

# ACADEMIC REGULATIONS

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All graduate students 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. [Note: These regulations do not apply to students in the following degree programs: DDS, MSD, JD and PharmD. For students in these programs, consult the respective program's academic regulations. ]

Note that these Academic Regulations articulate minimum standards for graduate students at the University of the Pacific. Individual programs and schools/colleges may have additional requirements, so it is important for students also to know the particular policies and requirements of their individual degree programs. 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 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 creating a binding contract between the student and the school.

## Academic Standing

All graduate students are expected to make satisfactory progress toward the academic degree for which they were admitted. Graduate students are required to maintain a cumulative minimum grade point average (GPA) of 3.0 and earn a grade of P (Passing) on all course work required for the degree to remain in good standing.

Students enrolled in the Master of Physician Assistant Studies, the Master of Laws (LLM), or the Juris Scientiae Doctor (JSD) programs should refer to the Academic Standing policies of their specific program.

### *Minimum grade requirement*

Only grades of A, B, C, and P are acceptable for graduate credit. N is considered acceptable with respect to the minimum grade requirement.

Grades of C-, D, F, or NC (No Credit), are not accepted for graduate credit at University of the Pacific. (For definitions and more detail, see "Grading Policy" below.)

Students in a credential-only program must maintain a GPA of 2.5 and have a cumulative GPA 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. Academic standing is determined at the end of each term (or after completion of six units during summer) to be one of the following:

- good standing
- probation
- dismissal

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:

### **Probation:**

Any graduate student who has completed six (6) or more course units of study and has a Pacific cumulative GPA below 3.0 or has earned a grade of NC in two separate terms is placed on academic probation. To be removed from probation, a student must achieve a cumulative 3.0 GPA (or higher GPA if required by the program) and not receive any grades of NC within completion of the next semester full-time course load (8 units or more). For degree-seeking students, the courses included in the probation removal plan must be approved by the program faculty. [Note: it is critically important for students to consult with the Financial Aid Office on the implications of academic probation on their financial aid].

### **Dismissal:**

Students will be dismissed from their graduate program if either of the following apply:

- a. a student on probation fails to be removed from probation after the probationary period;
- b. the GPA of a student who has previously been on probation falls below 3.0 or the student receives a grade of NC in any class.

A dismissed student may appeal for reconsideration and possible reinstatement on probation, within the same school. Students who wish to appeal must follow procedures outlined in each program's policy. If no program-specific procedure is outlined, students must submit a written petition to the Dean of their school. Enrollment eligibility during appeals process is determined at the program level.

A dismissed student may not enroll in any graduate program for a minimum of 12 consecutive months (waiting period). A student must reapply, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies following the waiting period. Schools or programs may develop additional procedures or requirements related to re-enrollment following

dismissal. Some schools or programs may not permit reinstatement. Please see the appropriate school or program sections of the catalog for specific requirements.

In addition to the academic standing, other academic and non-academic reasons can result in a student's dismissal from a graduate program.

Refer to each school's code of student conduct/responsibility or any program-specific guidelines. In the absence of a school-specific code of conduct, the Honor Code in Tiger Lore applies.

## Acquisition of Graduate Credit as an Undergraduate

Undergraduate students meeting all of the following requirements may apply by submitting the *Application to Receive Graduate Credit as an Undergraduate Student* to open a graduate transcript (i.e., receive credit in graduate-level courses toward a graduate degree) before the last day to add classes of the last semester as an undergraduate:

- The student must be within 9 units of completing the baccalaureate degree.
- The student must be in the last two semesters of the baccalaureate degree at University of the Pacific.
- An *Evaluation of Degree Requirements* form has been submitted to the Office of the Registrar prior to the last day to add classes. This must be submitted before or with the *Graduate Credit as Undergraduate application*. (This serves as permission by the undergraduate advisor for the student to take graduate-level coursework.)
- The student has been accepted into a graduate or credential program.

