



Graduate School of Education

2015-2016

**Handbook for Advanced
Degree Students**

Table of Contents

Introduction	3
Directory	4
Administrative Units	7
Graduate Division.....	7
Graduate School of Education.....	7
Academic Areas.....	7
Student Academic Services	7
Advising and Administrative Assistance.....	8
Faculty Advisor	8
Changing Faculty Advisors	8
Head Graduate Advisor	8
Student Academic Advisor and Area/Program Assistants	8
Registration and Related Academic Policies and Procedures	9
E-mail Accounts	9
Registration Fees	9
Non-resident Tuition Coverage for Doctoral Students Advanced to Candidacy	9
Health Insurance.....	10
Photo Identification	10
Course Load.....	10
Minimum Number of Units	10
Academic Residence	10
Summer Sessions.....	10
Registration Requirement.....	10
In Absentia Registration	10-11
Course Enrollment.....	11
Enrolling in Courses	11-12
Adding and Dropping Courses	12
Changing Grading Option	12
Independent Study Course.....	12
Grading.....	12-13
Minimum Grad Point Average	13
Incomplete Grades.....	13
Intercampus Exchange and Other Exchange Programs.....	13
Changing Degree Objectives	13-14
Changing Programs	14
Withdrawal and Readmission.....	14-15
Filing Fee.....	15
Diplomas.....	16
Transcripts	16
Disabled Students Program	16
Student Academic Appointments.....	17

Policies and Procedures	17
Academic Requirements.....	17
Exceptional Appointments	18
GSRs/GSIs and Filing Fee Status.....	18
Fee and SHIP Remissions Programs	18
Fee Payment Procedures.....	18
Non-resident Tuition Remission Program for Graduate Student Researchers (GSRs).....	18
Timesheets	19
Additional Resources.....	19
Master of Arts Degree (M.A.)	20
Registration Requirement	20
Time to Degree	20
Transferring Units	20
Outline of Program	20-21
Human Subjects Protocol	21
Completing the M.A.*	21
Doctoral Degrees	22
Normative Time Schedule	23
Registration Requirement	24
Required Courses.....	24
First Year Evaluation.....	24
Outline of Program	25
Prequalifying Review (Including Prequalifying Papers).....	25
Prospectus.....	26
Qualifying Examination (Orals).....	26
Graduate Division Requirements for Faculty Membership on Committees	27
Advancement to Candidacy.....	29
Time Limit in Candidacy.....	29
Doctoral Completion Fellowship (DCF).....	30
Dissertation Proposal.....	30
Report on Progress in Candidacy	32
Dissertation.....	32
Ph.D	32
Ed.D.....	32
Appendix A	33
Appendix B.....	34
Appendix C.....	35-36
Appendix D	37
Appendix E.....	38-39
Appendix F	40

Introduction

This handbook provides detailed information on procedures, regulations, and requirements for completing an advanced degree program in the Graduate School of Education at UC Berkeley for academic year 2015-16. We encourage you to take some time to familiarize yourself with this handbook. We realize that there is a good deal of information in it, but keep in mind that the degree requirements described take a number of years to complete. We suggest that you use this handbook as a reference and read the section(s) you need when you are nearing that particular stage of your degree program (e.g., read the section on the First Year Evaluation toward the end of your initial year in the program).

General information about the School, its programs, and its faculty may be found on our website: **gse.berkeley.edu**. Students in the Joint Doctoral Program in Special Education, the Principal Leadership Institute, or the Leadership for Educational Equity Program should consult both this handbook as well as the one for their specific program. Another resource to check is the Graduate Division's website at: grad.berkeley.edu/policies.

All requirements and procedures described in this handbook are current as of August 2015. If there are any changes, you will be notified either by your program or by the Student Academic Services Office (via email). However, you are advised to check on requirements with the Student Academic Advisor, in Student Academic Services, when you are nearing a degree milestone.

We hope you find the handbook useful. We welcome any suggestions you may have to improve the communication of policies, regulations, and procedures. Please call or visit us when you have questions or need assistance. We wish you a successful academic year!

— Student Academic Services Staff

Directory

Dean's Office

Dean

Elliot Turiel 1501 Tolman Hall, (510) 643-6644 turiel@berkeley.edu

Associate Dean for Academic Affairs

Elliot Turiel 4317 Tolman Hall, (510) 642-7972 turiel@berkeley.edu

Director for Professional Programs

Jessica Charles 3645 Tolman Hall, (510) 642-9908 jcharles@berkeley.edu

Student Academic Services

Head Graduate Advisor

Anne Cunningham 1606 Tolman Hall, (510) 642-0820 acunning@berkeley.edu

Serves as faculty liaison between the School and the Graduate Division.

Director, Student Academic Services

Ilka Williams 1605 Tolman Hall, (510) 642-0820 ilkaw@berkeley.edu

Directs activities of the SAS Office including Orientation and Commencement, reviews student academic appointments, and works with the Dean and Head Graduate Adviser on a variety of student-related matters.

Admissions

Lauren Mendoza 1607 Tolman Hall, (510) 642-0841 lmendoza@berkeley.edu

Advises prospective applicants about programs, requirements and procedures; creates and maintains applicant files and databases; tracks applications; answers application questions.

Credentials

Jennifer Elemrani 1602 Tolman Hall (510) 642-0836 jenlm@berkeley.edu

Advises students in teaching and advanced credential programs, tracks and applies Commission on Teacher Credentialing regulations, and provides certification and issuance of credentials.

Advanced Degrees

Rosandra Garcia 1603 Tolman Hall, (510) 642-0138 rosa@berkeley.edu

Advises advanced degree students about School and Graduate Division degree requirements, assists Head Graduate Adviser.

Fellowships

Karen Sullivan 1609 Tolman Hall, (510) 643-1720 kareensp@berkeley.edu

Assists Fellowship Committee, advises students on fellowship and financial aid opportunities and procedures, administers fellowship funds.

Course Scheduling

Jeanette Luong 1604 Tolman Hall, (510) 642-9476 luongj@berkeley.edu

Schedules classes and rooms, manages student and course databases, processes course approvals and UC Extension course/instructor departmental reviews, works with academic coordinator for Summer Sessions.

Undergraduate Minor Advisor

Aileen Rothenberg 1609 Tolman Hall, (510) 643-9303 edminor@berkeley.edu

Assists and advises students in Undergraduate Minor. Provides administrative support for the Undergraduate Minor Committee.

Reception

Isabel De Santiago

1600 Tolman Hall, (510) 642-5345

Assists students with registration, incompletes, adding/dropping classes, and other forms. Answers inquiries from students and general public. Assists with admissions.

Business Services: Student Academic Appointments

Junko Kiross

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Program Offices

Cognition and Development

Area Chairs

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SFSU Staff: TBA

Policy, Organization, Measurement, and Evaluation

Area Chair

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Educational Leadership, Policy and Management, Program Evaluation, Quantitative Methods Assistant

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Language, Literacy, and Culture

Area Chair

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Language, Literacy and Culture, MUSE Credential Program Assistant

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Social and Cultural Studies

Area Chair

Zeus Leonardo

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Social and Cultural Studies Assistant

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Leadership for Educational Equity Program

Faculty Director

Heinrich Mintrop

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Reba Gray

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Administrative Units

The following is a brief description of the administrative units that are covered in this handbook.

Graduate Division

The Graduate Division is the unit that oversees all graduate degree programs on campus; it is headed by the Dean of the Graduate Division. While the Graduate School of Education will supervise your graduate work, certify completion of your program, and recommend conferral of the degree, it is the Graduate Division that must verify that you have met all of its requirements before your degree is awarded. Graduate Division office hours are 9:00 a.m.–noon and 1:00–4:00 p.m., Monday through Friday. The Graduate Division Offices are located on the 3rd floor of Sproul Hall. (grad.berkeley.edu)

Graduate School of Education

The Graduate School of Education (GSE) is one of fourteen professional schools on the Berkeley campus. Now in its 122nd year, the School offers academic and professional programs in education. This includes programs leading to doctoral and master's degrees, as well as credentials.

Academic Areas

The Graduate School of Education is structured around three areas of study: 1) Cognition and Development 2) Language and Literacy, Society and Culture; and 3) Policy, Organization, Measurement, and Evaluation. Each specialization represents an approach to the study of education or a substantive area of educational study. All students pursuing degrees or credentials in the school are affiliated with one of these three areas, unless they are in the schoolwide Leadership for Educational Equity Program. Each area establishes its own set of course requirements that their students must satisfy, in addition to satisfying coursework requirements of the School. Each area is headed by a chair. It is the responsibility of the area chair to ascertain that all student programs meet the academic requirements of the program and School, and that they are of sufficient scope and depth for the degree.

Student Academic Services

The Student Academic Services (SAS) Office, 1600 Tolman Hall, oversees many of the administrative aspects of students' degree and credential programs. The Head Graduate Adviser, Student Academic Services Director, Student Academic Advisor, Credentials Analyst, Admissions Coordinator, Fellowships Coordinator, and Course Scheduling Assistant have offices here. These faculty and staff members are responsible for a variety of GSE student functions including: maintaining student records; processing petitions for withdrawal and readmission; removal of incomplete grades; degree and program changes; course scheduling; fellowships; and credential and advanced degree counseling. In addition, SAS staff members serve as a valuable resource in helping students find information and services elsewhere in the University.

The Student Academic Services Office is open Monday through Friday from 8:30 a.m.–noon and 1:00–4:00 p.m. Before and after hours a message may be left on the office voice mail by calling (510) 642-5345. Appointments are available if you are unable to visit the office during regular business hours.

Advising and Administrative Assistance

Faculty Advisor

Faculty advisers are your primary source of guidance in all matters concerning your academic program. They are responsible for assisting you in developing an individual program of study, and guiding your research. In addition, they can provide advice about faculty you might work with in Education and other departments; courses of interest to you; and special lectures, symposia, and professional meetings you should attend.

Changing Faculty Advisors

Upon admission you were assigned at least one faculty adviser by your program/area. In some instances this is a temporary assignment lasting only until you have selected your areas of specialization. Once you have clearly identified your areas, discuss them with your assigned faculty adviser(s).

If it appears that a new faculty adviser would be more appropriate, ask your current adviser(s) for assistance. In general, the Graduate Division allows only non-emeritus members of the UC Berkeley Academic Senate to serve as faculty advisers for graduate degree students. Senate members are professors (full, associate, and assistant) and certain senior lecturers. Emeritus faculty continue to serve as faculty advisers for students they advised before retirement. Refer to Appendix A for a list of names of current faculty eligible to serve as faculty advisers.

Once you have identified a new faculty adviser, you will need to complete a Faculty Adviser Change form. These forms are available in the Student Academic Services Office. Obtain the required signatures of approval on the form and file it with the Student Academic Adviser in 1603 Tolman Hall for approval by the Head Graduate Adviser.

