

# Graduate Program in Textiles Master of Science Degree Requirements

Revised: 12/01/2015  
Graduate Council Approval: June 27, 2016

## 1 ADMISSIONS REQUIREMENTS

Consideration for program admission requires a bachelor's degree, three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS score (if applicable) and Office of Graduate Studies application with fee by the stated admission deadline. A minimum GPA of 3.0 is required. However, admissions decisions are made on a case-by case basis. Meeting some or all of these criteria does not guarantee admission, but is merely for eligibility. The decision to recommend admission to the Dean of Graduate Studies will be made by the Program Admissions Committee on the basis of available space and the competitiveness of applicants compared to the eligible pool.

### a) PREREQUISITES:

Applicants holding a B.S. in a field other than Textiles and Clothing (TXC) are expected to have completed the equivalent of the following UC Davis courses:

TXC 6, 7

TXC 161, 161L

TXC 162, 162L

TXC 163, 163L

### b) DEFICIENCIES:

Applicants who do not have a B.S. in TXC will be required to fill out the Prerequisite form and submit it to the program graduate adviser who will determine which courses in the list of prerequisites above the applicant will be required to take to make-up deficiencies. Course deficiencies should be made up before advancing to candidacy, cannot be taken in S/U unless the courses are approved as exceptions by graduate council (<http://gradstudies.ucdavis.edu/gradcouncil/su.pdf>) and *may not be counted toward the graduate program requirements.*

## 2 M.S. DEGREE AND PLANS OPTIONS

At the University of California, Master's degree programs include a "capstone" requirement that is essential in maintaining the distinctive, research-oriented quality of a UC graduate degree. Master's degrees are offered as either "Plan I" (capstone is a thesis/project) or "Plan II" (capstone is a comprehensive final examination). The graduate program in Textiles offers such two options for fulfilling the requirements leading to the M.S. degree:

- Plan I: 30 units of upper division and graduate coursework plus thesis. At least 12 of the 30 units must be in graduate courses (see list **a**) in next section)
- Plan II: 36 units of upper division and graduate coursework plus exam. At least 18 of the 36 units must be earned in graduate courses in the major field.

Students develop a program that satisfies their unique objectives within a chosen area of textiles in consultation with the graduate adviser and subject to the approval of the Executive Committee.

### **3 COURSE REQUIREMENTS - Core and Electives**

#### **a) REQUIRED CORE COURSES: (MINIMUM 12 UNITS)**

- i) Textiles Seminar (Textiles and Clothing 290, 1 unit/ quarter), to be taken two times during the first year and, up to maximum 3 times if needed.
- ii) Textiles and Clothing 299, A minimum of 3 units, Research.
- iii) Textiles and Clothing 293 (3 units): Recent Advances in Textiles.
- iv) An upper-division or graduate course in statistics (3 units).

#### **b) ELECTIVE COURSES: (MINIMUM 18 UNITS)**

- v) 12 units of graduate coursework, to be taken from the following courses:
  - Textiles and Clothing 230 (3 units): Behavioral Science Concepts in Textiles and Clothing.
  - Fiber and Polymer Science 250 A-F (3 units): Special Topics in Polymer and Fiber Science.
  - One graduate course (3 units) related to the area in which the thesis is conducted.
  
- vi) In addition, students must take a minimum of 6 units of upper division or graduate coursework in the areas related to their specialization in Textiles, e.g.,
  - Anthropology (social, cultural, economic)
  - Agricultural Economics
  - Chemistry (organic, physical, analytical)
  - Physics
  - Economics and marketing
  - Human development
  - Materials science and engineering
  - Psychology (social, developmental, quantitative)
  - Sociology (theory, stratification, social psychology, deviance)
  - Statistics and research methodology

#### **c) SUMMARY:**

- i) For Plan I:
  - 30 units of upper division and graduate coursework plus thesis;
  - At least 12 of the 30 units must be the required core courses;
  - At least 18 of the 30 units must be the elective courses.
- ii) For Plan II:
  - 36 units of upper division and graduate coursework plus exam;
  - At least 12 of the 36 units must be the required core courses;
  - At least 18 of the 36 units must be the elective courses;

- The remaining units must be earned in graduate courses in the major field.
- iii) Students must enroll in a minimum of 12 units per quarter to be considered in full-time status;
  - iv) 2 six-week summer sessions may be counted as the equivalent of one regular quarter for purposes of satisfying the residency requirement if a minimum of 2 units is taken in each summer session.
  - v) All elective courses taken have to be approved by the Major professor.

