



THE HENRY SAMUELI SCHOOL OF ENGINEERING

Graduate Student Handbook

2005 - 06



22 September 2005

Dear Henry Samueli School of Engineering Graduate Student:

Welcome to the 2005-06 academic year! With cutting-edge research centers, superb faculty who are experts in their fields, and a diverse, competitive student body, we pride ourselves on being leaders in Graduate Engineering Education.

This fall proves to be a record year in enrollment, with a larger than average entering cohort. Our growth in faculty size, enrollment, and recognition as a top-notch research institution has enabled the Henry Samueli School of Engineering to affect industry in southern California, the United States, and abroad.

I hope your graduate school experience is exciting and challenging, and that you leave us with all the right tools and knowledge to successfully compete in industry, research, and academia. The Henry Samueli School of Engineering is truly ***Engineering the Future***. We are pleased that you are an integral part of our future. Please let us know how we can enhance your graduate school experience.

I wish you all the best for an outstanding academic year.

Sincerely,

A handwritten signature in black ink, reading "John C. LaRue". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

John La Rue
Associate Dean for Student Affairs

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HSSoE Graduate Student Affairs Office

What we do

From recruitment and admission to degree conferral and graduation, our office provides many services for new and continuing graduate students. As you navigate toward degree completion, our main function is to provide personal and academic counseling and advice for you. We also collaborate with the various departments on many student-related issues. Our office serves as the final school-wide approval for petitions, advancements to candidacy, degree conferrals, and other processes. Stop by the Engineering and Computing Trailer and say hi!

Our Staff:

Thomas Cahoon, Director, Graduate Student Affairs:

Recruitment, admissions, personal and academic counseling, school approval for petitions and exception requests, advancement certifications and degree conferrals for MS and PhD students in Biomedical Engineering, Mechanical and Aerospace Engineering, Chemical and Biochemical Engineering, Materials Science Engineering, Interdisciplinary MSE, Environmental Engineering, Civil Engineering, and Arts Computation and Engineering. His email is tcagoon@uci.edu, phone: 824-6475

Christy King, Academic Counselor:

Recruitment, orientation, admissions, travel fellowships, mentoring program, personal and academic counseling, school approval for petitions and exception requests, advancement certifications and degree conferrals for MS and PhD students in Electrical Engineering and Computer Science and Networked Systems. Her email is ckking@uci.edu, phone: 824-9292

Gwen Donaldson, Graduate Coordinator:

Receptionist for Graduate Student Affairs, scheduling appointments for Tom Cahoon and Christy King, graduate student employment/fellowship processing, general advising, and matriculation-related forms processing, grade change form processing, course prerequisite waivers, excessive unit enrollment authorization. Her email is gmdonald@uci.edu, phone: 824-3562

The Graduate Student Affairs Office offers general counseling during your graduate school career. However, all departments have their own requirements and programs of study. Therefore, it is important for you to meet with your Faculty Graduate Advisor on a regular basis to ensure your completion of departmental degree requirements.

Departmental Graduate Coordinators

Each department has its own Graduate Coordinator. These staff members serve as your departmental contact for questions regarding graduate matriculation issues including funding and forms processing. They also provide exception memos and serve as a liaison with the departmental Graduate Advisors and with our office. The HSSoE Graduate Coordinators are:

ACE:	Kris Bolcer	kris@ics.uci.edu	824-2277
BME:	Karen Stephens	kstephen@uci.edu	824-3494
CHEMS/MSE:	Beatrice Mei	bmei@uci.edu	824-9250
CEE:	Lorrie Aguirre	llaguirr@uci.edu	824-2120
EECS/NTWS:	Ronnie Gran (Admissions and new students)	ragran@uci.edu	824-5489
	Susan Staebel (Continuing students)	sstaebel@uci.edu	824-2396
MAE:	Leslie Noel	lknoel@uci.edu	824-7984
Interdisp. MSE:	Gwen Donaldson	gmdonald@uci.edu	824-3562
Environmental Eng:	Gwen Donaldson	gmdonald@uci.edu	824-3562

HSSoE Intranet Site

The Graduate Student Affairs Office maintains an intranet site (<http://intranet.eng.uci.edu/>) for its student population. This site is dedicated to providing resources and information for current students. Some of the items on this site are important filing deadlines, fellowship opportunity notices, job postings, and procedures to earning your degree. Please make it a habit to visit the site on a regular basis in order to keep informed on all things related to Graduate Studies at HSSoE.

Faculty Graduate Advisors

The Graduate Advisor is a faculty member in a particular department who serves as the official representative of the Graduate Dean in matters affecting graduate students in his or her department. A close working relationship is established between the Advisor and the Office of Graduate Studies. The Graduate Dean is dependent upon the experience and judgment of Graduate Advisors, and upon their recommendations, in matters requiring the Graduate Dean's action. The Graduate Division staff provides information to the Advisors on a continuing basis and responds to requests for special assistance.

The Faculty Graduate Advisors are responsible for supervising graduate study in their department and for ensuring that each graduate student is assigned an individual faculty advisor and mentor. In many academic units, the advisor is instrumental in the appointment and supervision of graduate student Teaching Assistants, Associates, Readers, and Tutors. In our school, there is also an Associate Dean for Student Affairs, John LaRue, who oversees many of the functions which affect graduate students. Dr. LaRue works in conjunction with the Dean of Graduate Studies and department chairs.

The current HSSoE Graduate Advisors are:

Electrical Eng. and Computer Science:	Hamid Jafarkhani
Biomedical Engineering:	Abe Lee
Materials Science and Engineering:	Martha Mecartney
Civil Engineering:	Jann Yang
Chemical and Biochemical Engineering:	Szu-Wen Wang (admissions) Vasan Venugopalan (continuing students)
Mechanical and Aerospace Engineering:	Faryar Jabbari (admissions) Donald Dabdub (continuing students)
Environmental Engineering:	Brett Sanders (Program Director)
Interdiscipl. Materials Science and Eng:	Chin Lee (Program Director)
Arts Computation Engineering:	Beatriz de Costa

You may have been granted an "initial technical advisor" upon admission. That particular professor is the coordinator of the specific area of research you may be interested in. You can select a new advisor once you are further along in your program of study. You should discuss this with your department's graduate advisor.

Selecting a Research Advisor

Some of you will arrive at UC Irvine without a research advisor. This is quite common, especially for PhD students who must first complete their MS degrees. It is also common for international students. Here are some tips on selecting a research advisor:

- 1) Visit our website: www.eng.uci.edu
- 2) Navigate through your department's listing of faculty
- 3) Look for the faculty profiles and review them
- 4) Look for buzzwords and research activities that may be aligned with your research interests
- 5) Once you see some that might be of interest to you, contact them via email. You might need to actually find them in their labs and personally ask if they would entertain the possibility of you working with them. You might want to have a curriculum vitae (resume) available, detailing your research and work experience, presentations, publications, and poster sessions. This will help the professor determine if your experience would be beneficial to his or her lab.
- 6) Ask professors in class if they could be your research advisor, or if they know of anyone in the department who would be a good fit for you.
- 7) Ask your department's graduate advisor for advice on selecting a research advisor. Your graduate advisor might know of possibilities.

Securing Financial Support

Some of you may arrive at HSSoE without a funding source. Funding at the MS level is very limited, and you will need to contact your department's graduate advisor for more information. Funding at the PhD level is more prevalent, but is competitive. The process may involve actually going out there and contacting various professors in your department and area of interest. They will not be contacting you! A suggestion is to peruse the school's website for faculty profiles, and then emailing or actually meeting with them. This might take some time. You can also apply to be a Teaching Assistant, and each department has their own process. You will need to contact your department's graduate coordinator for this information. Below is more information about fellowships and departmental funding opportunities:

Graduate Financial Support - Engineering - UC Irvine

Named Fellowships

Henry Samueli Endowed Fellowship — One of the premier awards offered to incoming graduate students in the school. This award is funded by Henry Samueli, co-founder of Broadcom Corporation, after whom the school is named. Eleven fellowships have been awarded at \$25,000 each. The award is open to both terminal MS and Ph.D. students. It is a competitive award, rather than need based, and it is open to all graduate majors within the school. Applicants who would like to be considered for the Samueli Fellowship should indicate their interest in the application for admission. No separate application materials are required.

Center for Pervasive Communications & Computing (CPCC) Fellowship — Graduate Fellowships within The Center for Pervasive Communications & Computing Graduate Fellowship are available to Electrical Engineering & Computer Science (EECS) and Information and Computer Science (ICS) students. Students with a strong academic background in the areas of communications and related subjects who are interested in pursuing an M.S. or Ph.D. are eligible. To be considered, students must apply to the graduate program in electrical and computer engineering or computer science at UC Irvine.

Printronic Fellowship in Embedded Systems — A one year fellowship for Electrical Engineering & Computer Science students in the field of Embedded Systems. The award is made available to US citizens and permanent residents only. Students who are M.S. and Ph.D. candidates may be considered for the award. The award includes a monthly stipend, fees and non-resident tuition.

Kleist Endowed Fellowship — This one-year fellowship is for Electrical and Computer Engineering or Mechanical and Aerospace Engineering students and is

made available to US citizens and permanent residents only. This fellowship is funded by Robert Kleist, CEO and President of Printronix, Inc., located in Irvine, California. Both M.S. and Ph.D. students may be considered for the award. The award includes a monthly stipend, fees and non-resident tuition.

Parker Hannifin Fellowship — The Fellowship is a one year award for Mechanical and Aerospace Engineering students and is made available to US citizens, permanent residents, and international students. Students who are M.S. and Ph.D. candidates may be considered for the award. The award includes a monthly stipend, fees and non-resident tuition.

O'Donnell Fellowship — This one-year fellowship is for a graduate student in the Henry Samueli School of Engineering with preference given to an Electrical Engineering & Computer Science student. Preference will also be given to a U.S. citizen who is likely to locate, after graduation, in Orange County, California. The award includes a monthly stipend, fees and non-resident tuition.

Hostetter Fellowship — This fellowship is to be awarded to a graduate student in the Electrical Engineering & Computer Science department at UC Irvine. This award will supplement other fellowship support or financial aid that the student is receiving to help pay for tuition and fees.

Holmes Endowed Fellowship — The Fellowship is a one-year award available to Electrical Engineering & Computer Science and Mechanical and Aerospace Engineering students who have a demonstrated background and interest in flight systems navigation. The award is made available to U.S. citizens, permanent residents, and international students. Students who are M.S. and Ph.D. candidates may be considered for the award. The award includes a monthly stipend, fees and non-resident tuition.

University Based Fellowships

The school receives annual funds from central UCI administration to recruit new graduate students and support continuing students. There are three main types of funding sources available to faculty members for this purpose:

Block allocation — This allocation is used to provide Regents Fellowships for Ph.D. students. Various types of awards are offered. Awards may cover fees, non-resident tuition and monthly stipend payments. Domestic and International student are eligible.

Graduate Student Researcher (GSR) — This allocation is used to provide GSR

opportunities for engineering graduate students. Both terminal MS and Ph.D. students are eligible. Awards made typically include GSR salary, fees and non-resident tuition if applicable for at least one quarter. GSR awards of this sort require service in the lab. Domestic and International student are eligible.

Student employment

Graduate Student Researcher (GSR) — Students are selected for GSR appointments in the Henry Samueli School of Engineering work closely with a faculty member in an ongoing research project in the lab. Opportunities for a GSR appointment are plentiful as all of our faculty members require student assistants to further their research projects. The selection process is completed in committees throughout the admissions process. Students are selected for appointments based upon their background, interests and technical expertise, and the needs of the faculty. The GSR appointments vary. Awards are offered between 25-49 percent time, involving a commitment of 10-20 hours a week. GSR students receive a monthly salary as well as fees and tuition as a benefit of employment. Monthly salaries range from \$600-1,200 dollars per month depending on the student's academic background and the level of employment. Students who are MS and Ph.D. candidates may be considered for the award. Preference may be given to Ph.D. students.

Teaching Assistants (TA) — The Henry Samueli School of Engineering relies heavily on the support of TAs for instruction. TAs support faculty in undergraduate courses. They may lead discussion sections, grade tests, papers, and homework, counsel, and tutor students enrolled in a particular section of a course. Students are selected for appointment based upon their academic preparation and instructional needs of the department and faculty. Service as a TA requires a time commitment of 10 or 20 hours per week. TA salaries range from \$750-1,500 per month. Quarterly fees are covered as a benefit of employment. International non-English speaking students must take and pass the Test of Spoken English (TSE) with a minimum score of 50 to qualify for a TA appointment. The selection process for teaching assistants is completed in committees throughout the admissions process. It is also possible to obtain a teaching assistantship in an allied department: Biology, Physics, and Chemistry, for instance. You would need to contact those departments separately to be considered for a TA appointment.

ENROLLMENT AND REGISTRATION POLICY: STUDENT STATUS

A. Academic Residence Requirements

1. Academic Year

According to University of California academic policy, a graduate student is considered to be in residence during an academic quarter only if at least four units of academic credit are earned in regular upper division undergraduate or graduate-level courses. Except in rare cases, no graduate student will be recommended for any degree that has not completed at least one year of residence.

2. Summer Session

For a candidate for a doctorate degree, and in accordance with UC regulations, residence during a Summer Session may be counted only under either of the following conditions: (1) enrollment in two consecutive six-week Summer Sessions, which counts as one term of residence provided you are enrolled in each session for the equivalent of at least two units of upper division and/or graduate level coursework as given in a regular term; or (2) enrollment in an eight-week Summer Session, which counts as one term of residence provided you are enrolled for the equivalent of at least four units of upper division and/or graduate work as given in a regular quarter. For a candidate for a Master's degree, the same basic criteria apply except that the two six-week Summer Sessions need not be consecutive.

3. California Residency for Tuition Purposes

All new graduate students, and students returning from an academic leave of absence, are required to complete and submit a *Statement of Legal Residence* to UCI's Registrar's Office to determine their official residency status. Questions about California residence and out-of-state tuition fees should be directed to the UCI Residence Deputy in the Registrar's Office (824-6129) or residence@uci.edu. More information about California Residency for Tuition Purposes is available at www.reg.uci.edu/registrar/residence.