Head Graduate Advisor

The Dean of the Graduate Division has appointed Professor Anne Cunningham to serve in the capacity of Head Graduate Adviser for academic year 2015-16. The primary responsibility of the Head Graduate Adviser is to certify that the requirements of the Graduate Division and the department are met in selecting, advising, educating, evaluating, and approving candidates for higher degrees.

The Head Graduate Adviser works with faculty to oversee the academic progress of students. Your academic records will be reviewed periodically. If problems are found (i.e., low GPA, incomplete grades, inappropriate or inadequate course work, evaluations or examinations overdue), you will be notified. Problems not resolved within a designated time may lead to your being placed on academic probation (see Appendix C on Academic Progress, Academic Standing, and Appeals Procedures). It is essential that you respond in writing in a timely manner to correspondence received from the Head Graduate Adviser. If there is an illness or emergency that has affected your status as a student, this information should be included. Questions on academic matters should be directed to the Student Academic Adviser, Rosa Garcia, in the Student Academic Services Office at (510) 642-0138. She will refer you to the Head Graduate Adviser if an appointment is required.

Student Academic Advisor and Area/Program Assistants

The Student Academic Adviser is responsible for information regarding the University, Graduate Division and School policies, procedures, and requirements. The Student Academic Adviser also provides information on withdrawal and readmission procedures, as well as change of degree goal petitions. For advice on academic matters, you should consult with your faculty adviser, the Student Academic Adviser, or the Head Graduate Adviser. Area/Program Assistants provide information about faculty, requirements and courses specific to their program area(s).

Registration and Related Academic Policies and Procedures

E-mail Accounts

All students should have a valid @berkeley email address associated with their Bear Facts account to facilitate communication with faculty, staff, and other students. The GSE and UC use this email as their primary means of notifying students about important information such as fellowship competitions, degree deadlines, etc. Other information is available on the campus and School web pages. It is extremely important that you check e-mail and the School's web page on a regular basis.

The email you used to apply to UC is the one stored in Bear Facts. It is recommended that you set up a @berkeley.edu account and change your settings to this account in Bear Facts (the Bear Facts email setting can only be changed to a "berkeley.edu" account).

If you prefer using another account, set up Bear Facts as above and forward your email from Calmail to this other account. You could then provide the Calmail account to all your academic correspondents. This will serve two purposes: 1) you can use your preferred account to read all your email, and 2) once you finish school here, the Calmail account will expire and you can easily stop receiving email on your preferred account (since the forwarding will also stop) -- there are ways to continue forwarding if you prefer.

Create an account on Calmail with your CalNET ID at this website: calmail.berkeley.edu (see the "Create Account" link in the left sidebar).

If you have any questions, contact Beth Muramoto, computer coordinator, in the Education Technology Services Center (ETSC) office, 1627 Tolman Hall, (510) 643-0203. Beth Muramoto provides this information to new students at Orientation.

Registration Fees

The CARS monthly billing statement is available online via BearFacts. Statements can be accessed and printed from the CARS e-Bill menu on BearFacts at: bearfacts.berkeley.edu. There is no charge to access the CARS e-Bill online.

Although students can pay their CARS bill online at the e-Bill site, it is not mandatory. Students continue to have the option to pay by check in person, drop off, or mail in.

If you have a question about e-Bill, please contact Billing and Payment Services at (510) 642-3190 or contact them at: studentbilling.berkeley.edu/ebill/. For more information about e-Bill, please visit: <http://studentbilling.berkeley.edu/>.

In order to be considered a registered student, you must be: enrolled in at least 12 units, have paid at least 20% of your registration fees, and have no registration blocks on your record by the end of the third week of classes. A deferred payment plan is available and allows for payment in five installments. Participation in this plan costs \$40. Late registration and late enrollment have serious budgetary consequences for the campus. **All students who are not registered by the Friday of the third week of instruction (Sept. 11th for Fall 2015) will be charged a \$150 late registration fee.**

Non-resident Tuition Coverage for Doctoral Students Advanced to Candidacy

Doctoral students who have advanced to candidacy will have their non-resident supplemental tuition fee covered, subject to the following conditions:

- A student must be advanced to doctoral candidacy as of the first day of the academic term for which the nonresident tuition coverage would apply.
- The non-resident tuition is covered for a maximum of three years.
- A student who continues to be enrolled after three years will be charged with the full non-resident rate that is in effect at the time.

Further information about this policy can be found on the Graduate Division's home page at: grad.berkeley.edu.

Health Insurance

Registration fees include a mandatory university health insurance premium (SHIP). If you already have health insurance you may apply for a waiver by submitting a waiver application. The form can be found online at: uhs.berkeley.edu/students/insurance. **Please note that students who have waived SHIP enrollment for Fall 2015 will have their enrollment waived automatically for Spring 2016.** If you are employed and hold a position with a student academic title, i.e., Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR), your health insurance fees will be covered by the University (see page 17). For further information on the Student Health Insurance Plan, call University Health Services at (510) 642-5700.

Photo Identification

The Cal Photo ID card (CAL 1 card) is the official student identification card. If you are a new student, you should obtain your card as soon as possible. When you go to the Cal Photo ID Office to get your card, please bring your Tele-BEARS letter, your student identification number, and a valid piece of photo identification, such as a driver's license or a state identification card. Lost or damaged cards may be replaced at the Cal Photo ID Office for a (\$15-\$25) non-refundable fee. The office hours are Monday through Friday from 9:00 a.m.–5:00 p.m. The office is located at 180 Cesar Chavez Center in Lower Sproul Plaza. Their phone number is (510) 643-6839, website: calphotoid.berkeley.edu and email: cal1card@berkeley.edu.

Course Load

A full-time course load for graduate students on the Berkeley campus is 12 units of course work per semester. Although it is possible to register for fewer units, there are no “part-time” graduate programs in the Graduate School of Education—full fees are paid regardless of the number of units being taken each semester. Also, since the resources the School and campus receives are based in part on students' course unit loads, we strongly urge students to enroll in 12 units. All doctoral students who have advanced to candidacy and are working full-time on their dissertations should enroll in 12 units of EDUC 299, Special Study and Research, until they finish their degree.

Minimum Number of Units

- If you are receiving financial assistance through the UC Berkeley Financial Aid Office (loans, grants, work study), you need to enroll in at least 12 units of 100 or 200 series courses.
- If you are an international student on an F-1 visa, you need to enroll in 12 units of 200 series courses.
- If you are an international student on a J-1 visa, check with the Services for International Students Office (510) 642-2818 for minimum unit requirements.
- If you are on a fellowship or scholarship, you are required to enroll in at least 12 units of course work in 100 or 200 series courses.
- If you have an appointment as a GSI, GSR, reader or tutor you need to enroll in at least 12 units of 100 or 200 series course work.

Academic Residence

The minimum number of semesters of registration required is:

- M.A.: Two semesters of academic residence
- Ph.D. and Ed.D.: Four semesters of academic residence

Academic residence is earned each semester you are registered for at least four units of 100 series (undergraduate, upper division) or 200 series (graduate level) courses.

Summer Sessions

The campus now views Summer Sessions more like a regular semester. As a result, one summer session may now be counted toward academic residence if it precedes, or follows, a regular term for which you were registered, and if you were enrolled for at least 3 units in the 100/200 series in that particular Summer Session.

Registration Requirement

As stipulated by Regents' policy, graduate students in good standing are required to be formally registered every regular academic term, from matriculation to completion of degree requirements, unless granted formal

withdrawal by the Dean of the Graduate Division. If you are an international student, you must remain registered to maintain your visa status.

In Absentia Registration

In absentia status is a form of registration available to academic and professional graduate students undertaking research or coursework related to their degree programs outside of California. Students registered *in absentia* will only be assessed full health insurance fees and 15 percent of the combined Student Service Fee and Tuition, and full professional degree fees and non-resident supplemental tuition if applicable.

All applications are due by July 15th for the Fall 2015 semester, and by December 9th for the 2016 Spring Semester. Students on *in absentia* registration must be enrolled full-time in regular UC units, e.g. research units. Students in self-supporting programs are not eligible for *in absentia* registration.

Research or coursework:

- Must be of a nature that makes it necessary to be completed outside of California for at least one full semester;
- Must be directly related to the student's degree program as evidenced by faculty approval;
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the *in absentia* period
- Must involve no significant studying or in person collaboration with UC faculty during the *in absentia* period.

Doctoral students must be advanced to candidacy by the time *in absentia* begins and may only use *in absentia* registration for a maximum of four semesters.

Master's only and graduate professional students (e.g., in O.D., J.S.D., or J.D. programs) must have completed at least one year of course work by the time *in absentia* begins and may only use *in absentia* for a maximum of two semesters.

Students may hold University fellowships and GSR appointments, but may not hold GSI, AI-GS, Reader, or Tutor appointments during the *in absentia* period.

In absentia registration replaces leaves for research purposes taken outside the state of California.

To download an application for *in absentia* status, please go to the Graduate Division website (www.grad.berkeley.edu)

Course Enrollment

The Berkeley campus uses Tele-BEARS, an interactive computer system, to enable you to enroll in courses online at: <https://telebears.berkeley.edu/telebears/home>. The system allows you to: add and drop courses, be placed on a waiting list for a course, change grading options, change the unit value in a variable unit course, get important messages and other information pertaining to registration, and review your current course schedule.

Enrolling in Courses

For the course control number, time, and location of courses, refer to the Education Schedule of Classes, which is on the GSE website at: gse.berkeley.edu. For courses outside of Education, please check the campus's course website at: schedule.berkeley.edu.

You will need your CalNet ID in order to access Tele-BEARS.

You can find out your Tele-BEARS appointment times via Bear Facts at: bearfacts.berkeley.edu.

Your Tele-BEARS registration form indicates your appointment times for accessing the system.

Tele-BEARS is a two-phase system with an adjustment period. During Phase I (April to July for Fall semester, and October to November for Spring semester) continuing students can enroll in a limited number of courses. For graduate students, the maximum enrollment permitted during Phase I is 12.5 units. During Phase II (from July to August for Fall semester, and from November to January for Spring semester) students complete their course enrollment.

Following Phase II there is an adjustment period, (August 10- Sept 12th in Fall 2015) when students may add and drop courses using Tele-BEARS. The adjustment period begins about one week before the start of classes and extends through the first three weeks of instruction.

Students who have not enrolled in at least 12 units by the end of the adjustment period (end of 3rd week of semester), and made a fee payment by the appropriate deadline, will be charged a \$150 late registration fee, and may be dropped from their courses.

Students should consult Tele-BEARS, accessed through the Registrar's home page at: registrar.berkeley.edu for specific dates and additional information. It is important to check your registration status on BearFacts to make sure the information is correct.

Adding and Dropping Courses

Students may add and drop courses using Tele-BEARS until the end of the third week of classes when the Tele-BEARS system shuts down. After the third week of classes adjustments to a student's class schedule must be done by submitting a Petition to Change Class Schedule to Student Academic Services Office. Petitions are available in the Student Academic Services Office and should also be returned there. A \$5 fee for each course added, and a \$10 fee for each course dropped, will be added to the student's billing (CARS) account.

