Academic Regulations

All graduates are urged to read these general regulations carefully. Failure to be familiar with this section does not excuse a student from the obligation to comply with all the described regulations. Although every effort has been made to ensure the accuracy of this catalog, students are advised that the information contained in it is subject to change. The University and Office of Research and Graduate Studies reserves the right to modify or change the curriculum, admission standards, course content, degree requirements, regulations, tuition or fees at any time without prior notice. The information in this catalog is not to be regarded as something that creates a binding contract between the student and the school.

Academic Standing

All advanced-degree students (master’s or doctoral programs) are expected to make satisfactory progress toward the specific academic degree to which they were admitted. Advanced-degree students are required to maintain a cumulative minimum grade point average (GPA) of 3.0 or higher in all courses listed in their graduate program plan of study and in all courses taken as a graduate student.

Students in a credential-only program must maintain a GPA of 2.5 and have a cumulative average of 2.5 or higher to clear their credential. Students in a basic teacher education credential only program who wish to do directed teaching in an internship must maintain a 3.0 GPA.

At the end of each semester a graduate student’s academic standing is determined to be one of the following:

- good standing
- good standing with warning
- probation
- subject to disqualification (temporary status)
- disqualification.

The criteria for these academic standings are based upon a combination of cumulative Pacific GPA and the term GPA. Criteria for the different academic standings are outlined below:

**Good Standing:**
- Term GPA of 3.0 or higher and a cumulative Pacific GPA of 3.0 or higher

**Good Standing with Warning:**
- Term GPA below 3.0 and a cumulative Pacific GPA of 3.0 or higher

**Probation:**
If prior semester is Good Standing with warning:
- Term GPA below 3.0 and cumulative Pacific GPA is 3.0 or below

**Subject to Disqualification (Temporary Status):**
If prior semester is Probation:
- Term GPA below 3.0 and cumulative Pacific GPA is 3.0 or below

**Disqualified:**
Each school determines whether a student subject to disqualification is disqualified. If not disqualified, a student subject to disqualification is on probation for the following term. If disqualified a student is not allowed to register for further study at the University during a regular term while disqualified.

A student who has been disqualified may appeal immediately for reconsideration and possible reinstatement on probation, within the same school. A disqualified student who has been out of the university for one semester or more may apply for readmission to the university through the Office of Graduate Studies. If readmitted, such a student enters on probation and would need to make up the earlier deficiency in order to attain good academic standing.

Any advanced-degree student who has completed six (6) or more course units of study and has a Pacific cumulative grade point average below 3.0 is placed on academic probation. Students on academic probation who fail to raise their Pacific cumulative grade point average to 3.0 at the end of the probationary semester are subject to disqualification from the Graduate program. Students who are subject to disqualification are reviewed by an appropriate committee and are either disqualified from further enrollment at the University or are allowed to continue for the next semester on probation.

Any advanced-degree student who receives more than one grade of C+ or lower has his or her progress reviewed by the department and the Office of Graduate Studies and it may result in dismissal from the Graduate program.

In addition to maintaining a 3.0 average, advanced degree students must make satisfactory progress in their degree programs. Students are expected to make continual progress toward completing required research, qualifying examinations, thesis or dissertation writing, and all other University or Departmental requirements. Failure to make satisfactory progress can result in dismissal from the Graduate program. Students who wish to appeal a disqualification must submit a written petition to the Dean of Research and Graduate Studies.

Other reasons may result in a student’s dismissal from a graduate program. Refer to the Honor Code in Tiger Lore, and any program-specific guidelines.

Acquisition of Graduate Credit as an Undergraduate

Pacific undergraduates may petition to open a graduate transcript (i.e., receive credit in graduate-level courses) if they meet all of the following conditions.

The undergraduate student must:

- Be within 9 required units of completing the bachelor’s degree.
- Be in the last semester of the bachelor’s degree.
- Request that their advisor submit the completed Evaluation of Degree Requirements form to the Office of the Registrar prior to the last day to add classes. (This serves as permission by the undergraduate advisor for the student to take graduate-level coursework.)
- Be accepted into a graduate or credential program.
- Receive approval of the Application to Receive Graduate Credit as an Undergraduate Student by the Dean of Research and Graduate Studies before the last day to add classes of the last semester as an undergraduate.

