

# CLAIRE TREVOR SCHOOL OF THE ARTS GRADUATE STUDENT GUIDELINES (FALL 2023)

**Read the 2023-2024 UCI GENERAL CATALOGUE:** You are responsible for the requirements listed in the catalogue. It is available online only at: <http://catalogue.uci.edu/clairetrevorschoolofthearts/>. For degree requirement checklist: <https://www.arts.uci.edu/graduate-degree-requirements>

**Be aware of DEADLINES:** You can access the UCI Academic and Administrative Calendar online at: <https://www.reg.uci.edu/calendars/quarterly/2023-2024/quarterly23-24.html>. You also need to know your filing deadlines: <https://grad.uci.edu/academics/filing-deadlines.php>.

**KNOW YOUR RIGHTS (and Responsibilities)!** Graduate Division ([www.grad.uci.edu](http://www.grad.uci.edu)) establishes and enforces all graduate student rules, regulations and policies. The Dean of Graduate Division serves as the Dean for ALL graduate students and makes the final decision regarding course substitutions, part-time study, leave of absence requests, etc. You can download the Graduate Policy & Procedures Handbook at: <http://www.grad.uci.edu/academics/Graduate%20Policies%20and%20Procedures.pdf>.

**FORMS & DEADLINES:** Graduate Division is the official clearinghouse for your degree. If you need to complete any forms to be submitted to Graduate Division, they can be found here: <https://www.arts.uci.edu/grad-advancement>. Filing deadlines can be found here: <https://grad.uci.edu/academics/filing-deadlines.php>

**CHECK YOUR CLASSES:** At the beginning of every quarter, check your enrollment via StudentAccess, at <http://www.reg.uci.edu/studentaccess/>.

**ADD/DROP/CHANGE Deadlines & Fees:** The ADD and DROP DEADLINE is by the **FRIDAY of WEEK 2 @ 5pm**. You must initiate the adding/dropping of classes (no instructor can automatically add/drop you). The deadline to CHANGE your unit and grading option is by the **FRIDAY of WEEK 2 @ 5pm**.

**ENROLLMENT IN 16 OR MORE UNITS:** You must get approval from your faculty advisor if you intend on enrolling in 16 or more units per quarter. Please email your faculty advisor and cc Jenn Wong [[jt.wong@uci.edu](mailto:jt.wong@uci.edu)] with the specific number of units you want to enroll in. I will then authorize you to enroll for that specific number of units, with your faculty advisor's approval. Unit exceptions for:

- **Art MFA:** approval only needed to register for 20+ units
- **Dance MFA:** approval only needed to register for 18+ units
- **Acting MFA:** blanket approval
- **Costume/Scene design MFA:** approval only needed to register for 19+ units
- **Lighting/Sound design MFA:** approval only needed to register for 17+ units
- **Directing/Music Direction/Stage Management MFA:** approval only needed to register for 20+ units

**SATISFACTORY SCHOLARSHIP:** Only grades of A+, A, A-, B+, B and S may be applied toward your degree requirements. You must maintain a **3.0 GPA** throughout your studies at UCI. Only upper-division undergraduate courses (100-199) may be petitioned for credit toward degree requirements for Masters students. Lower-division undergraduate coursework, and undergraduate coursework taken Pass/Not Pass, does not count towards degree requirements for any graduate student. Please keep in mind, the Satisfactory/Unsatisfactory (S/U) is for graduate-level courses only, and only offered at the discretion of the INSTRUCTOR. All students must enroll in 12 units of approved coursework each quarter to maintain full-time status.

**CHECK YOUR TRANSCRIPT:** You are responsible for checking your transcript each quarter, which can be viewed online via StudentAccess. Please keep an eye out for the following:

- **NO REPORT (NR):** If you receive an "NR", you must contact the instructor immediately and arrange for the removal or replacement of the "NR". An "NR" automatically becomes an "F" after one quarter of subsequent enrollment. Once an "F", it remains on your record permanently.
- **INCOMPLETE (I):** An "I" is assigned when the student's work is of passing quality but is incomplete due to circumstances beyond the student's control. You must request an Incomplete from the instructor prior to the end of the quarter. Once the work is complete, you must fill out a Grade Change Report in the Student Affairs office to change the "I" to a grade. An "I" automatically becomes an "F" after 12 months.
- **PASS/NOT PASS (P/NP):** You MAY NOT enroll in any graduate-level course (200 or higher) for P/NP. Please note that any lower-division course taken P/NP will not count toward unit or degree requirements.

**REPEATING COURSES:** You may repeat a course in which a grade of "B-" or below, or a "U", is received. The most recently earned grade will be calculated into your GPA for the first EIGHT units of repeated courses; after EIGHT units, the average of the two grades is used to calculate your GPA.

**CHECK YOUR UCI EMAIL:** To preserve confidentiality of your records, all e-mail communication will be done via your UCI e-mail account ONLY! If you do not intend on regularly accessing your UCI account, please make sure to forward your UCI email to a designated "delivery point". You can do this online at: <https://www.oit.uci.edu/help/email/deliverypoint/>.