The deadline for adding or dropping courses, without the Dean's approval, is the semester's last day of instruction, **December 11, 2015 for Fall semester**. After this date, students who wish to change their schedules must obtain the Dean of the Graduate Division's approval (which is not automatically granted). The procedure for doing this is to fill out a Petition to Change Class Schedule (obtaining the necessary signatures), and to attach a written letter of explanation stating why it was not possible for you to comply with the specified deadlines.

In the case of retroactively adding a course, you must also submit a letter from the instructor indicating your grade. The letter and petition should be given to the Academic Advisor in the Student Academic Services Office, who will forward them to the Head Graduate Adviser for approval. If the Head Graduate Adviser approves your request, it will be forwarded to the Graduate Division where it will be reviewed by the Dean. Submission of the petition to the Graduate Division does not automatically guarantee approval. Please note that if the Dean of the Graduate Division grants approval, the add/drop fees will be automatically charged to your CARS account.

Changing Grading Option

With your adviser's approval, it is possible to take some letter-graded courses on a Satisfactory/Unsatisfactory (S/U) basis. Prior to the last day of classes (Dec. 4 in Fall 2015), you can petition to change the grading option of your course(s). Use the Petition to Change Class Schedule, and the same procedures that apply to add/drops (see above). Petition forms may be obtained in the Student Academic Services Office. Please remember that certain Education courses must be taken for a letter grade (e.g., core courses).

Independent Study Course

Education 299—Special Study and Research (offered on a Satisfactory/Unsatisfactory basis only). After advancement to candidacy for a doctorate, you should enroll in EDUC 299 for the purpose of conducting research, collecting data, or working with your faculty adviser on your dissertation. Prior to advancement, you are expected to enroll in regular courses. Ordinarily, students working toward the Master of Arts degree are not permitted to use 299 courses to count toward the M.A. degree. Doctoral students preparing for orals should also enroll in EDUC 299.

Courses numbered 299 are reserved for thesis and dissertation research and writing, and cannot be used to meet course requirements for areas of specialization, academic preparation, Graduate School of Education core courses, or methods. Any requests for exception must be submitted to the Head Graduate Adviser and the Academic Review Committee for review. See the Student Services Advisor for instructions.

Grading

Satisfactory/Unsatisfactory

Credit for courses taken on a S/U basis are limited to one-third of the total units (excluding courses numbered 299 or those in the 300, or 400 series) that students have taken and passed at Berkeley at the time their degrees

are awarded. For master's degrees, two-thirds of all coursework (not just those courses included on the master's candidacy form) must be letter-graded. Within these limits, courses in the 100 and 200 series graded Satisfactory may be accepted for academic residence.

The Academic Senate also mandates that you may not exceed one-third of the units accumulated to date on a S/U basis (i.e., you cannot take the first third of your course work for S/U grades and all subsequent course work for letter grades.) An "S" is awarded for work regarded as satisfactory performance for a graduate student; that is, for B– or better work. Anything below a B– would result in a U or unsatisfactory grade.

Some courses can only be taken on a S/U basis as noted in the course description. If your program depends heavily on courses that cannot be taken for a letter grade, you should be particularly careful about using the S/U option where you have a choice.

Some courses may not be taken on a S/U basis. Among these are the School of Education core and methods courses (which must be passed with a B– or better grade) and, in nearly every instance, area/program core courses.

Minimum Grade Point Average

You are expected to maintain a grade point average of at least 3.0 in all work undertaken in graduate standing. If your GPA falls below a 3.0, you will be placed on academic probation by the Graduate Division. Students on probation are subject to dismissal unless their GPA is raised to the minimum level by a time designated by the department and approved by the Dean of the Graduate Division.

If you receive a grade below B– in a required course, another course that is deemed equivalent needs to be completed with a passing grade. You may repeat a course only if a grade of D+ or below is received.

Incomplete Grades

A grade of Incomplete may be assigned when there is a circumstance beyond your control, such as illness, that prevents you from completing work required for a course. If this occurs, you should inform the instructor before the end of the semester and work out a schedule for completing outstanding assignments. If you don't do this, the instructor will assign you a failing grade. Some points to remember about incompletes are:

- In the Graduate School of Education, first year students with any grades of Incomplete will not be permitted to complete their First Year Evaluation until those Incompletes are removed.
- A maximum of two Incomplete grades are permitted to accrue on your record. If this limit is exceeded, you may be recommended for academic probation. (Refer to Appendix C). Please note that you cannot hold a GSI or GSR appointment if you have more than two Incomplete grades on your record.
- Before they can be recommended for an M.A. degree, students must remove all Incompletes on their record.
- Before they can take the Qualifying Exam, doctoral degree students must remove all Incompletes on their record.

Forms for removing Incomplete grades are available in the Student Academic Services Office, 1600 Tolman Hall. Completed forms should be brought to Student Academic Services for processing.

Intercampus Exchange and Other Exchange Programs

You can take advantage of courses offered on other campuses of the University of California by enrolling through intercampus exchange. The University of California also has exchange programs with other institutions. Information about these programs, including application forms, can be obtained at the Graduate Division Degrees Office, 318 Sproul Hall. These forms must be approved by the Head Graduate Adviser in the School of Education prior to being approved by the Graduate Division. Please see the Student Academic Services Director in 1600 Tolman Hall if you have any questions.

Berkeley students should note that they will not automatically receive credit for completing courses on other campuses, but the courses will be posted under the Memoranda column on their transcript. If a transfer of units is desired, consult the Graduate Division Degrees Office, 318 Sproul Hall.

Changing Degree Objectives

If you were admitted to a program that ends with a master's degree and wish to apply for admission to a

doctoral program, or if you wish to change your doctoral degree goal, you need to take the following steps:

- Consult your faculty advisor, whose support you will need for the desired change, and discuss the reasons why you should be in a different degree program.
- Prepare a new Statement of Purpose outlining your objectives, research interests, and reason for the degree change.
- Obtain a petition form and application materials for the change of degree objective from the Admissions Coordinator in 1607 Tolman Hall.
- Complete and return the petition and application, along with your new Statement of Purpose, to the Admissions Coordinator. The petition will be forwarded to your area/program, the Head Graduate Advisor, and the Graduate Division before the change can be made.
- The deadline for submitting a change of degree petition is December 1st for the following fall semester. Degree changes can only be made for the fall semester. Note that your application will be evaluated along with other applicants and must be approved by the Graduate School of Education and the Graduate Division.

Submit a new Outline of Program form, which may involve additional or different course work consistent with the change of degree objective. *Any student transferring from one doctoral degree program to another will be held to requirements in effect at the time of transfer and must meet all requirements of the new program before taking the Qualifying Examination.* For example, a student transferring from the Ed.D. to the Ph.D. must complete the academic preparation requirement (see page 22) before scheduling the Qualifying Examination for the Ph.D. degree. Your normative time for the doctorate will remain at twelve semesters and will be calculated beginning with the semester you first enroll in a graduate program at UC Berkeley. ***Students may not transfer from one doctoral degree or program to another after completing the Qualifying Examination.***

The Graduate Division rarely permits duplication of degrees in the same field. If you hold an M.A. in Education from another institution you may need to petition in order to add the master's degree from the School of Education. See the Student Academic Advisor for more information.

Changing Programs

It is possible to change from one area/program in the School of Education to another. You may apply for a change in area/program by taking the following steps:

- Consult your faculty adviser and discuss the reasons you wish to be in a different program.
- Consult faculty members who might serve as your faculty adviser should the change be approved. If the change is to another area/program, that Area Chair or Program Director is required to approve the change.
- If changing to a new or different credential program, please note that any exam requirements must be fulfilled.
- Prepare a new Statement of Purpose outlining your objectives, research interests, and reasons for the program change.
- Obtain a petition form for the change of program objective from the Student Academic Services Office.
- Complete and return the petition, along with your new Statement of Purpose, to the Student Academic Advisor in 1603 Tolman Hall. Before the change can be made, it must be approved by the Head Graduate Adviser.

When considering a change in program you should keep in mind that entering a field of study at the doctoral level assumes a level of prior preparation in the methods, concerns, and approaches to the field.

Withdrawal and Readmission

If you are unable to register, you are required to cancel your registration on Telebears (before the semester begins) or to file a Notice of Withdrawal form (after the semester begins) which is available in 1603 Tolman from the Student Academic Advisor. The form is submitted to the Student Academic Advisor in Student Academic Services. Prior to withdrawing, you must also confer with your faculty adviser(s). Your adviser should prepare a memo for your file indicating the reason for your withdrawal and any agreed upon conditions

for re-admission.

A student who has been granted withdrawal from the university is not entitled to the use of university facilities or faculty time. However, if you are in good academic standing, the School of Education can request that you be allowed to use the library and purchase health insurance. You should consult with the Student Academic Advisor concerning this. If you are an international student, you must also check with the SISS Office, located in International House, for visa information. You should not be on withdrawal status for more than two full semesters unless there are extenuating circumstances.

If you formally withdraw or simply do not register, you must apply for readmission before you can resume your studies. **Deadlines to apply for readmission are April 15 for Fall semester and October 15 for Spring.** Please note that readmission is not automatic, and the University is not obligated to approve your application for readmission. Your application must be approved by your area/program, the Head Graduate Adviser, and the Dean of the Graduate Division. If problems (i.e., low GPA, poor progress) are identified at the time of either withdrawal or readmission review, you may be denied re-admission or be required to meet certain conditions prior to re-admission. Forms for withdrawal and readmission are available from the Student Academic Advisor in 1603 Tolman Hall. The fee for readmission is \$80.

Students who withdraw from the School of Education should keep in mind that they will be required to demonstrate an up-to-date knowledge of the information in the field if, upon their readmission, their course work for a Master of Arts degree is over four years old and for a doctoral degree is over seven years old. Doctoral students who have already passed the oral Qualifying Examination and been advanced to candidacy fall under other regulations. See the Student Academic Advisor for information.

A successful application for readmission requires:

- A statement from the student establishing that the agreed-upon conditions for re-admission have been met, and proposing a plan and timeline for completion of the degree.
- An appraisal by the relevant program faculty that the student has good prospects for completing the degree.
- An agreement by at least two faculty members to serve as advisers and committee members.
- Approval from the Head Graduate Adviser.

Filing Fee

The Filing Fee permits eligible doctoral or master's students to pay a small fraction of the University Registration fees when they file their theses or dissertations or take a final examination required to complete their degree. The Filing Fee amount is \$255 for 2015-16. Filing Fee is approved only for students who were registered in the semester, or the summer, immediately preceding the semester of their filing. **Please note that Filing Fee status is not equivalent to registration.**

The most important factor in meeting requirements for the Filing Fee is the student's registration history. Only students who were registered in the semester or the summer immediately preceding the semester of their filing are eligible for Filing Fee status. (Note: summer registration must be a minimum of 3 units.) For instance, to use the Filing Fee in the fall semester, you must have registered the previous spring or summer.

