

Glossary of Commonly Used Terms at UCI in Graduate Education

(Approved by Graduate Council June 3, 2004)

This document describes the terms commonly used at UC Irvine in reference to graduate education. These definitions are in no way to be taken as providing complete information on the terms provided herein. In most cases related websites or documents are cited for more information.

Academic Appointments (Students) - A student academic appointee is a registered UCI student who qualifies to be employed in a teaching or research position, usually under the general supervision of a faculty member, at 50 percent time or less during the academic year. Graduate appointments on the UC Irvine campus are assigned the following titles: Graduate Student Researcher, Graduate Student Assistant Researcher, Teaching Assistant, Teaching Associate, Reader, and Tutor (*see individual listings*). Eligibility requirements may be found on the websites listed below. In addition, individual departments or programs may have stricter or additional criteria. It is the responsibility of the departments to inform the students of their policies. www.ap.uci.edu/ase/definitions.html; www.rgs.uci.edu/grad/staff/grad_hdbk.pdf; www.ap.uci.edu/employment/student.html

Academic Appointments (Faculty and Research) - These include: acting professor series, adjunct professor series, chancellor's fellow, chancellor's professor, professor of clinical x series, distinguished professor, emeritus, endowed chair, faculty, interim, ladder rank, clinical professor series, lecturer, lecturer/senior lecturer SOE, professor/professorial series, professional research series, and regular ranks. (*See individual listings for definitions.*) (http://www.ap.uci.edu/APP/1-20_titles.html ; <http://www.ucop.edu/acadv/acadpers/apm/> .

Academic Council - The administrative arm of the Assembly of the Academic Senate (Universitywide) which acts in lieu of the Assembly on non-legislative matters. It advises the President on behalf of the Assembly and has the continuing responsibility to request committees of the Senate to investigate and report to the Council or to the Assembly on matters of Universitywide concern. Membership consists of the Chair and Vice Chair of the Assembly, Chairs of each Division, and Chairs of the following University Standing Committees: Academic Personnel, Admissions and Relations with Schools, Educational Policy, Faculty Welfare, Graduate Affairs, and Planning and Budget. (Senate Bylaw 125) www.Universityofcalifornia.edu/senate/committees/

Academic Freedom – Those principles which reflect the University's fundamental mission to discover and disseminate knowledge, to protect freedom of inquiry, research, teaching, expression, and publication. Academic freedom also requires that teaching and scholarship be assessed by reference to the academic and professional standards that sustain the University's pursuit and achievement of knowledge. (APM 010) www.ucop.edu/acadv/acadpers/apm/welcome.html)

Academic Honesty - The policy that sets expectations for faculty, students, and administrative officials. It defines academic dishonesty, including such infractions as cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities, and it applies as well to electronic media and print, and involves text, images, and ideas. www.senate.uci.edu/9_IrvineManual/IDManual.index.html (Appendix VIII). (*See also 'Hearings'*)

Academic Personnel Manual (APM) – the UC document that embodies Universitywide academic personnel policies. www.ap.uci.edu/APM/APM_intro.html

Academic Program Review Subcommittee (APRS) - A standing joint subcommittee of the Graduate Council and the Council on Educational Policy whose responsibility is to coordinate and administer the regularly scheduled joint academic program reviews of all academic programs except for those graduate programs which do not include an undergraduate component and the Doctor of Medicine. http://www.senate.uci.edu/4_SenCom/APRS/APRS.htm

Academic Program Terms - (See concentration, concurrent degree, dual degree, emphasis, field, focus, gateway, graduate group, intercampus, intercampus graduate group, interdepartmental, interdisciplinary, joint degree, metacarpus, multidisciplinary, specialization, terminal Master's, thrust, track, transdisciplinary, umbrella)

Academic Record - Generally referred to as a 'transcript', it is the historical record of a student's attendance, coursework, degrees, and honors received at UCI. It is maintained permanently by the Registrar. www.editor.uci.edu/03-04/intro/intro.16.htm

Academic Senate (Irvine Division) - A committee of the University of California Academic Senate whose duties and authorities are delegated by the Bylaws of the Universitywide Academic Senate and the Standing Orders of The Regents of the University of California. The Division exercises all powers of the Academic Senate on the Irvine campus not specifically delegated to the Senate Assembly or to the standing committees of the Senate. www.senate.uci.edu/

Academic Senate (Universitywide) - The body that represents the faculty in the "shared governance" of the University of California, as mandated by the University's governing body, the Board of Regents, to determine academic policy, set conditions for admissions and the granting of degrees, authorize and supervise courses and curricula, and advise the administration on faculty appointments, promotions and budgets. Membership includes but is not limited to the President, Vice Presidents, Chancellors, Vice Chancellors, Deans, Provosts, Directors of academic programs, and all ladder-rank faculty. (Standing Order 105.1 and 105.2) www.Universityofcalifornia.edu/senate/

Academic Senate Manual - The code of the Academic Senate comprises the manual of the UC Academic Senate and manuals of its Divisions. The UCI Academic Senate Manual comprises the Irvine Division Senate Bylaws and Regulations that govern Senate responsibilities and education programs on the UCI campus. www.senate.uci.edu/

Academic Senate Members - the President, Vice Presidents, Chancellors, Vice Chancellors, (academic) Deans and Provosts, Directors of academic programs (Organized Research Units), the chief admissions officer on each campus and in the Office of the President, registrars, the University Librarian on each campus, members of the Professorial series, Professor in Residence series, and Professor of Clinical (e.g., *Medicine*) series, Acting Professors, Acting Associate Professors, full time Lecturers with Security of Employment, and full time Senior Lecturers with Security of Employment. (Regent's Standing Order 105.1)

Academic Standards at UC and UCI – The code that covers all criteria related to academic progress and standing of graduate students, including grades, academic honesty, GPA and other requirements for determining eligibility for admission and graduation. Academic units may have stricter standards. (Also see *Grades, Grade Point Average, Satisfactory Progress, and Unsatisfactory Progress.*) www.senate.uci.edu/; www.Universityofcalifornia.edu/senate/; www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Academic Standing – Status that connotes a student's progress toward the completion of degree requirements. University policy requires that graduate students maintain a minimum 3.0 GPA in order to be considered in good academic standing. In addition, UCI students must maintain *satisfactory progress* toward degree as defined by the Academic Senate, and are also advised to consult with their individual departments, which may also impose stricter standards. http://www.rgs.uci.edu/grad/staff/grad_hdbk.htm.

Acting Professor - A title accorded only to a person on a temporary appointment. It may be attached to the ranks of the Professorial series. (For applicable websites see *Academic Appointments-Faculty.*)

Add/Drop Cards - A means to modify official enrollment once instruction begins when a class is not an electronic add/drop class. It allows a student to add or drop a class, or make a change in the grading

option or number of units for variable unit classes. The cards are available in the Office of the Registrar and Graduate Studies. <http://www.reg.uci.edu>

Adjunct Professor - A title assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work. (*For applicable websites see Academic Appointments-Faculty.*)

Advancement to Candidacy [Doctoral Degree (IR 915)] Graduate students are nominated for admission to candidacy for the Ph.D. degree in a particular field by the academic unit responsible for advanced degrees in that field. Advancement to Candidacy at UCI signifies that in the judgment of the faculty the student is prepared to undertake the requirements that will constitute the preparation of the dissertation – i.e. to engage in independent research.

- **Advancement to Candidacy Examination** - Students are admitted to candidacy if they pass by unanimous vote a written and oral examination administered by a Candidacy Committee. The Advancement to Candidacy Examination is *sometimes used interchangeably with Qualifying Examination*
http://www.senate.uci.edu/9_IrvineManual/2ASMRegulations/R4PhDReq/Reg915.html
www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Advancement to Candidacy Committee - [Doctoral Degree (IR918)] – The faculty committee that oversees a graduate student’s advancement to candidacy examination (also known as the 'qualifying' examination or 'comprehensive' examination). The Candidacy Committee is comprised of five faculty who are voting members of the University of California Academic Senate. Non-voting Senate members or faculty holding professorial titles at other Universities will be considered on an exception-only basis. Candidacy committee members need not necessarily be from the Irvine Division -- but a majority and not all must hold primary or joint appointments in the student's department. The Dean of Graduate Studies may delegate to the academic units the role of appointing Candidacy Committees. Authority both to evaluate and to approve the committee may be delegated to the academic unit only when the membership of the proposed Candidacy Committee conforms to Senate policy as defined in Irvine Senate Regulation 918. http://www.senate.uci.edu/9_IrvineManual/2ASMRegulations/R4PhDReq/Reg918.html
http://www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Advancement to Candidacy [Master's Degree (IR840)] - A Master's student must be advanced to candidacy for the degree prior to the first day of the quarter in which the degree is to be received. Application for Advancement to Candidacy must be made through the Dean of the Division of Graduate Studies and Research and must contain a general statement of the studies upon which candidacy is based.
http://www.senate.uci.edu/9_IrvineManual/2ASMRegulations/R3MasReq/Reg840.html

Advisory Examination - A term used by the Department of Mathematics. This is a written examination that students usually take upon first entering the program in order to determine those areas in which remediation may be necessary. This type of examination is sometimes referred to by other academic units as a *preliminary examination*.

ANTlink – A website for current and prospective students with links to important academic and administrative information and policies, student resources, and area establishments.
www.antlink.uci.edu/information.html#Policies; www.antlink.uci.edu/life.html#Places

ANTPAC - The Anteaters Public Access Catalogue that provides up-to-date access to the holdings of all of the UC Irvine Libraries: the Langson Library, the Science Library and the Grunigen Medical Library. This catalog allows you to view your own circulation record, renew items, place holds/recalls, request items through Interlibrary Loan and use Express Checkout by using a Personal Identification Number (PIN), which you can activate when you visit the Loan Desk in person. <http://antpac.lib.uci.edu/>

Assembly of the Academic Senate - Irvine Division - The Divisional Academic Senate Assembly representing the faculty of the Irvine campus in the governance of the UC Irvine campus. The Assembly has the duty and is empowered to act on behalf of the Irvine Division in the transaction of all business not specifically delegated to other agencies of the Division, except as limited by its Bylaws and as further described on the Senate website. Ex officio members include the President of the University, the Chair and Chair Elect-Secretary of the Irvine Division, the chairs of the major Divisional Councils, the Chairs of the Faculties of the Division, the Divisional Delegates to the Assembly of the Academic Senate. Elected members include the elected representatives of the Faculties of the Division. www.senate.uci.edu/4_SenCom/SenCom_index.html

Assembly of the Academic Senate - Universitywide - The Assembly of the Academic Senate representing all UC faculty in the governance of the University as mandated by the Standing Orders of the Regents. The Assembly is authorized to consider any and all matters of concern to the Senate as a whole and has the power to take final action on all legislation substantially affecting more than one Division. It is ready at all times to advise the President. Membership of the Assembly includes the President of the University, the Chair and Vice Chair of the Assembly, 40 Divisional representatives, and 16 members ex officio, including chairs of the Divisional Senates. (Senate Bylaw 105). www.Universityofcalifornia.edu/senate/committees/

Associate Dean for Graduate Affairs/Departmental - The representative of the Academic Dean in all matters related to graduate education.

