

# ***THE POLICY OF TIME***

**SUMMARY:** Students enrolled a PHD Programs must meet specific milestones, in a designated period of time, to remain in good academic standing. Education Students will have 4 years to advance to candidacy; 6 years to complete a PHD; and 4 years to complete an MA. Counseling, Clinical, and School Psychology Students will have 4 years to advance to candidacy (3 if entered with an MA); 6 years to complete a PHD (5 if entered with an MA); and 4 years to complete an MA. Below are ways that time is used to assess a student’s academic standing and the ramifications if these time clocks are not met.

## **RAMIFICATION OF NOT MEETING TIME TO DEGREE REQUIREMENTS**

Students who fail to meet the required Department time limits will be asked to meet with their faculty advisor to discuss the following steps. It should be noted that for any of these steps, the department has the discretion to ask for probation or academic dismissal under an earlier timeframe.

- 1) **Step 1** “Academic Warning”: The department will deliver written notification to the student that he or she has exceeded time standards. The departmental graduate advisor and / or the student’s faculty advisor will consult with the students and develop an academic progress plan (to be co-signed by the faculty member and the student). A copy of the notification and the *Academic Progress Plan* will be sent to the Graduate Division. A student will remain on departmental progress monitoring status for the remainder of the academic year or until the student advances or graduates with the academic year.
  - a. *A student is not eligible for central merit fellowship support if they are beyond time-to-degree expectations for advancement to candidacy or degree completion.*
  
- 2) **Step 2** “Formal Academic Probation”: If the student does not advance or graduate after the end of the academic year (or subsequent summer), the student will be placed on formal academic probation by the Graduate Dean. A student will remain on departmental progress monitoring status for the remainder of the academic year or until the student advances or graduates with the academic year.
  - a. *A student on academic probation is not eligible to hold a graduate students academic appointment or to receive central fellowship support.*
  
- 3) **Step 3** “Continued Probation or Recommendation for Dismissal”: If a student does not advance or graduate after the end of an academic year on formal university probation, the Graduate Dean will ask the department to recommend and justify (a) continued academic probation (must involve extenuating circumstances) or (b) academic disqualification.

## **TIME TO DEGREE AND APPROVED LEAVES OF ABSENCES**

	<b>In Absentia Registration</b>	<b>Filing Fee Leave</b>	<b>Medical Leave</b>	<b>Family Emergency Leave</b>	<b>Parenting Leave</b>	<b>Military Leave</b>
<b>Time to Degree</b>	Does not extend	Does not extend	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters
<b>PHD Classification</b>	Does not extend	Extends P2	Extends P2	Extends P2	Extends P2	Extends P2
<b>Non-Resident Tuition Reduction</b>	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend

- *In Absentia: Special registration for those conducting research outside of the state of California (other requirements are included) considered a registered student for financial and health insurance purposes.*
- *Leave of Absence (LOA): An approved leave by Graduate Division. Students do not qualify for financial assistance, but may purchase health insurance.*
- *Lapsed: A student who has not registered and has not paid fees. Student has relinquished all student privileges.*

## **P1, P2 AND P3 REGISTRATION (ASSIGNED BY THE REGISTRAR)**

- **P1 status** degree objective is doctorate, but student has not been advanced to candidacy. Non-residents pay full tuition.
- **P2 status** degree objective is doctorate, and student has been advanced to candidacy. Non-residents receive a discount.
- **P3 status** after 9 registered quarters as P2 status a student goes into P3 status. Students who are P3 are not eligible to apply for central funding. They are, however, able to apply for extramural funding and employment. Non-residents pay full tuition.

## **AN IDEAL SCENARIO THAT LOOKS AT TIMELY DEGREE PROCESS**

	<i>Year 1</i>			<i>Year 2</i>			<i>Year 3</i>			<i>Year 4</i>			<i>Year 5</i>			<i>Year 6</i>			<i>YR 6+</i>
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	
<b>Time -to - Degree</b>																			
<b>Ph.D Classification</b>	<b>P1 Status</b>									<b>P2 Status</b>									<b>P3</b>
<b>Non-resident Tuition</b>	<b>Full NRT</b>									<b>NRT Discount</b>									<b>Full NRT</b>