- Doctoral students may apply for the Filing Fee when they have completed all the requirements for their degree, except for the final reading and filing of their dissertation.
- Master's degree students may apply for the Filing Fee if they have completed all the requirements for the degree except for filing the master's thesis or taking the Comprehensive Examination.
- Students holding a GSI or GSR appointment are not eligible to apply for Filing Fee status.
- Filing Fee status is valid for the length of the semester for which the Filing Fee was approved by the Graduate Division.

Filing Fee Status and International Students

Filing Fee status can be used by international students. However, they should contact Services for International Students and Scholars (SISS) well before the beginning of the semester during which they will use the Filing Fee in order to avoid visa problems with the U.S. Bureau of Citizenship and Immigration Services. The number

for SISS is (510) 642-2818. International students are required to have health insurance, whether or not they are registered or on withdrawal or Filing Fee status. Contact the Student Health Insurance Office at (510) 642-5700 for more information.

Applications for Filing Fee

Applications for Filing Fee status may be obtained from the Student Academic Advisor in 1603 Tolman Hall, (510) 642-0138. Students need to apply for the Filing Fee no later than the first week of classes of the semester when they intend to file their theses or dissertations or take their final examinations. The fee is \$255 (for 2015–16) and students will be billed for this amount.

Conditions of Filing Fee Status

Filing Fee status simply allows students to file their theses or dissertations or to take required final examinations during the semester for which the Graduate Division approves the application. **It is not equivalent to registration.** Students on Filing Fee status may not take courses or use any University facilities not accessible to the general public. However, students on Filing Fee status can retain their email account. Upon request, the School of Education can supply memos to allow a student on Filing Fee status to use the library and purchase health insurance. Please see the Student Academic Advisor.

Before applying for filing fee status, students should check with their lender to see if they will be required to pay any outstanding loans, since they will no longer be registered.

Health Insurance for Students on Filing Fee

Students on Filing Fee status may purchase the Student Health Insurance Plan (SHIP) through one of two plans. The Bay Area Plan provides primary care services at the University Health Services (UHS), plus major medical coverage. International students must purchase the Bay Area Plan.

The Out of Area Plan covers major medical care only for hospitalization, emergency, and urgent care services. For more information about enrolling in either plan, contact the Student Health Insurance Office at the UHS 2222 Bancroft Way, (510) 642-5700.

The Filing Fee may be used only once during a student's career. Students, who use it for their Master's degree program, cannot also use it for a doctoral program here. If a student on Filing Fee does not complete final degree requirements during the eligibility period, the fee is forfeited and the student must pay regular registration fees during the semester in which they do complete requirements. Or, a student may enroll in Summer Sessions, for a **minimum of 3 units**, to file the dissertation or complete master's degree requirements. Summer is a less expensive option.

Diplomas

Diplomas are available approximately four months after the date degrees are conferred. Diplomas for graduates will be mailed automatically. Students should update their address on Bearfacts the semester they graduate.

Transcripts

Current students can order transcripts via BearFacts. Transcripts can also be obtained from the Office of the Registrar, 120 Sproul Hall: phone: (510) 642-5990. Visit the Registrar's home page at: registrar.berkeley.edu for details.

Disabled Students Program

Please see Appendix F on page 40.

Student Academic Appointments

Policies and Procedures

If you are offered a Graduate Student Instructor (GSI),* Graduate Student Researcher (GSR), Reader, or Tutor position, you will need to **complete a “Student Academic Appointment Application.”** You can obtain this form from the Student Academic Services Office, or the Business Services Office. It is also available on the School’s website: <http://gse.berkeley.edu/bso-payroll-and-personnel-forms>

Please note that if you are receiving a Doctoral Completion Fellowship there are restrictions on holding a student academic appointment during the semesters you receive the fellowship (see page 30 for more information on the Doctoral Completion Fellowship).

The application process consists of several "steps" which are listed on the form. **After you have completed Steps 1A, 2, and 3 on the form, please submit the Appointment Application to Junko Kiross, in the Business Services Office (Rm. 1615 Tolman Hall), to begin the hiring process.**

From there, your appointment application will be forwarded to staff in the Student Academic Services Office to check your academic eligibility for the appointment (GPA, “I” grades, registration status, "normative time" progress). **Please note that if you are behind in your degree progress, there will be a delay** (to give the Head Graduate Adviser time to contact you and/or your adviser, about the appointment). Once your academic eligibility has been approved, SAS staff will process the appointment and return the form to Business Services for submission to Payroll.

STUDENTS SHOULD NOT BEGIN WORKING UNTIL THEIR APPOINTMENT IS APPROVED.

Graduate Division requirements include: (also see:

<http://grad.berkeley.edu/financial/graduate-student-employment/guide/>)

1. Enrollment in at least 12 units, and payment of registration fees/tuition.

NOTE: Registration fees/tuition are due August 15th.

If an appointment application is received after August 15th, the student will be responsible for paying (at least) 20% of fees in order to get registered on time (this amount will be reimbursed once your appointment is processed and your fee remission is credited to your CARS account). If you are unable to pay 20% of your fees, you can get an emergency loan, through the campus Financial Aid Office, to cover this amount until your fee remission is credited to your CARS account. For more information see: <http://students.berkeley.edu/finaid/>

2. GPA of 3.0 or better, and no more than two grades of “Incomplete.” In addition, students are expected to be in good academic standing, making satisfactory progress in their degree programs.

All first-time GSIs must meet the following Academic Senate requirements*:

1. *Attend a one-day Teaching Conference for GSIs (on campus).*
2. *Enroll in an approved pedagogy course (see <http://gsi.berkeley.edu/faculty/300courses.html>)*
3. *Complete an online course on Professional Standards & Ethics in Teaching by the 3rd week of classes.*

In addition, first-time GSIs must complete the UAW “Membership Election” form, and attend a UAW Orientation.

* Prior to teaching, non-native speakers of English appointed for the first time as a GSI are required to demonstrate their proficiency in English. Please consult the GSI Teaching & Resource Center website for information: <http://gsi.berkeley.edu/lpp/index.html>

Appointment Restrictions:

Students are not eligible to hold academic appointments while on “Filing Fee” status.

Students placed on academic probation by the Grad Division are not eligible to hold an appointment.

Students receiving the Dean’s Completion Time Fellowship are not eligible to hold an appointment for both semesters they receive the award. One 25% time appointment is allowed (for one semester).

Students receiving full fellowship support (stipend plus fees) are limited to 25% time per semester (or 50% time for one semester only).

NEW: Students can work as a GSI for a maximum of 8 semesters.

Exceptional Appointment Requests

These requests require the submission of a **“Request for Exception” form** (in addition to the appointment application), and the approval of the Head Graduate Adviser. Students requesting an exception must be making good progress toward their degree. ***Requests are reviewed on a case-by-case basis.*** Exception forms are available from the Student Services Office, Business Services Office, or the School’s website

<http://gse.berkeley.edu/bso-payroll-and-personnel-forms>

Appointments requiring the submission of a Request for Exception form include:

- Percent time for all appointments held exceeds 50% (but not more than 75%). **Note: Requests to work more than 50% time during the academic year may only be approved once and only for one semester** (Exception: Federal regulations prohibit foreign students from working more than 50% time during the academic year). During the winter intersession and summer break, appointments up to 100% time are allowed without an exception.
- GSI, Reader, or Tutor (not advanced to doctoral candidacy) assisting in 200 level course;
- GSI being promoted early from Step I to Step II, or from Step II to Step III.

Fee and SHIP Remission Programs/Fee Payment Procedures

(For salary/remission amounts, go to <http://grad.berkeley.edu/financial/fee-remissions/>)

Graduate students appointed for **25% time or greater**, for the entire semester, as a GSI, GSR (or combination of both titles) are eligible for **partial fee remission**, and full remission of the Student Health Insurance Premium (SHIP).

Graduate students with **GSR (only) appointments of 45% time or greater are eligible for full fee remission**, including non-resident tuition (if applicable), and remission of the Student Health Insurance Premium (SHIP).

Financial Aid recipients who qualify for fee remission need to report this (award) information to the Financial Aid Office.

SHIP enrollment information and Health Insurance Waiver forms may be obtained from the University Health Services at the Tang Center, 2222 Bancroft Way. <http://www.uhs.berkeley.edu/Students/insurance>

Fee Payment Procedures: Eligible students will receive a credit on their University CARS account in the amount of the remittable fees after the hiring department enters the appointment in the Payroll System. ***Please note that students are responsible for making sure that their fees are paid by UCB deadlines.***

In many cases, fee payments are due before appointments are approved (the administrative process for fee remission requires approximately 2-3 weeks from the time you submit your appointment application to the department office until the fee remission credit appears on your CARS account). For this reason, if we have not received your appointment application paperwork by August 15th (the due date for registration fees/tuition) you will need to pay at least 20% of the registration fees/tuition. To do this you can use the Deferred Payment Plan. Under this option a \$40 charge is assessed, but it's reimbursed for students who hold 45% time or greater GSR appointments (those eligible for full fee remission).

If you are unable to pay 20% of your fees by the deadline, you can get an emergency loan, through the campus Financial Aid Office, to cover this amount until your fee remission is credited to your CARS account. For more information see <http://financialaid.berkeley.edu>

Timesheets

GSI's are **not** required to submit timesheets, but timesheets **are** required for students holding GSR, Reader or Tutor appointments. Submission of late timesheets not only results in late receipt of paychecks, but it can also result in appointment separations due to payroll inactivity creating problems with fee remission. In some cases, this could result in a reversal of your fee remission by the Graduate Division. Check with the Business Services Office for timesheet forms, instructions and deadlines.

Appointment renewals must be submitted to the Business Services Office a minimum of one month in advance.

Additional Resources

Additional detailed information, about appointment policies and procedures, is available on the Graduate Division's web site at: <http://grad.berkeley.edu/financial/graduate-student-employment/> . The GSI Teaching and Resource Center provides pedagogical support and guidance for GSI's. It is also responsible for administering the English Language Proficiency exam. Their office is located in the Graduate Division, 301 Sproul Hall, website: <http://gsi.berkeley.edu>

Master of Arts Degree (M.A.)

Registration Requirement

The Graduate Division expects students to be continuously registered until their degree is completed. Under certain circumstances a candidate for the master's degree need not be a registered student at the time the last of the requirements for the degree are completed. See page 15 for use of the Filing Fee. Please note that a minimum of two semesters of residency is required.

Time to Degree

A Master of Arts degree may be completed in two semesters and should take no more than four. EMST students may be granted an additional semester to complete an M.A. degree in that program.

Transferring Units

It may be possible under certain circumstances to transfer a maximum of four semester units, taken in graduate standing at another institution, towards your master's degree at UC Berkeley. However, there are restrictions, and the Graduate Division has detailed regulations concerning this practice. If you are considering a transfer of units to satisfy degree requirements, you should consult the Student Academic Advisor.

