Departmental Scholar Program Guidelines

The Departmental Scholar Program (DSP) allows exceptional UCLA students to pursue the bachelor's and master's degrees simultaneously.

Eligibility

Students seeking nomination by their department to the Departmental Scholar Program must meet the following minimum criteria:

- □ A cumulative UC GPA of 3.5 or higher.
- □ An undergraduate major GPA (in upper division major courses only) of 3.5 or higher.
- □ Completion of 96 undergraduate units at UCLA or the equivalent at a similar institution.
- □ Two Letters of recommendation from tenured faculty (i.e., professors, not lecturers...although lecturers are welcome to write supplementary LOR’s).
- □ Completion of all preparation for the major courses.
- □ Completion of at least about half of the upper-division undergraduate courses in the major
- □ For transfer students, completion of at least a year of undergraduate coursework at UCLA.

Nomination Procedure

1. The Chair of the department begins the nomination procedure by completing the "Departmental Scholar Nomination Form." (available at the end of this document)
   - ▪ The department may nominate a student at any time during the academic year.
   - ▪ Nomination and approval must take place at least one full quarter before graduation.
   - ▪ The Chair must justify a retroactive nomination or any exceptions to the eligibility requirements in a memo attached to the nomination form.
2. In addition, the College requires 2 Letters of Recommendation from two ladder faculty members (professor, associate professor, assistant professor). These letters must be submitted directly to their department for inclusion in the nomination packet. Please note, although the departments may or may not require students to submit letters of recommendation for the department consideration, they are required for the College review.
3. A Statement of Purpose (no more than 1 page) from the student must be submitted explaining their interest in the program.
4. The nomination form, together with a copy of the student's transcript, statement of purpose, letters of recommendation, is sent by the department electronically to the Assistant Vice-Provost of Honors via Honors Counselor Tracey Martin, for review.
5. Upon approval by the Assistant Vice-Provost of Honors and the Dean of Graduate Division, the student is sent, via e-mail, a formal admission letter to the Departmental Scholar Program.

Degree Requirements and Guidelines

Although the student will be concurrently enrolled in undergraduate and graduate coursework, the student remains an undergraduate in status and is subject to all rules and regulations affecting UCLA undergraduates.
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Course Requirements
- Students should consult the graduate advisor in their department regarding specific course requirements for the master’s degree.
- No course may be used to fulfill requirements for both degrees.
- Enrollment in Graduate Level Courses: If a course is restricted to graduate students, Departmental Scholars must obtain a Permission To Enroll (PTE) number from the departmental advisor or professor. (For enrollment purposes, students should retain the acceptance letter from Graduate Admission as verification of Departmental Scholar status.)

Unit Requirements
- Students must fulfill the minimum unit requirements for both degrees (e.g., 180 units for the bachelor’s, and an additional 36-44 units for the master’s).
- Students may request to exceed the 216-unit maximum by the number of units required for the master’s by filing a blue petition in Honors Programs. The petition should be submitted directly to Honors Counselor Tracey Martin.

Degree Completion
- For the master’s degree, prior to the second week of the quarter of graduation students must file a "Petition for Advancement to Candidacy" with the departmental graduate advisor. On these petition students indicate the courses to be applied to the master's degree. Graduate courses completed prior to effective quarter of admission to the Departmental Scholar Program may not be applied to the master's degree.
- Latin Honors are calculated on the basis of all University of California coursework. Because courses applied on the master's will be posted on the undergraduate transcript, these grade points and units are included when calculating Latin Honors upon graduation.

Additional Guidelines and Procedures

Interdepartmental and Individual Majors: Students completing an interdepartmental major or individual major may be nominated as a Departmental Scholar in any of the Letters and Science departments affiliated with the major.

Financial Aid and Fellowships: Departmental Scholars, although pursuing graduate coursework, are not eligible for graduate financial aid, grants or fellowships. Departmental Scholars may apply for Undergraduate Financial Aid as continuing students. Departmental Scholars are eligible for all undergraduate research awards, including those administered by Honors Programs.

Graduate Record Exam: Departmental Scholars are not required to take the GRE (exception: students pursuing a master's degree in Computer Science). However, students planning to apply to other programs or universities are advised to take the GRE.

Graduate Housing: Departmental Scholars are not eligible for residence in graduate housing.

Library Privileges: Departmental Scholars are eligible for graduate library borrowing privileges at
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the Charles Young Research Library.

Honors Program Contact and the College’s DSP Coordinator

After consulting with your department, for additional information on and counseling for the DSP Program, please call 825-1553 or come by the Honors office (A-311 Murphy) and make an appointment with Honors Counselor, Tracey Martin.
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