#### **4 SPECIAL REQUIREMENTS: N/A**

#### **5 COMMITTEES**

##### ***a) GRADUATE STUDENT ADMISSIONS COMMITTEE:***

Once the completed application package, including all supporting materials and the application fee, has been received, the application will be submitted to the Admissions Committee. The Admissions Committee consists of the Graduate Advisor for Admissions (Chair of the Committee) and at least two Graduate Program members who are appointed by the Program Chair.

The role of the admissions Committee is to review each entire application and to make a recommendation to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval. Notifications of admission decisions are sent to the applicants by the Office of Graduate Studies. The admission deadline is typically January 15 of the calendar year for the incoming Fall entering class. No applications are accepted after the final admission deadline, typically March 31 of the year of the Fall quarter for which admission is sought. Prospective applicants are advised to consult the website of the Office of Graduate Studies (<http://www.gradstudies.ucdavis.edu/forms/>) for current application deadlines.

##### ***b) GRADUATE STUDIES GUIDANCE***

(Detailed in **6. ADVISING STRUCTURE AND MENTORING**)

##### ***c) THESIS COMMITTEE (PLAN I) & COMPREHENSIVE EXAMINATION COMMITTEE (PLAN II)***

In consultation with their Major professor and graduate advisor, students nominate three faculty members to serve on their committees and these nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy (DDB80, Graduate Council B.1.).

##### **i) Thesis Committee (Plan I)**

- The Major professor, who is the Chair of the committee, is recommended or assigned for the student by the Graduate Advisor. However, the student may decide to choose a different advisor at any time. The other two committee members have to be from GTXC, after consultation with the program Chair and approved by the Executive Committee of the group.
- The role of the Thesis Committee is to advise the student on the research topic and methods, and then to review the final completed thesis for acceptance.

Students are expected to meet with the Chair of their thesis committee regularly.

- Thesis committee members are expected to read and comment on a thesis within four weeks from its submission. This time limit policy does not apply to summer periods for faculty holding nine-month appointments. The student and faculty will coordinate a timeline for the student to present the thesis to the thesis committee. This timeline must allow all thesis committee members enough time to fulfill their responsibilities within the four-week deadline.
- ii) Comprehensive Examination Committee (Plan II)
- The Major professor, who is the Chair of the committee, is recommended or assigned for the student by the Graduate Advisor. However, the student may decide to choose a different advisor at any time. The other two committee members have to be from GTXC, after consultation with the program Chair and approved by the Executive Committee of the group.
  - The role of the Comprehensive Examination Committee is to administer the Comprehensive Examination. After fulfilling all other requirements, the student and faculty will coordinate a time to hold the Examination.

## 6 ADVISING STRUCTURE AND MENTORING

The Chair of the TXC Graduate Program acts as the **Graduate Adviser** for all students, and is a resource for all graduate students in the Program to provide information and advising on academic requirements, policies and procedures. The Graduate Adviser's signature is the only signature recognized as official by the Office of Graduate Studies on a variety of petitions and forms used by graduate students. In particular, the Graduate Adviser for Continuing Students is responsible for the following: a) handles all Office of Graduate Studies and TXC program forms; b) performs periodic review of student progress toward degree objectives; c) enforces TXC Graduate Procedures and Requirements; d) has responsibility for the content of TXC Graduate Program Web Pages; and f) assists the Graduate Admission Committee on Block Grant allocation decisions. The Graduate Adviser is available for consultation by direct appointment.

The **Major Professor** (faculty adviser) is the faculty member who assists the student in preparing a detailed study program and who supervises the research that forms the basis for the thesis or dissertation. The Major professor's responsibilities include to: a) assist the student with preparation of program of study; b) supervise student thesis or dissertation research; c) assign a grade for TXC-299 (research) and TXC-290C (research conference) units; and d) serve as the chairperson of the thesis or dissertation committee. One of the most critical decisions in a graduate student's career is the selection of a Major Professor (Thesis Adviser). The selection of a Major Professor and a research topic requires careful thought because the thesis/dissertation research is the principal activity of a graduate student and often defines the future career directions of the student. Each student is assigned an initial faculty contact upon admission. The Graduate Program Coordinator must be notified if the student decides on a Major Professor who is different from the initial faculty contact. The Major Professor must be a member of the TXC Graduate Program.

