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EEOB GRADUATE STUDENT HANDBOOK 2018-19

Table of Contents

Standing Committees of EEOB	p. 3
The EEOB/Biology Graduate Student Association (BGSA)	p. 4
Outline of the Academic Program – PhD	p. 4
Outline of the Academic Program – Masters	p. 10
Financial Support	p. 12
Teaching Assistant Development Program (TADP)	p. 14
Dealing with Cheating as a Teaching Assistant (TA)	p. 14
GradSuccess / Campus Resources	p. 14
Outline of Target Dates for PhD Degree	p. 15
Outline of Target Dates for MS Degree	p. 16
EEOB Graduate Program Academic Appeals Procedures	p. 17
CNAS Graduate Student Affairs Center Information	p. 20

Introduction

This handbook is designed to guide your progression as a graduate student in the Evolution, Ecology and Organismal Biology graduate program (EEOB) at the University of California, Riverside. The principal objective of the program is to train scientists with the broad perspectives, technical skills, initiative, and imagination that lead to productive independent research careers in academic or industrial settings.

Standing committees of the EEOB and current committee membership

All affairs related to the EEOB graduate program are administered by the Department Chair/Program Director, the Graduate Advisor for Admissions, the Graduate Advisor for Continuing Students, and the following standing committees:

Executive Committee:

Helen Regan, Chair - Biology Dept. Chair and Program Director
Derek Roff - Graduate Advisor for Recruitment
Kurt Anderson - Graduate Advisor for Continuing Students, EEOB & JDEB
Mark Springer - TAAC Coordinator
TBD Continuing Students Committee Representative
TBD Graduate Admissions Committee Representative
TBD Teaching and Program Committee Representative

Committee for Continuing Students:

Kurt Anderson, Chair - Graduate Advisor for Continuing Students
Derek Roff - Graduate Advisor for Recruitment, *ex officio*

Graduate Admissions Committee:

Derek Roff, Chair - Graduate Advisor for Recruitment
Kurt Anderson - Graduate Advisor for Continuing Students, *ex officio*
TBD
TBD
Dawn Loyola

Written Exam Committee:

TBD

Teaching and Program Committee:

TBD

The EEOB Graduate Student Association (BGSA)

All EEOB graduate students are members of the EEOB Graduate Student Association (BGSA). The BGSA serves several purposes, including promoting interactions among EEOB graduate students, providing information about the department and the university to the students, and representing EEOB graduate student concerns to the faculty and other campus organizations. The BGSA president serves as a liaison between the faculty and the graduate students, disseminating information to the students and soliciting student opinions regarding departmental issues and policies. The BGSA facilitates the unified action of the graduate students regarding issues that affect them. Issues are discussed during meetings held at least once per quarter, and these concerns are brought to the attention of the department faculty when appropriate. The BGSA also sends representatives to UCR Graduate Student Council meetings, who report back to the other members. The BGSA president is elected each spring quarter by ballot, and other officers are elected at the first meeting in the Fall. Please visit the website for additional information <http://gsa.ucr.edu/>.

The Academic Program - PhD

The PhD degree in EEOB requires demonstration of broad knowledge of Ecology, Evolutionary Biology or Organismal Biology and substantive ability in original research. The general requirements are the same for each specialization and include:

- completion of basic coursework and a first-year research project
- completion of 3 quarters of teaching
- passing the Written Qualifying Examination
- passing the Oral Qualifying Examination
- completion of research and preparation of the PhD Dissertation
- successful defense of the Dissertation through a final Oral Defense

Students are strongly encouraged to complete their degree in the five years that a financial package is offered. During the first two to three years, emphasis is on coursework, initiating research, reading in preparation for exams, and completion of the Written and Oral qualifying examinations. The remaining years are devoted primarily to research and the completion of the Dissertation, although students continue to participate in graduate seminars and may take additional coursework during this period.