Associated Graduate Students (AGS) – The graduate student body that promotes and provides for the needs and priorities of graduate students. AGS functions as a liaison between graduate students and the UCI administration, faculty, and staff by addressing concerns and working to resolve grievances. All graduate and professional school students are members of the AGS. www.ags.uci.edu

Board of Regents - The University of California is governed by The Regents, a 26 member board established under Article IX, Section 9 of the California Constitution. The Board appoints the President of the University and the principal officers of The Regents: the General Counsel, the Treasurer, and the Secretary. The Board is composed of 18 individuals appointed by the Governor for 12 years, one student appointed by the Regents to a one year term, and two faculty members -- the Chair and Vice Chair of the Academic Council. www.Universityofcalifornia.edu/regents/about.html

California Commission on Postsecondary Education (CPEC) - The Legislative body that provides oversight, coordination, and long range planning for higher education in the State. It includes appointees by the Governor, Legislature, Senate, and representatives of UC, CSU, CCC, and the State Board of Education. <http://www.ucop.edu/acadinit/interseg/>

Campus - Any of the 10 locations of the University of California - or where specified, UCI.

Campus Activities, Organizations & Students – A UC/UCI document describing the rights and responsibilities of members of the campus communities. It provides Universitywide standards for implementing campus regulations to prevent interference with University functions or activities and ensure compliance with all pertinent laws and University policy. (*sometimes called the UC Policy Manual*) http://www.dos.uci.edu/judicial/uci_policy.html

Campus Center - An informal research unit at UCI. Campus Centers carry out research focused on a particular field. They are established by the Chancellor upon Senate review -- normally for a period of 3 years, with the possibility for extension. These Centers may perform some academic functions of departments and employ graduate students. They ordinarily report administratively to an academic dean - and more rarely to the Vice Chancellor for Research.

Capstone Requirement - A degree requirement that conclusively demonstrates a candidate's readiness to receive a degree. The requirement typically comes at the end of the course of study in the form of a thesis or (if appropriate) a major work or performance. All graduate programs are required to include a capstone requirement which must be approved by the Graduate Council.

Career Center – The office under Student Affairs that provides students and alumni with tools and support to help with achieving career goals. Activities include but are not limited to workshops on interviewing, resume writing, selecting and applying to graduate school, and applying for internships. Graduate students can maintain a permanent placement file with the Career Center for use in seeking employment, fellowships, and grants. <http://www.career.uci.edu/>

Catalogue/General – An annual publication providing detailed information on academic programs, admission, special programs, courses, financial matters, housing, and registration, as well as University policies and regulations. www.editor.uci.edu/catalogue/

Center for Women and Men - Provides consultation and outreach services on gender issues to individuals as well as to departments and offices on campus. The Center maintains a library of books and magazines, offers volunteer opportunities, and programs to raise awareness of gender equity. www.cwm.uci.edu/

Chancellor - The chief officer of each campus of the UC, and the executive head of all activities on that campus - including the organization and operation of the campus, its internal administration and its discipline, except as otherwise provided in Standing Order 100.6. In all matters within the Chancellor's jurisdiction, the Chancellor has administrative authority within the budgeted items for the campus and in accordance with policies for the University as determined by the President of the University.

Chancellor's Fellow - Faculty with tenure whose recent achievements in scholarship evidence extraordinary promise for world-class contributions to knowledge, and whose pattern of contributions evidences strong trajectory to distinction. The Chancellor's Fellow distinction carries an award of up to \$25K per year in support of research; the term is for three years and may not be renewed. The appointment is awarded by the Chancellor subsequent to advice from the Distinctions Committee and the Executive Vice Chancellor. <http://www.ap.uci.edu/distinctions/titles.html>

Chancellor's Professor - A title designed for persons who have earned the title of Professor, who have demonstrated unusual academic merit, and whose continued promise for scholarly achievement is unusually high. Thus, Chancellor's Professors are faculty who have achieved acclaim for their accomplishments and who are highly likely to continue producing notable achievement in scholarship. The total number of Chancellor's Professors on the campus, excluding emeritus faculty, cannot exceed 3% of the filled faculty lines. The Chancellor's Professor title is conferred for a five-year renewable term. The appointment is awarded by the Chancellor subsequent to advice from the Distinctions Committee and the Executive Vice Chancellor. <http://www.ap.uci.edu/distinctions/titles.html>

Clinical Professor - A non-Senate appointment, either salaried or volunteer, reserved for qualified individuals whose primary responsibility is clinical service in the University and/or affiliated hospital. Appointees in the Clinical Professor series teach the application of basic sciences and clinical procedures to clinical practice in all those areas concerned with the care of patients.

College - A major administrative unit with a focus on academic programs that may or may not be related to each other. At UCI there is currently one college - the College of Medicine.

Colloquium - A course or other academic meeting in which invited speakers address related topics by lecture and/or discussion.

Comprehensive Examination - First Year - An examination that usually occurs at the end of the first year of doctoral study. The comprehensive examination tests a student's knowledge of the disciplinary

material as well as his or her ability to synthesize the information. This examination is considered to be a major examination and must be passed satisfactorily in order for a student to continue with doctoral studies.

Comprehensive Examination for the Master's Degree - Plan II (IR835) – One of two options for Master's degree programs. A final comprehensive examination, the nature of which is to be determined by the academic unit, is required of candidates following Plan II. (see Thesis-Plan I)
http://www.senate.uci.edu/9_IrvineManual/IDManual.index.html

Concentration - A subcurriculum such as a new method of inquiry or an important field of application which may be interdisciplinary and is applicable to one or more existing graduate programs. It is represented by the inclusion of graduate faculty, and consists of a coordinated set of courses in conjunction with examinations, thesis and/or dissertation, and is joined with the curriculum of one or more established graduate programs in a manner such that the requirements of the graduate program and of the concentration are met concurrently. Concentrations have significant research and teaching components and must be approved by the Graduate Council. Students ordinarily are admitted directly into a concentration, as in the School of Biological Sciences. Concentrations are listed on a student's transcript, but not on the diploma.

Concurrent Degree Programs - A mechanism to provide an integrated curriculum of greater breadth between two disciplines, and to allow students to graduate with two degrees in a shorter period of time than would be required if the student pursued the degrees independently of each other. They may be two Master's degrees or a PhD degree and a Master's degree. Concurrent degree programs must be approved by the Graduate Council, Systemwide committees, and the Office of the President. At this time, UCI does not have any concurrent degree programs. For *'Dual Degree'* see below.

Conflict of Interest and Graduate Education - UCI policy defines such conflict of interest in the context of graduate student experience to specifically cover instances where faculty may have a financial conflict of interest (as defined in Section 028 of the Academic Personnel Manual) that may have the potential to be harmful to the academic interests of a student. Graduate students should review this policy before selecting a graduate advisor or a research committee. Information on other types of conflicts of interest, including issues concerning intellectual integrity and student conduct and grievance procedures, are described on the RGS website and in the UC publication entitled 'Policies Applying to Campus Activities, Organizations, and Students.

UCI Academic Senate Manual: [Appendix XII](#); www.rgs.uci.edu/grad/staff/coi.htm;
www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html

Continuous Registration - Registration for each successive regular academic quarter until all requirements for an advanced degree or credential have been completed.

Coordinating Committee on Graduate Affairs (CCGA) - The Systemwide committee having authority to review and approve all campus proposals for new graduate programs and schools. It is comprised of members of the Divisional Graduate Councils as well as representatives of the Office of the President. CCGA advises the Senate and University administration on all matters regarding the promotion of research and learning related to graduate education.

www.Universityofcalifornia.edu/senate/committees/ccga/

Counsel to the Chancellor - An attorney appointed to advise and represent in legal matters the Chancellor and the University.

Counseling Center – Provides the UCI community with a broad range of mental health support services.
<http://www.counseling.uci.edu/>

Counseling and Health Services –Provides information on resources to assist with issues related to careers, psychological counseling, health care services, and health/wellness. www.chs.uci.edu/main.htm

Courtesy Appointment - UCI does not recognize courtesy appointments. The term is often used incorrectly to indicate a joint appointment without salary.

Dean, Academic - An Academic Dean at UCI is the head of a College or School who has administrative and fiscal responsibility for that unit as well as the responsibility for insuring that Systemwide and local policies, including Academic Senate Regulations, are observed.

Dean of Graduate Studies – The administrative dean who oversees the Office of Graduate Studies and is responsible for implementing policies related to graduate education as established by the Academic Senate. At UCI the position of Dean of Graduate Studies is jointly held by the Vice Chancellor for Research. www.rgs.uci.edu

Dean of Students - An administrative dean who oversees programs and resources to enhance student life, including clubs and organizations, Greek life, judicial affairs, veteran services, The Disability Services Center, the Center for Women and Gender Education, the Cross Cultural Center, the International Center, and the Office of the Dean of Students. <http://www.dos.uci.edu/family/index.html>

Defense - Oral presentation and/or examination used in reference to a student's Thesis or Dissertation. The defense is generally presented in a seminar or public forum followed by an examination by the student's Master's or Doctoral Committee on the contents.

Degrees – UCI offers Master's and doctoral degrees in addition to such professional degrees as the MD and MBA. Specific degree designations include the EdD, MA, MAS, MAT, MFA, MD, MS, MURP, and PhD. At UCI the emphasis for many programs is on the doctoral degree. Many of these programs also offer a Master's degree along the way to the PhD, but do not accept applicants to Master's programs. However, in some programs, the Master's is the final degree; e.g., the MFA programs. These degrees are called *Terminal Master's* degrees.

