

Departmental Scholar 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 faculty – tenured, lectures, or adjunct. We strongly encourage one letter of recommendation to be from tenured faculty.
- ☐ 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
- ☐ Completion of the Writing II requirement

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 faculty – tenured, lecturers, or adjunct. We strongly encourage one letter of recommendation to be from tenured faculty. 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 Belen Bazan-Delgado, 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.

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 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 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 Departmental Scholar Program, please make an appointment with Honors Counselor **Lorena Rivera**. DSP students who have been working with Belen Bazan-Delgado or Angel Perez may continue to request him.

Contact us through [Message Center](#) to set up a 30-minute advising appointment (via Zoom or in person). Please include the following information in your request:

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

Frequently Asked Questions

- **Are DSP students considered graduate students?**
 - No, DSP students are considered undergraduate students and must abide by all undergraduate rules and regulations.
- **How can I pay for the additional year to complete DSP?**
 - Students are responsible for finding additional funding sources if needed.
 - Student pays undergraduate fees/tuition
- **Can I extend my time at UCLA to complete DSP?**
 - Yes, students are granted an additional year to complete their DSP requirements, as long as their department advisor approves the request.
- **I got accepted into another graduate program, can I withdraw from DSP?**
 - Yes, students can withdraw from DSP at any point. They must follow the Withdrawing process and notify the DSP coordinator, department advisor, and the registrar's office. Please be sure to speak with appropriate individuals to discuss this process.
- **Who do I meet with to discuss master's program requirements, and course enrollment?**
 - Students will work closely with their department advisor to get support with master program-related questions.
 - Any questions regarding undergraduate coursework or general DSP questions, they can meet with the DSP coordinator. Students will be coded into the Honors Programs Counseling Unit if they are accepted into DSP.
- **Who do I meet with to discuss the Master's Advancement to Candidacy Form (M-ATC).**
 - Students must meet with their department advisor to fill out the M-ATC. DSP Coordinator cannot complete the M-ATC.
- **How many college commencements can I participate in as a DSP student?**
 - Students can only participate in one college commencement.
- **Can I use my graduate-level coursework to count for other requirements?**
 - No, DSP coursework cannot count towards your undergraduate requirements.
 - If you took graduate-level coursework before joining DSP, it may not count towards your master's program requirements. Graduate-level coursework starts counting towards DSP based on the effective term listed on the student's nomination form.

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