The regulations for receiving graduate credit as an undergraduate are as follows:

Graduate credit is only granted for upper division (100 level) courses. Any courses taken below the 100 level will not be accepted for graduate credit.

The total number of credits for the semester cannot exceed the maximum graduate course load for the department that provides the graduate coursework; this includes coursework taken at other schools.

The tuition rate for the entire semester is at the undergraduate rate. Units cannot be retroactively transferred from an undergraduate to a graduate program. The approval must be obtained prior to the last day to add classes of the last semester.

Coursework does not count for graduate credit if the student fails to complete the bachelor’s degree during the semester.
Graduate courses completed under this agreement are recorded by the Registrar as a new “Unclassified” graduate credit; grades from these courses are not accounted in the undergraduate grade point average (unless the bachelor’s degree is not completed).

No more than 12 units (16 units for student teachers), no matter when they are earned, can be transferred from an “Unclassified” transcript into a graduate program.

Students who do not complete the bachelor’s degree in the semester when graduate courses are taken are not admitted into a Graduate program and cannot take additional graduate coursework until the bachelor’s degree has been awarded.

There is no guarantee that graduate units earned as an undergraduate transfer to or are counted as post-baccalaureate units by other universities or school districts.

Students are not classified as graduate students until they have been admitted to a Graduate program, have registered for courses, and have completed a term that begins after they receive the bachelor’s degree.

Classification of Graduate Students

Full: All students admitted with full graduate standing. Students are advanced from this classification to candidacy for advanced degrees upon formal notification from department.

Provisional: Students who seek advanced degrees whose academic records are deficient but who show promise of development or potential for graduate study. Students in this classification must be advanced to full standing before being eligible for degree candidacy. Admission to the educational doctorate is on a provisional basis until a full admission review is satisfactorily completed.

Credential: Students admitted to do post baccalaureate work that leads toward an initial teaching credential, specialist instruction credential or services credential.

Clinical Competency

Many of the graduate programs offered at the University include experiential coursework. Prior to taking a course that includes an experiential component; students are required to demonstrate that they have the necessary skills, aptitude and competencies to successfully complete the course. Faculty of departments that offer experiential courses have the discretion of denying enrollment in these courses to students evaluated as not possessing the necessary clinical competencies. Procedures used to assess clinical competency vary across programs. Students may obtain additional information from their Program Director.

Students who do not demonstrate adequate clinical and experiential competency can be dismissed from a degree program, regardless of academic standing.

Commencement

Master’s degree students who are near completion of degree requirements can participate in the May commencement exercises under specific conditions. All of the following four conditions must be met before the Dean of Research and Graduate Studies can approve the petition.

• A completed Petition to Participate in Graduation Ceremonies has been filed in the Office of Graduate Studies by the Spring semester deadline* for filing the Application for Graduation form. This petition must be signed by the student’s Advisor and Academic Dean (or Graduate Program Director if appropriate).

• All degree requirements will be met before the end of the summer session of the same year. An approved plan of study that specifies all degree requirements will be completed in time and must be on file in the Office of Graduate Studies before the Spring semester deadline for filing the Application for Graduation form.*

• The Masters degree oral examination which includes thesis defense or written examination (where applicable), will be successfully completed by the Spring semester deadline for Written/Oral Exam — Thesis/Dissertation Defense. **

• The student is in good academic standing. On a case-by-case basis, special consideration is given for international students who complete degree requirements after the Fall semester of the same calendar year. Approved CAPP Evaluations must be on file by the Spring semester deadline* and the student must state they are unable to return to campus to participate in ceremonies in the Spring following degree completion.

Doctoral degree students are ineligible to participate in graduation ceremonies until all degree requirements are met that includes all coursework, the final dissertation has been approved by the Office of Graduate Studies and all final paperwork has been submitted.

• This deadline is customarily December 1, but the Office of Graduate Studies or current Academic Calendar should be consulted to confirm the specific date.

• This deadline is customarily in early April, but the Office of Graduate Studies or current Academic Calendar should be consulted to confirm the specific date.

Course Loads

• Full Time: 8 or more units a semester

• Half Time: 7 to 4 units a semester

• Less than Half Time: 3 to 1 units a semester

Standard registration loads:

• Master’s degree program: 16 units per year

• Doctoral degree program: 12 units per year

Students with teaching assistantships or other assistantships should check with their department for specific guidelines concerning unit requirements. Students admitted with a provisional standing are not eligible for assistantships except for EdD. students.