Department – An administrative unit with space and resources. A department also includes budgeted faculty members who offer instruction in a titled, specialized discipline, normally affiliated with a school or college.

Department Chair - A regular rank faculty member who serves as the academic leader and administrative head of a department of instruction or research, or in the case of the College of Medicine, a clinical service.

Direct Costs - Clearly identifiable costs related to a specific project. General categories of direct costs include but are not limited to salaries and wages, fringe benefits, supplies, contractual services, travel and communication, equipment, and computer use. (*See also indirect costs.*)

Disability Services Center (DSC) - Facilitates equal opportunities for students with disabilities to maximize their educational potential. The Center provides printed policies and procedures for students in alternate formats upon request. <http://www.disability.uci.edu/>

Discussion Section - Class meetings held in conjunction with a Lecture course and involving substantial instructor/student interaction.

Disqualification - A determination to remove a student from a program based on the student's inability to meet minimum UC, UCI and program/department academic standards as well as on other factors governing *satisfactory progress* toward degree. After consultation with the student's academic unit, the Dean of Graduate Studies may disqualify a student who: has a grade point average in graduate and upper-division courses below 3.0 for two or more successive quarters; or who fails to pass (or does not take) a required examination or course within the time specified for that graduate program; or who does not maintain satisfactory academic progress toward completion of an approved program of study as defined

by UC/UCI policy. Students are advised to consult with their department, which may impose stricter standards. Unsatisfactory academic progress may be determined on the basis of explicit requirements, but the professional judgment of the faculty upon review of all graduate work undertaken by the student is paramount. www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Dissertation - A written document to maintain and prove a thesis or hypothesis and submitted by a student in a doctoral program as the principal requirement for a UC/UCI degree. Unless otherwise approved by the Graduate Council, a dissertation is a requirement for students in PhD programs. <http://www.lib.uci.edu/libraries/collections/special/thesis/tdmanual.html>

Dissertation Fellowship - Funding to provide support to an outstanding continuing graduate student in order to facilitate completion of their dissertation. http://www.rgs.uci.edu/grad/staff/grad_hdbk.pdf

Distinguished Professor - The highest campus-level distinction, this title is reserved for senior faculty who have achieved the highest levels of scholarship over the course of their careers. Distinguished Professors will typically have earned national and international level distinctions and honors of the highest level. The total number of Distinguished Professors on the campus, excluding emeritus faculty, cannot exceed 2% of the filled faculty lines. <http://www.ap.uci.edu/distinctions/titles.html#distinguished>

Diversity - At the University of California, diversity is defined as inclusivity of those traditionally under-represented in various academic disciplines and who come from all cultural, linguistic, geographic, racial, religious, and socioeconomic backgrounds.

Doctoral Committee – A committee comprised of 3 voting members of the Academic Senate, not necessarily of the Irvine Division - whose duty is to supervise the preparation and completion of the dissertation and the final examination. Two of the three committee members must be affiliated with the student's program. The (IR 920) http://www.senate.uci.edu/9_IrvineManual/IDManual_index.html

Doctoral 1 - UC designation for doctoral students prior to Advancement to Candidacy.

Doctoral 2 - UC designation for doctoral students for three years following Advancement to Candidacy.

Doctoral 2A - UC designation for doctoral students who are more than nine quarters post-Advancement. The University receives a budget based on student headcount. Students in this category are not included in these headcounts; thus, the campus does not receive funding from OP for Doctoral 2A students.

Domestic Partner - An individual who has either registered with the State of California a Declaration of Domestic Partnership OR who has fulfilled all criteria required by the University for domestic partnership, including but not limited to being: 18 years or older; a person of the same sex as the employee, not related to the employee, able to enter into a contract, unmarried, living with the employee with the intent to continue indefinitely, etc. <http://www.ss.ca.gov/dpregistry/>;
<http://snap.uci.edu/viewXmlFile.jsp?resourceID=27>

Domestic Student – A student who is either a citizen or permanent resident of the United States or in a qualified immigrant category. <http://www.reg.uci.edu/registrar/residence/index.html>

Dual Degree - Programs that may or may not be individually designed, may combine the features of a professional degree with the teaching and research components of a Ph.D., and may or may not accelerate the course of study leading to both degrees. Examples at UCI include the MD/PhD (Medical Scientist Program), and the MD/MBA Program. Dual degree programs require the same approval process as regular graduate programs. Students in dual degree programs must apply and be admitted to each program separately.

Education Abroad Program (EAP) - The University of California's study abroad program. www.cie.uci.edu/eap.html

Electives –Those courses that may apply toward a graduate degree but are not part of the core degree requirements. Depending on individual program requirements, students may choose an elective from a fixed menu of courses, or, with the approval of their faculty graduate advisor, may choose a course from a broader range of offerings. Electives that apply toward a graduate degree must be approved by the Graduate Council.

Emeritus - The title conferred upon retirement on certain academic appointees, including every Professor and Associate Professor. (Section 103.5 of the Standing Orders of The Regents). *For applicable websites see Academic Appointments-Faculty.*

Emphasis - A program of study, often interdisciplinary, that focuses on a specific area of a discipline and may or may not reside in the student's academic unit. An emphasis may exist within a concentration or within a regular degree program or be free standing, such as the PhD Emphasis in Feminist Studies. It has a defined course of study, and differs from a concentration in that it requires fewer courses (usually 3), and the studies provide somewhat less depth and expertise in a subject matter. The subject matter of the emphasis is integrated into the thesis/dissertation. Students do not apply to an emphasis, but may select one with the consent of their advisor during their course of study. Emphases must be approved by the Graduate Council. They are not listed on the student's transcript or diploma, nor are they required as part of any graduate degree.

Endowed Chairs and Professorships - Titles reserved for distinguished scholars and teachers who are supported by payout from an endowment fund, a fund functioning as an endowment, or from an annual allocation in support of their teaching, research, and service. *For applicable websites see Academic Appointments-Faculty.*

English Language Proficiency Examinations/Oral - Required of foreign students and permanent residents who are citizens of countries where English is not the primary language, and who wish to establish academic eligibility for teaching appointments. Prospective students are advised to consult with the particular program of interest to determine whether one of these tests is also required for admission. These include the *TSE, SPEAK, and TOEP* (see below). www.humanities.uci.edu/hirc/speak/; www.rgs.uci.edu/grad/staff/grad_hdbk.htm;

English Language Proficiency Examination/Written - An admissions requirement for foreign students and permanent residents who do not qualify for exemption. *See TOEFL*
<http://www.editor.uci.edu/03-04/intro/intro.21.htm>

Enrollment - Enrollment in classes is a requirement for registration (*see registration*)
www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Environmental Health and Safety (EH&S) - The office of EH&S has 5 areas of responsibility: the laboratory animal occupational health program (medical care, preventive care, and surveillance), medical waste disposal procedures, the occupational health and safety division, injuries (employees and students), and training (workshops and seminars related to research techniques and safety issues).
www.rgs.uci.edu/ular/environmentalhealth.htm

(ESL) English as a Second Language – A School of Humanities program that offers classes in writing, speaking and listening, and reading and vocabulary development for students whose primary language is not English. www.humanities.uci.edu/hirc/; e3.uci.edu/programs/esl/grads.html

Examinations - Certain major examinations are required by University policy - e.g., the Advancement to Candidacy Examination and the Final Examination. Departments may also require additional major exams as part of their degree program(s). In accordance with Graduate Council policy (October 2, 2003; rev. October 15), all major examinations must be conducted in English unless the subject matter includes

foreign language content. These include all examinations that satisfy specific degree requirements. www.rgs.uci.edu/grad/staff/grad_hdbk.htm, (See under individual titles.)

Exceptional Admissions - Status whereby a student who does not meet the minimal requirements of UC, but may qualify for exceptional admissions based on specific criteria, is admitted to the University. <http://www.editor.uci.edu/catalogue/>; http://www.rgs.uci.edu/grad/staff/grad_hdbk.pdf

Executive Vice Chancellor (EVC) - The administrative official who is second to the Chancellor and has overall responsibility for all academic units, research units, and ancillary facilities and programs. <http://www.policies.uci.edu/resources/orgchartiii.pdf>

Faculty - An academic appointee in a school, college, department, or program of instruction or research who has independent responsibility for conducting approved regular University courses for campus credit. Titles include: the professorial series, acting and visiting titles in the professorial series, professor-in-residence and adjunct professorial series, professor of clinical medicine and clinical professor series, lecturers and senior lecturers with the potential for security of employment (SOE) and others as cited in the APM. *For applicable websites see Academic Appointments-Faculty.*

Fee Reduction for UCI Employees - Eligible UCI employees who are enrolled in degree programs may receive a reduction in fees. www.hr.uci.edu/sd/redfee.html

Fees - Denotes registration, educational, associated students, UCI Student Center, Bren Events Center, Campus Spirit, and GSHIP. All students pay fees. <http://www.editor.uci.edu/03-04/intro/intro.7.htm>.

Fellowships - Financial support for graduate students which includes fee fellowships, tuition fellowships for nonresident students, dissertation fellowships, stipends, grants-in-aid, merit-based fellowships, and diversity fellowships. www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Field - A term specific to History at UCI and used in a manner similar to that of an emphasis. However, unlike an emphasis, fields are degree requirements for the PhD in History. Field designations require approval by the Graduate Council.

Fieldwork - A course in which students work outside the University classroom to gain experience. Fieldwork may be conducted outside the United States. Examples of programs at UCI where fieldwork is typical include but are not limited to the humanities and social sciences.

Filing fee - An option in lieu of registration for students who have completed all requirements for a terminal Master's or doctoral degree and are ready for the formal submission of their thesis or dissertation, or the final, formal examination. Students on filing fee status may not make use of University resources, hold any academic appointment or comparable University employment, or receive any student service for which official registration and payment of regular fees is a requirement. Students are eligible to apply for filing fee status for one quarter only, and may not choose this option immediately after returning from a leave of absence. Only in very rare cases will an exception be considered by the Dean of Graduate Studies. www.rgs.uci.edu/grad/students/forms.htm

Final Exam - For graduate students, this is the examination given just prior to the filing of the dissertation or thesis, while the student is in residence. This examination is generally in the form of a defense of the dissertation and is open to all members of the academic community. *Also referred to as final defense, or thesis/dissertation defense.* www.rgs.uci.edu/grad/staff/index.htm. Examinations given during finals week are also called 'final examinations'.

