

## Departmental Scholar Guidelines

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

### Eligibility

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

- ☐ Cumulative UC GPA of 3.5 or higher
- ☐ 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 faculty (tenured, lecturer, or adjunct). At least one recommendation from tenured faculty is strongly encouraged.
- ☐ Completion of all preparatory courses for the major
- ☐ 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 UCLA undergraduate coursework
- ☐ Completion of the Writing II requirement

### Nomination Procedure

1. The Department Chair initiates the nomination by completing the **Departmental Scholar Nomination Form** (provided at the end of this document).
  - Departments may nominate a student at any time during the academic year.
  - Nomination and approval must take place at least one full quarter before graduation.
  - Retroactive nominations or exceptions to eligibility criteria require a memo of justification from the Chair attached to the nomination form.
2. The College requires **two letters of recommendation** from faculty (tenured, lecturers, or adjunct). We strongly encourage one letter of recommendation to be from tenured faculty. Letters must be submitted directly to the department for inclusion in the nomination packet.  
**Please note:** Departments may or may not require students to submit letters of recommendation initially, but *these letters are required by the College for its review*.
3. Students must submit a **Statement of Purpose** (one page maximum) explaining their interest in the program.
4. The department must electronically submit 1) the completed nomination form, 2) student transcript, 3) statement of purpose, and 4) recommendation letters to the **Assistant Vice Provost of Honors** via **Honors Counselor Belen Bazan-Delgado**.
5. Upon approval by the **Assistant Vice Provost of Honors** and the **Dean of the Graduate Division**, the student receives a formal admission letter to the Departmental Scholar Program via email.

### Degree Requirements and Guidelines

Although concurrently enrolled in undergraduate and graduate coursework, students maintain undergraduate status and must adhere to all UCLA undergraduate regulations.

### **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 degree).

### **Degree Completion**

- ☐ To graduate with a master's degree, students must file a **Petition for Advancement to Candidacy** with the departmental graduate advisor before the second week of their final quarter. On this 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. Since courses applied on the master's degree 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 are ineligible for graduate financial aid, grants or fellowships, but 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 the Charles Young Research Library.

### **Honors Program Contact and DSP Coordinator**

For more information and counseling after departmental consultation, students should schedule an appointment with **Honors Counselor Belen Bazan-Delgado**. DSP students previously advised by **Angel Perez** may continue working with him.

Appointments are available through [Message Center](#) (Zoom or in-person, 30 minutes). Include:

- Phone number
- Availability: Provide at least 3 options Monday through Friday, 9:00am – 11:30am, 1:30pm – 4:00pm
- Preference: Indicate in-person, zoom, or no preference; please also include whether or not you are open to zoom, if in-person is not available
- Brief description of the appointment reason (e.g. departmental scholar)

# DEPARTMENTAL SCHOLAR NOMINATION FORM

## PART I: FOR COMPLETION BY THE STUDENT

Name: \_\_\_\_\_ Student ID : \_\_\_\_\_

Address: \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ Telephone number \_\_\_\_\_

E-Mail: \_\_\_\_\_

## PART II: FOR COMPLETION BY THE DEPARTMENT

\_\_\_\_\_ has been identified as an exceptionally promising student and is  
(Student Name)

nominated as a Department Scholar in \_\_\_\_\_ effective \_\_\_\_\_ 20 \_\_\_\_\_  
(Field) (Quarter)

Degree Objective: \_\_\_\_\_

### SUMMARY OF QUALIFICATIONS:

Coursework Completed: Total No. of Courses \_\_\_\_\_ Total Units \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Major GPA \_\_\_\_\_

No. of upper division courses completed in the major \_\_\_\_\_

☐ Transcript attached

☐ Letters of recommendation attached

Endorsement(s) : \_\_\_\_\_ Date \_\_\_\_\_  
Departmental Chairperson

## PART III: TO BE COMPLETED BY THE DEAN OF THE DIVISION OF HONORS AND THE DEAN OF THE GRADUATE DIVISION

\_\_\_\_\_ has been admitted to the Departmental Scholar Program in the Dept of \_\_\_\_\_

\_\_\_\_\_ effective \_\_\_\_\_ .

Endorsements: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Vice Provost, Honors Programs

\_\_\_\_\_ Date \_\_\_\_\_  
Dean, Graduate Division