you must **make sure that this fact is documented with the department, with the registrar, and with Graduate Division.**

To this end, review the degree requirements, your transcript, and/or your Degree Progress Report (“check-off sheet”), to ensure that your coursework is both complete and recorded as such. Pay particular attention to any requirements you (think you have) satisfied by petition. If in doubt, confirm with the Graduate Advisor.

Language Petition Filed

In order to advance to candidacy, **you must have filed a “Language Petition” with Graduate Division.** This records, with Graduate Division, that you have

satisfied this requirement. You may file this petition as soon as your language requirement is completed. You can find the petition on this page: <http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm>. Fill out the petition, sign it, and give it to the Student Affairs Officer, who will submit it, with the required additional signatures, to Graduate Division. **Allow 3 weeks for the processing of this form.**

Committee Appointed, officially

Officially, “Doctoral committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the chair of the department or interdepartmental program committee, after consultation with the student. The committee must be appointed prior to holding the oral qualifying examination.” (Standards and Procedures for Graduate Study, pg. 11.)

What this means is that, **before you take your Doctoral Oral Qualifying Exam, your committee must be officially “constituted” by the Dean of the Graduate Division.** This process cannot be completed until after the Language Petition has been processed.

To start the process, simply approach faculty members to see if they would agree to serve on your committee. Committees typically have four members: three from the department, including the committee Chair, and one “outside” member. The outside member is from another department at UCLA. Your possible “inside” members may have helpful suggestions about who might serve as your outside member. (It is possible to use an outside member from another university, though that requires additional paperwork and time for approval.) For more information about committees, consult the Standards and Procedures for Graduate Study, here: <http://www.gdnet.ucla.edu/gasaa/library/spintro.htm>.

Once four people have agreed to serve on your committee, the Student Affairs Officer will submit a “Nomination of Doctoral Committee” form on your behalf. To this end, send to the SAO a list containing the names of the relevant faculty, together with their department, institution, and academic rank (Assistant, Associate, or full Professor). Indicate who will chair. You may constitute your committee before you have finalized your proposal or scheduled your exam. **Again, allow 3 weeks for the processing of this form.**

Doctoral Qualifying Exam Scheduled

All of your committee members must be present at your Doctoral Qualifying Oral Exam. This can be hard to arrange, as people have complex schedules. Finding a time for the outside member can be particularly difficult. As with all such matters, it is easier to schedule the exam well in advance, **two months in advance is not too soon.** Once the exam has been scheduled, **be sure to tell the Student Affairs Officer the date, time, and location,** as the SAO must prepare a form to be signed by your committee at your exam.

Proposal Finalized

A dissertation proposal is the document that you will circulate to your committee

before your Doctoral Oral Qualifying Exam. It will be the basis for the discussion that is the exam. Presumably, you have been working on it for some time, in consultation with all members of your committee (presumably, working most closely with your chair). Well in advance of your exam date, you should **finalize your proposal and distribute it to your committee, providing them with ample time to read it before the exam** (two weeks seems to me a reasonable *minimum*).

Exam Taken and Passed: C.Phil. Degree Conferred!

THE DISSERTATION

There is much to be said about the writing of a dissertation, and most of it will be said by your dissertation committee. Here are a few, largely administrative, comments:

Dissertation committees have three reading members – that is, three people who must read and sign the final version of the dissertation. Students writing a dissertation work closely with the chair of their dissertation committee. It is advisable, though, to show work in progress to the other members of your committee. Indeed, it is helpful, both for the development of your dissertation and as preparation for the job market, to receive wide and varied feedback from many sources. Students working in ethics (broadly construed) can present dissertation chapters to the Ethics Writing Seminar (Philos 259). As the job market nears, dissertation chapters or writing samples are presented in the Job Seminar (see the section below, “Placement and the Job Market”). You might also consider presenting work to the Albritton Society or at a conference.

It is ideal if you have a complete draft of your dissertation in the fall of (what is hopefully) your final year, as you engage the job market. Students who know exactly how their dissertation ends, because they have written it out, tend to perform better on the job market. In any case, you will need two polished pieces of work (a writing sample and a job talk) to engage the job market, and you should not expect to have a lot of time for writing in the Fall or Winter of any year you are on the market, since being on the job market is very time consumptive. (See the later section, “Placement and the Job Market.”)

Even after the dissertation has been completed, there are certain final hurdles that must be cleared before the conferral of the Ph.D. (which typically takes place in the Spring, though, if you are out of residence in the year you finish your dissertation, there is a financial advantage to filing for your degree during the Summer).

It will have been decided, when you advanced to candidacy, whether a Final Oral Exam is required for your Ph.D. If such an exam is required, it should be scheduled well in advance, since committee members will have complicated schedules. Again, two months in advance is not too soon.

Whether or not a Final Oral Exam is required, you need to give your committee time to read your entire dissertation before (taking your oral exam or) filing for the degree (three weeks seems to me a reasonable *minimum*). You should consult closely with your Chair, and with other committee members, about the schedule for the distribution of your final product.

There are many technical requirements that must be met, in filing your dissertation with the University. Information about them all can be found here:
<http://www.gdnet.ucla.edu/gasaa/library/thesisintro.htm>

Finally, the department asks all its Ph.D.'s to donate a copy of their dissertation to our reading room.

PLACEMENT AND THE JOB MARKET

Students seeking faculty and post-doctoral positions receive a variety of forms of support from the Department. The Placement Committee (comprised of the Faculty Placement Officer and the SAO) generally oversees the preparation and assembly of students' dossiers, supervises mock interviews, and arranges a practice job talk. The Placement Officer also travels to the meetings of the American Philosophical Association to provide support and advice for candidates being interviewed.

It is the department's policy that no student go on the job market unless: (1) his or her placement materials are ready by September 15th and (2) by the end of September, his or her dissertation chair certifies that he or she has at least two substantive (i.e., non-literature survey) chapters written and a draft of the majority of the entire dissertation. The department strongly recommends that a complete draft of the dissertation be finished by late September of the year the candidate enters the market.

Almost all of the students seeking placement in recent years have succeeded in finding academic positions.

FINANCIAL ASSISTANCE

Financial life as a graduate student is complicated (and difficult). This page tries to explain, at least briefly, the administrative ins and outs of it. Various topics are, however, beyond its scope, and, at those points, the document will point you elsewhere.

WHAT NEEDS PAYING FOR

As a graduate student you will have, in addition to your normal living expenses, the cost of tuition and fees.

At the University of California, only out-of-state students pay “tuition” (also called “non-resident tuition” or “NRT”). With some work, US citizens can establish “residency for tuition purposes” in a year’s time, and so avoid paying more than one year of tuition. Non-US citizens cannot establish residency, and so will be charged tuition each year until they advance to candidacy. Such students qualify for a 100% reduction in the cost of tuition the quarter after they advance to candidacy, for a maximum of three calendar years.

It is very important to note that the department *will not* pay more than one year of tuition for US citizens. This means that you will pay non-resident tuition yourself (about \$15,000/year) if you do not choose to establish permanent California residency. If you wish to establish California residency, you must complete a number of tasks to establish your intention to be a permanent resident in the summer and early fall before your first year to qualify for in-state tuition in your second year. In other words, to avoid the non-resident tuition in your second year and following, **it is crucial to establish California residency by taking measures before your first year begins.** Failing to do so is extremely expensive. Doing so is somewhat tricky, and takes some work, which should begin **before you arrive on campus.** For more information, **please go to and study the information on** this page:

<http://www.registrar.ucla.edu/residence/>.

All students, including California residents, pay “fees.” A very small portion of these fees (around \$120 a quarter) is imposed upon the student body by the student government. This portion of the fees is not covered by fellowships or remitted with teaching assistantships; it is the responsibility of the student. If you do not pay these fees by the end of the second week of a given quarter, your courses may be dropped, and you will then need to pay a re-enrollment fee.