Financial Aid - All eligible students can receive some type of financial assistance. Students must first complete the Free Application for Federal Student Aid (FAFSA). Eligibility criteria can be found on the Office of Financial Aid website. <http://www.fao.uci.edu/>

Financial Terms - Academic student appointments, diversity fellowships, fees, fellowships, financial aid, Grants-in-Aid, loans, tuition, tuition fellowships, stipend support and USAP.

<http://www.editor.uci.edu/catalogue/intro/intro.7.htm>

Focus - *See Specialization*

Full Time Enrollment - All graduate students at the University of California are ordinarily expected to be enrolled full time. Some Master's programs may offer part time registration where deemed academically feasible and if approved by the Academic Senate. Doctoral students are expected to enroll full time. The minimum number of units for full time status is 12 units of upper-division or graduate – level academic coursework in a given quarter, including credit for supervised research or teaching occurring during the academic year. During the summer, full time enrollment requires at least six units of upper division or graduate level academic credits. Continuing UCI students are generally considered to be enrolled students between successive spring and fall quarters. Full time academic registration during regular academic quarters is required of all graduate students holding University-administered fellowships. For additional information, see www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Full Time Equivalent (FTE) - A budget term used to describe a unit equal to a full time (100 percent) position for one year.

Gateway Program - (*See Umbrella Program*)

General Campus - The non-Health Sciences portion of each campus.

General Examination - A term used by the Program in Comparative Literature to describe an examination taken at the completion of course work based on major themes/topics and reflecting the student's ability to work in at least two foreign languages.

Grade Point Average (GPA) – Grades are assigned on a four-point scale. The GPA (quarterly and cumulative) is calculated based on the courses taken for letter grades at UC campuses. A GPA of 3.0 is a minimum requirement for graduation. (*Also see Incomplete Grades, below*)

Grades - Only the grades A+, A, A-, B+, B and S represent satisfactory scholarship for a graduate student at UCI, and only course work in which these grades are received may be applied toward degree requirements. Some program may have stricter requirements.

www.senate.uci.edu/9_IrvineManual/2ASMRegulations/R1GenRq/RegA345.html;
www.rgs.uci.edu/grad/staff/grad_hdbk.htm

In Progress (IP) - For a course extending over more than one quarter where the evaluation of a student's performance is deferred until the end of the final quarter, provisional grades of *In Progress (IP)* shall be assigned in the intervening quarters. The provisional grades are replaced by the final grade upon completion of the full sequence. If a student fails to complete the sequence, the instructor may assign a final grade and request the Registrar to replace the IP with that final grade on the permanent record. In the event that no action is taken to replace the IP with a final grade, the IP will be changed to an 'I' at the end of the third quarter following the quarter in which it was originally assigned or at the end of the quarter immediately preceding award of the degree, whichever comes first. Incomplete grades which arise in this manner may not be replaced by another grade or notation.

Incomplete (I) - The grade Incomplete may be assigned when a student's work is of passing quality but is incomplete for good cause. The 'I' grade may be replaced by a passing grade and to receive unit credit provided the student completes the work of the course in a way authorized by the instructor. Replacement of the grade 'I' by another grade or notation is subject to the following: 1) The action must be taken prior to the end of the third quarter following the quarter in which the grade Incomplete was originally awarded, or prior to the end of the quarter

immediately preceding award of the degree, whichever comes first. Instructors, however, are not obligated to allow the maximum time period. Incompletes are an important factor in evaluating academic progress, and may affect eligibility for graduation. Until graduation the grade of Incomplete is not calculated in the student's grade point average. However, at graduation, courses graded 'I' are treated as courses attempted in computation of the student's grade point average in assessing a student's satisfaction of Irvine Regulation A525.

No Report (NR) - The notation NR is made on a student's permanent record when the student's name was on the official class roster but the instructor turned in no grade for the student. The notation NR may be removed from the student's record by the instructor of the course, providing that a clerical or procedural error has occurred. Depending on the circumstances, the instructor may request the Registrar to change the NR to a grade, including Incomplete, or may request that the NR be changed to a W. If no action is taken to remove the NR from the permanent record, the NR will be changed to an F or NP at the end of the first quarter following the quarter in which it was originally assigned or at the end of the quarter immediately preceding award of the degree, whichever comes first.

Pass/Not Pass (P/NP) - Grades applied to undergraduate coursework only. P is equivalent to "C" level work, and therefore does not represent satisfactory scholarship for a graduate student.

Satisfactory/Unsatisfactory (S/U) - Satisfactory is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of U is assigned.

Withdrawal (W) notations are recorded on a student's permanent record for each course dropped after the end of the 6th week of instruction in a quarter.

Graduate Advisor (Faculty)

Departmental - The faculty member in the respective academic unit who is the official faculty representative of the Graduate Dean in matters affecting graduate students in the advisor's academic unit.

Thesis/Dissertation – The faculty member who generally supervises a student's thesis/dissertation and serves as a mentor and advisor on all matters related to the student's graduate education while at UCI.

Graduate Advisor (Staff) – The departmental or school staff person who serves as a resource on administrative matters related to graduate program requirements.

Graduate Advisor's Handbook – An OGS document for faculty and staff as well as students to provide information on policies and procedures relevant to graduate education at UCI.

www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Graduate Council - The standing committee of the Academic Senate that is responsible for all academic matters related to graduate education on campus. Its major duties are to: 1) assume the responsibilities enumerated in Senate Bylaw 330; (2) formulate for submission to the Divisional Senate Assembly rules and regulations governing graduate education and advise the Chancellor on all matters relating to graduate work on the Irvine campus; and (3) maintain liaison with the University Coordinating Committee on Graduate Affairs. Included are responsibility for periodic reviews of all graduate programs to make certain they are functioning at the highest possible level, evaluating proposals for new programs, providing oversight over existing programs, and planning. At UCI the Council is composed of 12 faculty members, with no more than two and at least one member from each of the Faculties of the Division, three graduate student representatives, the Dean of Graduate Studies, who serves as an *ex officio* member, and a representative of the University Library. The Graduate Dean works closely with the Graduate Council in developing new policies and procedures related to graduate education. The Council meets once a month, generally on the first Thursday, scheduling additional meetings as needed. Faculty members are appointed to the Graduate Council by the Committee on Committees, and serve for three

years. Student representatives are nominated by the Association of Graduate Students on an annual basis and approved by the Committee on Committees.

www.senate.uci.edu/1_Office_Of_Senate/03_04Office_index.html

Graduate Group - An organization of faculty members formed for the purpose of administering a graduate degree program which is interdisciplinary in nature. Such a unit may transcend school, college, or departmental lines. A Graduate Group ordinarily does not have a formal budget but is sponsored cooperatively by the several departments from which the participating faculty members are drawn. It provides a graduate program of study not offered in a specific department. Graduate Groups are considered "stand alone" programs. They may or may not sponsor graduate courses, but do not receive support for the direct expenses of instruction. They are self-governing faculty bodies in which membership is based on scholarly interest in a particular field or discipline, regardless of departmental affiliation. Group members adopt by-laws which are subject to review and approval by the Graduate Council, and are subject to the same review and approval process, both campus and Systemwide, as a program proposed by a department. UCI does not currently have graduate group programs.

Graduate Management Admission Test (GMAT) - A requirement for applicants to the MBA programs.

<http://www.editor.uci.edu/03-04/intro/intro.21.htm>

Graduate Record Examination (GRE) - A requirement for applicants to most graduate programs.

<http://www.editor.uci.edu/03-04/intro/intro.21.htm>

Graduate Student Assistant Researcher (GSAR) - An academically qualified graduate student who is enrolled in at least 12 units, and who is trained in research techniques under the supervision of a Principal Investigator on a research project that is not necessarily related to his/her degree program. *For applicable websites see Academic Appointments - Students.*

Graduate Student Researcher (GSR) - An academically qualified graduate student who is enrolled in at least 12 units and who performs research related to his/her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. The term is *synonymous with Research Assistant (RA)*. *For applicable websites see Academic Appointments - Students.*

Graduate Student Health Insurance Program (GSHIP) – The comprehensive health insurance program for graduate students. <http://www.rgs.uci.edu/grad/students/gship/>;
<http://www.rgs.uci.edu/gradvoice/articles/gship.htm>;

Health Sciences - The College of Medicine and ancillary services/programs. <http://www.ucihs.uci.edu/>

Hearings – A formal or informal process that may be an option for adjudicating cases of academic dishonesty or grievances. There are different types of hearings that would apply; for specifics, the policy under which a grievance is raised must be consulted. In general, an *informal* hearing is conducted when the accusation is relatively minor; in such cases the matter is usually best resolved within the academic unit or through mediation. A *formal* hearing may be necessary if an accusation or grievance is serious. In cases of repeat offenses, and where stronger disciplinary action may be called for, a more formal process may be required. Such cases may involve the Dean of Graduate Studies, Dean of Students, Ombudsman, or OEOD. http://www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Hold - Notation on a student's academic record that indicates a restriction on enrollment, fee payment, and/or ability to obtain University services.

Academic holds - the Office of Graduate Studies, departments, the Office of the Registrar, the Dean of Students, and the Ombudsman may place academic holds. In addition to notification from the department, students can check holds in StudentAccess and are reminded of them when registering.

Financial holds - Holds in the Student Billing Systems due to outstanding debts.