B. Enrollment Policies and Procedures

1. Late Enrollment

If you enroll after the second week of classes, you will be assessed a late registration fee. You must complete the Late Registration Authorization form and get it signed by your department's graduate advisor, and then by the HSSoE Graduate Student Affairs Office. The signed form must be brought to the Office of Graduate Studies for approval by the Graduate Dean. Without the approval of the Graduate Dean, you will not be permitted to enroll in classes. (www.rgs.uci.edu/grad/students/forms.htm)

NOTE: The campus' budgetary allocation in support of graduate education is calculated on the basis of Full-Time Equivalent (FTE) enrollment at the end of the third week of the quarter and for three years following advancement to candidacy. Therefore, students are strongly encouraged to register no later than the end of the third week of classes. Failure to do so will result in reduced student funding for UCI.

2. Full-Time Enrollment/Registration

Full-time academic registration is generally expected of all graduate students at the University of California. Full-time registration is defined as 1) payment of applicable University fees; and 2) enrollment in at least 12 units of upper-division or graduate-level academic coursework in a given quarter, including credit for supervised research or teaching occurring during the academic year. (During the Summer, full-time registration is defined as payment of applicable University fees and enrollment in at least six units of upper-division or graduate level academic credits.) However, continuing UCI graduate students are generally considered to be enrolled students between successive Spring and Fall quarters. Graduate students may enroll in lower-division courses with the approval of their faculty academic advisor, but such courses are not considered to be part of any graduate program and will not count toward satisfying degree requirements. Full-time academic registration during regular academic quarters is required of all graduate students holding University-administered fellowships.

Course Load Limitations: Graduate students should not enroll for more than 12 units per quarter in graduate level coursework, or 16 units in upper-division courses, or a proportionate number in combination. Course loads in excess of 16 units of graduate level and/or upper-division credit must be approved in advance by the student's graduate advisor, and written notification must be sent by the Faculty Graduate Advisor to the Graduate Dean. If you plan to take more than twelve units during a given term, please contact the Graduate Student Affairs Office. We must clear this registration restriction in your account on the computer.

3. Part-Time Enrollment/Registration

In most instances, completion of an advanced degree at UCI requires full-time study. However, UCI recognizes that a legitimate need may exist for part-time study, and, therefore, is committed to increasing these opportunities whenever academically feasible. Principally, part-time status applies to enrollment in part-time master's degree programs. In some cases the Graduate Dean will approve part-time status for terminal master's degree candidates and students in credential programs, where part-time study has been judged academically feasible by the faculty. On the recommendation of the academic unit, students admitted to a Ph.D. program may be approved by the Graduate Dean for part-time status on an *ad hoc* basis for up to three consecutive quarters. Requests for part-time status must be submitted in writing to the Graduate Dean and signed by the Departmental Faculty Graduate Advisor (some schools require, in addition, the signature of the Associate Dean for Graduate Studies in the academic unit). See [*Guidelines to Establish Part-Time Eligibility*](#) below for details on how to request

Part-time Status. UCI policy defines part-time enrollment at the graduate level during the academic year as enrollment in one to eight units, including enrollment in Physical Education classes. Within the guidelines and limitations listed below, you may petition for part-time status. If approved, you must pay UCI the full Registration Fee, all student activities fees, health insurance (i.e., GSHIP) fees, one-half the prevailing Educational Fee, and one-half the Non-resident Tuition Fee (if applicable). Non-residents who have advanced to candidacy, and are already receiving a reduced tuition rate, will not receive any additional reductions in their tuition costs. Students on part-time status, if applicable, will pay only one-half of the Professional School Student Fee.

a. Guidelines to Establish Part-Time Eligibility

- 1) The student must meet the standards for part-time study as described in this document.
- 2) A completed *Petition for Reduced Fee Program for Part-Time Study*, approved by the Departmental Faculty Graduate Advisor (and Associate Dean in the HSSoE Office of Graduate Student Affairs), and a memo from the Graduate Advisor in support of the request must be submitted to the Office of Graduate Studies (OGS). (Petitions may be obtained from the Registrar's Office or the Office of Graduate Studies website in the "forms" link). The memo of support should be a self-explanatory document, in that it should include sufficient detail to allow the Graduate Dean to evaluate independently the need for, and feasibility of, part-time status for the graduate student. The minimal elements to include in the support memo are:
 - a) a brief explanation of the motivation for the part-time status request
 - b) a statement of how part-time status might impact the student's progress toward degree, and steps to be taken to minimize any negative impact; and
 - c) an indication of when part-time status would, if approved, begin and end (e.g., Fall 2004 -Spring 2005).
- 3) To be effective for that academic quarter, the petition must be received by OGS for approval by the Graduate Dean no later than the Thursday morning of the third week of classes. There are no exceptions to this deadline.

b. Part-Time Limitations and Related Policies

- 1) **Purpose:** Unless enrolled in an approved part-time master's degree program, approval of part time enrollment status may be granted only for reasons of occupation, family responsibilities, health, or professional development.
- 2) **Citizenship:** Ordinarily, graduate students who are not citizens or permanent residents of the United States are not eligible for part-time enrollment because of overriding federal regulations governing student visa status. Please contact the UCI International Center for further information. International students who are eligible to petition for part-time status are required to obtain written approval by the UCI International Center (www.ic.uci.edu) prior to submitting a request to the Office of Graduate Studies.

3) **Fellowships:** All University fellowships require full-time enrollment in graduate level courses. For extramural fellowships, you must refer to and adhere to the individual agency guidelines established by the sponsor.

4) **Academic Appointments:** Part-time status may affect academic appointments/employment. Please see your department for more information.

5) **Student Loans:** All students considering applying for part-time status should be cautioned that, in most instances, they will no longer be eligible for deferment of student loan repayment obligations. It is your responsibility to discuss the matter with your loan agency.

6) **Student Housing and Other Services:** Part-time status may affect eligibility for student services, including student housing. If you live on campus and are considering part-time status, please check with your housing office.

7) **Maximum Time:** Petitions for part-time status may be requested for the current academic year only and will lapse automatically at the end of the Spring quarter unless terminated earlier. You must reapply each year for approved part-time status by submitting a new petition prior to the Fall quarter or subsequent quarter's deadline. The deadline is always the Thursday morning of the third week of classes.

8) **Enrollment Limits:** If the student exceeds the approved part-time enrollment limit of eight units (including Physical Education classes) at any point in any quarter for which part-time status is requested and approved, the student will be billed by UCI for the balance of the respective quarter's full-time student fees (including non-resident tuition, if applicable) and will not be permitted to register for a subsequent quarter until those required fees are paid in full.

4. Lapse of Status: Did Not Enroll

At UCI, graduate students are expected to remain continuously enrolled in their degree program while progressing toward their degree. Students who have failed to maintain their graduate student status will be notified in writing by the Graduate Dean. A Lapse of Status will occur under any of the following conditions:

- a) If you fail to register (i.e., pay fees and enroll in units) by the last week of instruction in a given quarter.
- b) If an academic leave of absence, or permission to pay the Filing Fee in lieu of registration, has not been submitted and approved by the student's department and OGS.
- c) If you fail to comply with any provisions of admission to UCI.

Notification of lapse of student status will be sent to the student and the academic unit at the end of the quarter in which one of these conditions applies. Students wishing to re-enroll retroactively must provide to the Office of Graduate Studies a written request signed by their Department Chair/Program Director and Associate Dean for Graduate Affairs requesting reinstatement and justifying the request for change in student status.

Approval of such requests is rare and is given under *exceptional circumstances* only. In most cases, students wishing to re-enroll will be required to submit a new *Application for Graduate Study*.

5. Lapse of Status: Readmission

Prior to resuming graduate study at the University, a student who previously withdrew, or who failed to meet the continuous registration requirement, must request readmission from the Office of Graduate Studies by submitting a new *Application for Graduate Study* with the full, non-refundable application fee applicable at that time. However, graduate students who were not enrolled within the previous two years should submit, in addition to the completed application form, an updated statement of purpose, and transcripts covering all academic work since their last enrollment at UCI. Further, students applying to a different program must also submit current letters of recommendation.

Readmission of former UCI graduate students without academic standing may be granted only by the Graduate Dean and only upon recommendation by the academic unit. If readmitted, a student's previous academic work may be applied toward the requirements for an advanced degree only with the approval of the faculty graduate advisor and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of readmission and will be required to satisfy certain requirements a second time, including formal advancement to candidacy. A readmitted student will also be expected to complete at least one additional academic quarter in residence before receiving an advanced degree, which will be conferred no earlier than the second quarter following readmission.

6. Enrollment in University Extension through ACCESS UCI

If you wish to enroll for credit in a University Extension course through ACCESS UCI while registered or while on an approved Leave of Absence, your proposed program of study must be approved in advance by the Graduate Dean with the written recommendation of your faculty advisor. Go to the Extension website for more information on registering for a course through ACCESS UCI:

http://unex.uci.edu/courses/access_uci/

7. Withdrawal

a. Withdrawal between Quarters

If you plan to withdraw after completing all academic work for the latest quarter of enrollment, but prior to enrollment and fee payment for the subsequent quarter, you should submit a written notice of intent to the Office of Graduate Studies and to your department as soon the decision to withdraw has been made. You have two options in such cases: (1) to file a Cancellation/Withdrawal form with the Office of Graduate Studies; or (2) to apply for an academic leave of absence

www.rgs.uci.edu/grad/students/forms.htm. A student in good academic standing who intends to re-enroll after missing no more than three consecutive quarters may wish to choose the latter to avoid a lapse of student status and the necessity to apply for readmission.

b. Withdrawal after Enrollment and Fee Payment for a Quarter

A student who decides to leave the University after paying fees and enrolling for a regular academic session, but before the end of that quarter, and who wishes to cancel enrollment in all classes enrolled, must file the Cancellation/Withdrawal form with the Office of Graduate Studies. If you are unable to do so in person because of emergency or serious illness, you should notify OGS by mail or e-mail (ogsfront@uci.edu) as soon as possible so that timely assistance may be provided. *Failure to do so will result in the assignment of failing grades in all courses in which the student is enrolled, and will jeopardize further academic standing.*

c. Withdrawal without Approved Academic Leave of Absence

A student who withdraws, but has not been granted an academic leave of absence by the Graduate Dean, must apply for readmission in order to resume graduate study at UCI. Requests for readmission require submission of an *Application for Graduate Study* along with the non-refundable application fee in effect at that time. However, graduate students who were not enrolled within the previous two years should submit, in addition to the completed application form, an updated statement of purpose, and transcripts covering all academic work since their last enrollment at UCI. Further, students applying to a different program must also submit current letters of recommendation.

A request for readmission may be approved by the Graduate Dean upon recommendation by the academic unit. If readmitted, a student's previous academic work will be applied toward satisfying the requirements for an advanced degree only with the written approval of the faculty graduate advisor and the Graduate Dean. A readmitted student must satisfy the academic requirements in effect at the time of their readmission, and will be required to satisfy certain requirements a second time, including formal advancement to candidacy. A readmitted student will be expected to complete at least one additional academic quarter in residence before receiving an advanced degree, which will be conferred no earlier than the second quarter following readmission.

C. Registration Policy

1. Continuous Registration Policy

A graduate student is expected to register for each regular academic session (Fall, Winter, and Spring quarters) until all requirements for an advanced degree or credential have been completed, including final examinations and the submission of an approved thesis or dissertation. Registration at UCI consists of two separate steps: 1) payment of applicable student fees; and 2) enrollment in at least one unit for graduate support recipients and six units for financial aid recipients. Both steps, payment of fees and

enrollment in classes, must be completed for you to be officially registered. Registration may be accomplished either in person or through WebReg (www.reg.uci.edu/registrar/soc/webreg.html). (The option to enroll in classes through WebReg is available through the second week of classes only. Beginning the third week of classes, Add/Drop/Change cards must be used to enroll).

2. Registration Procedures (www.reg.uci.edu/registrar/soc/regt.html) and Prerequisite Waivers

Detailed registration procedures are outlined on the registration website, published quarterly, via www.reg.uci.edu/registrar/soc/regt.html. You are personally responsible for ensuring that your course enrollment is correct and completed, and have your fees paid, no later than the end of the third week of each quarter. Unless granted an official Academic Leave of Absence or approval to pay the Filing Fee in lieu of registration, a graduate student who does not register (pay fees and enroll in classes) for any quarter by the end of the third week will be considered to have withdrawn from the University, and their respective fee assessment will be cancelled by the Registrar. In such cases, student status and candidacy for any degree will lapse, and any student wishing to continue with their graduate studies at UCI will be required to apply for readmission.

Graduate students are normally permitted to register for upper-division undergraduate courses and have them count toward their elective units for their degrees. Most likely, you will need to have the prerequisite for the undergrad course or courses waived. This requires the Graduate Student Affairs Office to access your account in the registration database and perform the waiver. You will need to provide the course number, five-digit section number, and your student id number to Gwen Donaldson. You can contact her via email at gmdonald@uci.edu or by phone at 824-3562. She will then give you access to register for the undergraduate course(s).

3. In-Absentia Registration (www.rgs.uci.edu/grad/students/forms.htm)

In accordance with UCI policy, a student engaged in graduate study or research outside the State of California for an entire quarter or more ordinarily is eligible to register *In-absentia*. A student may request approval for *In-absentia* status for up to three consecutive quarters. To continue after a third consecutive quarter on *In-absentia* status, however, the student must reapply (by submitting a new *In-Absentia Registration* request form) before the beginning of the next quarter for which *In-absentia* status is sought. While on *In-absentia* status, policy normally requires students to enroll in 12 units (typically for dissertation research or independent study courses), and pay the required quarterly fees. However, there is a fee reduction of one-half the prevailing registration fee portion of total fees while on *In-absentia* status. Students registering *In-absentia* pay the full educational, health insurance (i.e., GSHIP) and other local fees. The procedures for enrolling are the same as for regular students who are in-residence on campus. If *Inabsentia* registration is approved by the academic department and the Graduate Dean, the Office of Graduate Studies (OGS) will send notice of an In-

Absentia Waiver to the UCI Student Billing System. The student will then be billed for the fees due, with the Waiver appearing on the student's Zotbill as a credit. It is the student's responsibility to ensure fee payment by the deadline established by the Registrar and published on the registration website.