Outline of Program

The M.A. Outline of Program form is available in the Student Academic Services Office and on our website. List all the courses you will be completing toward the degree. Your outline will require the approval of your faculty adviser before it is filed in the Student Academic Services Office for approval by the Head Graduate Adviser. The original will be kept in your file in the Student Academic Services Office. The planning and filing of the M.A. Outline of Program is to be completed by the beginning of the second semester. **Please note that any change in your program of study needs to be reflected in a change in your Outline of Program.** Your outline of Program information is used in the Advancement to Candidacy process. Once your outline of Program is approved you will receive a Certificate of Candidacy from Graduate Division.

Selecting Courses

Some programs have very specific course requirements. If, however, your program permits you to select courses, you should meet with your faculty adviser early in the first semester to plan a course of study.

The Master of Arts degree calls for substantive training in an area of educational research under the provisions of each program. Select an area that is neither too broad, nor too general, given the unit constraints of the master's program. From there, look at courses in Education and other departments to see where components of the area involve course work in other fields. Your goal should be depth and coverage in a one-to-two-year period of graduate study. If your M.A. degree is a part of a Ph.D. program, your needs and time are different than if you are in a program that ends with a master's degree. For a master's only degree, choose the area carefully to ensure that the program is coherent and of suitable depth for the M.A.

Selecting a Plan

Described below are the two plans of study for completing an M.A. The plan you select is generally a matter of personal choice. Some programs, however, restrict their students to a designated plan.

Plan I Requirements:

- 20 semester units and a thesis, including at least eight units in 200 series Education courses. The remaining units are selected from 100 and 200 series courses in Education or related departments, including an School of Education core course. A maximum of one third of the total units may be taken on a Satisfactory/ Unsatisfactory basis. Please note that EDUC 299 Independent Study courses may not be used to meet the master's unit requirement.
- The M.A. thesis is the report of a research investigation appropriate to your specialization. It should be succinct but comparable in style, organization, and depth of understanding to investigations of greater scope, such as the dissertations of doctoral candidates. It should offer a critique or synthesis that is the author's own original contribution. The thesis is written under the supervision of a three-member

faculty committee appointed at the time of Advancement to Candidacy and approved by the Head Graduate Adviser and the Dean of the Graduate Division. Guidelines for preparing a thesis are available in the Graduate Division, 318 Sproul Hall, or on their website:
<http://grad.berkeley.edu/policies/guides/thesis-filing/>.

Plan II Requirements:

- 24 semester units and a Comprehensive Examination, including at least 12 units in 200 series Education courses. The remaining units are selected from 100 and 200 series courses in Education or related departments, including a School of Education core course. A maximum of one third of the total units as shown on your transcript may be taken on a Satisfactory/ Unsatisfactory basis. Please note that EDUC 299 Independent Study courses may not be used to meet the master's unit requirement.
- The M.A. Comprehensive Examination is taken after Advancement to Candidacy. It can take the form of a written examination or a written seminar paper, which may include an oral examination.

The written examination, taking two or three hours to complete, examines students in their area of specialization. Examinations are evaluated by the faculty adviser and at least one other faculty member.

The written seminar study is ordinarily completed in connection with an advanced seminar in the student's field of study. The topic is selected in consultation with both the faculty adviser and the instructor of the seminar. After completing the seminar study, the M.A. candidate may be required to pass an oral examination. The faculty adviser and at least one other faculty member evaluate the seminar study.

Human Subjects Protocol

If human subjects, or data collected from human subjects, are to be used in your research, you are required to submit a protocol to the Committee for Protection of Human Subjects (CPHS) prior to beginning your research. Guidelines for writing a protocol, as well as the appropriate forms and information are available from the Office for the Protection of Human Subjects. If you are unsure as to whether your research will require you to submit a protocol, contact the CPHS offices. Formal exemptions are granted when appropriate, but in such cases students must submit an exemption form describing their study to the CPHS. The Committee for the Protection of Human Subjects is located in 101 Wheeler Hall, (510) 642-7461. Their website is: cphs.berkeley.edu.

Completing the M.A.*

Plan I (Thesis)

Prior to filing the thesis with the Graduate Division, you should familiarize yourself with the Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis. This information can be downloaded from the web at: <http://grad.berkeley.edu/academic-progress/dissertation/>. All members of the thesis committee must sign the title page, indicating final approval of the thesis, and it is filed in the Graduate Division.

Plan II (Comprehensive Examination)

The form for the Report on M.A. Comprehensive Examination (Plan II)—seminar study or examination—can be obtained in the Student Academic Services Office or on our website. Two School of Education faculty members, at least one of whom is a member of the Berkeley Campus Academic Senate, participate in the approval of the comprehensive requirement. The completed form is signed by the two faculty who administered the exam and by your faculty adviser, and is filed with the Student Academic Advisor in the Student Academic Services Office. It is recommended that you check with the Academic Advisor to verify that the form has been received. An oversight could lead to the exclusion of your name from the Graduate Division's degree conferral list.

Students may collaborate on a master's research project. Each student, however, must submit a separate paper representing his or her own contribution to the project, and this document must be capable of standing independently from the group project.

**In accordance with Academic Senate regulations, no student may complete an M.A. thesis or Comprehensive Examination until after he or she has been formally advanced to candidacy for a master's degree by the Graduate Division.*

Doctoral Degree

Ph.D

Focus

The Ph.D. degree is intended for individuals who wish to conduct original, theory-based research on educational issues, and who intend to pursue careers in research and university-level teaching.

Academic Preparation

All Ph.D. students are required to take at least two courses outside the Graduate School of Education. These courses must have a combined unit value of at least six semester units, and they should be relevant to the student's areas of specialization. Since they are required courses, these courses must be taken for a letter grade (except for 299, Independent Study, in another department). The courses should also be either in the 100 or 200 level series.

The expectation is that students will take these courses at Berkeley. Additional requirements regarding academic preparation may be set by each area/program. Students who have completed an academic master's degree relevant to their doctoral work may be exempted from additional academic preparation requirements, but they will still be expected to take at least two regular courses at Berkeley outside the School of Education.

Areas of Specialization

The Ph.D. program requires demonstrated competence in the substance and method(s) of the intended field of scholarship, as well as acquisition of an informed perspective on educational issues sufficient to formulate significant questions for research. Its goal is to increase our understanding of the nature of the educational process or of the social, political, and economic forces that affect education. Ph.D. candidates are expected to select three distinct areas of study, referred to as the "Areas of Specialization." These areas represent substantial and different bodies of relevant literature. The Ph.D. student is expected to acquire a sufficient academic and methodological preparation to be able to present, analyze, and develop a theoretical understanding of selected problems and issues. Typical areas might be: cognitive developmental theory and the design of early childhood curriculum; models of reasoning in physics; educational policy and theory for management of large research universities. Typical academic preparation might be in psychology, sociology, economics, linguistics, or physics. Typical methodology preparation beyond basic competence in quantitative and qualitative methods may include specialization in survey research, measurement, participant observation or statistical methods appropriate to an area of research.

Courses

In the Graduate School of Education, two years of full-time course work is considered to be the minimum requirement prior to taking a Qualifying Examination. Students without a master's degree in an academic discipline typically require three years of course work. After passing the oral Qualifying Examination, students should enroll in independent study courses (EDUC 299) until they finish their degree. Contact your faculty adviser, or the Student Academic Advisor, for specifics on course requirements.

Prequalifying Review

Effective fall 1999, the School requirement was reduced from three, to two, prequalifying papers. Area/Program faculty may still elect to have a three-paper requirement, so it is important to check with your area/program faculty regarding the work necessary for your particular course of study. In addition, Ph.D. students must have a prospectus of the dissertation research approved by their faculty adviser in order to be signed off on the prequalifying review.

Qualifying Examination (Orals)

Qualifying Examination topics for the Ph.D. principally address research and theoretical concerns covered in your position papers and coursework. The topics generally correspond to those on your Outline of Program. The examining committee will assess both the depth and breadth of your knowledge of an academic discipline

applied to a major field of education. Assessment of depth will be focused on areas of theory and knowledge. Assessment of breadth may be viewed as an examination of your general command of theory and research relevant to a broad field of educational inquiry.

Dissertation

A Ph.D. dissertation must make an original contribution to the body of knowledge in Education. The Ph.D. dissertation is highly dependent on a theoretical understanding of problems and issues.

Ph.D

Normative Time Schedule

“Normative Time” refers to the amount of time that the Graduate Division has determined it should take a student-enrolled full time to complete a particular degree program. The normative time for all doctoral degree programs in the School of Education is six years, whether you enter with an M.A. or not. The following schedule reflects the maximum time to complete the various stages in Ph.D. programs in order to complete your degree within the six-year limit. This timetable does **not** apply to students in the Leadership for Educational Equity Program, which is a three-year Ed.D program.

1st Year

- 1st Semester Coursework
- 2nd Semester First Year Evaluation/ Outline of Program for the M.A. Degree (see page 20)
Advance to Candidacy for the M.A. Degree (see page 20)

2nd Year

- 3rd Semester Complete M.A. Degree (see page 21)
- 4th Semester Outline of Program for Ph.D. (see page 25)

3rd Year

- 5th Semester Complete Prequalifying Review Papers (see page 25)
- 6th Semester Prequalifying Review (Completion of Position Papers and a Dissertation Prospectus)
(see page 25)

4th Year

- 7th Semester Qualifying Examination (see page 26)
- 8th Semester Advance to Candidacy (see page 29)

5th Year

- 9th Semester Dissertation Proposal Review Meeting (see page 30)
Report on Progress in Candidacy (see page 32)
- 10th Semester Conduct dissertation research

6th Year

- 11th Semester Report on Progress in Candidacy (see page 32)
- 12th Semester File Dissertation (see page 32)

Registration Requirement

The Graduate Division expects that you will be continuously registered until your degree is completed. Under certain circumstances a candidate for a doctoral degree does not need to be registered at the time the last of the requirements for the degree are completed. See page 15 for use of the Filing Fee.

Required Courses

- **Core Courses:** Doctoral candidates are expected to complete two Core Courses, one of which must be outside your area of study (i.e., CD, LLC, SCS or POME). Courses used to fulfill this requirement must be taken for a letter grade. The same course cannot be used to satisfy more than one GSE Requirement.

The requirement consists of two courses— a course from “inside” the student’s Area, and one from “outside” the student’s Area.

The selection of both courses will be determined by the student in consultation with his/her faculty adviser.

For the “inside” Area course, there is an expectation that each Area already has a set of courses that is considered foundational. Students should select one of these courses, in consultation with their faculty adviser, to meet the “inside” course requirement.

For the “outside” Area course, the faculty adviser will help the student select an appropriate course based on the student’s areas of research interest. *Please note that, depending on the content of a course, it may fit more than one Area.* The course instructor can help the student determine whether it meets the criteria for an “outside” Area course. Once both courses have been identified, they need to be included in the student’s Outline of Program, which is signed/approved by the student’s faculty adviser and the School’s Head Graduate Adviser.