Housing - On campus housing for graduate students includes Verano Place, Palo Verde I, and Palo Verde II. For policy on on-campus housing see <http://www.housing.uci.edu/>

Humanities Instructional Resource Center (HIRC) - A drop-in computer and language lab. The SPEAK tests at UCI are given in HIRC. www.humanities.uci.edu/hirc/audiocat/english.html

Illinois Researcher Information Service (IRIS) - An online grants database developed by the University of Illinois made available by the Office of Research and Graduate Studies for the UCI community. Faculty, students, and staff can use this free service using either a graphical World Wide Web browser like Netscape or Mosaic or by using a text-based browser such as Lynx.
www.rgs.uci.edu

In Absentia – In accordance with UCI policy, a student engaged in research or graduate study outside the State of California for an entire quarter or more may be eligible to register *in absentia* for up to three consecutive quarters. To continue after a third consecutive quarter a student must reapply before the beginning of the next quarter for which *in absentia* is sought. There is a fee reduction of one-half the prevailing registration fee portion of the total fees while on *in absentia* status.
www.rgs.uci.edu/grad/staff/grad_hdbk.htm; <http://www.rgs.uci.edu/grad/students/forms.htm>

In Residence - Faculty appointments assigned to academically qualified individuals who engage in teaching, research or other creative work, and University and public service to the same extent as those holding corresponding titles in the Professorial series in the same department. Professor in Residence titles are intended to be used for individuals supported by non-State funds. *For applicable websites see Academic Appointments-Faculty.*

Indirect Costs - Costs related to expenses incurred in conducting or supporting research or other externally-funded activities but not directly attributable to a specific project. General categories of indirect costs include general administration (accounting, payroll, purchasing, etc.), sponsored project administration, plant operation and maintenance, library expenses, departmental administration expenses, depreciation or use allowance for buildings and equipment, and student administration and services. *Also referred to as 'Overhead Costs' and 'F and A Costs'. (See also direct costs.)*

Informal Centers - see "Campus Centers"

Institutional Review Board (IRB) - A committee responsible for reviewing all human subjects research and ensuring compliance with federal regulations. The primary role of the IRB is to protect the safety and welfare of human subjects. Human subjects research is defined as “any systematic investigation, including research development, testing and evaluation, that is designed with the intent to develop or contribute scholarly knowledge and which uses living humans or identifiable information about living humans.” Federal regulations and University policy require that all human subject research projects be reviewed and approved by the IRB before the work can begin. The IRB is also responsible for reporting instances of regulatory noncompliance related to the use of human subjects in research to federal agencies. For more information about the IRB or human subjects research requirements, visit <http://www.rgs.uci.edu/ora/rp/hrpp/about.htm> /

Integrity in Research - Institutions that accept research funding from federal agencies are required by the [Office of Research Integrity](#) to have policies and procedures in place for the management of incidents of research misconduct, which is defined as: Fabrication, falsification, plagiarism or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research. Any student, staff, faculty, individual outside of the University community, or a University committee such as the Institutional Review Board, may report incidents of alleged research misconduct. Normally, allegations are addressed to the Vice Chancellor for Research, the Dean of the School, or the Director of the program which has primary affiliation.
<http://www.rgs.uci.edu/rig/irindex.htm#1>

Intercampus Exchange Program (IEP) - A program whereby students in good standing may take courses on more than one campus of the University in the same or different academic session.

www.editor.uci.edu/01-02/intro/intro.21.html

Intercampus Graduate Group Program (also see Graduate Group) - A Graduate Group Program that either includes participation of one campus in graduate programs already in existence on another campus, or constitutes a new degree program - not necessarily interdisciplinary - that is operated jointly between campuses. Students select a home campus, but the degree is awarded jointly by all participating campuses. Graduate Group Programs require approval by Divisional Senate bodies in accordance with individual campus regulations, CCGA, and the Office of the President.

Intercampus Programs - Those jointly operated by faculty on more than one UC campus. The degree is awarded jointly by the participating campuses. Examples at UCI are the Tri Campus PhD in Classics offered by UCI, UCR, and UCSD, the PhD in Drama and Theatre offered by UCI and UCSD, and the CSU/UCI EdD in Educational Administration and Leadership. Intercampus degree programs require Graduate Council as well as Systemwide review and approval. The diploma lists all participating campuses. (*Also see Joint Degree Programs*)

Interdepartmental Program - One in which two or more departments play a fundamental role, accepting responsibility for teaching courses, advising graduate students, and establishing degree requirements. By-laws are required for interdepartmental programs. Students may be admitted directly to the program or to a department, and may also be obligated to meet the requirements of the department in conjunction with those of the program. Examples at UCI include the Interdepartmental Neuroscience Program, and the Master's in Demographic and Social Analysis. Interdepartmental programs require approval of the Graduate Council - and if they award a degree, also require Systemwide approval.

Interdisciplinary Program - An academic program not identified specifically with an established campus department but that has a focus that requires expertise in two or more distinct disciplines. It has a specific set of faculty members from two or more departments (or schools), and does not fit logically, intellectually, or administratively into any single existing department on campus. Core faculty have responsibility for the administration of the program, the curricula, and student advising. Interdisciplinary programs require approval of the Graduate Council, and if they award a degree, also require Systemwide approval. The Molecular Biology, Genetics, and Biochemistry Program (MBGB) and the Neuroscience Program are interdisciplinary programs.

Interim - A title assigned to individuals in professorial or administrative positions who may be appointed to serve - usually in an administrative capacity - on a short-term basis. *For applicable websites see Academic Appointments-Faculty.*

International Center - The International Center, which reports to the Dean of Students, provides counseling and other assistance to international students, faculty, researchers, staff and scholars with immigration, orientation, employment and adjustment needs throughout their stay at the University of California, Irvine. <http://www.ic.uci.edu/>

International Student - A student who is neither a citizen nor permanent resident of the United States nor in a qualified immigrant category. <http://www.reg.uci.edu/registrar/residence/index.html>

Irvine Research Units (IRUs) - Organizations that provide the formal infrastructure for promoting and supporting collective research endeavors between a group of researchers within a school or across schools. IRUs may perform some academic functions as are carried on by Departments, including employing graduate students. IRUs report either directly to the Vice Chancellor for Research or via an academic dean. They are established for a period up to five years by the Vice Chancellor for Research. This designation is local to the Irvine campus.

Joint Appointment - A title denoting a faculty member who has accepted responsibility or collaboration in a second unit on a 'without salary' basis. This is generally a temporary arrangement that may be renewed from year to year. *For applicable websites see Academic Appointments-Faculty.*

Joint Degree Program - A program offered by two or more departments, schools, or campuses and administered jointly by the faculty in participating academic units. They may or may not imply programs that run concurrently with shared curricular interests. Students applying to joint degree programs must complete the program requirements for each department. Joint degrees require approval of the Graduate Council and CCGA. UCI joint degree programs include the MD/MBA, MD/PhD, CSU/UCI EdD Program in Educational Administration and Leadership, the Tri-Campus PhD Program in Classics, and the UCI/UCSD PhD in Drama and Theatre. *(Also see Intercampus Programs)*

Laboratory Section - An instructor-supervised execution of exercises of investigation, observation, and experimentation by a class. Lab exercises allow students to apply information from lectures to problems and projects. Labs are a frequent section type in - but are not limited to - the sciences and engineering.

Ladder Rank Faculty - Those faculty holding tenured or non-tenured titles in a series in which tenure may be conferred. Equivalent to *regular rank faculty*. *For applicable websites see Academic Appointments-Faculty.*

Lapse of Candidacy - Status whereby a student loses his/her advanced status by academic disqualification, dismissal, or failure to comply with the University policy on continuous registration. Students who withdraw from a program and are readmitted at a later date are required to readvance to candidacy.

Lapse of Status - Status whereby a student fails to remain continuously enrolled due to failure to register by the last week of instruction in a given quarter, failure to submit a leave of absence or filing fee in lieu of registration, or failure to comply with any provisions of admission to UCI. Students whose status is lapsed must reapply for admission and must meet all program requirements in effect at the time of first enrollment.

Late Registration - Students must be enrolled in classes and pay registration fees by the deadline to be considered a registered student. Students who do not pay their fees by the payment deadline (see Academic and Administrative Calendars at www.reg.uci.edu) are charged a late fee. Students who have not paid fees and/or enrolled in at least one unit at the end of the second week of instruction are charged additional late fees. To be included in the census report to UC Office of the President, students must be enrolled by the end of the third week of instruction. Students who enroll after this time are not included in the headcount of students for purposes of the campus' budget allocation -- i.e., the campus does not receive funds.

Learning and Academic Resource Center (LARC) - A campuswide academic assistance program in the Division of Undergraduate Education. LARC provides academic support to help students acquire the skills needed to develop intellectually, become a successful learner, and achieve academic and professional goals. LARC also provides basic and advanced training for TAs. <http://www.larc.uci.edu/>

Leave of Absence (LOA) - The period during which a graduate student withdraws from the University for personal reasons with the intention of returning within one year. Students must apply in advance for an LOA, and must meet specific criteria. In accordance with policy, only 3 quarters of leave may be approved. Exceptions are rarely granted. [//www.rgs.uci.edu/grad/staff/grad_hdbk.htm](http://www.rgs.uci.edu/grad/staff/grad_hdbk.htm); www.editor.uci.edu/01-02/intro/intro.21.html; <http://www.rgs.uci.edu/grad/students/forms.htm>

Lecture - A traditional method of teaching that revolves around a formal presentation by an instructor to students. Lecture courses are frequently accompanied by discussion sections.

Lecturer - A professionally qualified appointee not under consideration for appointment in the professorial series. *For applicable websites see Academic Appointments-Faculty.*

Lecturer, Senior - The title applying to an appointee who qualifies as a Lecturer, and who provides services of exceptional value to the University.

Lecturer/Senior Lecturer with Security of Employment (SOE) - Faculty positions designed to meet the long-term instructional needs of the University and which cannot be best fulfilled by an appointee in the regular professorial series. These titles are assigned to individuals who engage in teaching, professional activities, and University and public service.

Library -The UCI libraries are comprised of the Langson Library (LL) and the Science Library (SL) on the Irvine campus, and the Grunigen Medical Library (GML) in Orange. Individual academic units may also house libraries. (www.lib.uci.edu/)

Limited Status – Admission status for applicants who have earned a bachelor's degree and whose proposed study will not lead to an advanced degree, or who wish to prepare for admission to a graduate program. www.editor.uci.edu/03-04/intro/intro.21.htm

Loans – Financial support available to eligible students via private entities, including banks and federal loan programs. Small amounts for emergency loans may be approved under extraordinary circumstances by the Office of Financial Aid. <http://www.fao.uci.edu/>

Long Range Development Plan (LRDP) - An LRDP is a comprehensive plan that guides physical development such as the location of buildings, open space, circulation, and other land uses, and identifies the physical development needed to achieve academic goals.
<http://www.ucop.edu/facil/fmc/facilman/volume2/ch3.html>

Major - A term that applies to undergraduate programs only.