If the student will be *In-absentia*, and enrolled in 8 or fewer units for the quarter(s) in question, the student may also consider applying for part-time study status. Within the guidelines and limitations outlined on the UCI *Petition for Reduced Fee Part-Time Study Program* form (available from the Registrar's Office or the Office of Graduate Studies) and [Graduate Division Policy](#), graduate students may petition for part-time status. On the recommendation of the academic unit, students admitted to a Ph.D.

program may be approved by the Graduate Dean for part-time status on an *ad hoc* basis for up to three consecutive quarters. If approved, you shall be subject to the same fee circumstances as outlined above, with the exception that you shall be assessed only one-half of the Educational Fee, and, if applicable, only one-half of the Nonresident Tuition Fee or Professional School Student Fee. It is your responsibility to submit all applications and petitions in a timely manner to ensure that your fees are assessed appropriately and prior to all deadlines.

4. Academic Leave of Absence (LOA) (www.rgs.uci.edu/grad/students/forms.htm)

A student is expected to enroll for each regular academic session unless a formal Academic Leave of Absence is granted. A Leave of Absence may be granted for up to one academic year (3 quarters) if, following review of the student's academic record, it is deemed consistent with the student's academic objectives and progress toward degree. Written approvals are required of the Faculty Graduate Advisor, the HSSoE Associate Dean for Student Affairs, and the Graduate Dean. If you decide to take a leave of absence, it is important that your application be submitted to the Graduate Dean (120 Administration) prior to the beginning of the quarter for which approval is sought, so in case your application is not approved, you will be able to enroll prior to the deadline. If an Academic Leave of Absence request was approved and the student subsequently becomes ineligible for LOA status (e.g., GPA falls below 3.0 in the quarter prior to leave), approval for LOA status will be rescinded. The student who will be absent from the campus while continuing to pursue graduate research outside the State of California should register *In-absentia*, as described above. The student who must leave the academic program for more than three quarters should withdraw and apply for readmission at the time he or she expects to resume graduate study at UCI.

a. Purpose

An Academic Leave of Absence is intended to cover the temporary interruption of the student's academic program. The reason(s) for requesting an LOA must be consistent with University policy and guidelines as outlined below, and with the student's academic program guidelines.

b. Eligibility Guidelines

A leave may be granted when a student plans to be away from the University of California for one of the following reasons:

- 1) Serious illness or other temporary disability.
- 2) Enrollment at another educational institution outside the state of California.
- 3) Concentration on an occupation not directly related to the student's academic program.
- 4) Responsibilities related to family obligations.
- 5) Temporary interruption of the student's academic program for other appropriate reasons.

c. Limitations to LOA

Leave of Absence policy does **not** apply under the following circumstances:

- 1) If a student will be absent from the campus and outside California while continuing to pursue graduate research or scholarly activity. (Students engaged in such activity outside California must register *In-absentia*.)
- 2) If a student must leave the academic program for more than three quarters. Under such circumstances students should withdraw and apply for readmission at the time he/she expects to resume graduate study at UCI.
- 3) If a student requests such action retroactively.
- 4) If a student has not completed at least one quarter of graduate study at UCI.
- 5) If a student has not demonstrated satisfactory academic progress.

NOTE: An Academic Leave of Absence may be terminated at the written request of the student before the end of the approved leave period. However, approval by exception is required if the student will register after the second week of instruction, if the student who has not attained the academic objective for which he/she was admitted, and who either fails to enroll or secure a formal leave, loses all graduate student standing in the University.

d. Procedures for Requesting an Academic Leave of Absence
(www.rgs.uci.edu/grad/students/forms.htm)

A request for a Leave of Absence requires submission of an OGS Academic *Leave of Absence* form, available on the website listed above. The form should be submitted to OGS (120 Administration) prior to the registration deadline for the quarter requested. There is a grace period through the end of the second week of classes. A request for leave submitted after the end of the second week of classes will be granted by exception only. In such cases the department must submit a letter of exception attached to the LOA form, and signed by the department Faculty Advisor or Chair and Associate Dean for Graduate Affairs, as applicable. In those cases where the fees have been paid, a *Cancellation/Withdrawal (C/W)* form, available from the Registrar's Office or Office of Graduate Studies (120 Administration) must also accompany the *LOA* form in order to obtain a refund. If the leave is not approved, the forms must be submitted prior to the registration deadline for the quarter requested in order to avoid payment of late registration fees.

e. Other Policies Relevant to LOA

1) **Academic Appointments and Employment:** If you are on an approved leave, you may not be employed by the University of California in any capacity unless you submit a request for an exception, which must be approved by the Graduate Dean or Associate Graduate Dean, following consultation with Human Resources or Academic Personnel, on a case-by-case basis. Such requests would be granted under exceptional circumstances only.

2) **Degree Requirements:** A student on leave cannot take qualifying examinations for advancement to candidacy or final examinations for the degree, nor pursue their graduate studies on the UCI campus in any other manner. A student may not receive academic credit for work done at another institution during the leave period unless an exception is approved in advance by the Graduate Dean following recommendation of the academic unit.

3) **Fee Refunds:** If fees have been paid for the quarter the leave is requested, the LOA form, as noted above, must be submitted together with a Cancellation/Withdrawal (C/W). Students must indicate on the C/W form, under Reason for Withdrawal, “LOA”. The refund schedule is printed on the back of the C/W form. The effective date for the refund is the date the form is submitted to the Office of Graduate Studies (120 Administration).

4) **Filing Fee Restriction:** Immediately following a LOA, students must register for full-time studies. They will not be eligible to be on Filing Fee status.

5) **Financial Support:** While on an academic leave of absence, you are not eligible for University fellowships, University research grants, or financial aid support. In addition, you will, in most cases, lose eligibility for deferment of student loan obligations. It is your responsibility to contact your loan agency to verify your loan status before applying for academic leave of absence.

6) **Health Insurance:** A student on leave will not be covered by the graduate student health insurance (GSHIP) program unless the student self-pays for continued coverage. Students should contact the GSHIP administrator located in the Gottschalk Medical Plaza for more information (Ext. 42388).

7) **Housing:** Leave of absence status may affect eligibility for student housing. If you live on campus and are contemplating an academic leave of absence, you should check directly with your housing office for more information.

8) **International Students:** In accordance with visa restrictions, a student who is not a permanent resident or citizen of the U.S. is not permitted to take an academic leave of absence. Any exception to this policy requires written approval by UCI's International Center as indicated on the LOA form. Following receipt of such approval the form must then be submitted to the Office of Graduate Studies (120 Administration).

9) **Library Privileges:** A student on leave will lose library privileges. Students should contact the library for more information. In some cases, special arrangements can be made with the library to maintain privileges.

5. Filing Fees (www.rgs.uci.edu/grad/students/forms.htm)

UCI's policy on Filing Fees applies to students who have completed all requirements for a terminal Master's or Doctoral degree and are ready for the formal submission of their thesis or dissertation, or the final, formal examination. The Filing Fee status can be used for one quarter only during the student's graduate training. Students applying for Filing Fee status must be registered in the preceding academic session. A Filing Fee will not be accepted immediately following an academic leave of absence. Only in very rare cases will an exception be considered by the Graduate Dean.

a. Procedures for Establishing Eligibility for Filing Fee Status

To establish eligibility to pay the Filing Fee, you must submit an OGS *Filing Fee Petition* (available at the website listed above). The Petition must be approved by the departmental Graduate Advisor and the Chair of your thesis or doctoral committee and must certify that all other requirements for the degree have been met. You also need to obtain the signature of your Associate Dean for Graduate Affairs from the Graduate Student Affairs Office (Students must consult their department for any changes in their school's requirements). International students, in addition, must secure approval from the International Center to go on Filing Fee status. It is important that applications for Filing Fee be submitted to the Graduate Dean at the very beginning of the quarter for which approval is sought so that, if your application is not approved, you will be able to enroll prior to the budgetary deadline.

The completed *Filing Fee* form should be brought to the Cashier's Office with a check made out for one-half of the Registration Fee. (the registration website will list the current fee information). The form should then be submitted to the Office of Graduate Studies for final approval/processing.

b. Limitations on Use of University Services While on Filing Fee Status

While on Filing Fee status, you may seek faculty involvement for a final reading of your dissertation or thesis. A student may also take the final oral examination. However, you may not pay the Filing Fee if you are still doing research or if any other use of University facilities or faculty time is anticipated. Additional restrictions while on filing fee status include the following:

- 1) Loss of eligibility for University administered financial assistance.
- 2) Loss of student services such as health services, including health insurance (GSHIP). Students may, however, arrange to self-pay.
- 3) Loss of student housing or library privileges. Students are encouraged to contact the Housing Office and Library for more information.
- 4) Loss of eligibility status for UCI academic or student appointments.

5) Loss of eligibility in most cases for deferment of student loan repayment obligations. It is the responsibility of the student to contact their loan agency to verify their loan status before applying for filing fee status.

If, after paying the Filing Fee, the you should find it necessary to use the educational facilities of the University in any way other than those described in this section, you must register for fulltime status. Further, if all requirements are not completed during the quarter for which the Filing Fee was paid, you must register for full-time status for any subsequent quarter.

6. Terminal Master's Students

Students pursuing a terminal master's degree may not continue to register as a graduate student subsequent to a degree award unless formally admitted to a doctoral program. Engineering MS students who were not admitted as a PhD student earning an MS along the way must submit the change of degree status form located in the Graduate Student Affairs Office. Two letters from departmental professors, and support from the department must accompany the form.

D. Tuition Reduction for Non-Resident Doctoral Students (International Students)

Non-resident doctoral students who have advanced to candidacy are eligible for reduction in the annual nonresident tuition fee of 75% for a maximum of three consecutive calendar years including time on leave of absence. Reduced non-resident tuition begins with the first academic term following advancement to candidacy, and is based on the prevailing tuition rate for the year it is applied. Any non-resident student who continues to be registered, or who re-registers following the three-year maximum allowance, will be charged the full non-resident tuition rate that is in effect at that time of enrollment.

1. Eligibility Criteria

A registered Ph.D. or professional doctoral student who meets all the following criteria is eligible for reduced non-resident tuition:

- Classification as a non-resident for tuition purposes.
- Registration in a doctoral program or professional doctoral program that has an advancement to candidacy requirement; *AND*
- Approval by the Campus to be advanced to doctoral candidacy as of the first day of the academic term, as determined by the campus, for which the reduced tuition is assessed. In order to meet this last requirement, the student must have advanced the quarter prior to receiving any tuition reduction.

2. Related Policies

a. Eligibility for the reduced non-resident tuition following advancement to candidacy is measured in calendar years and ends three calendar years later.

b. Non-resident tuition reduction will normally not be extended if a student fails to enroll for any regular academic quarter during the three-year period, and will not be granted simply because a student does not register during that period. A request for an extension must be approved by the Graduate Dean but would be granted only under exceptional circumstances. Students wishing to obtain such an extension must submit a request in writing to the Graduate Dean. There is no further appeal process.

c. A non-resident student is eligible for the reduced tuition for only one doctoral degree when he or she is enrolled at the University. For example, a student who received the reduction in non-resident tuition while earning a Ph.D. at one UC campus will not be eligible for the non-resident tuition reduction if he or she enrolls at the same or other UC campus for another doctoral degree.

d. A student who has earned a Ph.D. at a non-UC institution, and then enrolls at the University of California for a second doctoral degree, would be eligible for the tuition reduction.

e. A student who receives funding from an outside agency to cover the cost of non-resident tuition is still eligible for the reduction in non-resident tuition. The source of a student's funding is not relevant to the assessment.

f. A part-time student who is an eligible Ph.D. candidate will be assessed 25% of the full non-resident tuition.

E. Intercampus Exchange Program

1. What is Intercampus Exchange?

Through the Intercampus Exchange Program, you may take advantage of unique educational opportunities at another University of California campus. You may also take courses on more than one campus of the University in the same academic session. The program is reserved for those students whose graduate study may be enhanced by work with distinguished faculty or use of facilities and resources accessible only on another UC campus.

2. Eligibility for Intercampus Exchange

You must have completed at least one quarter of graduate study in the University and be in good standing to be eligible to apply for Intercampus Exchange. Approvals by the departmental graduate faculty advisor, the host department(s), and the Deans of the respective graduate offices are required.

ACADEMIC STANDARDS FOR STUDENTS

A. Progress toward Degree

1. Satisfactory Progress

A graduate student is expected to maintain satisfactory progress toward an approved academic objective as defined by the faculty of the program, and in accordance with policies of the Graduate Council and the University. It is important that your academic record be assessed each quarter to confirm satisfactory progress. Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. Criteria for determining satisfactory progress toward degree is outlined below. Student records should be reviewed with special attention to the following criteria:

- **GPA** - the student must maintain at least a 3.0 cumulative grade point average.
- **Grade Reports** - all I, W, or NR grades should be reviewed and appropriate action taken as needed.
- **P/NP** - no courses graded "Pass" are to be included as part of the advanced degree program, nor are they to be considered as satisfying academic criteria for University-administered fellowships and academic appointments/employment.
- **Enrollment Units** - students must be enrolled for at least 12 graduate or upper-division units of credit each quarter, including credit for supervised teaching and research, unless part-time status or an academic leave of absence has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment for up to eight (8) units of credit toward the degree is expected each quarter.
- **Distribution of units** - the number of upper-division and graduate-level units of credit completed toward degree requirements each quarter should be at least eight and no more than 16, unless an exception has been approved in advance.
- **Residency** - time in residence prior to advancement to candidacy for the Ph.D. or professional doctorate degree should be within acceptable limits (ordinarily, no more than four years).

2. Unsatisfactory Progress

A graduate student who has not demonstrated satisfactory progress is not eligible for any academic appointment/employment and may not receive fellowship support or other award that is based upon academic merit.

a. Criteria for Determining Unsatisfactory Progress

- An overall grade point average below 3.0; or
- A grade point average below 3.0 in two successive quarters; or
- Fewer than 24 units completed and applicable toward the advanced degree requirements in the last three quarters; or
- Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program; or
- Failure to pass a required examination in two attempts; or

- The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.
 - * Written notification from the student's research advisor citing lack of evidence toward research goals and that the student has been given due process
- NOTE:** Unsatisfactory academic progress may be determined on the basis of explicit requirements such as those outlined above. However, the professional judgment of the faculty, upon review of all graduate work undertaken by the student, is paramount.