HOW IT IS USUALLY PAID FOR

It is the department's practice that all regularly admitted students who do not have outside fellowship support receive financial support sufficient to cover tuition, fees (except the small portion mentioned above), and (an extremely modest understanding of) living expenses. This support generally comes in one of two forms: as a fellowship or as a teaching-assistantship (i.e., as money or as employment).

FELLOWSHIPS

The Department typically supplies fellowship support for every member of the first-year class. Graduate students in their first year do not normally serve as Teaching Assistants.

In recent years the department has been able to secure, from a variety of sources, a second year of fellowship for its incoming graduate students. Students generally use this second year of fellowship in their fourth or fifth year of study. Though we take very seriously student's preferences as to when to use this second year, its timing is ultimately at the discretion of the Department.

(Note that, because fellowship funds are often coming from different sources, they will sometimes appear in one's account in bits and pieces, at different times. This is often normal.)

There are also a variety of fellowships to which a student can apply on his or her own. Many students have, in this way, secured for themselves a third, and sometimes even a fourth, year of fellowship. Information about some of these opportunities can be found at Graduate Division's website, <http://www.gdnet.ucla.edu/current.html>. Keep your eye open for others. You are strongly encouraged to apply for fellowships.

Fellowships generally both cover fees and provide a stipend for living expenses. (Again, they do not usually cover the small portion of fees that are imposed by the student government.) The amount of the stipend varies depending on the (source of the) fellowship. Questions about the administration of fellowships should be directed to the SAO.

US Citizens and permanent residents who receive fellowships **must fill out a Free Application for Federal Student Aid (FAFSA)**. We advise all students, every year, to fill out the FAFSA to be eligible for loans, should the need arise, or fellowships, should they become available.

All students, US Citizens or not, should be aware of the federal and state tax status of your fellowship (as well as TA and GSR compensation). Both the FAFSA and tax information can be found here: <http://www.gdnet.ucla.edu/gss/library/taxintro.htm> and here: <https://grad.ucla.edu/gss/library/taxinfo.htm>

When you fill out your FAFSA, you will be asked to declare when you will earn your degree. If you do not finish your degree by that date, any loans you have secured may come due in full. To avoid this, it is important to keep lenders informed of your actual length of time to degree. Questions about this may be directed to the SAO.

TEACHING ASSISTANTSHIPS

After the first year, students are typically awarded three quarters of teaching assistantship each year. (A limited amount of summer teaching is also available). If a teaching performance is satisfactory and a student is maintaining satisfactory progress in the program, it is possible to receive up to 18 quarters of teaching assistantships. (Importantly, the total amount of departmental support, including the first year, is not to exceed seven years. See the section, "Limits on TA-ships and on Departmental Financial Support.")

A teaching assistantship is officially a 50% appointment under an academic title, that is, it is half-time employment by the University. These titles are represented by the United Auto Workers. Important information about teaching assistantships can be found in the Academic Apprentice Personnel Manual, on Graduate Division's webpage:

<http://www.gdnet.ucla.edu/gss/appm/appmintro.htm>.

Students who have (or will soon) advance to candidacy are eligible to apply to teach their own small undergraduate seminar, through the Collegium of University Teaching Fellows. Applications are made in the Winter, for teaching in the following Winter or Spring. This is a very useful experience. More information can be found here: <http://www.oid.ucla.edu/students/cutf/index.html>

When you receive your financial assistance in the form of a teaching assistantship, Graduate Division remits your fees and you earn a salary to cover living expenses. Questions about the administration of TA positions, salaries, and fee deferrals should be directed to the Academic Personnel Officer.

Sometimes students take other employment opportunities on campus (such as working as an Instructional Technology Consultant), and these often also provide fee remission. You should think carefully before accepting employment that does not provide fee remission.

RESEARCH ASSISTANTSHIPS

Faculty members sometimes use their own research funds to hire students as research assistants. This is typically hourly employment. Since a TA-ship is already 50% employment with the University, and since you are not permitted to work more than 50% of the time while a full time graduate student, you cannot both TA and, in the same period of time, accept work as a Graduate Research Assistant. However, you can accept work as a Graduate Research Assistant during breaks in the year (e.g., spring break or winter break) and during the summer.

READERSHIPS

The Department sometimes employs a few graduate readers whose job it is to grade papers under supervision of the instructors. Readerships typically pay less than TA-ships.

THE PROGRAM IN LAW AND PHILOSOPHY

Students enrolled in the joint J.D./Ph.D. program are eligible for generous aid for expenses and tuition associated with the J.D. program and should consult the Director of the Law and Philosophy Program for details.

SOME NITTY GRITTY

Your financial life with the university is handled largely through something called your Billing Accounts Receivable (BAR). Questions about the details of your account can be directed to the Student Affairs Officer.

ASSIGNING TA'S TO CLASSES

Every academic department is responsible for the assignment of its TA's to classes. The responsibility falls ultimately on the Chair, but may be delegated to another departmental officer. Assignments are to be made in the interests of instruction, both the instruction of the students whom the TA will teach and the training of the TA. In the Philosophy Department, this responsibility has been delegated to the faculty TA Faculty Advisor.

Because there are many ways, all compatible with our primary instructional goals, in which such assignments could be made, the Philosophy Department has tried to bring into consideration the desires of the TA's themselves and a system for adjudicating among conflicting desires that will be seen as fair by the participants. To this end we have asked the TA's to propose what they regard as a fair system for assessing and balancing these desires, and to use this system to propose an initial set of assignments of TA's to courses. The TA's have proposed the PDI system, administered by the TAC. Under this system, the faculty have no access to the preferences of individual TA's. The faculty have accepted this proposal, and it has been used successfully for many years.

Once the initial set of assignments has been proposed by the TAC to the TA Faculty Advisor, a discussion ensues in which other considerations relevant to our primary instructional responsibilities, including the views of faculty member as to the qualifications of proposed TA's for that faculty member's courses, may come into play. Because only the TAC has access to the data of the PDI system, including the priorities of each TA, the TAC must continue to play a role until the final assignments are made.

Finally, although the Chair is ultimately responsible for the assignments, the department is strongly inclined to work with any method for the initial assignments that the TA's consider fair, and the proposals of the TAC, both initially and, when necessary, in further discussion, are given great weight.

LIMITS ON TA-SHIPS AND ON DEPARTMENTAL FINANCIAL SUPPORT

The Philosophy Department limits graduate students to twenty-one quarters of departmental financial support.

Departmental financial support, for the purposes of the departmental policy, will include any fellowship or financial support promised (granted outright or backstopped, whether the department ultimately bears the financial burden of the fellowship or not) in your admission letter, any employment by the department (including time spent as TAC), and any extra fellowships granted by the department in the course of your time here. It does not include employment outside the department, either on campus or elsewhere, nor fellowships you secured for yourself from sources outside the department. Summer support and summer employment are also not counted against the 21-quarter limit.

Graduate Division limits the number of quarters a student can TA while at UCLA. Students are limited to 12 quarters of TA-ing during their tenure as graduate students, though it is possible to petition for an exception so as to go beyond 12 quarters of TA-ing. Even if such exceptions are granted, there is a true maximum of 18 quarters of TA-ing beyond which a student will not be allowed to go.

The department regularly petitions Graduate Division on behalf of students who have not yet reached the department's limit of 21 quarters. We expect, but cannot promise, that these petitions will be granted unless the true maximums have been reached.

APPENDIX A: UNIVERSITY PUBLICATIONS OF SPECIAL INTEREST

A wealth of information is available from the University. You will find much of it online at Graduate Division's website (<http://www.gdnet.ucla.edu/>) or at the Registrar's website (<http://www.registrar.ucla.edu/>). Below are some highlights:

UCLA General Catalog (<http://www.registrar.ucla.edu/catalog/index.htm>)

Contains general information about the University, requirements for the masters and for the doctoral degrees, and announcements of courses of instruction in the departments at Los Angeles.

Standards and Procedures for Graduate Study at UCLA

(<http://www.gdnet.ucla.edu/gasaa/library/spintro.htm>)

This publication serves as a supplement to the General Catalog. It provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, normal degree progress, withdrawal and number of other matters are also included.