Master's Thesis Committee (IR830) - The Committee that approves the subject of the thesis (Plan I), passes on the content, and administers the general examination. The Master's Thesis Committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Irvine Division -- or the equivalent. A majority of the committee, but not necessarily all, shall be affiliated with the program. http://www.senate.uci.edu/9_IrvineManual/IDManual.index.html

Mediation – An informal process by which grievances between students, students and faculty, faculty and staff, or faculty and faculty may be resolved on a more informal basis. <http://www.mediate.uci.edu/>

MELVYL - The Melvyl Catalog contains records for library materials held by the libraries of the ten UC campuses, as well as listing the holdings of other affiliated libraries. (<http://www.lib.uci.edu/melvyl>)

Milestones - Refers to those major events that students must pass on their way toward the degree. These include all required course work, the major examinations - Advancement to Candidacy and the Final Exam - as well as those required by each program, first year evaluations, and any other requirements defined by a program.

Minimum Required Units (MRU) - The minimum number of units in which students must enroll for aid to be applied to registration fees. The minimum is six units for financial aid and one unit for graduate aid.

Multidisciplinary Program - A program consisting of more than two areas of study. It can be a program that crosses departments within a school, or one that functions across schools.

Multicampus Program – Programs that are jointly operated by faculty on two or more campuses. At UCI we have the Tri-Campus PhD Program in Classics and the PhD Program in Drama and Theatre. *Synonymous with Intercampus Program*

Multicampus Research Units (MRUs) - See ORUs - the only difference being that MRU's exist on two or more campuses. The Institute of Transportation Studies is an MRU.

National Academies – A national organization that brings together committees of experts in all fields related to science and technology to address critical national issues and give advice to the Federal government and the public. The Academies include the National Academy of Sciences (NAS), the National Academy of Engineering (NAE), the Institute of Medicine (IM), and the National Research Council (NRC). <http://www.nationalacademies.org/about/>

Nonresident Tuition - A fee assessed to students who are identified as non-residents of California. <http://www.reg.uci.edu/registrar/residence/>

Non-Senate Academic Appointees - Those academic appointees who are not members of the Academic Senate. Examples include the Adjunct, Professional Research, and Librarian series, Lecturers, Academic Coordinator, Academic Administrator, Cooperative Extension Specialist series, Cooperative Extension Advisor series, Clinical Professor series, and student academic titles.

Office of Academic Affairs (OAA) - *see Executive Vice Chancellor*

Office of Equal Opportunity and Diversity (OEOD) - Office that investigates and provides oversight of claims of discrimination or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related), ancestry, marital status, or age in accordance with applicable federal and state laws and University policy. Also included among OEOD's responsibilities are cases of discrimination on the basis of sexual orientation, status as a covered veteran, or, within the limits imposed by law and University policy, discrimination on the basis of citizenship, and sexual harassment. www.eod.uci.edu/training.html

Office of Graduate Studies (OGS) - The administrative arm of the Graduate Council headed by the Dean of Graduate Studies. The Dean is responsible for implementing policies related to graduate education - with the exception of the programs conducted by the College of Medicine for the training of medical professionals - as established by the Academic Senate. Specific responsibilities include admissions, graduate student services, degree awards, fellowship and assistantship administration, and programs that facilitate student and faculty diversity within graduate education at UCI. In addition OGS also has administrative responsibility for postdoctoral scholars and fellows. www.rgs.uci.edu/grad/

Office of the President (OP) - The administrative offices over all University of California entities, and residing in Oakland. www.ucop.edu

Office of Research Administration (ORA) - ORA consists of two divisions: Sponsored Projects Administration (SPA) and Research Protections (RP) (*see below*). The ORA reports to the Vice Chancellor for Research, who is also the Dean of Graduate Studies

Office of Research and Graduate Studies (ORGS) - The administrative office that has responsibility for all of the research and research-related units -- including but not limited to the ORUs, IRUs, Campus Centers, Network and Academic Computing Services (NACS), and the Center for Statistical Consulting -- as well as serving as the administrative arm of the Graduate Council. It is headed by the Vice Chancellor for Research and Dean of Graduate Studies. www.rgs.uci.edu

Ombudsman - The Ombudsman acts independently, objectively, and confidentially to assist in mediations and resolving disagreements between all members of the University community. The Ombudsman has broad investigatory powers, University-wide access, and the authority to ask questions and obtain information to address and resolve situations. Situations in which the Ombudsman may be involved include (but are not limited to): academic advising, complaints/conflicts, academic dishonesty

policy and procedures, conduct, probation, restitution assignments, discrimination and prejudicial practices, grading procedure appeals and/or disputes, housing and food service problems, personal problems, registration and scheduling problems, and sexual harassment (in conjunction with the Office of Equal Opportunity and Diversity and the Sexual Harassment Office as needed)
<http://www.ombuds.uci.edu/>

Organized Research Unit (ORU) - An interdepartmental group of faculty and students engaged in interdisciplinary research that is not an objective of an existing department. ORUs report to the Vice Chancellor for Research and administratively are independent organizations. An Advisory Committee, appointed by the Chancellor, participates in setting the Unit's goals and in evaluating its effectiveness.

Outside Member - The member of the student's Advancement Committee, a UCI voting member of the Academic Senate who represents the faculty at large and whose role it is to provide an unbiased and independent evaluation of the quality and fairness of the examination process. Outside members must not be members of or affiliated with the student's program. (IR 918)

Oversight Member - The member of the student's Advancement/Thesis/Dissertation committee appointed by the Dean of Graduate Studies in those cases where the Chair or Research/Thesis advisor, or another member of the committee, has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student. The oversight member shall participate on all student research advisory and/or doctoral committees, will not bear a possible conflict of interest in the discharge of his or her role, and shall report in writing to the Graduate Dean if he or she perceives that there is a problem arising from conflict of interest issues. www.rgs.uci.edu/grad/staff/coi.htm

Overhead Costs - *See Indirect Costs*

PACE - PACE is an installment plan for paying registration fees at UCI. Instead of paying the full assessment up front, the assessment is divided into 3 monthly payments. The first payment includes a non-refundable [participation fee](#) and is due by the registration fee deadline for the quarter. The second and third payments are due by the 10th of following months. PACE is *not* a loan. PACE is also *not* a deferment plan. Students must finish making payments within the quarter.
<http://www.fs.uci.edu/CBS/PACE/toc.htm>

Part Time Enrollment – Defined for graduate students as being enrolled in 8 units or fewer of upper division or graduate level academic coursework in a given quarter. (See *Reduced Fee Part time Study Program*)

Permanent Resident (PR) - The legal status of an alien who has met the requirements for becoming a lawful permanent resident of the United States. uscis.gov/graphics/howdoi/legpermres.htm

PhD Forms I and II www.rgs.uci.edu/grad/students/forms.htm

I - Students planning to Advance to Candidacy must complete PhD Form I which includes information on the members of the committee, the date of the exam, and the results.

II - Upon completion of the final examination and approval of the dissertation, the Doctoral Committee recommends, by submission of PhD Form II, the conferral of the PhD subject to final submission of the approved dissertation.

Plan I and Plan II - Options for fulfilling the Master's degree requirements at UCI. See Thesis (Plan I) and Comprehensive Examination Plan II)

Policy Manual - (*See Campus Activities, Organizations, & Students.*)

Postdoctoral Scholars - Trainees who hold temporary positions with fixed end dates intended to provide a full time program of advanced academic preparation and research training. They train under the direction and supervision of faculty mentors in preparation for academic or research careers. Individuals

pursuing clinical fellowships and residencies in the health sciences are excluded from appointment to these titles. (<http://www.ucop.edu/acadadv/acadpers/apm/apm-390.pdf>)

Preliminary Examination -

- An examination - also referred to as an advisory exam in the Department of Mathematics - that students usually take upon first entering a program in order to determine those areas in which remediation may be necessary.
- In the School of Biological Sciences MBGB Program, the preliminary examination is an oral exam given at the end of the first year.

Prerequisite - A term that generally refers to a course that students must successfully complete before taking another course that may be more advanced or otherwise related.

President – The executive head of the University of California. The President has the authority and responsibility over the administration of all affairs and operations of the University, excluding only those activities which are the responsibility of the Secretary, Treasurer, and General Counsel of The Regents. The President is appointed by the Board of Regents. (Standing Order 100.4)

Primary Appointment - The department in which a faculty is a member and has defined responsibilities, rights, and salary. *For applicable websites see Academic Appointments-Faculty.*

Probation – Status indicating a student’s lack of satisfactory progress toward a degree and/or failure to meet minimum GPA requirements. Probation carries with it an end date for final determination of ability to continue in the program, and may also include a hold on a student’s record. Probation is intended to provide students whose performance has been less than satisfactory with a period of time in which to correct these deficiencies and to raise performance to a level consistent with the minimum standards of UC, and UCI in the program in which s/he is enrolled. Students on probationary status may register, but they may not hold academic appointments, receive graduate fellowships, or be awarded advanced degrees.

Professional School – An academic unit that offers a professional degree. At UCI the Graduate School of Management (MBA programs only) and the College of Medicine (MD degree only) are professional schools.

Professor/Professorial Series - The series used for appointees who are members of the faculty of an academic or professional college, school, or program of the University and who have instructional, research, and University and public service responsibilities. The Professor series is limited to the titles Professor, Associate Professor, Assistant Professor, and Instructor. (**Also known as 'regular ranks'**) *For applicable websites see Academic Appointments-Faculty.*

Professor of Clinical X (e.g., Medicine) - A title assigned to academically qualified individuals who are occupied full time in the service of the University, whose predominant responsibilities are in teaching and clinical service, and who also engage in creative activities. These appointments are reserved for salaried positions in the health sciences with the University and/or an affiliated hospital. An appointee to this title will normally carry a heavier load in teaching and clinical service than appointees in the regular Professor or Professor in Residence series. *For applicable websites see Academic Appointments-Faculty.*

Professional Research Series - Appointees who engage in independent research equivalent to that required for the Professorial series but do not have teaching responsibilities. *For applicable websites see Academic Appointments-Faculty.*

Program - Refers to a series of courses arranged in a scope or sequence leading to a graduate degree. A graduate degree program generally holds a distinct graduate degree title (e.g., Ph.D. in Physics, or M.S. in Genetic Counseling). There are cases at UCI, however, where a concentration that would ordinarily hold a distinct degree title at another institution exists within a graduate degree program -- e.g., those in the PhD

Degree Program in Biological Sciences (Physiology and Biophysics, Developmental and Cell Biology, Molecular Biology & Biochemistry, etc.).