3. Academic Disqualification

After consultation with the student's academic unit, the Graduate Dean may disqualify a student because of unsatisfactory academic progress as described by any of the factors noted in this section. Graduate students are officially disqualified only by the Graduate Dean. However, if a department has determined that a student who has been admitted to a Ph.D. or other professional doctoral program should receive a terminal Master's degree, the department must notify the student in writing that he or she will not be allowed to continue for the doctorate degree. Further, the student must give written permission to have his/her degree objective changed officially from doctorate to master's. Upon recommendation of academic disqualification by the graduate program, the student's academic record is reviewed carefully by the Graduate Dean in consultation with the student's faculty graduate advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's record, the Graduate Dean will notify the student of the impending action in writing, and will provide a reasonable opportunity for the student to correct erroneous or outdated academic records, to submit other information or comments in writing, or to request a second review of academic performance.

B. Graduate Standards for Grading

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship, and only course work in which these grades are received may be applied toward degree requirements (see 2, Academic Unit Exceptions, below). If the student has a grade point average of at least 3.0 in all courses applicable to the degree, one UCI course in which a grade of B- is earned may be accepted by the petition process in partial satisfaction of the degree requirements. However, the Electrical Engineering and Computer Science and Biomedical Engineering departments are very strict about the B- exception, and only allow certain courses to be counted under this policy, with no core classes being counted with a B-. If you are an EECS or BME student, please check with your department's graduate advisor and in the catalog under the Electrical Engineering and Computer Science and Biomedical Engineering graduate programs section for more details. Graduate students may not apply courses graded Pass/Not Pass toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification. The minimum grade point average standards, as stated in this manual, are minimum UCI requirements. Individual academic unit faculty

members retain the prerogative to apply stricter standards for graduate students within their academic unit.

1. Course Repetition

Courses in which a grade below a B, or a grade of U, was received may be repeated only once. Only the most recently earned grades will be used in computing the student's grade point average for the first eight (8) units of repeated graduate course work. Thereafter, both the earlier and later grades will be used.

2. Pass/Not Pass (P/NP)

The grade Pass (P) is applied to undergraduate coursework only. It is equivalent to C level work or better, and does not represent satisfactory scholarship for a graduate student. The grade P is not considered as meeting the academic criteria for satisfactory progress, for university-administered fellowships, or for academic appointments/employment. If a graduate student chooses the option of P/NP grading, it is assumed that the course is an elective that does not have any significant relationship to the student's progress in the graduate program. A graduate student may elect P/NP grading for one course only (a maximum of 4 units) per quarter. Under no circumstances will courses taken P/NP count toward unit and degree requirements for any graduate degree program.

3. Satisfactory/Unsatisfactory (S/U)

A grade of Satisfactory (S) is equivalent to a grade of B (3.0) or better. No credit is given for a course in which a grade of Unsatisfactory (U) was assigned. You cannot self-elect S/U grading. The S/U grading is assigned by the instructor and may be assigned to all participants in a graduate course. Similarly, with the consent of the academic unit involved, individual study and research or other individual graduate work may be evaluated by means of the grades Satisfactory or Unsatisfactory. **NOTE:** On Add/Drop cards, the options listed include "grade" or "P/NP" only. Students taking graduate or upper division undergraduate courses that offer an S/U option, and who wish to elect the S/U option, should select the "grade" option on the card, and then make the necessary arrangements with the instructor. ****It is very important that you discuss this option with your instructor. Do not assume the instructor will remember this option at the end of the quarter. Please make arrangements for S/U grading well before grades are to be assigned.****

4. In Progress (IP)

"In Progress" is a transcript notation restricted to sequential courses extending over two or more quarters, and for which use of the IP notation has been approved by the Graduate Council and the academic unit. It indicates satisfactory progress, and should not be assigned if the level or the progress of the work to date is not satisfactory. Upon completion of the last quarter of the course sequence, the grade for the final

quarter is assigned for all quarters of the sequence. No course credit is given until the student has completed the entire sequence. If a student who was assigned the provisional notation IP for one or several quarters of a course sequence fails to complete the sequence, the instructor may assign a final grade and request the Registrar to replace the IP with that final grade on the permanent record. In the event that no action is taken to replace the IP with a final grade, the IP will be changed to an Incomplete (I) at the end of the third quarter following the quarter in which it was originally assigned, or at the end of the quarter immediately preceding award of the degree, whichever comes first. Only quarters in which a student is enrolled will be counted in determining the time at which an IP is changed to an I.

5. Incomplete (I)

The grade Incomplete (I) should be given only when a student's work is satisfactory but is incomplete because of circumstances beyond the student's control, and when the student has been excused in advance from completing the quarter's work. The I grade should not be assigned when the student is working on a long-term project that is scheduled over more than one quarter of enrollment. In such cases, if the project is on schedule, the In Progress grade should be assigned. When no action is taken to replace an IP notation with a final grade, the IP will be changed to an Incomplete. Incompletes arising in this manner may not be replaced by another grade or notation. The grade I should also not be assigned when the student has completed no significant amount of work, or when it was unsatisfactory. The number of Incomplete grades accumulated by a student should be monitored and limited carefully, and should be removed as soon as possible. Although Incomplete grades do not affect the student's grade point average, they are an important factor in evaluating academic progress as well as in determining eligibility for employment. The maximum amount of time that an instructor may allow for making up incomplete work is three quarters of enrollment, but stricter limits may be applied. When work is completed within the time allowed, the student should ask the instructor to submit a change of grade notice to the Registrar. The general procedure is to process such requests with the approval of the Associate Dean for Graduate Affairs of the school in which the course was offered. If not made up within the time allowed, an "I" grade is recorded permanently. If you become ill or cannot complete a final exam or course project at the end of a quarter, you must contact your professor immediately if the only option is to receive an "I" at the time of grading. Please discuss this with your instructor to ensure timely completion of coursework requirements so the "I" grade can be removed in a timely manner.

6. No Report (NR)

The NR notation is made on a student's permanent record in those cases where the student's name appears on the official class roster but the instructor did not turn in a grade for the student. The NR notation is applied under extenuating circumstances only: specifically, if the student and instructor have not reached agreement on the work, or, if a student misses a final exam, and the instructor does not have a chance to talk with the student before grades are due. Under these circumstances, the instructor may not be able

to give a grade based on the material the student has completed. A student who receives an NR transcript notation should immediately contact the instructor to arrange for the removal or replacement of the notation. The NR may be removed from the student's record by the action of the instructor providing that the assignment of the NR was due to a clerical or procedural error. Depending on the circumstances, the instructor may request that the Registrar change the NR to a grade (including the grade Incomplete), or remove the entry for that course altogether from the permanent record. If no action is taken to remove the NR from the permanent record after one quarter of subsequent enrollment, or at the end of the quarter immediately preceding award of the degree, whichever comes first, the NR notation will be changed to an F or NP.

7. Withdrawal (W)

The Registrar will record on a student's permanent academic record a W notation for each course the student drops at any time after the end of the sixth week of instruction in a quarter. Courses in which a W has been entered on a student's transcript will be disregarded in determining the grade point average. In general, W notations are not considered in determining a student's satisfactory progress. However, if a student accumulates a significant number of W notations, they may become a significant factor in this regard.

C. Removal of Deficient Grades and Repeat of Courses

Repetition of courses not authorized to be taken more than once for credit is limited. A graduate student may repeat a course in which a grade below B (3.0) or a grade of Unsatisfactory was received one time. Only the most recently earned grade is used in computing the student's grade point average for the first eight units of repeated work. Thereafter, both the earlier and the later grades are averaged. All credit units attempted and grades received remain part of the permanent record of the student.

D. Examinations

1. Scheduling of Examinations

Ordinarily, examinations that are required for an advanced degree, including language and comprehensive examinations and qualifying or final examinations for the Ph.D. or professional doctorate degree, may be given only during an academic session for which the student has registered. However, with the approval of the graduate committee of the academic unit, such examinations may be given between the end of any academic session for which the student was registered and the beginning of the next regular academic session. In such cases, written notification of intent must be submitted to the Graduate Dean at least two weeks in advance of the exam. ******Doctoral preliminary examinations and MS comprehensive examinations are mandated by each individual department. Please see the back section of this handbook for more details on departmental examinations, or refer to your department's graduate coordinator and graduate advisor for more information.******

2. Repeat of Critical Examinations

You shall have the option of taking a second examination in the event of unsatisfactory performance on a critical examination. Included are the first year comprehensive examination, comprehensive examination for Master's degrees, the Ph.D. qualifying examination, the Ph.D. candidacy examination, and the final examination on the Ph.D. dissertation. The second examination may have a format different from the first, but the substance should remain the same. A student whose performance on the second attempt is also unsatisfactory, or who does not undertake a second examination within a reasonable period of time, is subject to academic disqualification. A third examination may be given only with the approval of the departmental graduate committee and the Graduate Dean.

3. Credit by Examination

If you believe that your knowledge of the content of a given course, or knowledge of the appropriate subject matter, is sufficient to be tested by formal examination without enrollment in a course, you may petition for a limited amount of credit by examination. The following conditions must be met before such a petition can be approved:

- The student must be registered for at least four units of upper-division and/or graduate-level work at the time the examination is taken.
- The student's overall scholarship must be satisfactory (3.0 or better cumulative grade point average).
- The course itself must be one that can be tested by examination. Graduate seminars and research courses cannot be taken for credit by examination.

In cases where the petition for credit by examination is approved, instructors retain the prerogative to:

(1) decide whether they will serve as examiners; (2) determine the form such an examination may take; and (3) stipulate whether grades will be reported as Satisfactory/Unsatisfactory or as letter grades in accordance with grading policy for that course. The *Credit by Examination Petition* may be obtained from the Registrar or from the Academic Dean of the school offering the course. Approval of any petition for credit by examination must be obtained from the Dean of that school prior to the examination. The petition must also be validated at the Cashier's Office by payment of a small fee.

STANDARDS AND REQUIREMENTS FOR GRADUATE DEGREE PROGRAMS

A. The Master's Degree

1. Residency Requirement

A minimum of three quarters in academic residence is required prior to the award of most master's degrees. A minimum period of study of one quarter in-residence must intervene between formal advancement to candidacy and the conferring of the Master's degree.

2. Curricular Requirements

The requirements listed herein are the minimum required by the University of California. Most master's degree programs require additional work. Detailed information on specific degree requirements can be found in the *UCI General Catalogue*, or via www.editor.uci.edu/catalogue, and on individual department websites. You are responsible for fulfilling requirements in effect the year in which you are admitted. Under certain circumstances, the student, with the written approval of the faculty advisor and school's associate dean for graduate affairs, may opt to accept the new requirements. In such cases, the academic unit must notify the Office of Graduate Studies in writing of the change in order that the student's records correctly identify the new requirements.

a. Coursework Requirements and Theses Options

1) Master's Degree Options

The master's degree is attained by: Plan I, the Thesis option, or Plan II, the Comprehensive Examination option. Each of these plans has minimal coursework requirements, but programs may impose additional requirements. Please see the UCI general catalog for detailed information on options within each department in engineering.

2) Course Requirements

The minimum course requirement for the master's degree is given below. This requirement may be waived or reduced only on the recommendation of the academic unit in which the degree is earned and with the approval of the Graduate Dean. Please see the UCI general catalog for more information on course requirements within each department in engineering.

Plan I (Thesis)

In addition to the thesis, a minimum of 36 quarter units in approved courses is also required, at least 20 of which must be earned in 200 series graduate-level courses exclusive of credit given for thesis research and preparation. A general examination is also required. Each department has its own requirements and the number of units in core and elective courses, so it is best that you are certain of your department's regulations regarding MS programs.

Plan II (Comprehensive Examination)

In addition to the comprehensive examination, a minimum of 36 quarter units (nine courses) in approved courses, at least 24 of which must be from graduate-level courses in the 200 series.

3) Master's Degree Requirements: Thesis Committee: Plan I

Under Plan I, a thesis is required. A committee of three faculty members recommended by the academic unit and appointed by the Graduate Dean shall approve the subject, pass on the content of the thesis, and administer the general examination. Usually one of the committee members directs the work. Two copies of the approved thesis must be filed with the Thesis and Dissertation Manuscript Advisor located in the Main Library, (Room 525).

Membership

The thesis committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Irvine Division -- or the equivalent. A majority of the committee, but not necessarily all, shall be affiliated with the program. The Thesis Committee shall approve the subject of the thesis, pass on the content and administer the general examination. Usually, the Chair of the committee directs the work. Two copies of the approved thesis must be filed with the Thesis and Dissertation Manuscript Advisor.

Chair: The Chair of the committee shall always hold a primary or joint academic appointment in the academic unit/program supervising the master's program; no exceptions will be granted for this position.

General Members: Non-voting members of the Academic Senate will be considered for general membership on the committee on an exception-only basis. **A formal exception memo on your department's letterhead, written to Janelle Reinelt, Associate Graduate Dean, from your department's graduate advisor, via Associate Dean John LaRue, is needed for this request to be considered.** The Graduate Dean, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Chair of the academic unit to the Graduate Dean two weeks prior to the examination to allow a reasonable time for review.

Oversight Member: If the Chair, Thesis Advisor or other member of the committee has a financial interest in an outside entity that carries the possibility of a conflict of interest that is potentially harmful to the graduate student, an Oversight Member must be appointed in addition to the two general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role as Oversight Member. See exceptions below for procedures to appoint an Oversight Member.

Role of Oversight Member: The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCI resources available

should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file and a copy forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Graduate Dean in writing.

Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the Director of Graduate Student Affairs or his designee, Room 127 Engineering and Computing Trailer. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate, and approve the committee. **When the proposed membership deviates from this policy, as in the case of nonvoting Senate members or faculty members from other universities, or in the case of appointment of an Oversight Member, a written request for an exception, from your department's graduate advisor, to Associate Graduate Dean Janelle Reinelt, via John LaRue, Associate Dean, must be submitted.**

Exceptions on Appointment

Oversight Member: The Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the departmental representative. If these individuals cannot agree on three nominees, the departmental representative (either the graduate advisor or the chair if the advisor is conflicted) will select the nominees. The departmental representative shall submit a written request to appoint an Oversight Member to the Graduate Dean no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

General Member: Non-voting members of the Academic Senate and faculty members holding professorial titles from other universities will be considered for general membership on the committee on an exception-only basis. Again, the procedure outlined above for exception memos must be followed in order for the request to be approved.