- **Qualitative and Quantitative Methods Courses:** Doctoral students must complete at least one course each in qualitative and quantitative methods (list available in Student Academic Services Office). Students with appropriate backgrounds may petition to substitute another course or other courses to fulfill the Qualitative Methods requirement. Waiver approval for Quantitative Methods may require the passing of an examination. Course Substitution Petition forms are available in the Student Academic Services Office, 1600 Tolman Hall. Courses taken to fulfill the qualitative and quantitative methods requirement must be taken for a letter grade.

Substitutions for Methods Courses: The methods course requirement must be met with classes identified by the Graduate School of Education. With the approval of the Head Graduate Adviser, one equivalent graduate-level course from another university may be used to fulfill one core course or methods course requirement. All waiver requests must be submitted within the first two years of their program.

- **Area Core Courses:** Each area has a set of core courses that are required of doctoral students. These core courses are meant to provide exposure to the major concerns and issues of a field of study. Questions regarding area course requirements (e.g., substitutes, waivers) should be referred to your area/program office.
- **Areas of Specialization:** All students, in consultation with their faculty counselors, develop three areas of specialization on which their individual program will be based. The precise nature of a student’s program—the number and type of courses contained in it, the type and amount of research experience required—will depend on the individual’s academic background, professional or research experience, as well as the nature of the field of study and the requirements of the three selected areas of specialization. Questions regarding these courses should be discussed with your faculty advisor.

First Year Evaluation

This review takes place at the end of your second semester in a doctoral or M.A./doctoral program. Faculty are required to decide on the basis of your performance, including progress and course work for a master’s degree, whether you will be able to complete a doctoral program. The purpose of the First Year Evaluation is to give students feedback on their progress during their first year of graduate study, and to correct any academic

deficiencies.

Procedure

- Maintain regular contact with your faculty advisor.
- Arrange to meet with your faculty advisor to discuss your academic progress early in the second semester.
- Your area/program assistant will obtain a First Year Evaluation form from the Student Academic Services Office or on our website.
- In completing your First Year Evaluation, faculty in your program will determine your performance on the basis of grades, papers, projects, and course work. If there are any academic deficiencies, such as grades of Incomplete, you will be notified before the beginning of the third semester of registration about what needs to be corrected.
- Your Area Chair will sign the First Year Evaluation form, indicating his or her approval.
- The completed Evaluation form will be filed by your Area/Program Assistant with the Student Academic Advisor in the Student Academic Services Office where it will be held until all grade reports for Spring semester have been received. If there are no grades of Incomplete, your GPA is satisfactory, and faculty have commented favorably on your academic performance, the Evaluation will be approved by the Head Graduate Adviser. Note: the Head Graduate Adviser cannot approve your First Year Evaluation if there are any grades of Incomplete. Once approved, the Evaluation form will be placed in your file in the Student Academic Services Office. Serious deficiencies could result in your registration being blocked, or possible dismissal from the School.

Outline of Program

During the third and fourth semesters you will be finalizing your areas of specialization and will continue to enroll in courses related to these areas. By the end of your fourth semester, you need to file the Outline of Program form on which you list the courses you have taken, and any remaining to be taken.

Procedure

- Obtain an Outline of Program form from the Student Academic Services Office or from our website.
- Complete both sides of the form in consultation with your faculty adviser, obtaining your faculty adviser's signature of approval.
- File the form with the Student Academic Advisor in the Student Academic Services Office for review by the Head Graduate Adviser.

When the Outline of Program is approved by the Head Graduate Adviser, a copy will be placed in your file in the Student Academic Services Office.

Additional forms you may need:

- Supplement to Outline of Program—used if a substantial amount of preparation for any of your areas of specialization has been covered by course work taken at another institution.
- Request for Substitution of Required Course—used if requesting a substitution of qualitative and quantitative methods courses. Note: Substitution requests must be submitted within the first two years of your program. Ideally, these requests should be submitted with your Outline of Program.

Prequalifying Review (Including Prequalifying Papers)

This is the step that calls for you to pull together your graduate education—course work, tutorials, and research—into a coherent whole. You will be expected to relate what you have learned to issues of concern in your field of study, and to be able to take and defend positions on these varying issues. The Prequalifying Review for Ed.D. students consists of the approval of two position papers and a dissertation prospectus. The Prequalifying Review for Ph.D. degree students consists of the approval of two or three position papers (depending on your area of study) and a dissertation prospectus. Please refer to the Ph.D. and Ed.D. sections of this Handbook for information on content.

Procedure for Prequalifying Papers

- As each prequalifying paper is completed, obtain the prequalifying paper approval form from your Area/Program Assistant. The two readers need to sign the form. Note: while two faculty members read each paper, there must be a total of at least three faculty members among all your prequalifying paper readers (i.e. the same two faculty members cannot read every one of your prequalifying papers.)
- At least one of the two readers of each prequalifying paper must be a Graduate School of Education faculty member who is also a member of the UC Berkeley Academic Senate (see Appendix A for a list of faculty eligible to serve as readers). If the second reader is not a School of Education faculty member, the Head Graduate Adviser must first give approval. Check with the Graduate Assistant for more information.
- The signed prequalifying paper approval form should be filed with your Area/Program Assistant who will send a copy to the Student Academic Services office for your file.

Prospectus

The dissertation prospectus is a preliminary version of the dissertation proposal and is usually five to ten pages in length. It is a statement of preliminary work (pilot studies, prior research findings, research goals, hypotheses and methodology) as well as the theories, strategies, and analyses that will be used in the dissertation research. Check program requirements for the style in which the prospectus is to be written. The satisfactory completion of your dissertation prospectus is reported on your Prequalifying Review form.

Procedure

- When all of your prequalifying papers for the doctorate are complete, obtain the Report on Prequalifying Review form from the Student Academic Services Office, or from our website. Note: If individual paper forms were already submitted, reader signatures are not needed on this form—their names just have to be listed. You also need to include the title of your prospectus on this form.
- Your faculty adviser completes and signs the Report on Prequalifying Review form, indicating approval of all of your prequalifying papers and the prospectus. Your area/program chair must also sign the form, signifying that all area/program requirements have been met.
- The completed form is then filed with the Academic Advisor in the Student Academic Services Office. The form will be reviewed by the Head Graduate Adviser and placed in your file.

When you have completed the Prequalifying Review and required course work listed on your Outline of Program, you are eligible to apply to take the Qualifying Examination. In the semester in which you take your Qualifying Examination, you must have completed, or be enrolled in, the last of the courses listed on your Outline of Program.

Qualifying Examination (Orals)

The Qualifying Examination is the University's means of evaluating and certifying the adequacy and appropriateness of your preparation for the doctorate. This examination is required for all doctoral degree programs in the Graduate School of Education. The Qualifying Examination is an oral examination of two or three hours duration (for differences between Ph.D. and Ed.D. examination requirements see the following Ph.D. and Ed.D. sections). The Examination Committee is composed of four faculty members selected by the student in consultation with his or her faculty adviser. The purpose of this examination is: To test eligibility of the student for admission to candidacy for the degree of Doctor of Education or Doctor of Philosophy in Education; and to evaluate his or her ability to complete a satisfactory doctoral dissertation.

Prerequisites

Before taking the Qualifying Examination, students must successfully complete the Master of Arts degree (if admitted for both a master's and doctorate), the Prequalifying Review (prequalifying papers and a dissertation prospectus), and all required course work. Under some circumstances, a student may be enrolled in the last of the required courses listed on the Outline of Program during the semester in which the exam is taken.

Examination Topics

The topics (at least three in number) listed for the qualifying examination should clearly define the areas of specialization which the student has prepared. These topics should be the same as, or clearly related to, those stated on your Outline of Program. The subjects should not be so broad (e.g., general curriculum, administration, etc.) as to be impossible to cover in a single examination, nor so narrow that the committee will not have an opportunity to evaluate the student's ability to complete a doctoral dissertation. The three topic areas on which you will be examined must be listed on the Qualifying Examination Application Form.

Appointment of Committee

The Qualifying Examination Committee is composed of four faculty members, including: a chair, an "outside member," and two additional members. The members of the faculty conducting the Qualifying Examination are selected as follows:

- The student should consult with his or her faculty adviser concerning appropriate members of the faculty to serve on the Qualifying Examination Committee, taking into account Graduate Division regulations on committee appointments (summarized below). Committee members should be nominated because of relevance of their areas of expertise to the examination subjects. A balanced committee must be selected representing both Education and the "outside" discipline department. The professor who will chair the dissertation committee (usually the faculty adviser) may serve as a member of the Qualifying Examination Committee but may NOT serve as chairperson. One member of the Committee must be a UC Berkeley Academic Senate member from a department outside of Education. The student is expected to speak directly with prospective Examination Committee members about their willingness to serve.
- The Head Graduate Adviser in the School of Education will review the proposed committee before forwarding a recommendation to the Dean of the Graduate Division.
- The Graduate Division will notify the student, the members of the committee, and the Graduate Adviser in Education of the official committee to conduct the Qualifying Examination.

Graduate Division Requirements for Faculty Membership on Committees

The following is a summary of the Graduate Division regulations concerning the appointment of Qualifying Examination committees and all other faculty committees for higher degrees:

- The Head Graduate Adviser recommends faculty appointments to all higher degree committees to the Dean of the Graduate Division. Final approval of all committee appointments rests with the Dean of the Graduate Division.
- Chair: The Chair of a Qualifying Committee must be a member of the Berkeley Academic Senate from the School of Education. (Senate members are full, associate, and assistant professors and certain senior lecturers—check with the Student Academic Advisor if you are uncertain of the Senate membership of a particular faculty member.)
- Inside Members: The Qualifying Exam Committee includes two "inside" members. These faculty should be members of the UC Berkeley Academic Senate from the School of Education (any area/program within the School). Since the faculty member who will chair your dissertation committee cannot serve as chair of the Qualifying Exam, he/she typically serves as one of the two inside members.
- Outside Member: On all Qualifying Exam committees, one member must be chosen from a department outside the School of Education. The outside member must be a member of the Berkeley Academic Senate. The outside member lends the necessary balance and independence needed to insure that the student's mastery of the subject matter is both broad and comprehensive. The outside member also serves as the Graduate Division Dean's representative.
- Affiliated Appointments: Academic Senate members who are associated with other departments through joint or affiliated appointments may serve on graduate student qualifying examination or dissertation committees. Please see the Student Academic Advisor for details.

- Non-Senate members as inside members and co-chairs: Under certain circumstances, a non-Senate member may be appointed to a committee if the Head Graduate Adviser determines that the individual in question offers expertise not otherwise available among the regular faculty and if the Associate Dean of the Graduate Division concurs in that judgment. There may be no more than one person in this category on a committee. On occasion, a non-Senate member may be appointed to co-chair a thesis or dissertation committee if this assignment is shared with a Senate member.