Graduate Student Rights and Responsibilities

(<http://www.gdnet.ucla.edu/asis/library/academicintro.htm>)

This document, created by the UCLA Graduate Students Association and endorsed by the Academic Senate Graduate Council, provides a general framework of guidance for graduate students with regards to academic issues. It is not a legally binding document but a statement of principles to be used as guidance and support. Many of the items contained within are already specified as rights or responsibilities of students in official university literature, often in greater detail than presented here.

Program Requirements for UCLA Graduate Degrees

<http://www.gdnet.ucla.edu/gasaa/pgmrq/philos.asp><http://www.gdnet.ucla.edu>

This is the only official, Graduate Council-approved outline of program requirements. It is updated and published annually.

Financial Support (<http://www.gdnet.ucla.edu/current.html>)

Graduate Division's website contains information about the range of opportunities for supporting advanced study UCLA.

The TA Handbook (distributed annually to TAs' mailboxes)

This handbook has been prepared as an aid for teaching assistants. It provides basic information regarding University policy as it relates to TAs and their job.

Academic Apprenticeship Personnel Manual

<http://www.gdnet.ucla.edu/gss/appm/appmintro.htm>.

The manual explains official UCLA policies and procedures for the appointments of graduate students to all academic personnel titles. Two versions of the manual exists one created for students and other for departmental staff. Both contain information on how to find appointments, minimum requirements for appointments, terms of employment, benefits, tax information, TA training programs, fee deferments, offsets, and remissions. The department version also includes an appointment checklist, exception to policy procedures, remission benefits processing, title codes, and TA advance loan checks instructions.

Schedule of Classes (<http://www.registrar.ucla.edu/schedule/schedulehome.aspx>)

Contains a time and room schedule of all courses offered in the University, a calendar for the quarter and the final examination schedule.

Policies and Procedures for Thesis and Dissertation Preparation and Filing
(<http://www.gdnet.ucla.edu/gasaa/library/thesisintro.htm>)

This publication describes everything you need to know to produce in official format and file your dissertation.

APPENDIX B: UNIVERSITY RESOURCES

Excerpted from the Graduate Student Resource Center website

Graduate Division Student Support www.gdnet.ucla.edu
1228 Murphy Hall

Student financial support,. Forms, standards and procedures,

Graduate Division Student Services www.gdnet.ucla.edu
1255 Murphy Hall

Student services, program requirements, retroactive enrollment actions

Registrar's Office www.registrar.ucla.edu
1113 Murphy Hall

Course schedules, enrollment, calendars, fees

UCLA Graduate Student Association (GSA) www.gsa.asucla.ucla.edu

Graduate Student Resource Center www.gsa.asucla.ucla.edu/gsrc

Writing Tutoring, Dissertation Support, Career Counseling, Graduate Student Workshops

MyUCLA www.my.ucla.edu

UCLA gateway site, TA grading, events, course enrollment, BAR account, contact information

UCLA Housing www.housing.ucla.edu

UCLA Transportation & Parking www.transportation.ucla.edu

UCLA Library Services www.library.ucla.edu

UCLA Office of International Students and Scholars
www.internationalcenter.ucla.edu/

BruinCard 123 Kerckoff

Library card, student ID card, building access card, and campus debit card.

Bruin OnLine (BOL) www.bol.ucla.edu

University wide computing resource: UCLA (@ucla.edu) email account, some software downloads, [set up a proxy server](#) and [wireless access](#) on campus, etc.

Center for Digital Humanities (CDH) <http://www.cdh.ucla.edu/>

Computing resources for the humanities, including humanities (@humnet.ucla.edu) email accounts, instructional technology resources (e.g., course websites, Turnitin.com), etc.

Child Care www.childcare.ucla.edu

Campus Police www.ucpd.ucla.edu

NOTE: it is useful to program the campus police number into your cell phone, since dialing 911 from a cell phone on campus will result in a very long wait. The number is 310-825-1491.

Community Service Officer Escort and Van Service www.ucpd.ucla.edu

Center for Women & Men www.thecenter.ucla.edu

Drop-in consultation, counseling and workshops on a broad range of issues, including: relationships, conflict resolution, communication with advisors (and others in positions of authority), anger, eating issues, concentration, and safety. The Center offers special services for students who are parents.

Dean of Students Office www.deanofstudents.ucla.edu

[University policies, academic integrity.](#) [Tips for classroom management, how to confront and report academic dishonesty.](#)

Health and Wellness www.studenthealth.ucla.edu

[The Ashe Center](#) and Graduate Student Health Insurance Plan (GSHIP)

Counseling and Psychological Services (CAPS) <http://www.counseling.ucla.edu/>

Individual and group counseling (including [graduate students and dissertation groups](#)), as well as a number of workshops and programs.

NOTE: CAPS maintains an on-line self-assessment tool that can help you determine if a professional consultation would be useful, here: <https://www.mentalhealthscreening.org/screening/welcome.asp>.

UCLA Recreation www.recreation.ucla.edu

Ombuds Office www.ombuds.ucla.edu

Resolving conflicts, disputes, or complaints on an informal basis.

Taxes <http://vita.bol.ucla.edu/>

[The Vita Program](#) prepare tax returns free of charge. Assistance is available only to US residents. The staff is not trained to prepare non-resident returns.

International students can attend [non-resident tax workshops](#) sponsored by the Dashew Center for International Students and Scholars.

Deferring your Student Loans www.loans.ucla.edu

Teaching Assistant Resources

- **Office of Instructional Development (OID):** www.oid.ucla.edu
- **Fee Remission Chart:** <http://www.gdnet.ucla.edu/gss/appm/feeremission.pdf>
- **UAW Contract:**
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/index.html
- **Salary Scales:** <http://www.gdnet.ucla.edu/gss/appm/appmintro.htm>
- **Collegium of University Teaching Fellows**
<http://www.oid.ucla.edu/students/cutf/index.html>
(This program provides an opportunity to teach your own small undergraduate seminar. It is an extremely useful opportunity. Applications are made in the Winter.)

Bruin Direct www.gdnet.ucla.edu/gss/library/bdintro.htm

Students are encouraged to set up Bruin Direct for their BAR accounts as soon as possible. Processing time is approximately four-six weeks.

Funding Opportunities for Graduate Students

www.gdnet.ucla.edu/asis/stusup/fundingop.htm

APPENDIX C: DEPARTMENTAL POLICY ON ROMANTIC RELATIONS WITH UNDERGRADUATES

The University has a strict policy governing the conduct of its teachers, faculty, lecturers, and teaching assistants, as regards any romantic involvement with undergraduates. See the Faculty Code of Conduct:

<http://senate.universityofcalifornia.edu/manual/apm015.pdf>

Consult also: <http://regents.universityofcalifornia.edu/regmeet/mar04/504attach.pdf>

To clarify. In line with the University policy, the Philosophy Department has a firm understanding of this issue as it bears on the Department. It is as follows.

The Department regards any romantic involvement with an undergraduate in a class or section that any instructor--faculty member, lecturer, teaching assistant--is teaching, or assisting in teaching, as inappropriate for the entire duration of the class.

Because the Department regards TA'ing in a class as a co-operative venture, this policy applies to all students in a class in which one is a Teaching Assistant or Lecturer, whether or not the undergraduate is in one's section. Given the Department's view of the co-operative nature of our classes, it is therefore against departmental policy either to request or accede to a request to relocate an undergraduate from one section to another because of romantic involvement with an instructor. (Accommodations on other grounds, of pedagogical merit, are possible and should be discussed with the Instructor).

It is part of our professionalism that the clear boundaries of our pedagogical relationships and duties are observed, and clearly seen to be observed.

If there are special circumstances, or other concerns, then the TA concerned should immediately consult with the Chair and either the Instructor or the TAA.