Responsibilities

It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor, Mentor or Associate Dean for Graduate Affairs as appropriate, and the Chair of the Candidacy Committee: (1) to inform the student regarding the policy on Thesis Committees -- including full disclosure of issues pertaining to possible conflict of interest that is potentially harmful to graduate students; (2) to provide graduate students with a

policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed.

Submission of Thesis

The submission of the thesis is the last step in the program leading to the award of an advanced degree. All theses submitted in fulfillment of requirements for advanced degrees at UCI must conform to University regulations with regard to format and method of preparation. The *UCI Thesis and Dissertation Manual* for writing and submitting theses/dissertations is available on the web at www.lib.uci.edu/libraries/collections/special/thesis/tdmanual.html. Students are encouraged to attend the quarterly information sessions that discuss manuscript preparation and filing procedures.

How to File

After the thesis has been approved by the committee, two copies are submitted with the appropriate forms to the manuscript librarian (archives@uci.edu) in the Main Library, Room 525, who accepts it for deposit in the University Archives. The librarian will briefly check to make sure certain aspects of the manuscript are complete and prepared correctly according to the *UCI Thesis and Dissertation Manual* and include verification of the appropriate paper type, margins, and pagination. The librarian will also verify that the committee signatures have been obtained and the degree paperwork has been completed. Library Archives has the responsibility of insuring that the established procedures and standards for manuscript preparation are upheld.

Deadline for Filing

The advanced degree manuscript is expected to be submitted by the deadline in the quarter in which the degree is to be conferred. Friday of the tenth week of classes is the deadline for submitting theses and dissertations during each quarter. Those students who complete requirements and submit theses after the end of the tenth week of classes and prior to the start of the subsequent quarter will earn a degree for the following quarter, but will not be required to pay fees for that quarter. In such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the quarter in which the degree is to be earned. These deadlines are published on the registration website each quarter, or on the Office of Graduate Studies website under "deadlines". Please refer to the deadlines on a regular basis on the graduate intranet site: <http://intranet.eng.uci.edu> or in this handbook.

Public Access

In accordance with UC and UCI policy, all approved thesis/dissertation manuscripts automatically become available for public access and circulation as part of the UCI Libraries collections.

4) Comprehensive Examination (Plan II)

A final comprehensive examination, the nature of which is to be determined by the academic unit and approved by the Graduate Council, is required of candidates following Plan II. The content of the exam represents a capstone requirement that integrates the intellectual substance of the program. In some departments, a written paper requirement is integrated into their graduate seminar courses. Some departments expect coursework and/or seminar completion in substitution of an exam. Please check the catalog for the comprehensive requirements for your particular department or program.

b. Advancement to Candidacy

In accordance with University of California policy, you must be advanced to candidacy for your degree prior to the beginning of the final quarter of enrollment. An *Application for Advancement to Candidacy* (www.rgs.uci.edu/grad/students/forms.htm) initiated by the student and approved by the academic unit should be submitted to the Graduate Dean at least 30 days before the opening of the quarter in which the degree is expected. The *Application* must be accompanied by petitions for any course credits that have not already been approved by the Graduate Dean. If the master's degree requires a thesis (Plan I), membership of the thesis committee must be included, and the departmental graduate faculty advisor, the department chair, and the graduate student must sign the Statement of Conflict of Interest form, which is included in the *Application*.

Deadlines for submission and approval of the *Application for Advancement to Candidacy* are published each quarter on the registration website, or on the Office of Graduate Studies website. If you have not advanced to candidacy before the beginning of the quarter in which all requirements are completed, your degree will not be conferred until the end of the following quarter. When you are formally advanced to candidacy, you and the academic unit are notified.

c. Final Report for the Master's Degree

It is the graduate program's responsibility, in cooperation with the student, to ensure that the course requirements of the graduate program have been met prior to submitting the *Final Report for the Master's Degree* to the Office of Graduate Studies. Substitutions within the graduate student program of study do not need to be approved through the Graduate Dean unless they affect minimum University and program requirements for the Master's degree.

The *Application for Advancement to Candidacy* is also the form used to certify completion of all degree requirements prior to formal award of the Master's degree. Upon formal advancement to candidacy, the form is returned to the graduate program.

If you have satisfied all requirements except for satisfactory completion of the final quarter's course work, the department should complete the certification and return it to

the Office of Graduate Studies prior to receipt of final grade reports. If you are deficient of coursework or have received a grade lower than a "B", the conferral of degree will not occur. The Office of Graduate Studies will verify final grades with the Registrar. The department is consulted if there is any doubt about conferral of the degree, and the you will need to make arrangements to take care of the deficiency (submit a petition to allow a B- grade to count toward the degree, or retake a course or substitute another course in the place of a course with lower than a "B" received. Please see your department concerning petitions - some departments, such as Electrical Engineering and Computer Science and Biomedical Engineering are strict with the granting of the B- petition and only allow it to be applied to certain courses.

B. Transfer of Credit

The *General Petition* (www.rgs.uci.edu/grad/students/forms.htm) may be used for purposes of requesting transfer of credit by currently enrolled students only.

1. Policy

Transfers of credit toward master's degree requirements are governed by University regulation and policy summarized in the *UCI General Catalogue* (www.editor.uci.edu/catalogue).

- a. Petitions for transfer credit will be considered only when the work is necessary to fulfill degree requirements.
- b. If official transcripts of academic work are not already in the student's file, they must be submitted as part of any petition for transfer credit or course substitution of degree requirements.
- c. No petition for transfer credit is needed for work completed as a regular graduate student in UCI regular academic sessions, at other campuses through Intercampus Exchange, or in UCI Summer Sessions, including Summer Sessions prior to first registration quarter at UCI following formal admission to a graduate program.

2. Procedures

- a. Petitions for transfer of credit should be submitted as soon as possible after first enrollment as a UCI graduate student or completion of the academic work for which transfer credit is requested. All petitions for transfer credit must be supported by official transcripts of the work completed, and sent directly to the Office of Graduate Studies (Attn: Enrolled Student Affairs Officer, M. Martin) by the issuing institution.
- b. Up to one-half the total units required earned during regular academic quarters at another graduate division of the University of California may be transferred.
- c. Up to one-fifth the total units required may be transferred from any one or a combination of the following: University of California Extension, another institution, or Summer Sessions at another UC campus.
- d. Semester units will be transferred at 1.5 times the quarter unit value.
- e. In all cases, transfer credit may be allowed only for graduate-level work taken after awarding of the Bachelor's degree or when taken as an undergraduate in excess of both

the unit and major requirements for the Bachelor's degree. No transfer of credit will be accepted for work applied toward the requirements of another graduate degree.

f. No transfer credit will be allowed for any course in which a grade below B or the equivalent is assigned.

g. No transfer credit may be given for work completed while currently enrolled, or on an academic leave of absence, without prior written approval of the departmental faculty graduate advisor and the Graduate Dean.

h. Under no circumstances will grade credits be transferred.

i. Courses that are transferred do not count toward the required number of units in 200-series courses.

3. Accelerated MS students: If you are in the accelerated MS program, you may petition to have eighteen units of graduate or upper-division undergraduate coursework taken while an undergrad to be transferred into your MS program. The graduate or upper-division undergraduate coursework cannot count toward your BS and must be above and beyond those courses required for your undergraduate degree. In order to have these courses transferred, you will need to fill out the ***general petition form***, found on the Office of Graduate Studies Website at <http://www.rgs.uci.edu/grad/students/forms.htm>

C. The Doctoral Degree

1. Residency Requirement

In accordance with University of California policy, a minimum of six quarters in academic residence is required prior to awarding the Ph.D. Typically, a longer period of study, four to six years, is required for completion of all degree requirements. It is the responsibility of the academic unit to inform the student upon admission to the program of the expected degree time. If a student does not meet the departmental expected degree time, not including the first three Academic Leave of Absence quarters, a letter is sent to the student and to the department strongly encouraging the student to contact her/his Faculty Advisor and set a completion date. A deadline will be set for the student by the Graduate Dean if a timely response is not received from the student or department. Should the student miss the established deadline, a memo will be sent to the student's Faculty Advisor requesting a reevaluation of the student. The reevaluation should include either a recommendation for disqualification or the establishment of a second deadline date.

2. Teaching Requirement

Most graduate programs require all graduate students pursuing the Ph.D. to acquire teaching experience at the post-secondary level under faculty supervision. This requirement is usually satisfied by appointment as a Teaching Assistant or Teaching Associate in undergraduate courses. Please see your department for guidelines and policies regarding eligibility and consideration for being a Teaching Assistant. Graduate students who are not citizens of countries where English is either the primary or dominant language as approved by the UCI Graduate Council, who wish to be considered for

appointment as a Teaching Assistant or Teaching Associate, must pass either the Test of Spoken English (TSE), administered by the Educational Testing Service (ETS), or the UCI Campus SPEAK exam administered by the UCI Humanities Instructional Resources Center (HIRC). A minimum score of 50 on either test is required in order to be appointed. Graduate students are responsible for ensuring that the UCI Office of Graduate Studies is notified directly by ETS or HIRC of a passing score prior to beginning their appointment as a Teaching Assistant or Teaching Associate. There is no exception to this requirement. The Test of Spoken English is given twelve times per year at TOEFL test centers around the world. Information regarding the TSE may be obtained by contacting TOEFL/TSE Services, P.O. Box 6157, Princeton, New Jersey 08541-6151 or via their website at: www.toefl.org. The SPEAK exam may be substituted for the TSE exam. A full discussion of English proficiency options is available on the OGS website at: www.rgs.uci.edu/grad/students/esl_tests.htm. Only citizens of the United States (regardless of country of origin) and citizens of countries where English is either the primary or dominant language as approved by the UCI Graduate Council, are exempt from the TSE/SPEAK Exam requirement. Non-U.S. citizens who are permanent residents or who hold other non-citizen status and are residing in the United States, who have completed their undergraduate education in the United States, or have attended American schools abroad are *still* required to pass either the TSE or the SPEAK examination. International and permanent resident graduate students whose native language is not English, who have completed *all years of their high school education* in the United States are eligible to request an exemption by submitting a request and official high school transcript to the Graduate Student Employment Analyst in the Office of Graduate Studies. No student is permitted to begin an appointment as a Teaching Assistant or Teaching Associate until the exemption has been approved in writing.

3. Waiver of Course Work

Courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UCI. However, a course requirement may be waived if a similar course was taken at another institution. The *General Petition* (www.rgs.uci.edu/grad/students/forms.htm) should be used for all requests for waivers of course work. To obtain a waiver, the academic unit should submit a full description of the course including a syllabus and a copy of the student's transcripts along with the *Petition* to OGS for review and approval.

4. Advancement to Candidacy

As a doctoral student, you will advance to candidacy for the Ph.D. upon successfully demonstrating a high level of scholarship in full-time study at the Ph.D. level, and upon completing all preparatory work, departmental preliminary examinations, and demonstrating readiness to proceed to the dissertation phase. A complete description of the policy on advancement to candidacy and advancement committees is provided below.

a. Advancement to Candidacy

PhD students are nominated for advancement to candidacy in a particular field by the academic unit responsible for advanced degrees in that field. Students are advanced to candidacy if they pass by unanimous vote an oral examination administered by a Candidacy Committee. The Graduate Dean may delegate to the academic units the role of appointing Candidacy Committees. However, the Graduate Dean retains sole authority to grant any exceptions to the committee appointment, and to appoint a nominee as Oversight Member in those cases where the possibility of a conflict of interest that is potentially harmful to the graduate student exists. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role. Requests for approval of exceptions must be submitted in writing by the Chair of the academic unit to the Graduate Dean at least two weeks prior to the scheduled exam to allow a reasonable time for review. The academic unit must also inform students regarding the policy on candidacy committees including policy related to possible conflict of interest that is potentially harmful to graduate students. It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor/Mentor or Associate Dean of the School as appropriate, and the Chair of the Candidacy Committee to ensure that these policies are followed. Should these policies not be followed, the student, at the discretion of the Graduate Dean, will be required to retake the Advancement Exam. **You must receive approval for your qualifying/candidacy committee. A nomination form must be completed at least two weeks before your exam. Nomination forms can be obtained in the Graduate Student Affairs Office, room 127 Engineering and Computing Trailer, or on the intranet site at <http://intranet.eng.uci.edu>**

b. Candidacy Committee

The Candidacy Committee is comprised of five faculty who are voting members of the University of California Academic Senate. Non-voting Senate members or faculty holding professorial titles at other Universities will be considered on an exception-only basis. **For the exception, a memo from your department's Graduate Advisor address to the Associate Graduate Dean of Graduate Studies, Janelle Reinelt, via John LaRue, Associate Dean of Engineering, must be submitted, asking for a non-UCI faculty member to serve on your committee.** Candidacy committee members need not necessarily be from the Irvine Division, but a majority must hold primary or joint appointments in the student's department. If the student is not affiliated with an individual department, a majority of the committee must hold either primary or joint appointments with the academic unit granting the doctoral degree. The additional criteria that apply to the membership of the committee are listed below.

Membership

The Chair: The Chair of the Candidacy Committee must hold either a primary or joint appointment in the student's department (or academic unit) and must be a voting member of the UC Irvine Academic Senate. No exceptions to these requirements will be considered.

General Membership: At least two members in addition to the Chair must hold either a primary or joint appointment in the student's department or academic unit. No exceptions to the requirement that a majority of voting members hold appointments in the student's department or academic unit will be considered. Non-voting Senate members or faculty holding professorial titles at other universities will be considered on an exception-only basis. Please see bold text above for exception procedures.

The Outside Member: One member of the Candidacy Committee, designated the "outside member", must be from the Irvine Division and **may not** hold either a primary or joint appointment in the student's department or academic unit. It can be a professor from another department in Engineering, as long as he or she does not have an appointment in your department. An accurate verification of this can be determined in the UCI general catalog under the School of Engineering. All Engineering professors and their titles and appointments are listed in the catalog. The outside member represents the faculty at large. The role of the "outside member" is to serve as an unbiased and independent judge of both the quality and fairness of the exam. It is therefore desirable that this individual be familiar with the student's research field. No exceptions to these requirements will be considered.