NOTE: A thesis, Qualifying Exam or dissertation committees may include one member of the regular faculty (Academic Senate) of any UC campus or Stanford University as an inside member with special approval from the Dean of the Graduate Division. It should be made clear to the non-UCB member that the University cannot pay a stipend or travel costs.

If you have co-chairs who are both members of the Berkeley Academic Senate, they are allowed to count as two members of your committee.

Requests for exceptions to these regulations must be submitted to the Head Graduate Adviser for approval, with supporting documentation, before it is forwarded to the Graduate Division. Final approval of all committee members rests with the Graduate Division.

For any questions about the composition of higher degree committees, consult the Student Academic Advisor in 1603 Tolman Hall.

Scheduling

Qualifying Examinations are scheduled by the student in conjunction with the Area/Program Assistants and Student Academic Advisor in the School of Education. Consult the Student Academic Advisor for further information.

Procedure

- Review your Outline of Program to be certain it is accurate and up-to-date. Please consult with the Student Academic Advisor if you have any courses on your Outline of Program with a grade of Incomplete or with missing grades. Submit an updated and revised Outline of Program form for approval by the Head Graduate Adviser if your Outline is not current. Also, if your areas of specialization have changed, please have your faculty counselor initial his or her approval on your Outline of Program form.
- Once all prerequisites (Prequalifying Examination and course work) have been completed, pick up a Qualifying Examination Application from the Student Academic Services Office. Complete the application in consultation with your faculty adviser, and obtain the approval signature of the faculty member who will serve as the “professor in charge of research” (usually the faculty adviser). Contact the proposed committee members to set a date and time for the examination. Notify your program assistant, and he or she will reserve a room and send a reminder notice to your committee members.
- At least four weeks in advance of the Qualifying Examination, submit the application for the Qualifying Examination to the Student Academic Advisor in 1603 Tolman Hall. You should submit the application sooner if you are requesting an exception regarding your committee membership, since it takes additional time for the Graduate Division to review these cases. The application form is available in Student Academic Services Office and on our website.
- When the Qualifying Examination Application is approved by the Head Graduate Adviser, it will be forwarded to the Dean of the Graduate Division for approval. Your committee membership must be approved by the Graduate Division. Once approved by the Graduate Division Dean, a Notice of Admission to the Qualifying Examination will be forwarded to you and the Graduate Assistant.

NOTE: All Qualifying Examination committee members must be present during the Examination. If, for any reason, a member is not in attendance, the Graduate Division must be contacted immediately so that approval to proceed can be obtained. Without Graduate Division approval, the Examination results may be invalid.

If the Qualifying Examination is not passed or is partially failed, a second (final) examination may be recommended by the examining committee. Ordinarily, three months must elapse before a second examination is given and the committee must be the same as for the original examination. Note: In the case of a partial

failure, the second and final examination only covers the topic(s) the student failed during the first examination.

After passing the Qualifying Examination, you need to advance to doctoral candidacy and submit a dissertation proposal.

Advancement to Candidacy

Graduate Division regulations specify that students need to be advanced to doctoral candidacy by the end of the semester following the one in which the Qualifying Examination was passed. To advance, you need to complete the Application to Candidacy form, and propose three faculty members who can serve as a committee to guide and evaluate your dissertation. All three proposed faculty must be members of the Berkeley Academic Senate and be qualified for service by virtue of their expertise in the area of research you are proposing. At least one of the three must be a Berkeley Academic Senate member from a department outside of Education. The faculty member designated as chair of the committee is generally the person most knowledgeable about your area of research, usually your faculty adviser. The Chair must be a member of the Berkeley Academic Senate in the School of Education. A four-member committee may be acceptable to the Graduate Division without a special request from the Head Graduate Adviser. A five-member committee, however, requires a request from the Head Graduate Adviser and the approval of the Graduate Division.

Once the Graduate Division Dean approves your application, you are advanced to candidacy and the committee is officially established to guide your research. Advancement to Candidacy by the end of your seventh semester is the critical step in determining your eligibility for the Doctoral Completion Fellowship (see page 30).

Note: For more information, see the Graduate Division Regulations for Faculty Membership on Committees, beginning on page 27.

Procedure

After successful completion of the Qualifying Examination, an Application for Doctoral Candidacy form will be mailed to you by the Student Academic Advisor.

- All students must complete this form. If the composition of your committee requires an exception from the Graduate Division, also include a one- or two-page statement briefly describing the appropriateness of the proposed dissertation committee members.
- Human Subjects Protocol- If you will be conducting research using human subjects, you are required to take the online Collaborative IRB Training Initiative (CITI) course (citiprogram.org/default.asp) and submit a copy of the CITI Course Completion Record with the candidacy application. For more information, contact the Committee for the Protection of Human Subjects at: cphs.berkeley.edu.
- Obtain the approval signature of the proposed dissertation chair on the Application for Candidacy. It is possible to have “co-chairs,” and the Graduate Division has recently allowed them to be counted as two members of your committee.
- Submit the above materials, and the application fee in the form of a \$90 check, made payable to “U.C. Regents,” with the Student Academic Advisor in the Student Academic Services Office.

When the Application for Candidacy is approved by the Head Graduate Adviser, it will be forwarded to the Dean of the Graduate Division for approval. Once approved by the Graduate Division Dean, a Notice of Advancement to Candidacy will be forwarded to you, the members of your dissertation committee, and the Student Academic Advisor.

Time Limit in Candidacy

Once advanced to doctoral candidacy, the Graduate Division gives Education students a total of five semesters in candidacy plus a four semester grace period in which to complete their dissertations. At the end of this time (nine semesters), if a dissertation is not filed with the Graduate Division, candidacy is subject to lapsing and eventual termination. Under certain circumstances, a shorter candidacy period can be designated by the Graduate Division.

Doctoral Completion Fellowship (DCF)

The Doctoral Completion Fellowship (DCF) provides an incentive for students in certain graduate programs, to complete their degree within a reasonable time. This is a new fellowship program available to students in participating graduate programs who entered in Fall 2010 or later. It replaces the Dean's Normative Time Fellowship (DNTF). Students in qualifying programs admitted in Spring 2010 and before remain in the DNTF program. Please contact the Student Academic Advisor about the provisions of the DNTF Fellowship.

Calculating Normative Time

Normative Time to Degree for GSE doctoral students (from first enrollment to filing the dissertation) is 12 semesters. Within that period, Normative Time has two components: 1) time from first enrollment as a graduate student at Berkeley until advancement to doctoral candidacy; and 2) time in candidacy until the dissertation is filed. The total Normative Time to Degree is the sum of the Normative Time to Advancement (7 semesters) and the Normative Time in Candidacy (5 semesters).

Eligibility Criteria for Doctoral Completion Fellowship:

- Be advanced to candidacy within the number of semesters established as the Normative Time to Advancement in your major
- Be in good academic standing with a minimum GPA of 3.0
- Have a current, satisfactory annual progress report on file with Graduate Division
- Have participated in PhD completion activities or in other requirements, as directed by your program
- Submit an application for Advancement to Doctoral Candidacy to Graduate Degrees by the deadline date specified for DCF in [Dates for Completion of Requirements for Higher Degrees](#) for that semester.

Claiming the DCF Award

Students who qualify may accept the award at their discretion any time between their advancement to candidacy and filing their dissertation or the end of the year Normative Time to Degree (NTD) plus one year. Departments may choose to establish more specific guidelines regarding the timing of the award for their students. Filing of the dissertation is expected to occur before the end of year NTD+1; consequently, **no university funding is available after year NTD+1 (except for loans) for students who choose to accept the DCF.** The Filing Fee option is available to students at any time they qualify. Note to international students: Doctoral candidates may be eligible for a nonresident tuition waiver for three calendar years after advancement to doctoral candidacy. Beyond that period, non-resident tuition is again owed. More information on how to claim your award will be posted on the Graduate Division website (grad.berkeley.edu) as the Fall 2010 entering cohort nears Advancement to Candidacy.

Approved Normative Time Calculation Credits for DCF:

- A maximum of two semesters of withdrawal for medical leave only (documented by formal petition) will **not** count in calculating normative time.
- Credit for up to two semesters of parental leave can be granted if
 - The student formally withdraws for that purpose, or
 - The student intends to register to undertake a modified schedule and applies for parental leave status **before** or **at the start** of the proposed semester. This request must be endorsed by the student's Head Graduate Adviser.

Note: Withdrawal for research or other academic purposes **does** count in accrued time. Retroactive withdrawals are not permitted for purposes of altering the calculation of Normative Time.

Dissertation Proposal

After advancement to candidacy, doctoral students are required to complete the proposal review process. The following guidelines are provided to assist students in preparing their doctoral research proposals. Students should consult their faculty advisers and familiarize themselves with the School of Education requirements for Ph.D. and Ed.D. dissertations.

Why Write A Proposal?

There are two reasons for writing a proposal. First, preparing one is an important part of the dissertation process because a good proposal constitutes a coherent and systematic procedure to be followed. Guided by this, you will have a methodical plan and you will be more efficient and purposeful when you undertake the research.

The second reason for writing a proposal is to demonstrate your scholastic competence in your areas of study. In doing so, you will need to persuade your committee that you have a good idea, and that you have determined how you are going to carry it out to fruition. An approved proposal serves as an agreement between you and your committee.

Proposal Review Procedures

After you pass your oral Qualifying Examination and apply for doctoral candidacy, you need to develop your prospectus into a proposal, which is the complete version of the proposed research that has been approved by your dissertation committee.

The Steps for the Proposal Review are as follows:

- Prepare your dissertation proposal. This should be a document of about 20–25 pages. Include a title page and an abstract. Circulate your proposal to every member of your dissertation committee, giving each member an opportunity to read your proposal carefully.
- When each member of your dissertation committee has had an opportunity to review your proposal, you can schedule your Proposal Review meeting. Your Area/Program Assistant will help you in securing a room for this meeting.
- At the time of your Proposal Review meeting, it is essential that all members of your dissertation committee attend and sign the Report of Proposal Review Meeting form. This form also provides a place for your committee members to present their comments and revisions to your proposal, as a result of this meeting.
- When the meeting has concluded and the Report of Proposal Review Meeting form has been completed, it should be returned to the Student Academic Advisor in the Student Academic Services Office for endorsement by the Head Graduate Adviser. The completion of your Proposal Review will be noted in your file.

Proposal Format

Although no rigid format is specified, the proposal should include a cover page containing such information as:

- Title of study;
- Degree sought;
- Your name, address, telephone number, and e-mail address;
- Names of members of your dissertation committee and their departments;
- Anticipated date of completion.

A one-page abstract should accompany the proposal. The abstract should present the essence of the study and convince the reader that what is proposed is both important and interesting. A well-written abstract piques the interest of the reader and prepares them for what is to follow. Although the abstract is the first page of the proposal, it should be written last.

The proposal itself should generally be limited to 20–25 pages, including any appendix materials. Proposals which are much shorter are usually too sketchy to show clearly the nature of the proposed study; those which are longer often seem verbose and not sufficiently well-defined.