Credit Limitations

All courses countable for graduate degree credit must be either specifically graduate degree courses (200 or 300 level) or, where allowable, advanced undergraduate courses (100 level). In those departments where courses are shown double-listed (e.g.: BIOL 147/BIOL 247), graduate students ordinarily register for graduate credit (e.g. BIOL 247). If attending the undergraduate section, graduate students are required to perform extra work at the graduate level beyond that required for undergraduates.

• No more than 12 units (16 units for student teachers), no matter when they are earned, can be transferred from an “Unclassified” transcript into a graduate program.

• Courses not applicable in graduate degrees:

• Lower division undergraduate courses (001-099)

• Extension courses

• English courses for the improvement of English language skills of foreign students

• Directed teaching or prerequisite courses for directed teaching except for the Master of Education degree or the Master of Arts in Special Education degree.

• Physical education activity courses.

Double-Listed Courses

In order to differentiate graduate and undergraduate responsibilities in double-listed courses (100/200 levels), there must be specifically contracted additional work for the graduate courses.
Grade Point Average/Grading Policy

The Pacific grade point average is determined by adding the total quality points and by dividing the resultant sum by the total number of quality hours. As a general rule, the ratio is based on the number of letter graded units completed; e.g., if a student repeats a course both courses are considered in the grade point average.

Students must maintain a minimum GPA of 3.0 or above in all work taken as a graduate student at the University of the Pacific. A student at the graduate level may receive only 2 C grades during their work towards a degree. Grades below a C are unacceptable for courses in a graduate program. Courses that receive a C- or lower must be repeated. (See Academic Standing in section above).

Letter grades are ordinarily assigned in graduate courses. Requests for pass/fail grading must be made through the department chair to the Dean of Research and Graduate Studies.

Graduate students must receive a letter grade in any undergraduate course which is part of a course plan for a graduate degree. Petition for exception to this regulation must be approved by the Graduate Dean upon recommendation by the student’s advisor.

Grading Policies

Symbols and Definitions

Graduate students are assigned grades in keeping with the following provisions.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>GPA</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Exemplary</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Marginal</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
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<tr>
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<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete work due to extenuating and hardship circumstances which prevent the completion of the work assigned within the regular time of the term. Each incomplete grade assigned must be accompanied with a contract statement agreed to by both instructor and student as to: a) What work remains to be completed, b) How it is to be evaluated, and c) A time indicated for completion within but no later than the following deadlines: for fall semester, by July 1 following; for spring semester, by November 1 following; for summer term, by January 1 following.</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>Deferred grading for thesis, dissertation or research work.</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td>No credit recognition. Represents unsatisfactory work under pass/no credit option.</td>
</tr>
<tr>
<td>NG</td>
<td></td>
<td>No Grade Received from the Instructor. Please contact the instructor.</td>
</tr>
</tbody>
</table>

If work is not completed within these stipulated times, the instructor may wish to indicate a grade in lieu of the F or NC which automatically is imposed with failure to complete the work. All incompletes must be made up before graduation if the student intends to complete the course. Petitions to extend must be approved by the Graduate Dean in consultation with the student’s committee or advisor.

NG

Authorized withdrawal from courses after the prescribed period.

P

Passing work on the pass/no credit system. Approved only for certain courses and program of a college or school. Note: Research for thesis or dissertation the department may determine whether letter grades or pass/no credit grades are to be given. In seminar or comparable courses, letter grades or pass/no credit may be used.

W

Registeration is the means by which an individual officially becomes a student at Pacific. Registrants are further identified by school/college of the University, degree status, classification and major.

All students must register on the dates published. No registration activity is permitted after the last day to add or drop. Students are held accountable to complete every course for which they register. If it is necessary to add or drop a course, the student must complete the appropriate registration transaction by the last day such activity is allowed as published in the University Calendar.

After the deadline dates have passed (but prior to the end of the term) requests to add or drop courses must be made by special petition to the student’s respective school/college.