Students are expected to achieve four major goals:

1. present the results of a first-year project
2. pass the written examination
3. prepare an original research proposal and pass the oral qualifying examination, thereby advancing to candidacy
4. write and file your dissertation.

Meet with the Initial Guidance Committee as soon as possible in the first quarter of study. The Initial Guidance Committee is selected by the graduate student in collaboration with their PI and approved by the graduate advisor for continuing students. The committee works with the student to design an appropriate academic course of study plan and provides other guidance along the way.

Complete the first-year research project and present results in the subsequent fall quarter during the EEOB 265 seminar.

The research units (e.g., EEOB 297) that students take in their first year are structured, ensuring research is initiated from the start of the program. Students in different laboratories will complete the research experience in different ways depending upon the project, the type of research, and when the actual research can be accomplished.

Students choose a project, and it is not necessary that the research lead directly into the student's dissertation project. Some projects may lead to a publication, but this is not a required outcome. The final results of the research are presented to the EEOB program in the format of a 'contributed presentation' (e.g. in the style of a national professional society meeting presentation) in EEOB 265 in fall quarter of the second year.

Complete course requirements, including enrollment in two colloquia (one of which is EEOB 265) for a minimum of 5 quarters each prior to advancement and a minimum of 12 quarters each prior to degree completion.

Students in the PhD program generally have completed a bachelor's degree in one of the biological sciences, with a preparation deemed equivalent to that required for the bachelor's degree from UCR. Students who are admitted to graduate standing with deficiencies in preparation may be required to take appropriate undergraduate courses.

Below is a general guideline for course requirements of the program:

- Biology 400 (an entry course required of all new graduate students)
- At least one of the following courses:
 - EEOB 210 – Organismal Biology
 - EEOB 216 – The Theory of Evolution
 - EEOB 211 – Foundations of Ecology
- At least one additional four-unit graduate level courses (200 series) from the following:
 - EEOB 210 – Organismal Biology
 - EEOB 211 – Foundations of Ecology
 - EEOB 212 – Ecological Systems in Space and Time
 - EEOB 213 – Behavioral Ecology
 - EEOB 214 – Evolutionary Genetics
 - EEOB 216 – The Theory of Evolution
 - EEOB 217 – Advanced Population and Community Ecology
 - EEOB 219 – Theory of Systematics
 - EEOB 220 – Evolutionary Physiology

- BPSC 243 – Physiological Ecology
- BPSC 246 – Landscape Ecology
- BPSC 247 – Ecological Theory and Modeling
- ENSC 232 – Biogeochemistry
- CMDB 200 – Cell Biology
- CMDB 201 – Molecular Biology
- CMDB 202 – Developmental Biology
- ENTM 201 – Structure and Function of Insects

Students who wish to take a graduate course not on this list may petition the Graduate Advisor for Continuing Students and a request for exception may be made to the Graduate Division.

- A colloquium in the department or program of the student's choice for a minimum of 5 quarters prior to advancement and for a minimum of 12 quarters prior to degree completion (e.g. BIOL 252)
- The “lunch bunch” colloquium (EEOB 265) for a minimum of 5 quarters prior to advancement and a minimum of 12 quarters prior to degree completion

Complete your teaching requirement. A minimum of three quarters of employment as a Teaching Assistant is required for the PhD degree.

Take Written Qualifying Examination. The written qualifying examination consists of a synthetic review paper in the intended topic of the dissertation. The main purpose of the written exam is to permit evaluation of the student's ability to identify meaningful research problems and design solutions for them. The review should encompass both the historical background and state of current research in the selected area. Work on the written exam may begin at any time, but the final written examination must be submitted by the end of the sixth quarter of residence (normally Spring quarter of the second year but earlier submissions are accepted).