*Graduate credit can be received under the following guidelines:*

- The total number of graduate credits for the semester, including coursework completed at other schools, cannot exceed the maximum graduate course load for the department providing the graduate coursework.
- The tuition rate for the entire semester is at the undergraduate rate.
- No more than 12 units (16 units for student teachers) can be transferred from an undergraduate transcript into a graduate degree program.
- Graduate credit will only be granted for graduate-level (200 numbered) courses and above.
- Units cannot be retroactively transferred from an undergraduate transcript to a graduate program. Approvals for graduate credit must be obtained prior to the last day to add classes of the student's last semester.
- Coursework will not count toward graduate credit if the student fails to complete the bachelor's degree by the second semester of taking graduate courses.
- Graduate courses completed under this agreement will not be recorded by the Registrar as graduate coursework until the baccalaureate degree has been completed and matriculation into the graduate program has commenced. Grades from these courses will not be accounted in the undergraduate grade point average, unless the bachelor's degree is not completed. Students who do not complete the bachelor's degree by the second term when graduate courses are taken cannot start a graduate program and cannot take additional graduate coursework until the bachelor's degree has been awarded.
- Students bear the responsibility of assuring graduate credits earned as an undergraduate student will transfer to or be counted as post-baccalaureate units by other universities or school districts.

Students are not classified as graduate students until they register for and begin graduate courses following the receipt of their bachelor's degree.

## Changing Degree Programs

Graduate students are admitted to University of the Pacific for a specific degree program. With the exception of programs overseen by the same admission committee, if a student wishes to change a degree program, the student must submit a new application for admission, pay the application fee, and comply with all admission requirements. No more than nine (9) units of coursework taken in non-degree seeking, certificate-seeking, or previous degree-seeking status may be applied to any Master's degree and no more than 12 units may be applied to any doctoral degree. Students who wish to change degree programs overseen by the same admission committee may do so by using the Change of Program form available in the Registrar's Office.

## Classification of Graduate Students

**Full:** All students admitted with full graduate standing.

**Conditional Admission:** Students may be admitted to some of the graduate programs on a conditional admission basis. See the Graduate Admission section of this catalog for additional information.

**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 or terminating 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 Graduate 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 are eligible to participate in the May commencement exercises under the following conditions.

- A completed Graduate Student Application for Graduation has been submitted by the fall deadline
- All degree requirements will be met before the end of the last 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.
- The Master's 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 during the fall semester of

the same calendar year. Approved Degree 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 and the final dissertation has been approved. However, on a case-by-case basis, special consideration will be given for international and domestic doctoral students who will complete degree requirements by the end of the fall semester of the same calendar year. Approved programs of study must be on file by the spring semester deadline, and the student's Graduate Program Director must approve of the request.

## Continuous Registration

All graduate students in graduate degree or credential programs must satisfy the Continuous Registration Policy of their respective programs from the time of admission until all degree requirements are met or their status as a degree- or credential-seeking student is terminated. This includes students who are completing preliminary or final examinations, or presenting terminal projects. If degree or credential requirements are completed between terms, the student must have been registered during the preceding term. International students may have additional registration requirements depending on their visa status and should consult with the Office of International Programs and Services to obtain current information.

Continuous registration is intended for students who have completed all required coursework. The Continuous Registration Policy can be met by registering for GRAD 200 (master's students) or GRAD 300 (doctoral students) through Inside Pacific (<https://insidepacific.pacific.edu/cp/home/displaylogin/>) at least one semester per academic year (Fall or Spring).

There is no limit to the number of times a student can register for GRAD 200/GRAD 300; however, Pacific's Residency and Time Limit policies must be met.

Students enrolled in GRAD 200/GRAD 300 may utilize library facilities, but are not entitled to:

- the use of other University facilities,
- receive a fellowship, assistantship, or financial aid, or
- take course work of any kind at the University of the Pacific.

Students should also be aware that registration in GRAD 200/GRAD 300 or equivalent courses may cause existing student loans to come due. Please consult with the Office of Financial Aid.

Some programs may require courses other than GRAD 200/GRAD 300 ("equivalent courses") to meet continuous registration requirements. Please consult individual program pages for additional information.

### Failure to Meet Continuous Registration Requirements

A graduate student who fails to meet the continuous registration requirements will be inactivated. Students in good academic standing who were inactivated may petition for readmission to their original degree program by submitting the Application to Request Reinstatement. Programs/Schools make the original admission decision and similarly make readmission decisions.

Reinstatement will occur to current catalog. If reinstated, the student will be required to meet University and degree program admission and degree requirements that are in effect on the date of reinstatement, not the date of original admission.

Reinstatement requests must be accompanied by a plan for completing the degree within the maximum time allowed (see Residence and Time Limits).

A decision to reinstate a former student must be supported by the student's degree program. The continuous registration requirement does not apply to students on approved leaves of absence (see below).