Requests to add or drop courses after the term must be made to the Academic Regulations Committee (ARC). In either case, petitions are normally approved only if it can be shown that the request is warranted due to some special situation or hardship. Courses which a student is allowed to drop after the deadline appear on the student’s transcript with the notation “W” but do not count in the units earned or in the calculation of the grade point average.

Any petitions approved after the deadline dates are subject to a clerical service fee. Tuition and fee refunds are based on the date a withdraw form is initiated in the Office of the Registrar.

Registration - Continuous

All graduate students in graduate degree programs must meet a minimum of 12 graduate units before they can satisfy the requirements to register for Continuous Registration. The Continuous Registration Policy for each of the school terms are defined for the student’s program on the Office of Graduate Studies web page and applies to, a Graduate program until all degree requirements are met or their status as a degree student is terminated. This includes students who are completing preliminary or final examinations, or presenting terminal projects; and applies to students regardless of location. Continuous Registration can be met in one of three ways:

Continuous registration for graduate students is the policy of allowing graduate students access to university resources while they are working on their thesis or dissertation, after they have taken all of their required course and thesis/dissertation units.

The key points regarding Continuous Registration policy are:

1) Graduate students that have completed all their required courses can use Continuous Registration - one academic semester per year, either fall or spring semester - to have access to university resources.
2) Graduate students will be in the registrar system and be eligible to access university resources. If they do not, students may register for one summer term (fall or spring). MAIR students must enroll for Continuous Registration. The Continuous Registration Policy for each of the school terms are defined for the student’s program on the Office of Graduate Studies web page and applies to, a Graduate program until all degree requirements are met or their status as a degree student is terminated. This includes students who are completing preliminary or final examinations, or presenting terminal projects; and applies to students regardless of location. Continuous Registration can be met in one of three ways:

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The key points regarding Continuous Registration policy are:

1) Graduate students that have completed all their required courses can use Continuous Registration - one academic semester per year, either fall or spring semester - to have access to university resources.
2) Graduate students will be in the registrar system and be eligible to access university resources. If they register for one semester each academic year (fall or spring), MAIR students must enroll for either a spring or summer semester.
3) International students are not eligible for Continuous Registration.
4) School of Education credential-only students are not required to take GRAD 200 units.
5) Continuous registration is signed up for by registering for GRAD 200, and paying a $50 fee.
6) GRAD 200 carries zero (0) units.
7) All required course, project and thesis/dissertation units must be used before graduate students can register for Grad 200 units.
8) There is no limit to the number of times a student can sign up for GRAD 200; however, Pacific’s year-to-degree policy must be met.
9) Students enrolled in GRAD 200 may utilize library facilities, but are not entitled to: 1.) the use of other University facilities; 2.) receive a fellowship, assistantship, or financial aid; or, 3.) take course work of any kind at the University of the Pacific.

Readmission
A graduate student becomes inactive if they fail to register in at least one academic semester (fall or spring – or either spring or summer for MAIR students) by enrolling in coursework, enrolling in at least 1 thesis/dissertation credit, or registering in GRAD 200 while finishing their thesis/dissertation. After one year without registering, the Office of Graduate Studies or the academic program require students to readmit or fully reapply. The student’s former Advisor, Program Director, and Dean of Research and Graduate Studies must all approve readmission. Readmission is not guaranteed, regardless of the student’s standing at the time of becoming inactive. If readmitted, the student will be required to meet University and degree program admission requirements and degree completion requirements that are in effect on the date of readmission, not the date of original admission.

Registration - Individualized Study
To register for an Individualized Study (Independent Study course, Internships, or Practicum) obtain and submit an approved Individualized Study Request form to the Office of the Registrar. Students and faculty complete a written contract that specifies the nature of the work to be undertaken and the method of evaluation. The individualized study form must have proper approval within the unit and be filed with the Office of the Registrar. Independent study courses may not be taken in the same term that a regular course is offered in that subject.

Repeating of Courses and Grade Replacement Policy
For courses in which the grade earned is C- or lower, the units are counted in a student’s degree program, and -- if required for the degree -- must be repeated. Some departments or programs have established higher grading standards which must be met by students in those programs. All grades earned in courses taken as a graduate student at the University are counted in the cumulative GPA.