Report on Progress in Candidacy

The Graduate Division requires all advanced doctoral degree candidates to meet with the chair of their dissertation committee and at least one other committee member once each academic year. The purpose of the meeting is to discuss progress being made on the dissertation and to outline plans for completing the degree.

Dissertation

The Graduate Division has strict guidelines for the preparation of the dissertation. You should obtain a copy of the “Instructions for Preparing and Filing your Dissertation or Thesis” from the Graduate Division website at: grad.berkeley.edu/grad/policies/pdf/disguide.pdf. When your dissertation is near completion, the following steps should be followed:

Procedure

- Convert your dissertation in to a standard PDF file.
- Upload your PDF to ProQuest/UMI (<http://www.etdadmin.com>) Follow the instructions on the site.
- When you have successfully submitted the document, a message will be sent to the Graduate Degrees Office to review it on-line. After Degrees staff has reviewed it you will either receive a message that the manuscript has been accepted or that you need to make further changes.
 - If you need to make more changes, you will need to edit your manuscript, create a new PDF, and resubmit it to ProQuest. Degrees staff will then need to review it again.
 - An email approval will be sent to you once the manuscript is accepted.
- Submit the following final documents to the Graduate Degrees Office at 318 Sproul Hall.
 - Your signed approval page.
 - A copy of the approval letter for your study protocol from the Committee for Protection of Human Subjects, or the Animal Care and Use Committee if your research involved human or animal subjects.
 - Completed Survey of Doctoral Students’ Opinions
http://www.grad.berkeley.edu/policies/pdf/doctoral_survey.pdf
 - Completed Survey of Earned Doctorates <http://www.norc.uchicago.edu/issues/docdata.htm>
 - Dissertation Release Form http://www.grad.berkeley.edu/policies/pdf/dissertation_release.pdf

Ed.D

The only current Ed.D. degree program in the School of Education is the Leadership for Educational Equity Program (LEEP) which is a professional degree intended for practitioners who are pursuing professional careers in the field of education and who desire advanced academic preparation at the doctoral level. LEEP students should consult their program’s academic guide for specific information on: courses, prequalifying review, Qualifying Examination and Dissertation.

Appendix A

Faculty Advisors for doctoral students in GSE;

Name	Area	Name	Area
Dor Abrahamson	CD	Zachary A Pardos	POME
Patricia Baquedano-López	LLC, SCS	P. David Pearson	LLC
Anne Cunningham	CD	Daniel H. Perlstein	SCS, POME
Michael J. Dumas	SCS	Sophia Rabe-Hesketh	POME
Bruce Fuller††	POME	Michael A. Ranney	CD
Lisa Garcia Bedolla	LLC	Geoffrey B. Saxe	CD
Bernard R. Gifford	CD, POME	Alan H. Schoenfeld	CD
Kris Gutierrez	LLC	Janelle Scott (Perry)	POME
Susan D. Holloway	CD	Harley Shaiken	SCS
Glynda Hull	LLC, SCS	Laura Sterponi	LLC
Claire Kramsch°	LLC	Tina Trujillo	POME
Zeus Leonardo	SCS	Elliot Turiel	CD
Marcia C. Linn	CD	Mark R. Wilson	CD, POME
Judith Warren Little	POME	Frank Worrell	CD
Jabari Mahiri	LLC		
Heinrich Mintrop	POME		
Aki Murata††	CD		
Erin Murphy-Graham	LLC		
Na'ilah Nasir (Saud-Bakari)	CD		
Larry Nucci	CD		

Abbreviations:

CD = Cognition and Development

LLC = Language, Literacy, and Culture

POME = Policy, Organization, Measurement, and Evaluation

SCS = Social and Cultural Studies

††On Leave Fall 2015 & Spring 2016

° Joint appointment in GSE; can't serve as "outside" member on committees

Appendix B

Forms for Advanced Degree Students

The following forms are available in the Student Academic Services office, room 1600 Tolman, and as downloadable pdfs at gse.berkeley.edu.

Outline of Program for the M.A. Degree in Education

Report on Comprehensive Examination for the Master of Arts degree (Plan II)

Application for Candidacy for the Degree of...

First Year Evaluation of Doctoral Students

Outline of Program for Ph.D. or Ed.D.

Report on Prequalifying Review for the Doctoral Degree

Application for Qualifying Examination

Report of Proposal Review Meeting

Appendix C

Graduate School of Education Department-Level Graduate Appeals Procedure:

Purpose and Scope

The purpose of this procedure is to afford students in the Graduate School of Education an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluations of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

Informal Resolution Procedures

A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Adviser to discuss the complaint and explore possible avenues of resolution. Attempts to resolve a complaint informally should be completed within 30 calendar days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

Formal Resolution

Procedures

A written complaint must include information regarding the action being complained about and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

- Procedural error or violation of official policy by academic or administrative personnel;
- Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
- Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the Head Graduate Adviser within 30 days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The department should complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.

The time frame for filing a written complaint may be extended by the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within 30 days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Head Graduate Adviser may assign an individual to investigate the complaint and make a recommendation to him/her regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e. interviews or written statements or documents). The Head Graduate Adviser will notify the student in writing about the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

Appeal to the Graduate Division

If the student is not satisfied with the outcome of his or her complaint under the department's procedure, he or she may bring the complaint to the Formal Appeal stage of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division within 15 days of the date of the written notification of the result of the department level procedure. Copies of the Graduate Appeals Procedure may be obtained from the Office of the Dean of the Graduate Division.

If the complaint is about an action taken by the Head Graduate Adviser, the complainant may elect to take the complaint directly to the Dean of the School. If the student is still not satisfied with the outcome, the student may take the complaint to the Formal Appeal stage of the Graduate Appeals Procedure.

Complaints Involving Discrimination

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department may consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers, and campus addresses of these individuals are listed in various campus publications and may be obtained from the Office of the Dean of the Graduate Division, or the Academic Compliance Office at (510)642-2795.

Other Complaint Procedures

Graduate students may contact the Office of the Ombudsman for Students at (510)642-5754, the Title IX Compliance Officer, or the 504/ADA (Americans with Disabilities Act) Compliance Officer for assistance with complaint resolution. There also are other complaint resolution procedures available to graduate students for complaints that do not fall under this procedure. A comprehensive listing of these procedures is contained in the Graduate Appeals Procedure.

Appendix D

University Policy Prohibiting Sexual Harassment

The University of California is committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Management and supervisors have the responsibility for participation in the creation of a campus environment free from sexual harassment and in the resolution of complaints within their respective jurisdictions.

The definition of sexual harassment includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

A complete copy of the Berkeley Campus Policy on Sexual Harassment and Complaint Resolution Procedures is available for review in the office of the Graduate Assistant for the School of Education, 1603 Tolman Hall.

Appendix E

Release and Disclosure of Student Records

Copies of the Berkeley Campus Policy Governing Disclosure of Information from Student Records, issued by the Office of the Chancellor, are available for students to read in the Student Academic Services Office, 1600 Tolman Hall.

The Dean of the Graduate School of Education is responsible for the maintenance of all student records in the school. He is assisted by other Graduate School of Education staff members who have need to access the records in the course of performing their duties.

Public Records

The following types of information kept in the Graduate School of Education are available to the public. The information is released provided it is available. The information is not released if the student has requested in writing that it not be disclosed as matter of public record.

Name of Student

Area

Degree/Credential Goal

Program

Dates of Attendance

Degrees granted from the School of Education

Home/Work Address & Telephone (as authorized by the student)

Confidential Records

All other records maintained by the School including but not limited to—general correspondence, test scores, transcripts, letters of recommendation, copies of processed petitions and admission applications—are considered confidential.

Faculty and designated staff within the School have access to these records. Other campus personnel are granted access when such access is necessary for the normal performance of their assigned duties.

Student records are kept for 10 years after last registration.

Procedures for Access to Confidential Records

By the Student

Students have the right to inspect their own confidential records provided they present adequate identification. Letters of recommendation to which the student has waived right of access will not be disclosed. Access to a student record will be granted within 3 days of request.

Records from student files can be photocopied by completing a request form available at the reception desk in the Student Academic Services Office.

By a Third Party

Disclosure to a third party can be made with the written consent of the student, naming the third party and the records to be released. The written consent must be maintained in the student file. There are exceptions under which information about confidential records is released without the student's written consent (e.g., judicial order, to accrediting agencies, for research purposes, because of health and safety emergencies, and under certain conditions in connection with financial aid).

Challenge of Records and Hearing

The staff of the Student Academic Services Office will interpret and explain the information in a student's record at the student's request. If a student believes that his or her records include data which are inaccurate, misleading, inappropriate, or otherwise in violation of the student's rights of privacy, an appointment should be made with the Head Graduate Adviser/Associate Dean to request that the records be amended.

If the student is not satisfied with the result of the appointment, he or she may appeal to the Dean of the School of Education. If the student is still not satisfied, there will be a hearing, presided over by a campus official or other party who does not have a direct interest in the outcome of the hearing. The hearing will be within a reasonable length of time and will provide an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for the inclusion in the student's record of a written explanation.

NOTE: Grading and other evaluation of a student's work by course instructors do not fall within the scope of such a hearing. For information on Grade Appeals, see Regulation A207 of the Academic Senate By-Laws, Berkeley Division.

While complaints and questions which have to do with student records should first be directed to the School of Education, they may also be submitted to the Dean of Student Life, 297 Golden Bear Center. Complaints regarding violation of the rights accorded students by the 1974 Federal Family Educational Rights and Privacy Act (Buckley Amendment) may also be filed with the Family Educational Rights and Privacy Act Office, U.S. Department of Education, 4512 Switzer Building, Washington, D.C. 20202.

Appendix F

Disabled Students Program

The Disabled Students Program (DSP) focuses on providing services needed by students with disabilities in order to minimize the extent to which their disability affects their opportunities in the Berkeley academic environment. The program is designed to address those areas of need where equal opportunity is compromised for students with disabilities. It encompasses the needs of those with learning disabilities, hearing-impairment, visual-impairment and orthopedic disabilities.

Many people who have physical disabilities have no disability-related need for supportive services in the university environment. On the other hand, DSP serves many students with severe disability management resources in order to function as a student at Berkeley.

Please note that students with disabilities are required to register with the Disabled Students Program in order to be eligible for special accommodations, and must ask personnel in that office to notify our department of any adjustments that might be needed.

Services include, but are not limited to, tutorial assistance, note taking, adaptive devices, interpreting services, audio materials, access to braille, book rebinding, educational library services, materials access, counseling, academic systems assistance, and auxiliary services. DSP serves as a consulting, information, and referral resource. Its counselors maintain information about campus and community services available to students with disabilities.

Information is available from the Disabled Students Program office, located at 260 César E. Chávez Student Center, #4250, (510) 642-0518, (TTY) 642-6376, web: dsp.berkeley.edu.