## Course Audits

Eligible graduate courses may be audited only by students admitted to a graduate program who have the approval of the student's advisor and of the instructor and dean (or designate) of the academic department where the course is offered. Audits are not available for courses in first-professional programs, unless by written permission of the program's dean. Students auditing a course must pay an audit fee and any special fees associated with the course. Audited courses cannot be retroactively converted to course credit unless officially changed to credit before the "Add Classes" deadline of the semester.

## Course Loads

Course load refers to the number of units a student takes during a semester or trimester term. While course-load requirements are program-specific (i.e., programs determine the minimum or maximum number of units students are required to take in a term), course load influences financial aid. The following course load categories correspond to financial aid categories.

Full Time: 8 or more units per semester/trimester

Half Time: 4 to 7 units per semester/trimester

Less than Half Time: 1 to 3 units per semester

Students with teaching or other assistantships should check with their department for specific guidelines concerning unit requirements. Conditionally admitted students are not eligible for assistantships.

While the above Course Load categories are applicable to domestic students receiving financial aid, international students studying on an F-1 or J-1 visa must meet registration requirements for a "Full Course of Study," as defined by U.S. Citizenship and Immigration Services, in accordance with the U.S. Department of Education. A "Full Course of Study" is defined on a semester/trimester basis, and students on F-1 or J-1 visas must meet at least one of the established criteria to obtain/maintain their visa:

- 8 units
- 6 units plus 20 hour per week assistantship
- At least 1 unit of Internship, Research, Seminar, Thesis, or Dissertation

For additional information on "Full Course of Study," please contact the Office of International Programs and Services.

## Credit-by-Examination for Graduate Courses

A graduate student in good standing, or a student who has been accepted into one of University of Pacific's graduate programs, which allows credit by examination, may request to take an exam in order to

receive Credit by Examination (CbE) for one or more courses offered by a graduate program. Departments have the right to designate which, if any, of their courses are appropriate for CbE. This policy is subject to the following restrictions.

- a. A student may request CbE for a course covering material in which, through independent study, work experience, or work at another institution which was not accepted for transfer credit, the student feels prepared. It is the responsibility of the student to explain how the material was mastered.
- b. Students wishing to pursue CbE should not expect preparation support (tutoring, office hours, etc.) beyond a statement of the scope of topic coverage and expectations for passing the exam(s).
- c. A student wishing to pursue CbE for a course may not attend the class meetings of the course.
- d. A student cannot receive CbE for a course they have previously taken for academic credit.
- e. A student may not get CbE for a course in a structured sequence if the student has received credit for a higher level course in the sequence.
- f. A maximum of 9 units total may be earned by a student via CbE and/or transfer credit combined.

A student wishing to pursue the credit by examination option must:

- a. Complete the appropriate form from the office of the University Registrar;
- b. Obtain approval from his or her adviser, and the dean of the school or college offering the course;
- c. Pay the scheduled service fee.

Successful completion of the examination will be recorded on the transcript with a grade of Pass and will be made a part of the student's academic record. This will occur in the semester in which the exam is taken, or in a subsequent semester as directed by the student's graduate program, especially in the case where a candidate takes the exam before being a full-time graduate student.

Pending credit for having successfully passed the exam, can be used as justification for prerequisite overrides for courses which require the course to which CbE was earned. Appropriate tuition fees will be assessed.

## Credit Limitations

Unless included in an approved dual degree or 2+3/3+3 accelerated program, a course can be applied toward only one degree, unless an exception is approved by the Academic Regulations Committee (ARC). Courses not applicable to graduate degrees:

- Lower division undergraduate courses (001-099)
- Courses in which a grade of C- or lower were received. Courses that receive a C- or lower must be repeated
- 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.
- Unclassified Status: No more than 12 units, no matter when they are earned, can be transferred from an "Unclassified" transcript into a graduate program.

- Credit used toward a degree earned at another institution cannot be applied to a graduate degree at University of the Pacific.

## Double-Listed Courses

In order to differentiate student responsibilities in courses double-listed between undergraduate/masters or masters/doctoral, there must be significant differentiation between the two levels with the more advanced course level evidencing additional rigor as denoted by higher level student learning outcomes and academic rigor with corresponding masters or doctoral level assignments and grading criteria indicated in the syllabus. Masters students enrolled in courses double-listed as both undergraduate and masters level must register using the 200-level course number and complete all requirements in the course for masters level work. Similarly, doctoral students enrolled in courses double-listed as masters and doctoral level must register using the 300-level course number and complete all requirements in the course for doctoral level work.