Students are expected to develop their plan of study through the advisement of the Major professor who approves it by signing the MS Advance to Candidacy form. Master's students must file an Application for Advancement to Candidacy with the Office of Graduate Studies after completion of at least one-half of the degree requirements and at least one quarter before completion of all requirements. For students with an overall GPA below 3.0 at the time of application for advancement to candidacy, the application may only be submitted if the GPA is close enough to 3.0 that successful completion of coursework at the end of the quarter during which the application is filed will bring the student above the required GPA minimum of 3.0.

The **Graduate Program Staff** assists students with identifying a Major professor, identifying appointments, and general university policies.

The Textile Graduate Program has adopted the UC Davis Graduate Council **Mentoring Guidelines** posted at <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/grad-council/mentoring.pdf>.

## **7 ADVANCEMENT TO CANDIDACY**

Every student must file an official application for Candidacy for the Master's Degree and pay the Candidacy Fee after completing one-half of their course requirements and at least one quarter before completing all degree requirements. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after advancement to candidacy, the Graduate Adviser must recommend these changes to the Office of Graduate Studies. Students must have their Graduate Adviser and Major Professor sign the candidacy form before it can be submitted to the Office of Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the Thesis Committee Chair, the appropriate graduate staff person, and the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the graduate program and the student will be told the reasons for the application's deferral. Examples of reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

Students in the MS program are expected to advance to candidacy in their 3<sup>rd</sup> quarter. Students having to make-up deficiencies are expected to advance to candidacy in their 4<sup>th</sup> quarter.

## **8 COMPREHENSIVE EXAMINATION AND/OR THESIS REQUIREMENTS**

### ***a) Thesis Requirements (Plan I)***

For students in Plan I, a thesis is required. The thesis will be done under the supervision of a committee consisting of the student's Major professor and two other faculty members.

- i) Thesis committee meetings: The candidate and major professor should meet **at least once a year** with the other members of the thesis committee to discuss progress and any changes in research objectives.
- ii) Thesis: Research for the Master's thesis is to be carried out under the supervision of a

- faculty member of the program and must represent an **original contribution** to knowledge in the field.
- iii) The thesis research must be conducted while the student is enrolled in the program. The thesis is submitted to the thesis committee at least **one month before** the student plans to make requested revisions.
  - iv) All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend the student for disqualification from the program to the Dean of Graduate Studies.
  - v) A student must have a GPA of 3.0 for the M.S. degree to be awarded.
  - vi) The thesis must be filed in a quarter in which the student is registered or on filing fee.

Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from Graduate Studies; the dates are also printed in the UC Davis General Catalog and in the Class Schedule and Registration Guide issued each quarter.

***b) Comprehensive Examination (Plan II):***

Fulfillment of the Comprehensive Examination is the last requirement of the M.S. Plan II. A student may take the comprehensive examination once they have advanced to candidacy.

- i) However, it is important that the capstone requirement be completed at or near the end of the coursework for the Master's degree; for most students, the exam is taken at the end of the 5<sup>th</sup> quarter.
- ii) The comprehensive examination requirement includes both the submission of a technical report to the Comprehensive Examination committee (see section 5) and passing a one-hour oral exam administered by that same committee. The technical report is to be written under the direction of the Major professor.
- iii) The scope of the oral exam is the candidate's coursework as well as the project work. The Exam committee's unanimous vote is required to pass a student on the exam. If a student does not pass the exam, the committee may recommend that the student be reexamined one more time, but only if the Graduate Adviser concurs with the committee. The second exam must take place within one quarter of the first exam. The format of the second exam is the same as that of the first exam and may include the submission of an amended version of the report. The examination may not be repeated more than once. A student who does not pass on the second attempt is subject to disqualification from further graduate work in the program.
- iv) Once passed, the Master's Report Form is signed by the Program Graduate Adviser and then forwarded to the Office of Graduate Studies.

The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or in Filing Fee status at the time the program submits the form, with the exception of the summer period between the end of the Spring Quarter and the beginning of Fall Quarter. The program must file the report with Graduate Studies within one week of the end of the quarter in which the student's

degree will be conferred.