If a Teaching Assistant is already romantically involved with an undergraduate taking courses in the Department, then he or she should notify the Chair and TAC of this fact so that the Teaching Assistant not be assigned to any class in which the undergraduate is currently enrolled.

APPENDIX D: UCLA STUDENT CONDUCT PROCEDURES FOR ALLEGATIONS OF SEXUAL HARASSMENT, SEXUAL MISCONDUCT, DOMESTIC AND DATING VIOLENCE, AND STALKING

INTRODUCTION

The University of California, Los Angeles is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking, and that such behavior is prohibited both by law and University policy.

Students are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. University policies, the *UCLA Student Conduct Code*, and the student conduct process have been established to respond promptly and effectively to incidents involving allegations of inappropriate behavior within our community.

Students are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

The *University of California Policies Applying to Campus Activities, Organizations, and Students* (UC PACAOS), the *UCLA Student Conduct Code*, and UCLA Procedure 630.1 (*Responding to Reports of Sexual Harassment*) have been incorporated into this policy either by adapting or inserting verbatim the language of the policies. The complete *University of California Policies Applying to Campus Activities, Organizations, and Students* is at <http://policy.ucop.edu/>.

The *UCLA Student Conduct Code* is available at http://www.deanofstudents.ucla.edu/Code_choice.php.

UCLA Procedure 630.1 is at <http://www.adminpolicies.ucla.edu/pdf/630-1.pdf>.

Students may contact the Office of the Dean of Students or Student Legal Services for advice concerning these policies. Effective October 24, 2013.

I. DEFINITIONS

A. Campus Advocate

A Campus Advocate is a member of the campus community (faculty, staff, or student) who may actively participate in a student conduct hearing by identifying clarifying questions to be asked of witnesses on behalf of the accused Student or the Complainant. Students may identify their own Campus Advocate, or may request to be assisted at no cost by a trained Campus Advocate assigned by the Hearing Coordinator.

B. Complainant

For purposes of this policy, the term "Complainant" refers to the alleged victim of sexual misconduct, sexual harassment, domestic violence, dating violence, or stalking, regardless of whether he or she has actually filed a complaint.

C. Days

For purposes of this policy, the term "Days" means University business days. It

does not include Saturdays, Sundays, or days on which the campus is closed.

- D. **Dean**
For the purposes of this policy, the term “Dean” refers to the Dean of Students or the Dean’s designee.
- E. **Hearing Administrator**
The Hearing Administrator is a University employee designated to administer the proceedings of matters related to the Student Conduct Hearing (see Section IV.K.).
- F. **Hearing Coordinator**
The Hearing Coordinator is a University employee designated to schedule and otherwise coordinate the proceedings of matters related to the Student Conduct Committee.
- G. **Notice**
Whenever this policy requires giving Notice to any Student, sending such Notice to the electronic mailing address most recently provided by the Student to the Registrar will give rise to a conclusive presumption that Notice has been given as of the date of mailing.
- H. **Student**
For the purposes of this policy, the term "Student" means an individual for whom the University maintains student records, and who:
1. is enrolled in or registered with an academic program of the University;
 2. has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms; or
 3. is on an approved educational leave or other approved leave status, or is on filing-fee (i.e., the fee used in lieu of registration if all formal requirements for graduate degrees, except for taking comprehensive or oral examinations or filing theses or dissertations, are met prior to the first day of instruction of the term) status.

This policy also applies to the following:

1. applicants who become students, for offenses committed as part of the application process;
 2. applicants who become students, for offenses committed on campus and/or while participating in University related events or activities that take place following a student’s submittal of the application through her or his official enrollment; and
 3. former students for offenses committed while a student.
- I. **Support Person**
A Support Person is any individual accompanying an accused Student or Complainant in a hearing for personal and emotional support (e.g. parent, counselor, attorney, friend, etc.). That person may be present, but may not serve as a witness, and may not speak or otherwise interrupt the proceedings at any point during the hearing.

II. STUDENT CONDUCT POLICIES

Students may be held accountable for the types of misconduct set out below and in the *UCLA Student Conduct Code*. The Dean may take action whether or not such misconduct also violates the law, and whether or not proceedings are, have been, or

may be brought in the courts involving the same acts. Because of this, students may be involved in University conduct proceedings before, after, or during court proceedings.

A. **Jurisdiction**

The University has jurisdiction over student conduct that occurs on University property, or in connection with official University functions whether on or off University property. The University may, at its sole discretion, exercise jurisdiction over student behavior that occurs off campus and that would violate student conduct policies or regulations when the alleged misconduct indicates the student poses a threat to the safety or security of any member(s) of the University community.

In determining whether or not to exercise off-campus jurisdiction, the University will consider the seriousness of the alleged misconduct; whether an alleged victim is a member of the campus community; the ability of the University to gather information, including the statements of witnesses; and whether the off-campus conduct is part of a series of actions that occurred both on and off campus.

B. **Types of Misconduct**

Students may be held accountable for committing or attempting to commit a violation of this policy or for assisting, facilitating, or participating in the planning of an act that violates this policy (or an act that would be in violation of this policy if it were carried out by a student). These procedures will apply to alleged misconduct of the three following *UCLA Student Conduct Code* sections:

102.8 : **Conduct that Threatens Health or Safety**

Conduct that threatens the health or safety of any person, including oneself. This includes, but is not limited to physical assault, sexual misconduct, domestic violence, dating violence, threats that cause a person reasonably to be in sustained fear for one's own safety or the safety of her or his immediate family, incidents involving the use or display of a weapon likely to cause great bodily harm, and intoxication or impairment through the use of alcohol or controlled substances to the point one is unable to exercise care for one's own safety.

Sexual misconduct occurs when a person knowingly causes another person to engage in a sexual act by a) physical force, violence, threat, intimidation, and/or coercion; b) ignoring the objections of the other person; c) causing the other's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of the other person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Sexual misconduct also occurs when a person, having failed to take appropriate steps to gain effective consent, engages in a sexual act with another under the unreasonable belief that effective consent had been obtained.

Domestic violence means violence committed by a Complainant's current or former spouse, or current or former cohabitant.

Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant.

NOTE: For the purpose of this regulation, the following apply:

1. "Effective consent" referenced in the terms above means words or actions that show a knowing and voluntary agreement to engage in a mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused Student

knows or reasonably should have known of such incapacitation. Effective consent is also absent when the activity in question exceeds the scope of Effective consent previously given.

2. "Incapacitation" means the physical and/or mental inability to make informed, rational judgments. Where alcohol is involved, Incapacitation is determined by how the alcohol consumed impacts a person, including the person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused Student knew, or a sober, reasonable person in the position of the accused Student should have known, that the person was incapacitated.
3. "Sexual act" referenced in the terms above includes but is not limited to sexual intercourse, sodomy, oral-genital contact, or sexual penetration with a foreign object (including a finger), the touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or compelling a person to touch her or his own or another person's intimate parts without effective consent.
4. Intoxication of the accused will not diminish her or his responsibility for any violations of this Section.

As described in Section IV.A, before final determination of alleged misconduct, Interim Suspension may be imposed by the Office of the Dean of Students when there is reasonable cause to believe that the Student's participation in University activities or presence at specified areas of campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

For incidents involving allegations of sexual misconduct, dating violence, and/or domestic violence, see the *UCLA Student Conduct Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence, and Stalking*.

102.9 : Sexual Harassment

Student Employees: When employed by the University of California, and acting within the course and scope of that employment, Students are subject to the University of California *Policy on Sexual Harassment* for employees (<http://policy.ucop.edu/doc/4000385/SexualHarassment>). Should an investigation be conducted, a copy of the Investigator's Report and the written determination of whether or not Sexual Harassment occurred will be forwarded to the Dean, who may impose one or more sanctions, as appropriate.

Otherwise, the applicable standard for sexual harassment by students is conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

In compliance with UCLA Procedure 630.1, cases involving allegations of sexual harassment must be either resolved by the Dean or heard before the Student Conduct Committee within sixty Days of the referral of the complaint. This deadline may be extended on approval from the Vice

Chancellor of Student Affairs.