## Grade Point Average

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.

## Grading Policies

Students enrolled in the LLM or JSD programs should refer to their program's Grading Policies.

### Symbols and Definitions

Graduate students are assigned grades in keeping with the following provisions. Utilization of (+/-) is at the discretion of individual programs.

Symbo	GPA	Definition
A	4.0	Exemplary
A-	3.7	
B+	3.3	
B	3.0	Satisfactory
B-	2.7	
C+	2.3	
C	2.0	Marginal
C-	1.7	
D+	1.3	
D	1.0	Unsatisfactory
F	0.0	Failing
I		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 six months. If work is not completed within six months, the instructor can indicate a grade in lieu of the F/NC which automatically would be imposed with failure to complete the work. All incompletes must be made up before the last day of the semester in which the student intends to graduate.



Symbo GPA	Definition
N	Deferred grading for thesis, dissertation or research work.
NC	No credit recognition. Represents unsatisfactory work under pass/no credit option.
NG	No Grade Received from the Instructor. Please contact the instructor.
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	Authorized withdrawal from courses after the prescribed period.

## Leave of Absence

Students experiencing life changing or catastrophic events are encouraged to request a leave of absence, especially if the Residence and Time Limits policy will be impacted. Consideration for request submitted after the degree time limit has expired will be impacted by evidence of successful continuous progress towards the degree, programmatic changes, and faculty availability. A student who is in good standing may petition for a leave of absence of no more than one academic year and the maximum number of Leave of Absence requests is two. Requests for a leave of absence must be approved in advance by the faculty advisor or Program Director and the Dean of the school. Once the petition is approved, the registration requirement will be set aside during the period of leave. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree including use of university facilities and faculty mentoring/advice.

Counting of the time to the completion of the degree ceases when a leave of absence is granted and resumes when the student re-enrolls to continue the program. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission.

Unapproved Leaves of Absence may result in the student being required to re-apply to their program. International students should visit the International Programs and Services to find out how a Leave of Absence may impact their stay or re-entry into the U.S.

Students in the LLM program should consult McGeorge School of Law policies.

## Registration

Registration 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 by 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 (<https://www.pacific.edu/about-pacific/administrative-offices/office-of-the-registrar/academic-calendar/>).

After the add/drop deadline dates has 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 drop courses after the term must be made to the Academic Regulations Committee (ARC). In either case, petitions are only approved if it can be shown that the request is warranted due to some special situation or hardship. Courses approved 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 service fee. Tuition and fee refunds are based on the date a withdraw form is initiated in the Office of the Registrar.

## Registration - Individualized Study

To register for Individualized Study (Independent Study course, Internships, or Practicum) students must use the Individualized Study Request form. This form is a written contract between students and faculty that specifies the nature of the work to be undertaken and the method of evaluation. The form must have proper approval within the unit and be filed with the Office of the Registrar. An independent study course may not be taken in the same term in which a regular course in the same subject is offered.

## Repeating of Courses and Grade Replacement Policy

For courses in which the grade earned is C- or lower, the units are counted for GPA purposes 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 "B-" or lower can be repeated. Once a course is completed with a grade of B 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 attempt appear in the official records and transcripts. A course can only be repeated once and programs determine the exact number of courses that can be repeated (up to 25% of courses required for a degree). The grade received in the repeated course is used for calculation of the Pacific grade point average.

## Requirements for the Master's degree

In addition to the requirements above, the following requirements apply specifically to the Master's degree. Additional degree requirements may also be in place for individual programs, so students are responsible for also following the policies and requirements of their particular program.

### Total Units

Most Master's programs at University of the Pacific require a minimum of 30 units of approved graduate credit.

### Degree Candidacy

Successful completion of 12 units with a cumulative GPA of 3.0 or better.

### Grade Point Average

Students must maintain a minimum GPA of 3.0 in all work taken as a graduate student, either at the University of the Pacific or any other institution. See the Grading Policy and Academic Standing sections, in addition to program-specific guidelines.

### Exit Requirements

*Comprehensive Examination/Capstone Experience/Creative Project/Thesis*

Most programs have a culminating experience. In addition to successful completion of all courses required for graduation, students may be required to pass a comprehensive examination taken during their final semester of enrollment or, if specified by the program, successfully complete a capstone experience or creative project or defend a thesis.