Only courses with grades of “C-” or lower can be repeated. Once a course is completed with a grade of C or higher, the graduate student cannot repeat that course or any prerequisites for the course. When a course is repeated, grades from both the original and repeated attempts appear in the official records and transcripts. A course can only be repeated once. Grades are averaged when courses are repeated; thus, the Pacific grade point average does reflect the two grades averaged.

Requirements for the Master’s degree
1. The requirements of a candidate for these degrees in any semester or summer session must be approved by the chair of the major department as to courses and amount of load.
2. The candidate must maintain a minimum GPA of 3.0 or above in all work taken as a graduate student, either at the University of the Pacific or any other institution. See the Grading Policy section and or Academic Standing.
3. Satisfactory completion of a minimum of 30 or 32 units of (graduate) work, depending on requirements of program.
4. The completion of a minimum of one academic year of “residence work”; i.e., the candidate must be registered for at least 4 units per semester for two semesters. Two summer sessions of at least 4 units each will be considered the equivalent of one-half year of residence.
5. The passing of a department examination that covers the major field (date to be fixed by department chair) where applicable.

(See department section for more information).

Requirements for the Doctor of Education Degree
1. There must be the equivalent of at least three years of successful graduate study in accredited colleges and universities, including at least two full years of work at the University.
2. Students must fulfill the doctoral residency requirement. Advancement to Doctoral Candidacy, for students admitted after Spring, 2008, is dependent upon full admission to the EdD program, satisfactory completion of a specific program of study, and successful completion of Applied Inquiry III.
3. Approval of the dissertation, which includes a final oral examination to determine to the satisfaction of the candidate’s committee whether the stage of scholarly advancement and research ability demanded for final recommendation for the doctorate has been reached.
4. All requirements for the Doctor of Education degree must be completed within five years from the date of advancement to Doctoral Candidacy and within nine years after the first day of the semester of enrollment in EdD coursework at Pacific following Provisional Admission to the EdD program.

Advanced students interested in applying for the Doctor of Education program should consult the department chair of the proposed major. (See department section for more information).

Requirements for the Doctor of Philosophy Degree
Course of Study: The course of study to be pursued for the PhD degree is arranged with students by their advisor. Work in other departments is planned according to the needs of the individual student. See department section for further information.

Grade Point Average: Expected to complete work with at least a 3.0 GPA in all courses. Students judged by their major department to have unsatisfactory records are reviewed by the Dean of Research and Graduate Studies who may take action to terminate their continuation.

Mastery of the field of study: Students must show competence in their discipline by means of qualifying examinations or scholarly papers before advancement to candidacy for the degree (requirements vary by degree program at least one year prior to the date on which degree candidates expect to present themselves for the degree).

Compliance with language research skill requirements: Students must demonstrate their ability to read at least one foreign language and/or to use at least one research skill such as an advanced computer language or advanced statistical analysis. The language and/or skill(s) are chosen with the approval of the student’s advisory committee. For the specific language requirements in chemistry and pharmaceutical sciences see the appropriate sections of this catalog.

Admission to Candidacy: Students when they have completed satisfactorily the following requirements: at least 45 credit hours or course equivalents beyond the bachelor’s degree; satisfied the language/research skills requirement; completed the qualifying examinations or scholarly papers; and received formal approval for admission to candidacy by the student’s advisory committee and major department.
Presentation of an acceptable Dissertation: In order to be acceptable, the doctoral dissertation must be (1) a significant contribution to the advancement of knowledge or (2) a work of original and primary research.

Passing of a final oral examination: When the dissertation is completed, candidates present themselves for the final examination to an examining committee appointed by the Dean of Research and Graduate Studies and consists of the candidate's advisor (who shall act as chair) and such other examiners as the Dean shall designate, after consulting with the candidate's advisor. The committee does include at least one person who is not a member of the department directly concerned.

The examination is oral and deals intensively with the field of specialization in which the candidate's dissertation falls, though it need not be confined to the subject matter of the dissertation. In order to be considered satisfactory, the report of the examining committee must be unanimously favorable.

(See department section for more information).

Residence and Time Limits

The period of residence involves students in a total commitment to their program.

Completion of a minimum of one academic year of "residence work": i.e., the candidate must be registered for at least 4 units per semester for two semesters. Two summer sessions of at least 4 units each are considered the equivalent of one-half year of residence.

All requirements for a master's degree must be completed within a period of not more than seven years. Students who fail to meet all requirements within this period have to reapply to the program.

