

POLICY ON ACADEMIC PROGRESS

Effective 2014-2015 Academic Year

UCLA Department of Anthropology

The Department of Anthropology recognizes that academic progress will vary from student to student. It will vary according to the type of research being conducted, the need for specialized training, the type and amount of financial aid received, unexpected personal problems, and so on. Nevertheless, the department strongly encourages all students to complete their degrees without undue delays. Unless special circumstances arise, “good” academic progress is defined in the following ways:

Good Academic Progress to Completion of the MA: 6 academic quarters (two years). Ordinarily, students conduct their master’s research in the summer following their first year of graduate school. The thesis is written in the fall and winter quarters of the second year. Ideally, the thesis draft is submitted for review and evaluation during winter quarter. At a minimum, a polished thesis is submitted two weeks prior to the student review in the spring quarter of the second year. The student review is held during the 7th or 8th week of the quarter.

If students have not completed their thesis within this 6-quarter period, they and their committee members may request a one-quarter extension until the student review of the following quarter (fall quarter of the third year). The department may grant one extension, on the recommendation of the student’s committee, so long as a student has a legitimate reason for requesting an extension and so long as they remain committed to completing their thesis as quickly as possible. Ordinarily, the department will not support more than one extension. The faculty may recommend to the Graduate Division dismissal if the thesis is not completed within nine academic quarters (three years) on the basis of insufficient progress.

Good Academic Progress to Advancement to Doctoral Candidacy: 3-6 academic quarters (one to two years) beyond completion of the MA requirements. All students are expected to advance to doctoral candidacy no later than their 12th quarter in the graduate program (end of the fourth year). Ordinarily, students will write a doctoral research proposal and complete their written and oral qualifying exams within 3-6 quarters of completing their MA requirements, or for those who entered with a master’s degree, within 3-6 quarters from admission to the PhD program.

If students have not advanced to doctoral candidacy within this period, the department vice chair will send a letter to them, with a copy to their committee chair, asking them to prepare a plan and schedule for completion of the degree requirements. To remain in good academic standing, students must develop a plan for academic progress and have this plan endorsed by their doctoral committee. If students do not develop plans and schedules for academic progress or if they do not demonstrate reasonable compliance with their plans, the faculty may recommend to the Graduate Division dismissal from the graduate program on the basis of insufficient progress. The Graduate Dean has the final authority over this decision. Students may appeal this recommendation (see below).

Note: The Department follows the principles set forth in the UCLA Graduate Student Academic Rights and Responsibilities and the UCLA CALL (see APM-133) in determining whether leaves may be counted as “time off the clock”. In most instances, however, the

Department does not make any allowance for leaves of absence when calculating 12-quarter count. This is in keeping with the Graduate Division policy of not making adjustments for leave when determining degree milestones. Leave requests under any circumstance must be made in a timely manner.

Good Academic Progress to Completion of the Dissertation: 6-9 academic quarters (two to three years) beyond advancement to doctoral candidacy. Ordinarily, students will conduct doctoral research in the year or two after advancing to doctoral candidacy. They will then take another year to write their dissertations.

Students who have been in the program for 9 or more quarters beyond advancement to candidacy will receive a letter from the department vice chair asking them to develop and plan a schedule for completion of the dissertation. If students do not develop plans and schedules for academic progress or if they do not demonstrate reasonable compliance with their plans, the faculty may recommend to the Graduate Division Dean dismissal from the graduate program on the basis of insufficient progress. The Graduate Dean has the final authority over this decision. Students may appeal this recommendation (see below).

The chair of the department makes a recommendation for termination after a vote of the faculty at the student review each term. Before the recommendation is sent to the Graduate Division, a student is notified in writing and given two weeks to respond in writing to the Department Chair. An appeal is reviewed by the department's Executive Committee, which makes the final departmental recommendation to the Graduate Division.

Students who have been dismissed from the graduate program are free to reapply, but only after demonstrating a renewed commitment to completion of their degree program.

Nine-year Limit for Participation in the Graduate Program: 27 academic quarters from entry into the program. Graduate Division has a nominal time to degree of six years from entry into a graduate program. The Department of Anthropology sets a nine-year (27 quarters) limit from entry into the graduate program to complete the PhD.

Students who have not completed and filed their PhD dissertation within nine years will be recommend to the Graduate Division Dean dismissal from the graduate program on the basis of insufficient progress.

Readmission to the Anthropology Graduate Program. Students who have left the program, let their status lapse or have been dismissed from the graduate program may subsequently apply for readmission to the graduate program and register for one quarter for the sole purpose of filing a completed dissertation. Readmission requires that: (1) the student supply letters from each of the four dissertation committee members acknowledging that the dissertation is complete and each committee member is individually ready to sign the completed document; and (2) the student supply a written letter of intent. It is also necessary that the student have successfully advanced to candidacy and completed all other requirements of the program. Application materials must be submitted at least six weeks in advance of the quarter in which the student wishes to file their dissertation. The Graduate Vice Chair in consultation with the Chair, Staff and the student's committee makes the final recommendation for admission.

Please note that the Graduate Division specifies that students have a maximum of 10 years to file their dissertation from the time at which they advance to candidacy.

Note: The Department follows the principles set forth in the UCLA Graduate Student Academic Rights and Responsibilities and the UCLA CALL (see APM-133) in determining whether leaves may be counted as “time off the clock”. In most instances, however, the Department does not make any allowance for leaves of absence when calculating the nine-year or 27-quarter count. This is in keeping with the Graduate Division policy of not making adjustments for leave when determining degree milestones. Leave requests under any circumstance must be made in a timely manner.

Standard Milestones for the Department of Anthropology

Milestone	Years	Quarters
Completion of the MA	2	6
Advance to Candidacy	2	6
PhD	3	9
TOTAL Standard Degree	7	21
Maximum years in program	9	27