The Oversight Member: If the Chair, Research/Thesis advisor or other member of the committee has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the three general members. It is understood that the Oversight Member shall not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role.

Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or thesis committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to the possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCI resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she shall not sign off on the committee deliberation, but shall instead inform the Graduate Dean in writing.

Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the HSSoE Graduate Student Affairs Office, acting on behalf of the Associate Dean. When the proposed membership deviates from the standard committee composition, as in the case of non-voting Senate members or faculty members from other universities, or when appointment of an Oversight Member is perceived to be necessary, a request for an exception or nomination must be submitted in writing to the Graduate Dean. Non-voting Senate members or faculty holding professorial titles at other Universities will be

considered on an exception-only basis. The Graduate Dean retains sole authority to grant these exceptions, which must be submitted in writing by the Chair of the academic unit at least two weeks prior to the scheduled exam, and must be accompanied by a curriculum vitae of the individual for whom the exception is being requested. A list of the faculty holding primary or joint appointments with the student's department or academic unit may be required by the Graduate Dean.

Oversight Member: The Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor, and the departmental representative. If these individuals cannot agree on three nominees, the departmental representative (either the graduate advisor or the department chair if the advisor is conflicted) will select the nominees. The departmental representative shall submit a written request to appoint an Oversight Member to the Graduate Dean no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered. It is the responsibility of the Chair of the academic unit, the Departmental Faculty Advisor/Mentor or Associate Dean for Graduate Affairs as appropriate, and the Chair of the Candidacy Committee: (1) to inform the student regarding the policy on Candidacy Committees, including full disclosure of issues pertaining to the possibility of a conflict of interest that is potentially harmful to graduate students; (2) to provide graduate students with a policy statement on such possible conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a researcher or teaching assistant, whichever comes first; and (3) to ensure that these Academic Senate policies are followed. Should these Senate policies not be followed the student will be required to retake the Qualifying Exam.

Duties and Responsibilities

The Candidacy Committee is charged with determining the fitness of the student to proceed with the doctoral dissertation through a formal Qualifying Examination. The examination should evaluate both general preparedness in the discipline, and specific competence to pursue the proposed dissertation topic. In its deliberation, the Committee ordinarily will review the student's academic record, preliminary examinations and evaluations by other faculty. The Committee may conduct any other examination it deems appropriate. The Committee ordinarily will review an outline of the proposed dissertation project, and will determine by oral examination the student's competence in that area. When, by unanimous vote, the Committee decides the student is qualified for the dissertation phase, it shall recommend advancement to candidacy.

Voting Procedures

Before voting upon its recommendation for or against candidacy, the Committee, as a whole, shall meet with the student, and any member of the Committee will have the right to pose appropriate questions to the student. If it decides to do so, the Committee may

conduct part of the examination on an individual basis; e.g., the student may meet with each member in turn. However, the Committee must conclude its examination when convened with the student present.

Conduct of the Exam

Although the formal Qualifying Examination for candidacy ordinarily is conducted in a single day, the Committee may meet intermittently over a longer period, and may decide to reexamine the student on one or more topics after a specified interval. When the Committee meets to conduct the oral Qualifying Examination, it must report to the Graduate Council via the Graduate Dean within 30 days. If the Committee decides to reexamine the student at a later date or does not pass the student for any reason, this must be reported to the Graduate Dean. The final vote and recommendation of the Committee must be unanimous and unequivocal. A recommendation that a student not be advanced is subject to conditions described herein.

Procedure for Validating and Recording Results

Upon completion of the Qualifying Examination, the results should be submitted to the Office of Graduate Studies on the *Ph.D. Form I: Report of the Ph.D. Candidacy Committee*(www.rgs.uci.edu/grad/students/forms.htm). The *Ph.D. Form I* must be signed by all committee members at the time the candidacy examination is concluded and submitted even if the student failed the examination. Prior to convening a student committee for the advancement to candidacy exam, the Departmental Graduate Faculty Advisor, the department chair, and the graduate student must sign the Statement on Conflict of Interest form which is included in the *Ph.D. Form I*. If the unanimous recommendation of the Committee is favorable, the student must pay the \$65 Advancement to Candidacy Fee to the campus Cashier's Office that will validate the *Ph.D. Form I*. You must then submit the *Ph.D. Form I* to the Office of Graduate Studies (Attn: M. Martin, Enrolled Student Affairs Officer). The date you submit the signed and validated *Ph.D. Form I* will be the official date of advancement. On Form 1, you must place an asterisk next to the three names of the members who will comprise your final doctoral committee. This must be done before you can successfully advance to candidacy. You and your graduate program will be notified in writing of formal advancement and the appointment of a Doctoral Committee.

5. Lapse of Candidacy

Candidacy for the Ph.D. will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration. A readmitted student who was a candidate for the Ph.D. must again advance to candidacy and thereafter enroll as a candidate for at least one academic quarter before the Ph.D. will be conferred.

6. The Doctoral Committee

a. Dissertation

The Doctoral Committee shall supervise the preparation and completion of the dissertation and the final examination.

b. Membership

The Doctoral Committee is nominated by the Candidacy Committee with the concurrence of the candidate, the doctoral committee Chair, and the Academic Unit Chair or designee, on the *PhD Form I*. The Doctoral Committee is comprised of three voting members of the University of California Academic Senate -- not necessarily the Irvine Division -- or the equivalent. A majority of the committee shall be affiliated with the student's program.

1) Chair: The Chair of the Committee shall always hold a primary or joint academic appointment in the academic unit/program supervising the doctoral program; no exceptions will be granted for this position. The Chair of the Doctoral Committee is the member of the graduate program faculty responsible for providing primary guidance of the student's dissertation.

2) Oversight Member: If the Chair, Research/Thesis advisor, or other member of the committee, has a financial interest in an outside entity that carries a possibility of a conflict of interest potentially harmful to the graduate student, an oversight member must be appointed in addition to the two general members. It is understood that the Oversight Member will not bear a possible conflict of interest potentially harmful to the graduate student in the discharge of his or her role. (www.rgs.uci.edu/grad/staff/coi.htm)

3) Role of the Oversight Member: The Oversight Member shall participate on all student research advisory and/or doctoral committees. An additional role of the Oversight Member is to be fully cognizant of the issues related to possible conflict of interest and its potential impact on the student, and to be fully cognizant of the UCI resources available should a conflict of interest problem arise. If there do not appear to be any harmful results from the conflict of interest, the Oversight Member shall sign a statement to that effect after each committee meeting and the statement shall be placed in the student's file as well as forwarded to the Graduate Dean. If the Oversight Member perceives that there is a problem arising from conflict of interest issues, then he/she should not sign off on the committee deliberation, but should instead inform the Graduate Dean in writing.

c. Appointment Procedures

The qualifications of all committee members must be evaluated and approved by the academic unit Chair or designee. When the membership of the proposed committee conforms to Senate policy as defined in this regulation, the Graduate Dean, on behalf of the Graduate Council, may delegate to the academic unit the authority to appoint, evaluate and approve the remaining members of the Doctoral Committee.

d. Exceptions

1) Oversight Member

In those cases where a possible conflict of interest exists as described above, the Graduate Dean shall select the Oversight Member from a list of three nominees agreed upon by the student, the faculty research advisor and the departmental representative. If these individuals cannot agree on three nominees, the departmental representative (either the graduate advisor or the chair if the advisor is conflicted) shall select the nominees. The departmental representative shall submit the request to appoint an Oversight Member in writing to the Graduate Dean (Attn: Coordinator, Graduate Academic Affairs, C. Sokolov) no less than two weeks prior to the date of the exam to allow a reasonable time for review. This request should include background information describing the circumstances of the possible conflict. The Graduate Dean will retain sole authority to appoint the Oversight Member. No exceptions to this requirement will be considered.

2) General Members

Non-voting members of the Academic Senate, and faculty holding professional titles at other institutions, will be considered for general membership on the committee on an exception-only basis. If you wish to have a non-UCI faculty member serve on your committee, a memo from your department's Graduate Advisor, via John LaRue, Associate Dean, to Janelle Reinelt, Associate Graduate Dean of Graduate Studies, asking permission for this request. The Graduate Dean, on behalf of the Graduate Council, retains sole authority to grant exceptions. All such requests must be submitted in writing by the Chair of the academic unit to the Graduate Dean at least two weeks prior to the date of the exam to allow a reasonable time for review.

e. Duties and Responsibilities

It is the responsibility of the Chair of the academic unit, the departmental Faculty Advisor/Mentor or Associate Dean for Graduate Affairs as applicable, and the Chair of the Doctoral Committee to:

- 1) Inform the student regarding the policy on Doctoral Committees, including full disclosure of issues pertaining to the possibility of conflict of interest potentially harmful to the student;
- 2) Provide graduate students with a policy statement on conflict of interest prior to the student designating a research topic, forming a graduate committee, or being employed as a research or teaching assistant, whichever comes first; and
- 3) Ensure that the Academic Senate policies are adhered to.

Oftentimes, a student's committee changes after the time of advancement to candidacy and before the dissertation and final examination are completed. If your

committee composition changes, you must inform the Associate Graduate Dean, Janelle Reinelt, of the intent to change membership. The proper procedure is through a memo from your department's Graduate Advisor, to Janelle Reinelt, Associate Graduate Dean, via John LaRue, Associate Dean of Engineering, with the old membership listed first, and the proposed new membership listed second. Remember that the ****majority**** of members MUST be from your department.

7. Final Examination

If a final examination is required by the graduate program, the Doctoral Committee supervises that examination, the focus of which is the content of the doctoral dissertation. Ordinarily, the final examination will be given just prior to the completion of the dissertation and while the student is in residence during a regular academic session, and will be open to all members of the academic community.

Ph.D. Form II: Report on Final Examination

(www.rgs.uci.edu/grad/students/forms.htm)

Upon completion of the final examination (if required) and approval of the dissertation, the Doctoral Committee recommends, by submission of *Ph.D. Form II*, the conferral of the Ph.D. subject to final submission of the approved dissertation for deposit in the University Archives.

8. Dissertation

The submission of the dissertation is the last step in the program leading to the award of an advanced degree. All dissertations submitted in fulfillment of requirements for advanced degrees at UCI must conform to certain University regulations and specifications with regard to format and method of preparation. The *UCI Thesis and Dissertation Manual* for writing and submitting theses/dissertations is available at www.lib.uci.edu/libraries/collections/special/thesis/tdmanual.html. You are encouraged to attend the quarterly information sessions that discuss manuscript preparation and filing procedures. The Doctoral Committee certifies that the completed dissertation is satisfactory through the signatures of all Committee members on the signature page of the completed dissertation. The doctoral committee chair is responsible for the content and final presentation of the manuscript.

a. How to File

After your dissertation has been approved by the committee, two copies are submitted with the appropriate forms to the manuscript librarian (archives@uci.edu) in the Main Library, Room 525, who accepts it for deposit in University Archives. The librarian will briefly check to make sure certain aspects of the manuscript are complete and prepared correctly according to the *UCI Thesis and Dissertation Manual* and include verification of the appropriate paper type, margins, and pagination. The librarian will also verify that

the committee signatures have been obtained and the degree paperwork has been completed. Library Archives has the responsibility of insuring that the established procedures and standards for manuscript preparation are upheld.

b. Deadline for Filing

The advanced degree manuscript is expected to be submitted by the deadline in the quarter in which the degree is to be conferred. Friday of the tenth week of classes is the deadline for submitting theses and dissertations during each quarter. If you complete requirements and submit dissertations after the end of the tenth week of classes and prior to the start of the subsequent quarter, you will earn a degree for the following quarter, but will not be required to pay fees for that quarter. In such cases, to avoid payment of fees, the manuscript, all forms and degree paperwork must be submitted prior to the first day of the quarter in which the degree is to be earned. These deadlines are published in the *Office of Graduate Studies* website and on the registration website each quarter.

c. Public Access

In accordance with UC and UCI policy, all approved thesis/dissertation manuscripts automatically become available for public access and circulation as part of the UCI Libraries collections.

D. Change of Degree Title/Program/ Level/or Academic Unit

1. Change of Degree Level within an Academic Unit (Master's to Ph.D.)

A student who was admitted to the master's degree program may be considered by the unit's graduate affairs committee for subsequent admission to Ph.D. status. The committee may require the student to submit new letters of recommendation, a revised statement of purpose, or other appropriate information. The process is internal to that academic unit until a decision is made. If the committee decides not to accept the student for study leading to the Ph.D., the Dean, Director, or Chair of the academic unit offering the degree must notify the student in writing. If the committee accepts the student for doctoral studies, the recommendation must be transmitted in writing to the Graduate Dean (Attn: Enrolled Student Affairs Officer, M. Martin), who has the authority to approve and formally recognize the change to doctoral status. Only at that time will you be eligible to register as a doctoral student.

International Students: Because of visa sponsorship requirements, an international student ordinarily must provide verification of financial resources prior to formal recognition of doctoral student status.

2. Change of Degree Level within an Academic Unit (Ph.D. to Master's)

A student admitted for the Ph.D. degree, who, in the judgment of the unit's graduate affairs committee should not continue past the master's degree, must be notified in writing by the Dean, Director or Department Chair of the academic unit offering the

degree. A copy of the letter must be sent to the Graduate Dean. In some cases a doctoral student may choose to leave the program with a master's degree only. It is the responsibility of the academic unit to notify the Office of Graduate Studies in writing of this change in status. This notice must include the student's written permission to have his/her degree objective changed officially from doctorate to master's.

3. Change of Degree Program (Major) Within an Academic Unit

Within the same academic unit, the unit's committee that oversees graduate affairs for a change of degree program may consider a student's request be admitted to a different program. If the committee approves such a change, the *Change of Major* petition (www.rgs.uci.edu/grad/students/forms.htm) should be transmitted to the Office of Graduate Studies. Upon recommendation of the committee, the Graduate Dean will ordinarily approve and formally recognize the change.