All requirements for the Doctor of Education degree must be completed within five years from the date of advancement to Doctoral Candidacy and within nine years after the first day of the semester of enrollment in EdD coursework at Pacific following Provisional Admission to the EdD program.

All requirements for the PhD degree must be completed within seven years from the date of entrance into the degree program at this University, and within three years from the date of advancement to candidacy.

A student who works for the PhD degree is required to spend at least three years of work devoted only to graduate study and investigation under proper supervision—or the equivalent thereof in part-time work—for the completion of the residence requirement. If part-time work is done elsewhere other than at the University of the Pacific, such work is subject to the approval of the Committee on Graduate Studies. At least 30 units, in addition to the dissertation, must be completed at this University.

In the PhD program in Pharmaceutical and Chemical Sciences, two consecutive semesters of residence are required after the master’s degree or after one year of graduate work when the master’s degree is not taken. A minimum of 9 units or two courses of work must be taken during each semester of residence. In the PhD program in School Psychology, the residency requirements can be met by taking 18 units of coursework within 12 calendar months.

Courses taken ten or more years prior to the comprehensive examination (PhD program), Qualifying Scholarly Activity (EdD programs), or final examination (Masters Programs) do not apply towards the graduate degree and must be repeated to satisfy the degree requirements. Requests for variances are made to and evaluated by the major department, which subsequently recommends to the Office of Graduate Studies what credit for previous coursework should be permitted. Final approval is granted by the Dean of Research and Graduate Studies.

To readmit to a program, a student must have attained an average grade of 3.0 both in the major department and in all work taken as a graduate student. A student must submit a readmit application and be accepted into a Graduate program and work with their current advisor to outline remaining requirements. This new program must be completed within a period of four years. No further extension is permitted.

Theses and Dissertations

The Office of Graduate Studies makes available to faculty and graduate degree candidates instructions for the preparation of theses and dissertations. The instructions are to be applied to all theses and dissertations submitted at University of the Pacific in partial fulfillment of advanced degree requirements. Theses and dissertations must be submitted by the deadline dates published in the Graduate Academic calendar.

These courses are numbered 299 (Master’s Thesis) and 399 (Dissertation), the grade is given on a Pass/No Credit basis and is submitted to the Dean of Research and Graduate Studies on an appropriate grade form available on the Graduate Studies web page. The Dean of Research and Graduate Studies submits the grade to the Registrar's Office after final approval of the thesis.

Transfer Credit

Work done in other regionally accredited institutions of higher education since completion of the baccalaureate is considered and evaluated, but not more than 6 of the required units may be transferred, and they must be regular on-campus advanced courses, countable by that institution toward its graduate degrees, and have been completed with a grade of B- or better. Some departments set higher standards and these are identified in individual program descriptions.

Grade points earned in those courses are not counted in the student’s Pacific grade point average.

Courses must be filed on the Request to Transfer Course Work Done In Other Institutions form and must be approved by the Department Chair/Advisor, Director of Graduate Programs or Dean of the attending school, and the Dean of Research and Graduate Studies.

Unclassified Graduate Students

Graduate Unclassified students may complete up to 12 units (16 units for student teachers) prior to being required to formally apply for admission to the university. Upon acceptance to the university, resident and transfer coursework are evaluated by school/department for applicability to degree.

Withdrawal from a Semester or the University

Students who intend to completely withdraw from a semester or from the university have to initiate the process in the Office of the Registrar. The withdrawal date used by Financial Aid for Return in the return of Title IV Aid calculation and the effective date used by Student Accounts for tuition refunds are based on the date of your notification to the Office of the Registrar. If a student intends to withdraw from a semester after the last day to withdraw, it must be approved by the Academic Regulations Committee. Courses the student was registered for after the last day to drop appear on that student's transcript with the notation "W" but do not count in the units earned or in the calculation of the grade point average. If a student only withdraws from a semester, he/she has one more semester to keep his/her continuing active status. If the students has completely withdrawn from the University, he/she must file a request for Re-admission Form available on the Office of Graduate Studies web site. The deadline is August 1st for Fall admission or December 1st for Spring admissions.

An official withdrawal from the University is the termination of rights and privileges offered to currently enrolled students which includes, but not limited to, early registration.