The thesis must be checked for plagiarism and approved by the thesis committee prior to the defense.

Students must be enrolled the semester in which the defense/final examination occurs.

(See individual program sections for more information).

## Requirements for Terminal Degree Programs (Ph.D., Ed.D, and JSD)

The goal of terminal degree programs at the University of the Pacific is to provide students with a comprehensive discipline-specific knowledge base and extensive training in the methods of research/creative activity. The programs are designed to encourage students to make contributions that advance their field of expertise.

Students are expected to demonstrate an ability to conduct independent research, and the ability to express thoughts clearly in both verbal and written and/or creative formats. In order to earn a terminal degree, candidates must successfully complete all degree requirements, demonstrate a high level of professional skill and performance in their academic work and their internship experience (if required), and submit a dissertation, acceptable to the student's committee. Specific program requirements can be found in the appropriate sections of the catalog.

### Degree Candidacy

Successful completion of approved candidacy requirements are defined by the degree program (e.g., qualifying scholarly activities or preliminary examinations). With the exception of the JSD, doctoral degree program directors are responsible for written requests of advancement to candidacy when requirements are met, and final approval is the responsibility of the Dean of the school.

### Grade Point Average

Students must maintain a minimum GPA of 3.0 in all work taken as a graduate student, either at the University of the Pacific or any other institution. See the Grading Policy and Academic Standing sections, in addition to program-specific guidelines.

### Presentation of an Acceptable Dissertation

In order to be acceptable, the doctoral dissertation must be:

- a. a significant contribution to the advancement of knowledge and
- b. a work of original and primary research.

### Final Oral Examination

When the dissertation is completed, candidates present themselves for the final examination to an examining committee, which consists of the candidate's advisor (who shall act as chair) and such other examiners as the advisor shall approve. 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 individual program sections for more information).

## Residence and Time Limits

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

Completion of a minimum of one academic year of "residence work" is required for all graduate programs; i.e., the student 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.

### Time Limits for Master's Degrees

The requirements for a Master's degree must be completed within five (5) years subsequent to admission to the program. The five-year period begins the first semester students are enrolled and is calculated from the date of degree conferral. Credit that is more than five years old will not be counted toward a Master's degree. Exceptions, provided the courses were completed at this university, will require strong justification in writing from the student requesting the exception as well as revalidation plan. Written approval from the department, and the Dean of the school/college at which the degree is offered are required. See revalidation process below.

Individual programs may have additional residency and time limit requirements, so students must also consult the particular program's time limits policies.

### Time Limits for Terminal Degrees

The requirements for a terminal degree must be completed within ten years subsequent to admission to the terminal degree program. The ten-year period begins with the first semester students are enrolled and is calculated from the date of degree conferral. Students have a maximum of five years to advance to candidacy and a maximum of five years from candidacy to successfully defend the dissertation. Students who exceed the candidacy deadline may request an extension. Candidacy extensions will require strong justification in writing from the student and should be accompanied by a plan of study for timely completion of all requirements for advancing to candidacy. The extension must be approved by the student's advisor, the Program Director, and the Dean of the school.

Courses taken ten or more years prior to the comprehensive examination (terminal degree programs) do not apply towards the graduate degree and must be repeated or revalidated to satisfy the degree requirements.

Individual programs may have additional residency and time limit requirements.

### Revalidation Request

If revalidation of expired courses is requested, the faculty advisor or Program Director recommend a revalidation plan. Revalidation will verify that the student's knowledge in a specific subject area is current and documented. Options for course revalidation include a written examination, a scholarly paper, a project, an annotated bibliography, a course retake, or other equally rigorous academic means appropriate to the discipline to determine the student learning outcomes have been met.

Revalidation request should be submitted on the Revalidation Request Form and accompanied by a written justification, revalidation plan, and documentation used for revalidation. All revalidation request and plans must be approved by the student's advisor or Program Director, and the School/College Dean. The student's advisor/Program Director and College Dean are responsible for determining whether the student demonstrated sufficient course knowledge necessary for successful course revalidation. Successfully revalidated courses may be included in the student's plan of study. Failure to follow all designated requirements

of the revalidation agreement may result in dismissal from the program. Graduate students will not be permitted to submit more than 12 units of the program's courses for revalidation. Courses beyond the 12-unit limit will need to be retaken. Only courses completed at University of the Pacific are eligible for revalidation.