4. Change of Degree Title and Academic Unit

A current student who wishes to transfer to a graduate program offered by a different academic unit should first consult with the Faculty Graduate Advisor of the desired program or unit. A formal request for such a change must be submitted to the Graduate Dean (Attn: Manager of Graduate Admissions, P. Courtney, 120 Administration). On the online application, the student must indicate therein the most recent quarter of enrollment at UCI and indicate "change of program" on the application in the statement of purpose section. The statement of purpose must include the student's revised academic objective. The full application fee will not be charged unless there is a lapse of student status. The Office of Graduate Studies may request the current custodian of the student's departmental academic records to forward copies of certain documents to the academic unit the student wishes to enter. The receiving unit may require the student to submit additional information, such as current letters of recommendation, as necessary and appropriate. If the change is not approved by the academic unit that the student seeks to enter, formal notice should be sent to the student with a copy to the Graduate Dean and the student's current academic unit.

If the unit's graduate affairs committee recommends acceptance of the student, a copy of the formal admission letter must be sent to the Graduate Dean and the student's current academic unit. However, if the student seeks an advanced degree from the initial program, all requirements for that degree must be completed before the change of program or unit becomes effective. Students transferring from one program to another must also complete a Cancellation/Withdrawal (C/W) form available through both the Office of Graduate Studies and the Registrar's Office. For "reason for withdrawal," the student should write "transfer from _____ to _____." The student must sign and date the form and submit it to the Office of Graduate Studies to complete the transfer process.

E. Degree Conferral

1. Registration Requirements

Master's and doctoral degrees are conferred at the end of the academic quarter in which all requirements have been satisfied. Ordinarily, a graduate student will be registered for the quarter in which all degree requirements are completed and the degree is to be conferred. If all degree requirements (including acceptance of the dissertation or thesis by the librarian and completion of all required examinations) are completed before the first day of the regular academic quarter in which the degree is to be conferred, and the student was registered for the previous regular quarter, registration fees are not required. If you do not meet this second submission deadline, you may be eligible to pay a Filing Fee in lieu of registration under certain circumstances. Unless payment of a Filing Fee or an academic leave of absence is approved, you must register each quarter until all degree requirements are completed. If you do not complete the necessary courses by the end of the quarter in which degree conferral is expected, or do not attain the required level of scholarship, registration for the next regular academic session is mandatory; otherwise, student status and candidacy for the degree will lapse. Once your status lapses, the degree can be conferred only after your readmission, followed by at least one quarter of registration and reinstatement to candidacy.

2. Certification of Degree Award

The Office of Graduate Studies notifies students by mail of formal degree conferral at the end of the quarter in which the degree is conferred. As soon as all degree requirements are completed, the you may submit a *Degree Certification Request* form (www.rgs.uci.edu/grad/students/forms.htm). The *Letter of Degree Certification* bears the Graduate Dean's signature stamp and University Seal and is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes. The student may request one copy for personal use, or for direct transmission to another educational institution or employer. While there is no charge for this service, only one official *Letter of Degree Certification* is provided for each degree.

F. Graduation and Diploma Information

1. Advancement to Candidacy Requirement

A student who expects to complete all requirements for an advanced degree in a given quarter must be advanced to candidacy for that degree prior to the first day of the quarter in which the degree will be conferred.

2. Diploma and Commencement Form

If you expect to graduate during the Fall or Winter quarter, you must submit the *Graduate Student Diploma and Commencement* form,

(www.rgs.uci.edu/grad/students/forms.htm) along with the completed and approved thesis/dissertation manuscript and other final degree paperwork to University Archives (Main Library, Room 525). Please consult the OGS website for deadlines regarding filing of Masters and doctoral degree paperwork (www.rgs.uci.edu/grad/students/forms/2003deadlines.pdf).

(Students who expect to graduate during the Spring quarter or Summer Session must submit this form by the last working day before the Spring quarter begins to the Office of Graduate Studies (Attn: Enrolled Student Affairs Officer, M. Martin, 120 Administration). Those Masters degree students who are not required to submit a thesis manuscript must still submit the form to the Office of Graduate Studies. Late filing of this form may delay the ordering of the diploma, and may result in a student's name being excluded from the commencement ceremony list. Once the appropriate forms have been received by the Office of Graduate Studies, they will be approved and forwarded to the UCI Registrar. Each Spring quarter, based on verified information provided by the Office of Graduate Studies, the Registrar's Office provides the academic units a roster of those students who plan to graduate by the end of the academic year. The academic units then verify the accuracy of the rosters and return them to the Registrar's Office, which then orders the diplomas. This information is also forwarded to the Commencement Office for inclusion in the Spring Commencement program.

3. Commencement

Questions regarding eligibility to participate in Spring commencement should be directed to the student's academic unit. If the *Graduate Student Diploma and Commencement Form* is submitted later than the deadline, the student should still turn it in to the Office of Graduate Studies (Attn: Enrolled Student Affairs Officer, M. Martin, 120 Administration) as soon as possible. The student should also contact the Registrar's Office to ensure his/her name will be included on the Commencement publication.

Graduate Student Organizations

UCI Nano Society

The Mechanical and Aerospace and Electrical Engineering and Computer Science graduate students have recently initiated a new MEMS/NEMS student society at UCI, the "UNI Nano Society", in order to promote interaction and collaboration within the MEMS community at UCI, and also the MEMS industry. The group is registered as a UCI student club, and has a website: <http://nanosociety.eng.uci.edu>. The organization holds meetings on every Wednesday, and has speakers from one of the UCI MEMS labs, or from industry. Check out the website and let them know if you are interested. It is open to all students.

UCI Environmental Technology

Environmental Problems have interdisciplinary solutions. The Environmental Technology club intends to promote awareness of UCI's diverse Environmental Research and provide pathways for collaboration between students, faculty, and external organizations. The end goal is to create a local community of scientists and engineers that share knowledge and friendship.

We aim to create awareness of UCI's Environmental Research by providing useful information through this website and by planning social and educational events where sharing of ideas can occur. Though our home department is the School of Engineering, the club is intended to be interdisciplinary. This is not an engineers club; it's an environmental science club. We invite membership from undergraduates, graduates, faculty, and affiliations with private firms and government agencies who have interest in solutions to environmental problems.

Please check out our website at <http://spirit.dos.uci.edu/envirotech/index.htm>
949-824-3528
Fax: 949-824-3440
E-mail: envirotech@spirit.dos.uci.edu

HSSoE Graduate Student Council/Advisory Board

The graduate students at The Henry Samueli School of Engineering have never had an official graduate student council. The Graduate Student Affairs Staff is desirous of assisting you, the graduate students, in forming this organization, commencing in Fall '05. This council will serve as a means of communication among the various majors and departments, will advise the Associate Dean, John LaRue, of any curriculum or programmatic issues or questions brought forth from the student body. It is predicted that this group will assist the Graduate Student Affairs Office with student recruitment, outreach, career days and corporate recruitment events, have a presence in the school's annual E-Week, and serve as contacts for prospective students. It is also anticipated that these student leaders will help in planning orientation, poster sessions, speaker series and serve as ambassadors for the school. As well as the aforementioned items, this group will

select continuing student "mentors" for the new students to become more engaged in the school, helping to guide them along the way toward degree completion. Please notify Tom Cahoon at tcagoon@uci.edu if you are interested in the graduate council.

REGISTRATION: ENROLLMENT AND FEE PAYMENT

Please go to www.reg.uci.edu for information on registering for classes, and paying your fees and tuition. This extensive site has everything related to courses and registration at UC Irvine, including the 2005-06 catalog. On this site, you will find the searchable schedule of classes for Fall 2005: <http://webster.reg.uci.edu/perl/WebSoc>. You must ensure that you both enroll and pay fees by the corresponding deadlines. You will receive a computerized billing statement from campus billing services. This bill is commonly referred to as a *Zotbill*, and is used to pay your fees and tuition. If you will be receiving financial support in the form of a fellowship or academic employment, your fees may be payable by Electronic Fee Payment, as part of the registration process. Please contact the Office of Graduate Studies on campus if you have questions about how this process works. You will be subject to a service charge if you register late. If you were previously an undergraduate at UC Irvine, be sure to enroll using the graduate student identification number contained in your admission letter and *Zotbill*. Further, more detailed information on enrollment procedures and fee payment, including deadlines for registration and fee payment, is included on the registrar's website with at www.reg.uci.edu.

HSSoE Graduate Student Mentors

We are providing a list of current engineering graduate students who have volunteered to serve as mentors for new students. They are available for you to email with questions you might have regarding being a graduate student at UCI, and Engineering in particular. Although your major or department might not be listed, these students may still be knowledgeable about certain overall graduate issues.

Biomedical Engineering:

Name: Jessica Ayers
Email: jayers@uci.edu
Fourth-year PhD student

Lindsey Van Schoiack
Email: vanschlr@uci.edu
Third-year PhD student

Chemical Engineering:

Nikita Malavia
nmalavia@uci.edu
Second-year PhD student

Materials Science and Engineering:

John Lincoln
kemistx@yahoo.com
Second-yr PhD student

Kevin Olson
olsonk@uci.edu
2nd year MS student

Peter Dillon
dillonr@uci.edu
PhD student
TA Consultant

Civil Engineering:

Matt Thomas
jmthomas@uci.edu
Recent MS degree recipient
Third-year PhD student

Riju Lavanya
rlavanya@uci.edu
PhD student
TA Consultant

Amanda Berens
aberens@ch2m.com
2nd yr MS student

Electrical Engineering and Computer Science:

Arulsaravana Jeyaraj ("Arul")
asarvan@uci.edu
Third-year PhD student
International student from India

Shengdong (Sheldon) Li
shengdol@uci.edu
Third-year PhD student in Electrical and Computer Engineering
International student from China

Environmental Engineering:

Christine Queiroz Surbeck
cqueiroz@uci.edu
PhD student

Zachary Scott
zscott@uci.edu
2nd-yr PhD student

Mechanical and Aerospace Engineering:

Fazlul Zubair
fzubair@uci.edu
2nd-yr PhD student

Youseff Ibrahim
yibrahim@uci.edu
2nd-yr PhD student

**GRADUATE STUDENT
FILING DEADLINES**
Academic Years 2005-2006 & 2006-2007

FALL 2005*

Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Winter '06 degree)	December 9, 2005
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Final Degree Paperwork (To be eligible for a Fall '05 degree)	December 2, 2005
• Plan I (Thesis) - Submit to the Library Archives • Plan II (Exam/Course work) - Submit to Graduate Studies	

Doctoral Degree Paperwork:

Advancement to Candidacy Forms - Ph.D. Form I (To be eligible for a Winter '06 degree)	December 22, 2005
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Final Degree Paperwork** (To be eligible for a Fall '05 degree)	December 2, 2005
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WINTER 2006*

Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Spring '06 degree)	February 27, 2006
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Final Degree Paperwork (To be eligible for a Winter '06 degree)	March 17, 2006
• Plan I (Thesis) - Submit to the Library Archives • Plan II (Exam/Course work) - Submit to Graduate Studies	

Doctoral Degree Paperwork:

Advancement to Candidacy Forms - Ph.D. Form I (To be eligible for a Spring '06 degree)	March 28, 2006
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Final Degree Paperwork** (To be eligible for a Winter '06 degree)	March 17, 2006
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SPRING 2006*

Forms and Petitions:

Graduate Student Diploma and Commencement Forms (For Spring '06 graduates)	March 28, 2006
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Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Summer '06 degree) June 16, 2006

Final Degree Paperwork (To be eligible for a Spring '06 degree) June 9, 2006
• Plan I (Thesis) - Submit to the Library Archives • Plan II
(Exam/Course work) - Submit to Graduate Studies

Doctoral Degree Paperwork:

Advancement to Candidacy Forms -Ph.D. Form I (To be eligible for a Summer '06 degree) June 16, 2006

Final Degree Paperwork** (To be eligible for a Spring '06 degree) June 9, 2006

SUMMER 2006*

Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Fall '06 degree) August 17, 2006

Final Degree Paperwork (To be eligible for a Summer '06 degree) September 13, 2006

Plan I (Thesis) - Submit to the Library Archives

Plan II (Exam/Course work) - Submit to Graduate Studies

Doctoral Degree Paperwork:

Advancement to Candidacy Forms - Ph.D. Form I (To be eligible for a Fall '06 degree) September 15, 2006

Final Degree Paperwork** (To be eligible for a Summer '06 degree) September 13, 2006

FALL 2006*

Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Winter '07 degree) December 8, 2006

Final Degree Paperwork (To be eligible for a Fall '06 degree) December 1, 2006

Plan I (Thesis) - Submit to the Library Archives

Plan II (Exam/Course work) - Submit to Graduate Studies

Doctoral Degree Paperwork:

Advancement to Candidacy Forms - Ph.D. Form I (To be eligible for a Winter '07 degree) December 22, 2006

Final Degree Paperwork** (To be eligible for a Fall '06 degree) December 1, 2006

WINTER 2007*

Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Spring '07 degree) February 26, 2007

Final Degree Paperwork (To be eligible for a Winter '07 degree) March 16, 2007

Plan I (Thesis) - Submit to the Library Archives

Plan II (Exam/Course work) - Submit to Graduate Studies

Doctoral Degree Paperwork:

Advancement to Candidacy Forms - Ph.D. Form I (To be eligible for a Spring '07 degree)
March 27, 2007

Final Degree Paperwork** (To be eligible for a Winter '07 degree) March 16, 2007

SPRING 2007*

Forms and Petitions:

Graduate Student Diploma and Commencement Forms (For Spring '07 graduates)
March 27, 2007

Master's Degree Paperwork:

Advancement to Candidacy Forms (To be eligible for a Summer '07 degree) June 15,
2007

Final Degree Paperwork (To be eligible for a Spring '07 degree) June 8, 2007

Plan I (Thesis) - Submit to the Library Archives

Plan II (Exam/Course work) - Submit to Graduate Studies

Doctoral Degree Paperwork:

Advancement to Candidacy Forms - Ph.D. Form I (To be eligible for a Summer '07
degree) June 15, 2007

Final Degree Paperwork** (To be eligible for a Spring '07 degree) June 8, 2007

Current Student Forms

A variety of forms necessary for navigation through your graduate school experience
and degree completion can be found at: <http://www.rgs.uci.edu/grad/students/forms.htm>.
Please review each form and let us know if you have questions.