For incidents involving allegations of sexual harassment, see the *UCLA Student Conduct Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence, and Stalking*.

- 102.10: **Stalking**
Stalking behavior in which a student repeatedly engages in a course of conduct directed at a specific person, that places that person in reasonable fear for her or his safety, or the safety of a third person or persons.

For incidents involving allegations of stalking, see the *UCLA Student Conduct Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence, and Stalking*.

III. STUDENT CONDUCT PROCEDURES

The University strives to be fair in the handling of student conduct cases. The Chancellor has established these procedures and published this policy for the handling of student conduct cases involving matters of alleged sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking. The procedures outlined in this section represent the steps employed to reach a resolution in cases of alleged misconduct.

Questions concerning these procedures may be addressed to the Office of the Dean of Students, or to Student Legal Services.

Complaints involving alleged misconduct by students may be submitted in writing to the Office of the Dean of Students. Complaints to the Office of the Dean of Students should be made within one year following discovery of the alleged misconduct, unless an exception is granted by the Vice Chancellor of Student Affairs.

The Dean may provide information about other campus or community resources which may be of assistance to the Student (e.g., Counseling and Psychological Services, the UCLA Santa Monica Rape Treatment Center, Student Legal Services).

In addition, a Student may be directed to act or refrain from acting in a specified manner. These directions may include directing students not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time. These directions will not terminate the Student's status as a student, and will not be construed as a finding of responsibility on the part of any student. Violation of these directions may be a violation of 102.16 (Failure to Comply) of the *UCLA Student Conduct Code*.

A. Initial Investigation

Upon receiving a report regarding alleged violation(s), the Dean will consider information acquired from the reporting party and will conduct further investigation to augment that information. If the Dean determines that there is sufficient information to proceed with the Student conduct process, the Office of the Dean of Students will give written Notice to the Student of the alleged violation(s).

B. Notice to Student

Notice to Student shall include the following:

1. the nature of the conduct in question and the basis for the allegation, including a brief statement of the basis of the charges, the date or period of time and the location of the alleged incident.
2. the University policy(s) and/or campus regulation(s) allegedly violated; and information on how to access a full version of this policy;

3. that the Student has five Days from the date Notice was given to contact the Office of the Dean of Students for the purpose of scheduling an initial meeting;
4. that if the Student does not contact the Office of the Dean of Students within the five-day period, or fails to keep any scheduled appointment, a Hold may be placed on the Student's University records and the Student will be notified that this action has been taken. The placement of a Hold on the Student's University records may, for example, prevent the Student from registering and from obtaining transcripts, verifications, or a degree from the University. The Hold will be removed only when the Student either attends a scheduled meeting at the Office of the Dean of Students, or requests in writing that the case be referred to the Student Conduct Committee for a hearing; and
5. that no degree may be conferred on a student until any pending allegations against a Student and any assigned sanctions and conditions have been completed. The Office of the Dean of Students may place a Hold on that Student's University records to prevent him or her from receiving a degree.

In addition, the Dean may include language directing the Student to act or refrain from acting in a manner specified by the Dean. These directions may include directing the Student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named until the matter is resolved. Violation of these directions is separate misconduct under section 102.16 (Failure to Comply) of the *UCLA Student Conduct Code*.

In compliance with UCLA Procedure 630.1, cases involving allegations of sexual harassment must either be resolved by the Dean or heard before the Student Conduct Committee within sixty Days of the referral of the complaint. This deadline may be extended on approval from the Vice Chancellor of Student Affairs.

In cases involving an active police investigation, if the Dean, in conjunction with the University of California Police Department (UCPD), determines that Notice to the Student may interfere with the criminal investigation, the Dean may delay Notice to the Student for a reasonable period of time, for example when the investigation involves the safety of a member of the campus community.

C. Meeting(s) with the Dean

Meeting with the Dean provides the Student an opportunity to resolve the matter. At the initial meeting with the Student, the Dean will:

- ensure that the Student has been provided information on how to access this policy;
- discuss confidentiality; inform the Student that the content of this and all subsequent communication with the Office regarding information not relevant to the case will, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the Student; and that information relevant to the case may be divulged to those who have a legitimate educational interest, including but not limited to the Student Conduct Committee;
- describe to the accused Student the nature of the conduct in question, and the University policy(s) and/or campus regulation(s) allegedly violated, hear the Student's response to such allegations, and counsel the Student as appropriate; and
- provide the Student with information about the right to inspect all documents relevant to the case which are in the possession of the Office of the Dean of Students; (Note: all documents will be redacted to comply with state and federal laws and regulations and University policies.)

- provide the Student with copies of the documents relevant to the case, at the Student's written request. (Note: all documents will be redacted to comply with state and federal laws and regulations and University policies.)

If you believe that you will require a reasonable accommodation to assist you in meeting with the Dean, you must contact and register with the Office for Students with Disabilities (OSD). OSD will provide the Dean with recommended accommodations. The Dean will either provide the recommended accommodation or work directly with OSD to discuss alternatives to the recommended accommodation.

D. Decisions in Absentia

If a Student absents herself or himself from the disciplinary process, or has withdrawn from the University while subject to pending disciplinary action, the Dean may move forward to resolve the matter without the Student's participation.

E. Resolution by the Dean

At the conclusion of the investigation, the Dean may take one of several actions listed below. Additionally, the Complainant will receive written notification of the outcome of any disciplinary action by the University from the Office of the Dean of Students.

1. Letter of Admonition

The Dean may provide Notice to a Student that her or his alleged behavior may have violated University policy or campus regulations and that, if repeated, such behavior may be subject to the disciplinary process.

2. Imposing Sanctions

If the Student acknowledges behavior that is prohibited by this policy, the Dean may impose one or more of the sanctions listed in Section IV.F.

3. Referral to the Student Conduct Committee

A case is referred to the Student Conduct Committee for a hearing when the Student does not acknowledge engaging in behavior prohibited by this policy, but the Dean concludes from the available information that the Student Conduct Committee may find that it is more likely than not that a violation of this policy has occurred.

At any time before the student conduct hearing occurs, if the Dean receives new information that leads to the conclusion that that a violation of this policy has not occurred, then the Dean may withdraw the case from the Student Conduct Committee. This disposition is binding and terminates that Student Conduct Committee proceeding.

4. Insufficient Information

If the Dean concludes there is insufficient information to issue a finding of responsibility for the alleged policy violation(s), then the matter will be closed with no further action taken.

F. Sanctions and Additional University Actions

When it is determined that a Student's behavior is in violation of University policy(s), the Dean will consider the context and seriousness of the violation in determining the appropriate sanction(s).

Sanctions (for any violations of Section III, Types of Misconduct) may be enhanced where an individual was selected because of the individual's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

1. Warning

Notice or reprimand to the Student that a violation of specified University

policies or campus regulations has occurred and that continued or repeated violations of specified University policies or campus regulations may be cause for further disciplinary action.

2. **Disciplinary Probation**

A status imposed for a specific period of time in which a Student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the Student's privileges or eligibility for activities may be imposed. Further misconduct during the probationary period or violation of any conditions of the probation may result in disciplinary action.

3. **Deferred Suspension**

A status imposed for a specific period of time in which the Student must successfully complete conditions outlined by the Office of the Dean of Students. Further violations of the *Student Conduct Code*, violations of this policy, or failure to complete any assigned conditions may result in additional disciplinary action including but not limited to suspension or dismissal.

4. **Deferred Dismissal**

A status imposed for a specific period of time in which the Student must successfully complete conditions outlined by the Office of the Dean of Students. Further violations of the *Student Conduct Code*, violations of this policy, or failure to complete any assigned conditions will result in additional disciplinary action including but not limited to suspension or dismissal.

5. **Suspension**

Suspension is the termination of UCLA student status for a specified academic term or terms, to take effect at such time as the Dean or the Vice Chancellor of Student Affairs determines. A suspended student will be ineligible to enroll in UCLA Extension concurrent courses during the period of suspension. During the period of suspension, the Dean may place a Hold on the Student's University records which may prevent the Student from registering and from obtaining transcripts, verifications, or a degree from the University.