Program Administrator - *see Graduate Advisor/Staff*

Progress Examination (Written) - A requirement of the Department of Chemistry in order to assess a student's progress at the end of the first year in the PhD program.

Property - Any University-owned, operated, or maintained property, including all University grounds and structures or such property designated by this campus as property subject to these University policies. <http://www.policies.uci.edu/adm/pols/900-12.html>

Proseminar - A term used synonymously in some academic units with the more commonly used term 'seminar'. It may also be used to describe a variance on a seminar; for example, one that may include a requirement for extensive research, or for a presentation. (*See Seminar*)

Provisional Admission - Admission to a graduate program pending receipt of such items as the final transcript, letters of recommendation, or admission exam scores. www.editor.uci.edu/03-04/intro/intro.21.htm

Qualifying Examination - *See Advancement to Candidacy Examination*. The term is also sometimes used (e.g., Earth System Science) in place of *advisory examination*.

Reader - An academically qualified graduate student in full time residence (at least 12 units) who primarily performs duties as a course assistant -- e.g. those related to the grading of papers and examinations, not teaching duties assigned to Teaching Assistants. *For applicable websites see Academic Appointments - Students*

Reduced Fee Part Time Study Program - Part time study constitutes eight units or fewer of upper division or graduate level academic coursework in a given quarter. UCI graduate students may be approved by the Dean of Graduate Studies for part time study for three consecutive quarters only. Participation in the Reduced Fee Part Time Status program can be granted only for reasons of occupation, health, or family responsibilities. Part time study is otherwise permitted only when judged by the Academic Senate and/or the Dean of Graduate Studies as being academically feasible - principally as it applies to enrollment in part time master's degree programs.

Registration - A two-part process that consists of enrollment in classes, and payment of all applicable fees. Both steps must be completed for a student to be officially registered for the term. www.rgs.uci.edu/grad/staff/grad_hdbk.htm

Regular Ranks - Another name for the professor/professorial series. *For applicable websites see Academic Appointments-Faculty*.

Research - A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge and which involves original discovery. It may also refer to a course or class meeting during which students carry out experiments or independent work requiring special equipment and/or facilities. A research course may be supervised or directed, with individual students or groups. Information on UC, California, and Federal policies and guidelines on research can be found at <http://www.ucop.edu/research/policies/welcome.html>

Research Assistant - *See Graduate Student Researcher*

Remission - Refers to fees and tuition (if applicable) paid or partially paid by the campus, another University, or extramural funding source as a benefit of an eligible graduate student appointment; e.g., GSR, GSAR, TA, Reader, or Tutor.

Research Protections (RP) - A division of the Office of Research Administration. RP staff manage the University's programs for human subjects, animal subjects, biosafety, and conflict of interest. This includes supporting UCI's Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), and the Conflict of Interest Oversight Committee (COIOC). Staff provide training and advice in writing applications and consent forms, process protocols to be reviewed by the Committees, and maintain documentation of the protocol review and approval as required by Federal regulatory agencies. A Compliance and Training Unit provides individual consultation and training to researchers related to these compliance activities. (Formerly called RCA, or Research Conduct Administration)

Research Units - Organized research programs that provide a mechanism and organizational structure within which collective research activities take place. They are fundamentally different from those that occur normally within the schools and departments in that they are intended to foster the development of short and long term research programs that span disciplines and academic units. Research units do not have jurisdiction over curricula and cannot offer formal courses for credit.
(<http://www.rgs.uci.edu/ru/index.htm>)

Residence - Fee/Tuition Purposes Rules regarding residence classification for tuition purposes at UC are governed by the California Educational Code.

1) **California residence** - After admission and prior to enrollment, all students must complete an online Statement of Legal Residence through which residence for fee/tuition purposes is determined. The rules are complex and may be found in the UCI General Catalogue and <http://www.reg.uci.edu/registrar/residence/index.html>.

2) **Residence/Academic**: A graduate student is considered to be in residence during the academic quarter if at least four units of academic credit are earned in regular upper-division or graduate courses. Students in Master's programs are required to be in residence on campus for a minimum of one academic year. Doctoral students are required to maintain residency for a minimum of 2 years. Some programs may have longer requirements. www.rgs.uci.edu;
www.editor.uci.edu/01-02/intro/intro.21.html
www.Universityofcalifornia.edu/senate/manual/regstoc.html

Satisfactory Progress – Status of students who have a minimum GPA of 3.0 and who are in compliance with several other specific criteria, including but not limited to the time to degree, the number of incompletes, and the faculty's evaluation of a student's ability to complete the work of the program at the required level. Maintaining satisfactory progress toward an approved academic objective is defined in accordance with policies of the Graduate Council and the University. www.editor.uci.edu/catalogue/;
www.rgs.uci.edu/grad/staff/grad_hdbk.htm.

Schedule of Classes - *see WebSOC*

School - A major administrative unit focusing on an array of broadly related academic disciplines within the campus. At UCI there are 9 Schools: Arts, Biological Sciences, Engineering, Humanities, Information and Computer Science, Management, Physical Sciences, Social Ecology, and Social Sciences.

Seminar - A method of instruction in which a group of students - generally engaged in research or advanced study - meets under the guidance of one or more faculty members of the University for presentation and discussion of approved topics. A seminar involves substantial student participation, including presentation of papers and contributing to discussions.

SEVIS (Student and Exchange Visitor Information System) - An internet-based system that allows universities, the U.S. Citizenship and Immigration Services (USCIS), and U.S. Immigration and Customs Enforcement (ICE) to exchange data on the visa status of international students.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment under conditions outlined in the policy contained in the document Policies Applying to Campus Activities, Organizations, and Students. (<http://www.sho.uci.edu/shpolicies.html>)

SPEAK (Speaking Proficiency English Assessment Kit) – The UCI administered test for international students and permanent residents who are citizens of countries whose primary language is not English and who wish to be eligible for a teaching appointment. SPEAK is the campus-administered version of the TSE. <http://www.humanities.uci.edu/hirc/speak/>

Specialization - A term for a program that carries less academic weight and is used more flexibly than a *concentration* or *emphasis*. It may be used to denote a program of study that enables students to focus on courses in a particular area of study without formal requirements. The term may also be used interchangeably with **Track and Focus**. Specializations, tracks, and foci do not carry any specific admission, supervision, or conferral of degree criteria, and therefore do not require approval of the Graduate Council, but they do require approval by the Chair/Dean of the School, and the faculty of the department. Catalogue and Web copy must be sent to the Council Analyst/Liaison with the Office of Graduate Studies for review and approval as well as to the Editor's office.

Split Appointment - Status of a faculty member who is a member of and has responsibilities and salary in more than one academic unit. Most commonly used in referring to regular ranks faculty who have their FTE appointment split between departments or schools. *For applicable websites see Academic Appointments-Faculty.*

Sponsored Projects Administration (SPA) - SPA is a division of the Office of Research Administration (ORA). SPA staff are responsible for reviewing and submitting contract and grant proposals, accepting grants, and negotiating contracts for extramurally-funded research, training, and public service projects. SPA staff act as UCI's institutional official in matters involving the sponsor's awarding office. SPA is also responsible for post-award activities. <http://www.rgs.uci.edu/rig/gloss.htm#s>

Sponsored Programs Information Network (SPIN) - An on-line search system available by subscription for research opportunities. The Office of Research and Graduate Studies subscribes to this service which is available to faculty, staff, and students. www.rgs.uci.edu

Statement of Legal Residence (SLR) - The form that all entering students must complete before enrolling; it is used to determine residence status for fee/tuition purposes. www.reg.uci.edu/registrar/residence/index.html.

Stipend – A form of student support, a stipend does not typically have a service component and is not to be used to provide compensation for services rendered by a student. Stipends may be given as part of a package of financial support; they are considered to be taxable income.

Student - An individual for whom the University maintains student records and who: (a) is enrolled in or registered with an academic program of the University; (b) has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms; or (c) is on an approved educational leave or other approved leave status, or is on filing fee status.

Student Access - The web-based system through which students can view their grades, change addresses, and view holds and commencement information. <http://www.reg.uci.edu/registrar/studentaccess.html>

Studio - A course in which the student studies practices and/or creates within a particular art form. At UCI, programs in the School of the Arts typically have studio classes.

Systemwide - The combined University of California Administrative and Academic Senate bodies that are responsible for overall policies and procedures and that govern the individual UC campuses. The term is sometimes used interchangeably with 'Universitywide'.

Teaching Assistant (TA) - An academically qualified and registered graduate student in full time residence (at least 12 units) who is assigned to assist in the delivery of instruction under the active tutelage and supervision of a faculty member. *For applicable websites see Academic Appointments - Students.*

Teaching Associate - An academically qualified and registered graduate student in full time residence (at least 12 units) employed temporarily to teach a lower-division course. On an exceptional basis, a graduate student, upon recommendation from the department head, may be assigned an upper-division course section with the written approval of the Dean of Graduate Studies and the UCI Academic Senate's Committee on Courses. *For applicable websites see Academic Appointments - Students.*

Tenure - The status of an Associate Professor or Professor whose appointment does not end until retirement or resignation, or involuntarily by dismissal or demotion. *For applicable websites see Academic Appointments-Faculty.*

Tenure Track - The academic titles series designated by the Regents as equivalent to the Professorial series. *For applicable websites see Academic Appointments-Faculty.*

Terminal Master's – A Master's program whereby the Master's constitutes the final degree. Examples at UCI are MAS, MAT, MBA, MFA, and MURP degree programs. The emphasis in most programs at UCI is on the doctoral degree.

Thesis/Plan I for the Master's Degree - A written document to maintain and prove a thesis or hypothesis and submitted by a student in a Master's program as the principal requirement for a UCI degree. A thesis is a requirement for students in Master's programs that involve the Plan I option (IR 830). (See Comprehensive Examination for Master's Degree/Plan II.