## Thesis and Dissertations

Many master's degree programs and all doctoral programs require the completion of a thesis (master's degrees) or dissertation (doctoral degrees) as partial fulfillment of an advanced degree. The Center for Teaching and Learning 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. Theses and dissertations must be submitted by the deadline dates published in the Academic Calendar.

Graduate programs have specific courses that must be taken for work on a thesis or dissertation and are graded on a Pass/No Credit basis.

## Thesis or Dissertation Committee

This section outlines the general requirements for thesis or dissertation committees. Units and colleges may adopt additional program-specific criteria and guidelines.

**Thesis or dissertation chair:** Faculty chairing thesis or dissertation committees must be regular, full-time members of University of the Pacific's faculty in the student's graduate program, hold a terminal degree, and have demonstrated expertise to serve as a thesis or dissertation chair. Faculty members without supervisory experience must serve for at least one year as a co-chair with an experienced advisor before they may be recommended to independently supervise thesis or dissertation research. Exceptions to this policy must be approved by the college or school Dean.

**Thesis or dissertation committee:** The Thesis or Dissertation Committee is composed of a Chair and a minimum of 1 (thesis) or 2 (dissertation) other committee members. The number of committee members depends on the degree objective. All members of the committee must hold degrees at least equivalent to the degree being sought or have demonstrated expertise in the student's field of study. In addition to the committee chair, who must be a University of the Pacific faculty member, the committee member(s) may be selected from within the student's school or college, from another school or college, or from another institution or organization with recognized expertise in the field or industry.

It is recommended that the committee be formed after a student selects a chair for their research and the faculty member agrees to chair. The student, in consultation with the chair, is responsible for contacting potential members of the committee, inviting members to serve, and seeking approval from advisor, department chair, and college or school Dean.

The responsibilities of the thesis or dissertation committee members are:

- providing the student with guidance in their thesis or dissertation research,
- monitoring the student's research progress of their thesis or dissertation research, and
- approving the content of the final thesis or dissertation.

In order to fulfill the above responsibilities, the committee should hold at least one meeting each semester.

## Transfer Credit

The transfer credit policy of each graduate program is determined by the particular graduate program. Programs that do not specify transfer credit policies in their program catalog sections do not accept transfer units. Coursework completed at University of the Pacific or at other regionally accredited institutions of higher education since completion of the baccalaureate can be evaluated for transfer credit work with the following restrictions:

- Programs cannot accept more than 30% of the credits required to complete the degree.
- Only courses that qualify for graduate or first-professional credit by the transferring institution can be transferred.
- Only courses in which the student earned a grade equivalent of B or better are eligible for consideration of transfer credit.
- The course work must be less than five years old for Master's degrees and less than 10 years old for Doctoral degrees at the time the University of the Pacific degree is awarded.
- Extension courses do not qualify for transfer credit with the exception of university-approved transfer agreements.

Grade points earned in those courses at another institution are not counted in the student's Pacific grade point average. No distinction is made between credits used toward an earned degree and credits used towards an uncompleted degree. Transfer credit must be approved by the Dean, or designee, of the School/College and the Registrar.

Some programs may have more restrictive transfer credit policies, and these are identified by individual program catalog sections.

## Unclassified Graduate Students

Students may take graduate level courses as an unclassified graduate student if they meet the following:

- Have a bachelor's degree or the equivalent from a regionally accredited institution or other international institution of acceptable standing
- Apply using the First Time Unclassified Application and submit it to the Office of the Registrar

A maximum of 12 units (16 units for student teachers) taken as an unclassified graduate student will count toward a graduate-level program at University of the Pacific. Upon acceptance to the university, resident and transfer coursework are evaluated by school/department for applicability to degree. Some programs/courses have restricted enrollment and are not open for enrollment for unclassified students.

## Withdrawal from a Term or the University

Students who intend to completely withdraw from a semester or from the university must begin the process by informing the Dean's administrative office of their school and the Office of the Registrar. The withdrawal date used by Financial Aid for 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, the withdrawal 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. A student who only withdraws from a semester, has one more semester to remain in continuing active status. A student who has completely withdrawn from the University, must file a Petition for Reinstatement Form (with a

\$50 fee) available on the Graduate Admission web site. The deadline is August 1st for fall admission or December 1st for spring admission.

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