After the period of Suspension, the Student will be reinstated if:

- a. the Student has complied with all conditions imposed as part of the Suspension;
- b. the Student is academically eligible;
- c. the Student meets all requirements for reinstatement including, but not limited to, removal of Holds on records, and payment of restitution where payment is a requirement of reinstatement; and
- d. the Student meets the deadlines for filing all necessary applications, including those for readmission, registration, and enrollment.
- e. Graduate and professional students are required to apply for readmission following a suspension, and must meet all requirements for readmission.

Suspension may include a prohibition against entering specified areas of the campus. Violation of the conditions of Suspension or of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action.

No Suspension from the University will become official until five Days from the date of Notice of the Dean's disposition or the completion of a Student's appeal.

6. **Dismissal**

Dismissal is the termination of University of California student status for an indefinite period and may include an exclusion from specified areas of the campus.

Readmission to any campus of the University of California after Dismissal may be granted only under exceptional circumstances and requires the specific approval of the Chancellor of the campus to which a dismissed Student has applied.

No dismissal from the University will become official until five Days from the date of Notice of the Dean's disposition or the completion of a Student's appeal.

In addition to the above sanctions, the Dean may also impose one or more of the following conditions:

- Exclusion from Areas of the Campus or from Official University Functions
- Loss of Privileges and Exclusion from Activities
- Community Service
- Restitution
- Participation in designated educational programs, services, or activities
- Letter of Apology
- Participation in a Restorative Justice conference

Failure to comply with the above conditions may subject the Student to additional disciplinary action. In addition, a Hold may be placed on the Student's University records for either a stated period or until the Student satisfies the conditions imposed as part of a sanction. The placement of a Hold on the Student's University records may prevent the Student from registering and from obtaining transcripts, University services, or a degree from the University.

H. Limits on Sanctions

The loss of University employment will not be a form of sanction under this policy. However, when student status is a condition of employment, the loss of student status will result in termination of the Student's employment. This section is not intended to preclude the disclosure to other appropriate University officials of information relating to any student's conduct records if that information may be reasonably construed to have bearing on the Student's suitability for a specific employment situation. This section is also not intended to preclude an employer from terminating a student's employment outside the disciplinary process.

In imposing sanctions other than Suspension or Dismissal, access to housing and health services will not be restricted unless the nature of the act that occasioned the sanction is appropriately related to the restriction.

I. Posting of Suspension or Dismissal on Academic Transcript

When, as a result of violations of this policy, a student is suspended or dismissed, the fact that the sanction was imposed must be posted on the academic transcript for the duration of the Suspension or Dismissal.

J. Appeal of the Sanction

If the Dean imposes a sanction of Deferred Suspension, Deferred Dismissal, Suspension, or Dismissal, the Student may appeal the sanction, to the Vice Chancellor of Student Affairs, on the grounds that the sanction assigned is substantially disproportionate to the severity of the violation. All appeals must be written and should clearly articulate and support the grounds for appeal. Appeals must be received within five Days of the date of Notice from the Dean of her or his action. Appeals may be submitted directly to the Vice Chancellor by e-mail sent from the Student's official University email account, or may be delivered to the Campus Hearing Coordinator.

The imposition of a sanction of Suspension or Dismissal will be deferred during such appeal. The Vice Chancellor of Student Affairs is not limited to those sanctions imposed by the Dean and may impose any one or more of the sanctions listed in

Section IV.F. above, even though such decision may result in the imposition of more severe disciplinary action.

The Vice Chancellor of Student Affairs will have ten Days after the receipt of the appeal to deliver her or his written decision. The decision of the Vice Chancellor of Student Affairs is final. A letter containing the decision will be delivered to the Dean, Student, and Complainant.

K. The Student Conduct Committee

When a case is referred to the Student Conduct Committee, the following will be provided to the Student to assure a fair hearing:

- The Student will be provided written Notice within a reasonable time before the hearing; this Notice will include a brief statement of the basis of the charges, the University policy(s) or campus regulations allegedly violated, and the time and place of the hearing.
- The Student will be provided the opportunity for a prompt hearing.
- The Student will be given the opportunity to present documents and to propose questions to be asked of any witnesses or about any information presented in the hearing.
- The Hearing Committee will evaluate information presented in the hearing to determine if it is more likely or not that the Student has violated this policy.
- Within ten Days following the conclusion of the hearing, the Student will receive a written report including a summary of the findings of fact.
- The Student will be provided an opportunity to respond to the hearing report; at the request of the Student, access to a copy of the recording of the hearing will be made available for use in preparation of a response to the hearing report.

1. Referral of Cases to the Student Conduct Committee

A hearing will be provided for all cases referred to the Student Conduct Committee under this policy.

2. Composition of the Student Conduct Committee

The Student Conduct Committee will consist of the following members:

- a. Chair(s): At least one Chair shall be appointed by the Chancellor.
 - i. The Chair(s) may be faculty members, staff members, faculty or staff emeriti, or volunteers who have either training in the law or experience with the hearing process.
 - ii. They will be appointed for not less than one nor more than three years; however, each may serve until a successor is appointed.
- b. Not fewer than three members from the faculty/faculty emeriti, in addition to the Chair(s) will be appointed by the Chancellor.
 - i. They will be appointed for not less than one nor more than three years; however, may each serve until a successor is appointed.
- c. Not fewer than three members from the staff/staff emeriti.
 - i. The staff members will be nominated by Staff Assembly and appointed by the Chancellor. ii. They will be appointed for not less than one nor more than three years, as determined by the Chancellor; however, each may serve until a successor is appointed.
- d. Not fewer than three undergraduate student members.
 - i. The undergraduate student members will be nominated by USAC and appointed by the Chancellor.
 - ii. They will be appointed for not less than one nor more than three years; however, each may serve until a successor is appointed.
 - iii. During the time of appointment, each student appointee must be a registered and enrolled student at UCLA during each quarter of service on the Committee except during summer periods.
 - iv. Each undergraduate student appointee must have at the time of appointment, and must maintain throughout her or his period of service

on the Committee, a cumulative grade point average of not less than 2.0.

- e. Not fewer than three graduate student members.
 - i. The graduate student members will be nominated by GSA and appointed by the Chancellor.
 - ii. They will be appointed for not less than one nor more than three years; however, each may serve until a successor is appointed.
 - iii. During the time of appointment, each student appointee must be a registered and enrolled student at UCLA during each quarter of service on the Committee except during summer periods.
- f. Alumni members may be appointed by the Chancellor. They will be appointed for not less than one nor more than three years; however, each may serve until a successor is appointed.

3. Training of the Student Conduct Committee

The Office of the Dean of Students is responsible for providing all Student Conduct Committee members with orientation and training on University Policies (including the *UCLA Student Conduct Code*, this policy, and the *UC Policy on Sexual Harassment*); on issues related to domestic violence, dating violence, sexual assault, and stalking; and on how to conduct a hearing in a way that protects the safety of all participants, promotes accountability, and assures a fair, unbiased hearing for the accused Student.

4. Assignment of Student Conduct Committee Panel Members

A panel will consist of at least three but no more than five members of the Student Conduct Committee, one of whom must be a Chair. To the extent possible, students, faculty and staff will be represented equally on hearing panels.

The accused Student or Complainant may, for good cause, challenge the assignment of any particular committee member. The Hearing Coordinator will adjudicate all challenges to committee members.

5. Scheduling of Hearing

It is the intention of this policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee. In compliance with UCLA Procedure 630.1, cases involving allegations of sexual harassment must be either resolved by the Dean or heard before the Student Conduct Committee within sixty

Days of the referral of the complaint. This deadline may be extended on approval from the Vice Chancellor of Student Affairs.