Thesis Committee - Master's Degree Plan I (IR830) - Under Plan I option for Master's degrees, a thesis is required. The Master's Thesis Committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Irvine Division -- or the equivalent. A majority of the committee, but not necessarily all, shall be affiliated with the program. The Thesis Committee shall approve the subject of the thesis, pass on the content and administer the general examination. Usually, the Chair of the committee directs the work. The qualifications of all committee members must be evaluated and approved by the academic unit Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Dean of Graduate Studies, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate and approve the committee. When the proposed membership deviates from this policy, as in the case of non-voting Senate members or faculty members from other universities, or in the case of appointment of an *Oversight Member*, a request for an exception must be submitted in writing to the Dean of Graduate Studies.
http://www.senate.uci.edu/9_IrvineManual/2ASMRegulations/R3MasReq/Reg830.html

Thrust - An academic program term used by the Departments of Mechanical and Aerospace Engineering and Biomedical Engineering in 2 ways: to denote an informal concentration, and to denote an area of specialization within a concentration.

Time to Degree - The time it takes a student to complete all degree requirements, from first enrollment through graduation. Each academic unit stipulates a specific policy on time to degree and must inform its students of this policy. The University policy on time to degree can be found in the General Catalogue and on individual program websites. Students beyond an approved time to degree shall not be considered to be maintaining satisfactory progress, and may be subject to disqualification or other sanctions, such as probation and withdrawal of financial support. Graduate Council approved policy and definitions on time to degree are:

Normal Time to Advancement - the amount of time a typical qualified student should take to advance to candidacy. University policy stipulates that this value must be ≤ 4 years.

Normal Time to Degree - the amount of time that a typical qualified student should take to graduate. University policy stipulates that this value must be ≤ 7 years.

Maximal Time to Degree - the maximum amount of time a student may remain in a graduate program under normal circumstances.

In some cases the Graduate Council has approved exceptions to these values. This information will be included on the related websites and in the General Catalogue.

Title IX- Educational Amendments of 1972 - Federal Code on Sexual Harassment and Discrimination. <http://www.sho.uci.edu/>

TOEFL (Test of English as a Foreign Language) – An admission requirement for applicants whose first language is not English www.editor.uci.edu/03-04/intro/intro.21.htm

TOEP (Test of Oral English Proficiency) - An alternative test to TSE and SPEAK developed at UCI. TOEP is for graduate students from countries whose primary language is other than English, and who wish to establish eligibility to become teaching assistants. Only students who have taken the TSE or SPEAK at least once and have failed to achieve the required score are eligible to register for the TOEP. TOEP is a panel examination and the content is directly related to the academic subject matter of the program. UCI graduate students who have received a minimum score of 40 on a previous TSE or SPEAK test are eligible to take the TOEP one time. Only those students who receive a score of 4 on the TOEP are eligible to retake it without enrolling in an ESL class or completing other work on their oral communication skills. <http://www.humanities.uci.edu/hirc/speak/>

Track - *See Specialization.* In the School of Biological Sciences MBGB Program, the term 'track' is used to describe areas of faculty research interests and as a means to best capture the types of research in which prospective students may be interested.

Transfer of Courses - Students transferring to a UCI Master's program from another graduate program in the UC system or from another accredited institution may, if approved, transfer a limited number of eligible courses to meet degree requirements at UCI. However, these courses may not be used to fulfill degree requirements in the 200 level series (SR 726) <http://www.Universityofcalifornia.edu/senate/manual/rpart3.html#rpart3-IIch3-2>

TSE (Test of Spoken English) - A requirement for international students who are citizens of countries whose primary language is other than English, and who wish to establish eligibility for employment as a teaching assistant. The TSE is administered by the Educational Testing Service in Princeton, N.J. Information on the TSE test locations and test dates can be found at www.humanities.uci.edu/hirc/speak/

Tuition - A financial obligation in addition to fees required by the State of nonresidents of California. www.reg.uci.edu/registrar/residence/

Tuition Reduction for Non-resident Doctoral Students - International PhD students who have Advanced are eligible for a 75% reduction in tuition for up to three contiguous years.

Tutor – An academically qualified and registered graduate student in full time residence (at least 12 units) who provides training to individuals or small groups of students who require additional teaching help. Tutors at UC Irvine work under the direct supervision of faculty members holding an appropriate instructional title. *For applicable websites see Academic Appointments - Students.*

Tutorial - A small class directed by a tutor, with close student/tutor interaction. It is often held in conjunction with a series of lectures, and generally follows a mode of instruction that presents content, checks understanding or performance, and continues on to the next relevant selection of content.

Umbrella Program - An entry program that provides a means by which students may be admitted to a program of broad scope before transferring to a more focused program of study within a department. Examples at UCI are the Molecular Biology, Genetics, and Biochemistry Program (MBGB), and the Interdepartmental Neurosciences program.

University Laboratory Animal Resources (ULAR) - ULAR fulfills four main functions: veterinary services, animal husbandry, transgenic mouse facility and business and purchasing administration. It is directed by an attending veterinarian who reports to the Vice Chancellor for Research. <http://www.rgs.uci.edu/ular/aboutular.htm>

University of California – The 10 campuses, the Office of the President, the Division of Agriculture and Natural Resources, and the Department of Energy Laboratories operated by the University.

University Student Aid Program (USAP) - Funds that apply to need-based student aid.

Unsatisfactory Progress - Students who have not demonstrated satisfactory progress toward an approved academic objective as defined by the faculty of the program and in accordance with the policies of the Graduate Council and the University may be subject to disqualification. www.editor.uci.edu/catalogue/; www.rgs.uci.edu/grad/staff/grad_hdbk.htm.

Visiting Professor - The status of a professor who: (1) is appointed temporarily to perform the duties of the title to which the prefix is attached; and (2) either has held, is on leave from, or is retired from an academic or research position at another educational institution -- or, alternatively, whose research, creative activities or professional achievement makes a Visiting appointment appropriate. *For applicable websites see Academic Appointments-Faculty.*

Waiver of Coursework - Courses taken toward a graduate degree at another campus cannot be transferred for credit toward a PhD degree at UCI. However, a course requirement may be waived if a similar course was taken at another institution. Each request for a waiver must be accompanied by a syllabus of the course taken off campus and must be approved by the Department Chair, graduate advisor, and where required the Associate Dean of the academic unit. www.rgs.uci.edu/grad/students/forms.htm

WebReg - UCI's web-based registration system. It requires a UCInetID and password. www.reg.uci.edu

WebSOC - UCI's Schedule of Classes - includes the usual class information, data on class capacity and other data related to enrollment, including course status, and links to the Web course pages. WebSOC also provides links to UCI's policy on academic honesty, its crime statistics, the campus map, academic calendar, and other useful information. <http://www.reg.uci.edu>

Whistleblower Policy - Information on protection against retaliation for reporting improper activities (commonly called the "Whistleblower" Policy) is available for the individual filing an allegation of misconduct at <http://www.policies.uci.edu/adm/procs/700/700-06.html>.

ZOT Bill - The statement of account that provides necessary information to pay quarterly registration fees. It is derived from the student billing system. http://www.fs.uci.edu/CBS/Cbs_home.htm ; <https://sbs.adcom.uci.edu/ZA/>

Acronyms

ABD – All but Dissertation (this is an informal designation to describe a student who has completed all coursework and most of the research and writing for the dissertation, but has not completed the dissertation or taken the final examination)

AGS – Associated Graduate Students

ANTPAC –Anteater Public Access Catalogue

APM – Academic Personnel Manual

APRS – Academic Program Review Subcommittee
CDL – California Digital Library
CCC – California Community Colleges
CCGA – Coordinating Committee on Graduate Affairs
CEP – Council on Educational Policy
COC – Committee on Committees
CPEC – California Commission on Post-Secondary Education
CSU – California State University
DDS – Document Delivery Service
DSC – Disability Service Center
EAP – Educational Abroad Program
EdD – Doctor of Education
EOP – Educational Opportunity Program
ESL – English as a Second Language
EVC - Executive Vice Chancellor
GOF - Graduate Opportunity Fellowship
GPA – Grade Point Average
GSAR – Graduate Student Assistant Researcher
GSHIP – Graduate Student Health Insurance Plan
GSR – Graduate Student Researcher
HIRC – Humanities Instructional Resource Center
I – Incomplete
IBL - Irvine Bylaw ((Academic Senate-Irvine Division, Academic Senate Manual)
IDP – Interdisciplinary Program
IP – In Progress
IR - Irvine Regulation (Academic Senate-Irvine Division, Academic Senate Manual)
IRB- Institutional Review Board
IRIS - Illinois Researcher Information Service
IRU – Irvine Research Unit
LARC – Learning and Academic Resource Center
LRDP - Long Range Development Plan
MA – Master of Arts
MAS – Master of Advanced Studies
MAT – Master of Arts in Teaching
MD – Doctor of Medicine
Melvyl –California Periodicals Database (on line)
MRU – Multicampus Research Unit
MRU - Minimum Required Units
MS – Master of Science
MURP - Master's of Urban and Regional Planning
NIH – National Institutes of Health
NR – No Report
NRC – National Research Council
NSF – National Science Foundation
OAA – Office of Academic Affairs
OASIM - Office of Analytical Studies and Information Management
OGS – Office of Graduate Studies
OEOD – Office of Equal Opportunity and Diversity
OP – Office of the President
ORA - Office of Research Administration
ORGS – Office of Research & Graduate Studies
ORU – Organized Research Unit
PACE - A deferment plan for paying fees
P/NP – Pass/No Pass
PhD – Doctor of Philosophy

PI - Principal Investigator
PR - Permanent Resident
RA - Research Assistant (this term has been replaced by GSR)
RP - Research Protections (formerly RCA)
SBL - Senate Bylaw (Academic Senate - Universitywide)
SEVIS - Student and Exchange Visitor Information System
SR - Senate Bylaw (Academic Senate - Universitywide)
SOE – Security of Employment
SPA - Sponsored Projects Administration
SPEAK – Speaking Proficiency English Assessment Kit
SPIN - Sponsored Programs Information Network
SR - Senate Regulation (Academic Senate, Academic Senate Manual)
S/U – Satisfactory/Unsatisfactory
TA- Teaching Assistant
TOEFL – Test of English as a Foreign Language
TOEP – Test of Oral English Proficiency
TSE – Test of Spoken English
UC – University of California
UCOP –University of California Office of the President
ULAR - University Laboratory Animal Resources
UNEX – University Extension
USAP – University Student Aid Program
WebSOC - Schedule of Classes on UCI's Website
WOS - Without Salary