## 9 NORMATIVE TIME TO DEGREE

Normative Time is the elapsed time, calculated to the nearest quarter, that students would need to complete all requirements for the degree, assuming that they are engaged in full-time study and making adequate progress. There are two parts to Normative Time: Normative Time to Advancement to Candidacy and Normative Time in Candidacy. For Plan I, Normative Time in Candidacy represents the number of quarters that are recommended for completion of the thesis.

### **PLAN I:**

Normative Time to Advancement to Candidacy: 3 quarters

Normative Time to Degree: 6 quarters

### **PLAN II:**

Normative Time to Advancement to Candidacy: 3 quarters

Normative Time to Degree: 4 quarters

## 10 TIMELINE AND SEQUENCE OF EVENTS

Full-time students in the M.S. program are expected to broadly adhere to the following timeline. The numbers indicate the consecutive quarter of enrollment:

	<b>MS Plan I</b>	<b>MS Plan II</b>
Take coursework	1, 2, 3, 4	1, 2, 3, 4
Select Faculty Research Advisor or Project Mentor (if different than assigned advisor)	2	2
Select a Master's Thesis committee (Plan I)	2	n/a
File an Application for Candidacy which includes a plan of study	3	3
Pass the Comprehensive Examination (Plan II)	n/a	3
File a Master's Exam Report Form – Plan II	n/a	4
Complete the thesis, gain approval from the committee and submit to the Office of Graduate Studies (Plan I)	6	n/a

## 11 SOURCES OF FUNDING

Funding is provided in the following forms: Departmental Fellowships, Graduate Student Research Assistantships (GSR), Teaching Assistantships (TA), Reader positions.

## 12 PELP, IN ABSENTIA, AND FILING FEE STATUS

### **a) PLANNED EDUCATIONAL LEAVE PROGRAM (PELP):**

The Planned Educational Leave Program is designed to allow students to suspend their programs of study for good cause to leave the campus, and to be guaranteed the right to

return later to resume academic work with a minimum of procedural difficulty. Examples of good cause for PELP include illness, temporary departure from the University for employment or research away from campus, preparing for examinations if doing so at a distance from campus, financial hardship, or personal problems. PELP is recommended for those students who are certain of the quarter in which they plan to return and who plan to be away **no longer than three quarters**. If a student is not certain of the return date, filing an Application for Readmission is suggested instead.

Students on PELP cannot Advance to Candidacy, take the Comprehensive Examination or file a thesis until they have returned from PELP to registered status. More information about PELP can be found in the Graduate Student Guide:

<http://www.gradstudies.ucdavis.edu/publications/>

#### ***b) IN ABSENTIA STATUS***

Information about In Absentia status (reduced fees when researching out of state) can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>

#### ***C) FILING FEE STATUS:***

Normally, candidates for the MS degree will file a final approved copy of their thesis with the Office of Graduate Studies during their final quarter of residence on campus. Filing Fee status is designed for MS students who have completed all other requirements (such as coursework, laboratory work/research, preparation of the thesis, and have Advanced to Candidacy), and who may not require an additional quarter in residence to prepare the final thesis or dissertation manuscript. In this case, filing fee would replace regular registration. Students on filing fee are expected to make no demands upon faculty time other than the time involved in reading the thesis.

A student must have been in full-time residence for a minimum of 3 quarters to be eligible. A student will be allowed to stay on filing fee for a maximum of 1 quarter. An extension of an additional quarter is possible under unusual circumstances. In order to be a registered student again after being on filing fee status, it will be necessary to file a Readmission application. Please note that a student is expected to graduate once the filing fee period has elapsed. Students in non-registered status, such as Filing Fee, will be allowed one quarter of employment without request for exception. Exceptions beyond this one-quarter period are rarely granted. More information about Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>

- **Filing Fee application**

To apply for filing fee status, a student must submit the filing fee request form with the Major Professor's signature to the Graduate Program Coordinator. Accompanying this form must be the College of Engineering Supplemental Filing Fee signature form with signatures of all members of the committee stating that they have read a draft of the thesis or dissertation. The student will be charged a one-time fee. The completed form, with appropriate signatures and payment, must be submitted to the Office of Graduate Studies by no later than the first day of the quarter filing fee is to become effective.