The Hearing Coordinator will schedule a hearing of the case to be conducted no sooner than five Days after the date of Notice that the case was being referred to the Student Conduct Committee. Hearings are typically held on normal business days. With mutual consent of the accused Student, Complainant, and the Chair of the Student Conduct Committee, hearings may be held on Saturdays, Sundays, or days on which the campus is closed.

The Hearing Coordinator will give Notice of the time and place of the hearing and other relevant hearing information to the accused Student and Complainant at least five Days prior to the date of the hearing.

The Dean, the accused Student, and Complainant must provide the Hearing Coordinator with relevant material, including the identities of all witnesses as well as copies of any documents which the parties intend to produce at the hearing at least three Days prior to the hearing. To the extent feasible, the Hearing Coordinator will make available any materials to the other parties in the matter two Days prior to the hearing. Any witnesses or materials not submitted to the Hearing Coordinator at least three Days prior to the hearing may be introduced in the hearing at the discretion of the Student Conduct Committee Chair.

6. Hearing Procedures

The accused Student and Complainant will have the opportunity to present documents and witnesses, and to address all information being presented in the hearing. Specifically, the accused Student and Complainant will have the opportunity to propose questions to be asked of witnesses who appear at the hearing in person, or by telephone or other electronic means, and to propose questions to be asked about documents and written statements presented in the hearing.

The accused Student and Complainant may challenge the admission of any documents or written statements on the grounds that those documents or statements are unduly prejudicial. The Student Conduct Committee Chair will determine the appropriateness of all questions and the admissibility of documents and written statements.

The accused Student and Complainant is responsible for presenting his or her information and may choose to be assisted by a Campus Advocate. Either party may identify their own Campus Advocate, or may request to be assisted at no cost by a trained Campus Advocate assigned by the Hearing Coordinator.

Options for assistance may be discussed with the Office of Student Legal Services or the Hearing Coordinator.

If the accused Student does not speak in the hearing, no inferences can be drawn as a direct result of that silence.

The Student Conduct Committee Chair is responsible for the secure and orderly operation and administration of the hearing, and has the right to exclude persons from the hearing room if deemed necessary. All procedural questions are subject to the final decision of the Student Conduct Committee Chair.

A Student who believes he or she will require a reasonable accommodation in the hearing must contact and register with the Office for Students with Disabilities (OSD). OSD will provide the Hearing Coordinator with recommended accommodations. The Hearing Coordinator will either provide the recommended accommodations or work directly with

OSD to discuss alternatives to the recommended accommodations.

If a Student does not attend the hearing, the case may proceed to disposition without the Student's participation.

Information regarding the Complainant's past sexual history or the accused Student's past sexual history will not be admissible unless the Student Conduct Committee Chair makes a specific finding of relevance after an offer of proof has been submitted. The offer of proof must be submitted to and resolved by the Student Conduct Committee Chair before the Complainant testifies.

A screen will be used to separate the accused Student and the Complainant. The screen shall be placed so that the accused Student and the Complainant cannot see each other, but the Student Conduct Committee members can see both the accused Student and the Complainant.

7. Standard of Proof

The Standard of Proof which will be used in hearings is that the University must prove that it is more likely than not that the accused Student committed the misconduct of which he or she is accused.

8. Record of Hearing

The Hearing Administrator will make a single verbatim recording, such as a tape recording, of the hearing. (Deliberations shall not be recorded). This recording shall be the property of the University and will be maintained by the Hearing Coordinator as long as the Office of the Dean of Students maintains the student discipline records (see Section V, Privacy and Records Retention).

The documents submitted by the parties and accepted by the Student Conduct Committee Chair will constitute the official record of the hearing, and will become part of the Student's conduct record.

An accused Student or Complainant who is considering submitting a response to the hearing report will, upon request, be granted post-hearing access to review (but not copy) the recording. This access will be provided on the University campus, during regular business hours; the recording may not be removed from the premises or reproduced. The accused Student or Complainant may be accompanied by the Campus Advocate or Support Person(s) who accompanied the accused Student or complainant at the hearing. When the accused Student or Complainant is unable to be present on the University campus during regular business hours, the Student will be provided reasonable accommodations which may include access to review the recording either on campus on Saturdays, Sundays, or days on which the campus is closed, or at an alternate location.

9. Spectators

To protect the privacy of persons participating in the student conduct process, the hearing will be closed to spectators, including witnesses. Witnesses may only be present in the hearing when answering questions from the Student Conduct Committee.

The accused Student and the Complainant will each be entitled, for support, to have up to two Support Persons of their choice accompany them to the hearing, in addition to their Campus Advocate. A Support Person may not be called as a witness. The Student Conduct Committee Chair has the right to exclude Support Persons from the hearing room if deemed necessary for the secure or orderly conduct of the hearing.

The Complainant will have the right to be present during the entire hearing, notwithstanding the fact that the Complainant is to be called as a witness.

10. Continuing Resolution between the Student and the Dean

Until the Student Conduct Committee makes its report to the Vice Chancellor of Student Affairs, the accused Student may make an admission of responsibility to the Dean assigned to the case. This disposition of the matter will bind all parties and terminate all proceedings.

11. Reports to the Vice Chancellor of Student Affairs
At the conclusion of a hearing, the Student Conduct Committee Chair will provide the Hearing Administrator with:
 - a. A summary of the allegations;
 - b. a summary of the information presented;
 - c. whether, in the opinion of a majority of the Student Conduct Committee Panel, the accused Student has violated one or more of the University policies or campus regulations the accused Student has been charged with violating, or whether there has been insufficient evidence to sustain such a finding and the basis for that opinion; and
 - d. if it is the opinion of a majority of the Student Conduct Committee Panel that the accused Student has violated one or more of the University policies or campus regulations which the Student has been charged with violating, a recommendation of sanction(s).

Within ten Days of the conclusion of the hearing, the Hearing Administrator will prepare a report to the Vice Chancellor of Student Affairs which includes this information.

The identity of the Complainant will be disclosed to the accused Student and used in the hearing but reports will not include identifying information about the Complainant.

12. Copies of Reports
A copy of all reports required to be submitted to the Vice Chancellor of Student Affairs by the Student Conduct Committee will be sent to the accused Student, and the Dean when transmitted to the Vice Chancellor of Student Affairs. A copy of all reports will also be sent to both the accused Student and Complainant.
13. Response to the Report by the Accused Student
The accused Student will have five Days from the date of the letter forwarding the hearing report in which he or she may submit a written response challenging the findings and recommendations included in the report.

Such response shall be in writing; shall state on which of the following three grounds it is being submitted; and shall be signed by the Student. Responses may be submitted directly to the Vice Chancellor by e-mail sent from the Student's official University e-mail account, or may be delivered to the Campus Hearing Coordinator.

The three grounds on which a Student may respond are:

- a. The hearing was not conducted in accordance with the *UCLA Student Conduct Code*. Deviations from designated procedures will not be a basis for sustaining a challenge unless the procedural error substantially impacted the finding or sanction.
 - b. There is new information, or other relevant facts, potentially sufficient to alter the findings, but that could not have been known to the Student at the time of the hearing.
 - c. The Student Conduct Committee has recommended a sanction of a Deferred Suspension, Deferred Dismissal, Suspension, or Dismissal, and the Student believes the sanction(s) recommended are substantially disproportionate to the severity of the violation of the *UCLA Student Conduct Code* which the Student was found to have committed.
14. Response to the Report by the Complainant
The Complainant will have five Days from the date of the letter forwarding the

Hearing report in which he or she may submit a written response challenging the findings included in the report.

Such response shall be in writing; shall state on which of the following two grounds it is being submitted; and shall be signed by the Student. Responses may be submitted directly to the Vice Chancellor by e-mail sent from the Student's official University e-mail account, or may be delivered to the Campus Hearing Coordinator.

The two grounds on which a complainant may respond are:

- a. The hearing was not conducted in accordance with this policy. Deviations from designated procedures will not be a basis for sustaining a challenge unless the procedural error substantially impacted the finding.
- b. There is new information, or other relevant facts, potentially sufficient to alter the findings, but that could not have been known to the complainant at the time of the hearing.

