

## PROPOSED REVISION OF DAVIS DIVISION REGULATION 520:

### Doctor of Philosophy

Submitted by UC Davis Graduate Studies.

Endorsed by Executive Council.

**Rationale:** Regulation 520 currently states that students must file their dissertation to Graduate Studies “three weeks before the end of the quarter,” ([DDR 520.C.3.](#)). This differs from the deadlines of other graduate degree objectives which allow students to file or complete their final requirement by the last day of instruction. This also poses a challenge for faculty advisors and coordinators, as well as the Graduate Studies Senior Academic Advising team who often need to communicate and clarify this deadline for students and faculty. For example, one implication of this requirement is that students who file after this cut-off but before the end of the quarter (i.e., weeks 9 and 10 of the quarter) are placed on the subsequent quarter’s degree list. This is confusing for students who are able to complete their final requirements and secure the necessary approvals before the end of the quarter. The confusion about the deadline also results in additional requests for deadline exceptions and/or retroactive or expedited degree processing, further adding to the workload of the graduate programs, the Office of the University Registrar (OUR), the Academic Senate, and the Graduate Studies advising team.

Thus, Graduate Studies is proposing removing the “three week” requirement as it causes significant confusion among students and faculty and no longer yields value for students, programs, or Graduate Studies. This “three week” stipulation may have been necessary during a time when the filing process required significant lead time to transmit and review paperwork, but current practices, tools, and staffing resources allow for this process to be completed in a shorter time frame. In addition, the requirement to submit the abstract to Graduate Studies is now obsolete since it can now be handled digitally as part of the ProQuest submission process. Thus, we recommend removing this requirement to align with current practices.

Removing the “three week” stipulation from DDR 520 would accomplish the following:

1. Simplify and streamline the deadlines for submission of final requirements by allowing Graduate Studies to implement the last day of instruction<sup>1</sup> as the single deadline across all graduate degree objectives (see Appendix A) and consistent across the UC.
2. Allow students to utilize the whole quarter (10 weeks) to complete their final requirement (including receiving necessary approvals for their committee) and be on the current quarter’s degree list.
3. Make DDR 520 more consistent with the regulations for other graduate degree objectives (DDR 500-518), none of which state a specific date or timeframe for submission of the final requirement.

We request that this revision, if approved, be implemented by Fall 2023.

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<sup>1</sup>:Note: Moving the filing deadline to the last day of instruction will not impact any other campus policies nor will it change the processing timelines for OUR and the Academic Senate. Graduate Studies will adjust its administrative protocols to ensure that we can still transmit the resulting degree list to OUR and the Academic Senate under the current timeline.

Proposed Revision: Davis Division Regulation 520 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in bold type.

## 520. Doctor of Philosophy

### C. Dissertation

- (1) A dissertation on a subject chosen by the candidate, bearing on the principal subject of study and of such character as to show ability to prosecute independent investigation, must receive the approval of the special committee in charge of the dissertation and of the Graduate Council before the degree is recommended. Special emphasis will be placed upon this requirement, and the degree will in no case be given merely for the faithful completion of a course of study, however extensive.
- (2) The dissertation must be in a form acceptable to the Graduate Council.
- (3) ~~Not later than three weeks before the end of the quarter in which the degree is to be conferred,~~ The candidate shall file with the Dean of Graduate Studies one copy of the dissertation (the original if typewritten) approved by the committee in charge. **An abstract of the dissertation must be filed by the same date.** (Am. 02/25/05)

## Appendix A: Proposed New Filing Timeline & Deadlines

*\*Deadline communicated to students*

	Filing Fee	Regular Filing (Thesis/Dissertation)	Regular Filing ( Plan II & MFA Report)
Weeks 8-10	<b>Required</b> to meet with SAA to review paperwork for filing and file.	Optional meeting with SAA to review filing paperwork.	N/A
Last day of instruction*	<b>Deadline to submit required filing paperwork to Graduate Studies.</b>		
Last day of the quarter	<ul style="list-style-type: none"> <li>Graduate Studies internal deadline to complete review of all filing paperwork.</li> <li>Students who have successfully completed all of the filing process will be on that quarter's degree list.</li> </ul>		Last day to complete final requirement(s).
<i>What happens if a student does not have an approved final packet by the last day of instruction?</i>	Cancellation of filing fee status and late registration for current quarter.	N/A	N/A
<i>What are the options for completing the filing process? What degree list will they be on?</i>	<p>Options:</p> <ol style="list-style-type: none"> <li>Student completes filing process in the “gap” period between the current quarter and next quarter.</li> <li>Student goes on Filing Fee for next quarter.</li> <li>Student enrolls in the next quarter .</li> </ol> <p>In <u>all</u> cases, the student will not be on the current quarter degree list and may be on the next quarter's degree list.</p>		