The Doctoral Degree

Departmental Preliminary Examinations

Each department has its own preliminary examination processes. Please see the following listing of requirements:

Biomedical Engineering: The BME preliminary exam must be taken before the end of the Spring quarter of the first year. It is designed to test your overall knowledge of the core subjects as taught in the BME core classes. The exam is given both in written form and orally. There are three major subject areas that you will be tested on: Systems Physiology (BME220/221), Cell and Tissue Engineering (BME210), and Mathematics (BME 230A/B). The exam works on a point system. During the written exam, a student can receive 0 (unsatisfactory), 1 (satisfactory), or 2 (proficient) points. If the student fails to receive 2 points in any of the three areas but has a point total of 4-5 points, they are offered the opportunity to take the oral exam to demonstrate their proficiency in the deficient area(s). If the student fails to receive a total of 4 points, they automatically fail and cannot take the oral exam. If the student fails to pass the preliminary exam on the first attempt, he/she will be offered a chance the following year to retake the exam.

Chemical Engineering and Materials Science:

The format for the exams is oral in nature, no written exams. A panel of MSE faculty will hold all exams during a one-week period. The exam covers basic concepts in Materials Science and core courses. It is recommended, but not required, that the prelims be taken after all core courses have been completed, as these are good preparation for the exams. The prelims are held twice yearly, in December and June. Please see Beatrice Mei for more details.

Civil and Environmental Engineering:

The CEE preliminary examination is designed to test the student's advanced undergraduate and basic graduate engineering understanding relative to their preparation to perform advanced study and research necessary for the Ph.D. The examination assesses the academic competence of each student to pursue the Ph.D. degree. The preliminary examination can be oral or written or a combination of both.

The preliminary exam is required of each student and must be taken prior to the start of the fourth quarter of residency in the Ph.D. program. The examination may be repeated once, but must be passed prior to the start of the seventh quarter of residency. If the preliminary exam is repeated, the second exam must cover the same topics and, except in unusual cases in which one or more of the original examining committee is unavailable, must be given by the same committee managing the first exam. Failure to pass the CEE preliminary exam within two attempts will result in dismissal from the Ph.D. program.

To take the preliminary examination students must submit a CEE Ph.D. Preliminary Exam Form to their Faculty Advisor at least 4 weeks prior to the proposed preliminary examination date. The completed form contains the following:

- a) A list of graduate UCI courses and instructors that encompass the graduate level information to be covered on the examination (If the student has transferred from another institution, equivalent UCI courses must still be identified). This list should contain at least three courses and meet any additional requirements that the CEE faculty in the specialization area require at the time of admission to the Ph.D. program (for example, the transportation area requires competency in areas defined by the MS cores).
- b) The overall GPA and the GPA in non-research courses. A transcript should be attached.
- c) The proposed Preliminary Examination Committee. This committee must have at least 3 members including the Faculty Advisor. At least two members of the committee must be UCI CEE faculty.

After approving the CEE Ph.D. Preliminary Exam form, the Faculty Advisor will submit it to the Graduate Advisor and the Department Chair for approval. The Department Chair will assign one of the committee members other than the Faculty Advisor to chair the Preliminary Examination. After the request is approved by the Department Chair, the preliminary exam should be scheduled by the student.

Mechanical and Aerospace Engineering:

The preliminary examination tests your understanding of undergraduate and first-year graduate course material. Its purpose is to assesses your academic competence to pursue the PhD degree. The examination is oral and is scheduled for approximately two hours. Preparation for the exam gives you an opportunity to consolidate your knowledge and understanding of undergraduate and first-year graduate engineering and mathematics.

You must take the preliminary examination as soon as possible and definitely by the end of your second academic year of residence at UCI. The preliminary exam is normally taken during the fall quarter of your second academic year of residence at UCI.

To take the preliminary examination you must submit a PhD Preliminary Exam Form to your Faculty Advisor at least 4 weeks prior to the preliminary examination date. The completed form contains the following:

- A list of 6 graduate UCI courses that encompass the graduate level information to be covered on the examination (if you have transferred from another institution, you must still identify equivalent UCI courses).
- Your overall GPA and your GPA in non-research courses. An attached transcript is required

- Your proposal for a Preliminary Examination Committee. This committee must have four (4) members including your Faculty Advisor. All committee members must be tenure-track professors and voting members of the UCI Academic Senate. Three (3) members of the committee must be UCI MAE faculty. **It is your responsibility to contact the proposed committee members and make sure they are willing to be on your committee and are available at the proposed examination time.**

After approving your form, your Faculty Advisor will pass it on to the Graduate Advisor and the Department Chair to approve your Preliminary Examination Committee and the body of knowledge represented by your preliminary examination request. The Department Chair will assign one of the committee members other than your Faculty Advisor to chair your Preliminary Examination. After your request is approved, **it is your responsibility to arrange the date, time, and location of the exam with the Preliminary Examination Committee.** It is a good practice to remind the committee members of the exam one week prior to the exam and one day prior to the exam.

If you do not pass the preliminary exam, the committee may give you a second opportunity to pass the exam. Your second attempt must be made within one year of the first. No additional opportunities will be offered to pass the exam.

Electrical Engineering and Computer Science:

- **First, you should secure a PhD advisor to do research.**
- **Ph.D. Preliminary Examination**
 - The Ph.D. preliminary examination will consist of a written and an oral examination. The exam will be offered twice per year (tentatively in Dec and May). Students can take the exam only twice and have to pass the exam by the end of the 2nd full year of Ph.D. study. Students should pass both exams and only students who pass the written exam would be eligible to take the oral exam. Failing in the written exam is counted as one of the two tries.

Listed below are the preliminary exam requirements for both Computer and Electrical Engineering concentrations:

Preliminary Examination Requirements - PhD Preliminary Examination in CSS and CGV

Overview

This document outlines the materials to be covered in the written (4 hours) and oral exam (1 hour) in the areas of CSS and CGV. The relevant courses offered at UCI in this field are listed. Also, reference textbooks and supplementary books

are provided.

Although the foregoing material describes the nature of the background information the student should have mastered prior to taking the Preliminary Examinations, it is to be emphasized that an important quality for the student to demonstrate by performance during the examinations is a comprehensive understanding of the technical areas involved and the ability to apply it to diverse applications. In other words, students are ultimately responsible for the body of knowledge in the area that might be besides the materials covered in these classes.

List of courses:

(1) Operating Systems (EECS111)

Reference	Avi Silberschatz, Greg Gagne, Peter Baer Galvin, Operating System Concepts , Sixth Edition, John Wiley & Sons, Inc., Chapters 3-13.
	Supplementary Deitel, Deitel, and Choffnes, Operating Systems , Third Edition, Pearson/Prentice Hall.

(2) Algorithms (EECS114)

Reference	Michael T. Goodrich and Roberto Tamassia, Data Structures and Algorithms in Java , Second Edition, John Wiley & Sons, Inc., Chapters 3-12.
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(3) Computer Organization (EECS112)

Reference	D. Patterson and J. Hennessy, Computer Organization and Design: The Hardware/Software Interface Third Edition , Morgan Kaufman Publishers, 2005.
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(4) Architecture Lab (EECS112L)

Reference	D. Gajski, Introduction to Logic Design , Prentice-Hall, Chapters 1-7.
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The Oral Examination

Once the student has satisfactorily passed the written examination, an oral examination will be held for the student. The purpose of the oral examination is to measure the student's ability to do independent research and problem solving. The oral examination will usually last 1 to 1-1/2 hours.

Preliminary Examination Requirements - PhD

Preliminary Examination in CNDC

Overview

This document outlines the materials to be covered in the written (4 hours) and oral exam (1 hour) in the areas of CNDC. The relevant courses offered at UCI in this field are listed. Also, reference textbooks and supplementary books are provided.

Although the foregoing material describes the nature of the background information the student should have mastered prior to taking the Preliminary Examinations, it is to be emphasized that an important quality for the student to demonstrate by performance during the examinations is a comprehensive understanding of the technical areas involved and the ability to apply it to diverse applications. In other words, students are ultimately responsible for the body of knowledge in the area that might be besides the materials covered in these classes.

List of courses:

(1) Operating Systems (EECS111)

Reference	Avi Silberschatz, Greg Gagne, Peter Baer Galvin, Operating System Concepts , Sixth Edition, John Wiley & Sons, Inc., Chapters 3-13.
Supplementary	Deitel, Deitel, and Choffnes, Operating Systems, Third Edition , Pearson/Prentice Hall.

(2) Algorithms (EECS114)

Reference	Michael T. Goodrich and Roberto Tamassia, Data Structures and Algorithms in Java, Second Edition , John Wiley & Sons, Inc., Chapters 3-12.
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(3) Computer Organization (EECS112)

Reference	D. Patterson and J. Hennessy, Computer Organization and Design: The Hardware/Software Interface Third Edition , Morgan Kaufman Publishers, 2005.
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(4) Computer Networks (EECS148)

Reference	Jean Walrand, Communication Networks: A First Course ,
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Supplementary **Second Edition**, McGraw Hill, 1998, Chapters 1-4, 6, 9, App. A, App. B.
Andrew Tanenbaum, **Computer Networks**, Pearson/Prentice Hall.

The Oral Examination

Once the student has satisfactorily passed the written examination, an oral examination will be held for the student. The purpose of the oral examination is to measure the student's ability to do independent research and problem solving. The oral examination will usually last 1 to 1-1/2 hours.

Students in EE concentration should pick one of the following fields:

Preliminary Examination Requirements - PhD Preliminary Examination in EE-Circuits & Devices

Overview

This is an outline of the materials to be covered in the written (4 hours) and oral exam (1 hour) in the area of EE-Circuits & Devices. The relevant courses offered at UCI in this field are listed. Also, reference textbooks and supplementary books are provided.

Although the foregoing material describes the nature of the background information the student should have mastered prior to taking the Preliminary Examinations, it is to be emphasized that an important quality for the student to demonstrate by performance during the examinations is a comprehensive understanding of the technical areas involved and the ability to apply it to diverse applications. In other words, students are ultimately responsible for the body of knowledge in the area that might be besides the materials covered in these classes.

List of courses:

(1) Network Analysis (EECS70B)

Reference J. David Irwin and R. Mark Nelms, **Basic Engineering Circuit Analysis**, 8th edition, John Wiley & Sons, Chapters 8-10 and 12-16.

(2) Electronics I with laboratory (EECS170A/170LA)

References Anderson and Anderson, **Fundamentals of semiconductor devices**, 1st edition, McGraw-Hill, 2005, Chapters 1-10. Chin C. Lee, **Electronics I Laboratory**, available at the Engineering Copy

Center
Supplementary Sedra and Smith, **Microelectronic Circuits**, 5th edition, Oxford.

(3) Electronics II with Laboratory (EECS170B/170LB)

References Sedra and Smith, **Microelectronic Circuits**, 5th Edition, Oxford University, 3, 4, 6, 8 (up to 8.8), 10, and 11. The lab manual can be found on the course website prepared by the instructors, as indicated below: <http://eee.uci.edu/05w/15480/>,
<http://eee.uci.edu/05w/15460/>

(4) Engineering Electromagnetics (EECS180)

Reference David K. Cheng, **Field and Wave Electromagnetics**, second edition, Addison Wesley, Chapters 2-3, 5-8.

The Oral Examination

Once the student has satisfactorily passed the written examination, an oral examination will be held for the student. The purpose of the oral examination is to measure the student's ability to do independent research and problem solving. The oral examination will usually last 1 to 1-1/2 hours.

Preliminary Examination Requirements - PhD Preliminary Examination in EE-Systems

Overview

Below is an outline of the materials to be covered in the written (4 hours) and oral exam (1 hour) in the area of EE-Systems. The relevant courses offered at UCI in this field are listed. Also, reference textbooks and supplementary books are provided.

Although the foregoing material describes the nature of the background information the student should have mastered prior to taking the Preliminary Examinations, it is to be emphasized that an important quality for the student to demonstrate by performance during the examinations is a comprehensive understanding of the technical areas involved and the ability to apply it to diverse applications. In other words, students are ultimately responsible for the body of knowledge in the area that might be besides the materials covered in these classes.

List of courses:

(1) Engineering Probability (EECS140)

Reference Sheldon Ross, **A First Course in Probability**, Prentice Hall, Sixth

Edition, 2002. Chapters 1-7.

Supplementary R. D. Yates and D. J. Goodman, **Probability and Stochastic Processes**, John Wiley & Sons, Second Edition, 2005.

(2) Signal and System I (EECS150B)

Reference Oppenheim and Willsky, **Signals and Systems**, 2nd. edition, Prentice-Hall 1997, Chapters 2-4.

(3) Signal and System II (EECS150A)

Reference Oppenheim and Willsky, **Signals and Systems**, 2nd. edition, Prentice-Hall 1997, Chapters 5,7,9-10.

(4) Introduction to Control Systems (EECS160A)

Reference G. Franklin, J.D. Powell and A. Emami-Naeini **Feedback Control of Dynamic Systems**, Chapters 1-6.

The Oral Examination

Once the student has satisfactorily passed the written examination, an oral examination will be held for the student. The purpose of the oral examination is to measure the student's ability to do independent research and problem solving. The oral examination will usually last 1 to 1-1/2 hours.

Milestones toward Degree Completion

Major Steps toward the MS degree

Meet with Graduate Advisor/Graduate Student Affairs Counselors/Graduate Coordinators to discuss program and plan schedule



Begin Coursework



Fill out departmental program of study



Coursework only students: complete all coursework and seminars



Thesis students: select a committee chair, select committee members, register for MS thesis research



Turn in Advancement to Candidacy for the MS degree form at least one quarter before you plan to graduate



Turn in Diploma and Commencement Form at the same time you turn in Advancement Form



Coursework only students: complete coursework



Thesis students: complete and defend thesis, submit to university archives



MS degree conferred

Major Steps toward the PhD degree

If earning MS along the way, follow path to MS degree above

If you already have an MS degree when entering, complete departmental coursework necessary to be proficient for preliminary exams (some departments require post-MS coursework), if applicable, begin PhD research

Select a research advisor, usually by the second quarter of program



Take preliminary exam, usually at the end of your first year



Continue PhD research



Prepare proposal to be reviewed for qualifying examination



Fill out nomination form for qualifying committee, can be found in 127 Engineering and Computing Trailer, or with your department's Graduate Coordinator



Select your qualifying examination committee



Take qualifying examination, fill out PhD form 1 and submit



Select your dissertation committee



Continue PhD research



Present final dissertation defense, fill out PhD form 2 and submit



Submit manuscript to university archives



PhD Degree conferred