L. Review by the Vice Chancellor of Student Affairs

1. Decision by the Vice Chancellor of Student Affairs

The final decision regarding a case that has been heard by the Student Conduct Committee will be made by the Vice Chancellor of Student Affairs.

2. Basis for Decision

The Vice Chancellor of Student Affairs will base her or his decision upon:

- a. the report submitted by the Hearing Administrator including the findings and recommended sanction of the Student Conduct Committee;
- b. counsel solicited from the Dean regarding sanction(s) imposed in similar cases and any previous cases of misconduct by the Student on file with the Office of the Dean of Students; and
- c. the content of any written response submitted by the accused Student or Complainant. In order to verify any statement submitted by an accused Student or by a Complainant, the Vice Chancellor of Student Affairs may contact persons reasonably expected to have knowledge of such matters.

3. Sanctions

The Vice Chancellor of Student Affairs may decide to impose one or more of the sanctions listed in Section IV.F. The Vice Chancellor is not limited to those sanctions recommended by the Student Conduct Committee, even though such decision may result in the imposition of more severe disciplinary action.

When a response based on new information or other relevant facts that could not have been known to the accused Student and/or Complainant at the time of the hearing and which are deemed sufficient to alter a decision is successful, the Vice Chancellor may opt to send the case back to the Committee to be reheard.

4. Notice of Decision

The Vice Chancellor of Student Affairs will have ten Days after the receipt of the report of the Student Conduct Committee, or the written response by the student and/or Complainant, whichever is latest, to deliver her or his written decision.

The written decision will be delivered to the Student, and to the Dean, and the Complainant.

The Vice Chancellor of Student Affairs may also notify other parties of her or his decision, or may direct the Dean to do so, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the provisions of Section 130.00 et seq. of the *University of California Policies Applying to Campus Activities, Organizations, and Students*.

IV. INTERIM AND EMERGENCY SUSPENSION

A. Interim Suspension

Before final determination of alleged misconduct, Interim Suspension may be imposed by the Office of the Dean of Students. Interim Suspension, as defined in Section 105.08 of the *University of California Policies Applying to Campus Activities, Organizations, and Students*, may include exclusion from classes or from other specified activities or areas of the campus.

A student will be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

1. Within twenty-four hours of the imposition of the Interim Suspension, the Chancellor or her or his designee will review the information upon which the Interim Suspension was based. If the Chancellor or designee does not affirm the Interim Suspension within twenty-four hours of its imposition, the Interim Suspension will be deemed void and a reasonable effort will be made to inform the Student who was suspended that the Interim Suspension is void. Should the Interim Suspension be voided, that will have no bearing on University disciplinary proceedings arising from the conduct which gave rise to the Interim Suspension. Any such disciplinary proceedings will be conducted under the normal procedures provided by this policy.
2. Upon imposition of the Interim Suspension, the Office of the Dean of Students will notify the Student under the Interim Suspension of the charges against him or her, the length and conditions of the Interim Suspension, and the opportunity for a hearing with the Dean of Students or designee to challenge the Interim Suspension.
3. Hearings to review Interim Suspensions will have scheduling priority. The Student may be assisted at the hearing by an assistant of the Student's choosing and at the Student's expense. The Student may present information in support of the contention that the Interim Suspension is unnecessary or that its conditions should be modified. The Dean of Students or designee is authorized to investigate the facts which gave rise to the Interim Suspension and may lift the Interim Suspension or modify its conditions. Within three Days of the conclusion of the hearing, the Dean of Students or designee will determine a) if the Interim Suspension is necessary; and b) if its conditions should be modified. The result of this hearing will have no bearing on other University disciplinary proceedings arising from the conduct which gave rise to the Interim Suspension. Any such disciplinary proceedings will be conducted under the normal procedures provided in this policy.
4. Disciplinary proceedings involving Students on Interim Suspension will follow the normal procedures provided in this policy, however, at each step of the proceedings they will have scheduling priority.

B. Emergency Suspension

During a state of emergency, the Chancellor may impose Emergency Suspension on a student as described in Section 53.00 of the *University of California Policies Applying to Campus Activities, Organizations, and Students* when there is reasonable cause to believe:

1. The individual has participated in a disturbance of the peace or unlawful assembly, or has acted in violation of the campus emergency orders, has committed an act of physical violence, or has threatened to commit such an act, or has committed a theft or has damaged property; or
2. The individual's presence on campus will lead to violation of campus emergency orders, violence, intimidation, damage to property, or other disruptive activity incompatible with the orderly operation of the campus.
 - a. If Emergency Suspension is imposed by a designated representative of the Chancellor, such representative will immediately inform the Chancellor and will submit a written report on the action to the Chancellor as soon as it is reasonably possible. The report will contain a description of the person suspended, including the person's name and, if available, address and telephone number, and a statement of the facts giving rise to the Suspension. If the Chancellor does not affirm the action of the designated representative within twenty-four hours after being informed that the Emergency Suspension has been imposed, the Emergency Suspension will be deemed void and a reasonable effort will be made to inform the person who was suspended that the Emergency Suspension is void.
 - b. Any Student placed on Emergency Suspension will be given Notice of Emergency Suspension, either by delivering it to the individual personally or by mailing it to the individual's last known address of record. The Notice of Emergency Suspension will inform the individual of the procedures by which the validity of the Emergency Suspension can be appealed, including the opportunity to obtain a special hearing on the Emergency Suspension. If an individual is found to have been unjustifiably placed on Emergency Suspension, the University is committed to a policy whereby reasonable efforts are taken to assist such an individual who has been disadvantaged in her or his employment or academic status.
 - c. Any Student placed on Emergency Suspension will not, during the period of Emergency Suspension, enter upon specified areas of the campus or engage in specified activities, as set forth in the Notice of Emergency Suspension.

The exclusion or restriction will be limited to the minimum extent necessary to protect the health and safety of persons or property, or to maintain the orderly operation of the campus
 - d. The outcome of the appeal will have no bearing on University disciplinary proceedings arising from the conduct which gave rise to the Emergency Suspension
 - e. Violation of any condition set forth in the Notice of Emergency Suspension will subject the individual to disciplinary proceedings based upon such violation.

v. PRIVACY AND RECORDS RETENTION

Student conduct records are confidential. The disclosure of information from such records is subject to section 130.00 of the *University of California Policies Applying to Campus Activities, Organizations and Students* (<http://policy.ucop.edu/doc/2710533/PACAOS-130>), UCLA Policy 220—*Disclosure of Information From Student*

Records (<http://www.adminpolicies.ucla.edu/pdf/220.pdf>) to the California Information Practices Act, and to the Family Educational Rights and Privacy Act.

In cases where the final disposition is Dismissal, the Office of the Dean of Students retains student conduct records indefinitely.

For cases that do not result in dismissal but which are required to be included in the *UCLA Jeanne Clery Crime Statistics Report*, the Office of the Dean of Students retains student conduct records for seven years from the date of the Notice of final disposition. Student conduct records in all other cases are retained for four years from the date of the Notice of final disposition. When there have been repeated violations of the *UCLA Student Conduct Code*, all student conduct records pertaining to an individual student will be retained for four years (seven years for cases which are required to be included in the *UCLA Jeanne Clery Crime Statistics Report*) from the date of the final disposition in the most recent case.

Upon receipt of a request from professional schools, graduate programs, employers, or others, for the disciplinary records of a student, after the student provides an appropriate confidentiality waiver (where applicable), the Office of the Dean of Students will only report and/or release records where violations resulted in a sanction of suspension and/or dismissal, either imposed and deferred, or in the revocation of the awarding of a degree.

VI. AMENDMENT AND MODIFICATION

Amendment of this policy may be made by the Chancellor in consultation with students, faculty, staff, and the Office of the Dean of Students. Prior to adoption, such amendments will be submitted to the Office of General Counsel for review for consistency with the policies of the University of California and state and federal law.

