

Ad hoc Checklist  
Updated on 10/6/20

The ad hoc checklist is a guide and should be used prior to taking any courses you are considering for the minor. You can only have one ad hoc minor. The Checklist is as follows:

1. Proposal of Fields must be completely filled out and signed off by the various field chairs. Check with the Grad Office for field chair confirmation.
2. Provide a memo of support/justification from your advisor.
3. Provide an abstract of the two courses you would like to have approved for the proposal of fields.
  - a. Abstract should address these points.
    - i. ad-hoc field should be a coherent set of courses in an identifiable area (body of knowledge) that is not a subfield of the area of the major or the minors thus make sure to address this issue.
    - ii. written justification explaining how the proposed ad-hoc minor meets the requirements above and supports your research area.
    - iii. If the ad-hoc field presents some overlap with topics that are generally associated with the other fields, the justification should carefully explain why this overlap does not impinge on the value of the minor to broadening your Ph.D. education.
4. Include your transcript and mark do not highlight the course and grade received.
5. Send everything in a single PDF to Joseph Brown at [jbrown@cs.ucla.edu](mailto:jbrown@cs.ucla.edu).

The order of the PDF items should be as follows:

  - a. Signed Proposal of Fields
  - b. Faculty Support/Justification memo
  - c. Student abstract
  - d. Unofficial Transcript with courses marked(\*) not highlighted.
  - e. PDF should be saved with your name.

