

STUDENT NAME _____ UID _____

Degree Checklist

Students typically receive the master's degree by the end of their sixth quarter (second year) and doctoral degree by the end of their 15th quarter (fifth year). The expected course load is 12 units per quarter. However, the minimum course load may be adjusted downward by petition with the approval of the student's committee chair and the department chair if needed. Students must be registered and enrolled at all times unless on an official leave of absence.

Students must complete 11 courses (44 units)—of which at least 9 must be 200-level graduate courses—all taken for a letter grade, with a minimum GPA of 3.0. Any additional elective courses above the 11 course requirement may be taken for a letter grade or S/U grading.

The department requires students to meet with their faculty adviser on a quarterly basis. Depending on the student's area of study and prior academic preparation and study, a student may be advised to take other preparatory courses as determined by the faculty adviser.

✓	Course #	Course Title
CORE COURSES (7 courses)		
One (1) communication theory and research course.		GRADE:
	COMM 200	Theories in Communication Science
One (1) research design course.		GRADE:
	COMM 220	Research Methods in Communication Science
Two (2) or more approved statistics courses, with at least one at the 200 level (ex: PSYCH 250ABC, POLI SCI 200AB, STATS 200ABC, etc.). Must complete series; if series has more than two courses, a third course can count towards the elective requirement (listed below).		
Three (3) seminars that correspond to the three areas of study.		GRADE:
	COMM 230	Communication and Cognition
	COMM 250	Political Communication
	COMM 270	Computational Communication
ELECTIVE COURSES (3 courses)		
Minimum of three (3) elective courses from within our department or elsewhere.		GRADE:
TA TRAINING COURSE (1 Course)		
	COMM 495	Teaching Assistant Training Seminar

Advisor Name _____

Advisor Signature _____

Degree Checklist (continued)

✓	Requirement
RESEARCH PROJECTS	
All students must complete original research during their first and second years, in the form of a first-year paper and a second-year paper. In general, these two papers will be related to one another, but students may elect to pursue two distinct projects.	
	First Year Project
	Second Year Project
	Advanced to Candidacy (M.S.) <i>[OPTIONAL – for students who wish to earn a M.S. in addition to the Ph.D.]</i>
WRITTEN EXAMINATION	
Students will complete a written examination in the form of a comprehensive paper. This paper need not be directly related to the first year paper and second year paper, although a majority of students are likely to maintain continuity in the topic herein.	
	Written Exam / Comprehensive Paper
DISSERTATION PROPOSAL + ORAL QUALIFYING EXAMINATION	
The dissertation proposal requires a presentation of the student's proposed dissertation research, which may or may not relate directly to their capstone project. Prior to the approval of the proposal, a doctoral committee must be established that will oversee the University Oral Qualifying Examination.	
	Dissertation Proposal
	Doctoral Committee
ORAL QUALIFYING EXAMINATION	
Students take the University Oral Qualifying Examination as part of their dissertation proposal	
	Oral Qualifying Exam
	Advanced to Candidacy (Ph.D.)
DOCTORAL DISSERTATION	
Completion of a dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.	
	Doctoral Dissertation
FINAL ORAL EXAMINATION (DEFENSE OF DISSERTATION)	
A final oral defense of the dissertation is required. A student is not considered to have passed the final oral examination with more than one "not passed" vote, regardless of the size of the committee. In the event that this occurs, the student may schedule a second oral defense of the dissertation.	
	Defend Dissertation
FILE DISSERTATION	
	File Dissertation

A student who fails to meet the above requirements may be recommended for termination of graduate study. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in the [Standards and Procedures for Graduate Study at UCLA](#).

Degree / Program Pathway

YEAR 1

- Fulfill as many course requirements as possible.
- Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
- Meet with your Faculty Advisor at least once a quarter to discuss expectations, workload coursework, etc. Submit progress report at the end of spring quarter.
- Conduct research related to first year project. Submit project and give presentation at the end of spring.
- Train in preparation for teaching apprenticeship.
- Establish California residency (if applicable).

YEAR 2

- Fulfill remaining course requirements.
- Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
- Gain teaching experience through TA employment in the department.
- Meet with your Faculty Advisor at least once a quarter to discuss expectations, workload coursework, etc. Submit progress report at the end of spring quarter.
- Work on second year research project. Submit paper and give talk at the end of spring quarter.
- [OPTIONAL] Submit a [Master's Advancement to Candidacy Petition](#) to the department by the end of week 2 in the quarter you expect to receive your M.S. degree.
- [OPTIONAL] Earn M.S. Degree.

YEAR 3

- Gain teaching experience through TA employment in the department.
- Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
- Meet with your Faculty Advisor at least once a quarter to discuss expectations, workload coursework, etc. Submit progress report at the end of spring quarter.
- Complete your written exam (comprehensive paper) by the end of your 7th quarter.
- Establish your doctoral committee. See Minimum Standards for Doctoral Committee Constitution.
- Dissertation proposal + Oral Examination by the end of your third year (9th quarter).
- Advancement to Doctoral Candidacy is reported to Graduate Division.

YEAR 4

- Gain teaching experience through TA employment in the department.
- Meet with your Faculty Advisor at least once a quarter to discuss expectations, dissertation, etc. Submit progress report at the end of spring quarter.
- Apply for the Dissertation Year Fellowship and other fellowships for the upcoming summer and academic year.
- Defend dissertation proposal orally to committee.
- Begin writing dissertation thesis.

Year 5

- Meet with your Faculty Advisor to discuss and complete your dissertation.
- Finish writing your dissertation and submit it to the department.
- Submit a [filing fee](#) by Tuesday of week 1 in the quarter you expect to file your dissertation (if applicable).
- Defend your dissertation via final oral exam.
- File your dissertation. Please review [Thesis and Dissertation Filing Requirements](#) before submission.
- Earn Ph.D. and graduate! 🎓🎉