The purpose of the written qualifying examination is to determine if students have enough background knowledge and understanding of their area of research to prepare a meaningful and feasible dissertation. To that end, students are required to prepare a synthetic review on the intended topic of the dissertation. This review will contain the conceptual framework for the dissertation research and place it in an appropriate and broad background of their area of research as a whole. The intended audience is scientists in all fields of evolution, ecology, and organismal biology, as will be the case for many grant proposals, so it is particularly important to make clear the significance of the questions being asked. The synthetic review is not merely a summary of papers, but a focused synthesis and critical review of the accomplishments in the area that emphasizes the unanswered questions and thus defines the area of dissertation research.

The synthetic review has a maximum length of 15 pages double-spaced (approximately 4500 words), excluding tables, figures, and citations. It shall be prepared in Times Roman 12-point font (or the equivalent in size and clarity), left-justified, with 1” margins all around. Give citations in the text by name and date (not by number).

The writing of the synthetic review should be in the hands of the student alone, without benefit of editing by faculty or others. However, it is understood that the development of students' ideas up to the point of writing the review involves consultation and discussion with faculty and other students, which is encouraged.

It is expected that the major papers and books in an area will be used to write the review. Emphasizing the historical development of the ideas, the review should focus on the conceptual framework of the topic and conclude with a discussion of the research questions that will comprise the dissertation. The paper should explicitly answer the following:

- 1. What are the big questions in the area of interest?**
- 2. How have they been approached previously?**
- 3. What is needed now to advance our understanding in this area?**
- 4. How will the proposed work address this need?**

The review should not dwell on methodology; this is not a proposal to a granting agency which is already familiar with the issues. Similarly, there is no need to discuss the structure of the dissertation. If the student has done preliminary research, this is all to the good, but the focus of the paper is not on the details of how the research will be performed but on why the questions to be asked are important and interesting, and their intellectual and conceptual context.

Submitted reviews will be circulated to the faculty Written Exam Committee, with individual faculty members leading discussion of each paper and writing a summary of the committee's evaluation for the students. If a review shows that a student is ready to proceed to develop a more specific research plan, then the student will be encouraged to prepare for the Oral examination. Alternatively, if there are serious flaws in the review, the Review Committee may decide either to allow one resubmission, or not to allow resubmission. In a certain limited number of circumstances, a student may appeal the outcome of a written qualifying exam (see Appeals Procedures at the end of the handbook).

Reviews must be submitted no later than the end of Week 8 of any academic quarter and no later than the end of the eighth week of the spring quarter of the second year in the Ph.D. program (due Friday, 12:00 midnight, local time). **If the strict deadline is missed, this is considered a failed written exam.** Students must inform the chair of the Review Committee of their intention to submit their synthetic review at the beginning of the quarter in which they plan to submit. Resubmissions will be required no later than Week 8 of the Fall Quarter of the third year.

Take Oral Qualifying Examination and advance to candidacy. Before advancing to candidacy, the student must pass an oral examination conducted by a Qualifying Committee. The committee is nominated by the Graduate Advisor for Continuing Students in consultation with the student and prospective chair of the dissertation committee (major professor) and is officially appointed by the Graduate Dean. The Qualifying Committee is comprised of five members, one of whom is a faculty member from outside the graduate program, and does not include the student's major professor.

The committee evaluates the candidate's research proposal and conducts the Oral Qualifying Examination. The exam includes an oral presentation by the student followed by questioning to test the candidate's knowledge and ability to successfully complete the proposed research. Students must submit the committee nomination to the Graduate Student Services Advisor at least one month prior to the exam.

The oral examination should be completed by the end of the seventh quarter of residence (normally Fall quarter of the third year) and no later than the end of the ninth quarter of residence (normally Spring quarter of the third year).

Note that Written and Oral Qualifying Exam results may be appealed in a limited set of circumstances; for details see the Appeals Procedures at the end of the handbook.

Following successful completion of the examination, the student is advanced to candidacy for the PhD and the dissertation committee is formally appointed. The dissertation committee consists of the major professor and a minimum of two other faculty members selected on the basis of their ability to guide the research and writing of the dissertation. These members may be from Departments other than EEOB, or even from another institution, with the approval of the Graduate Dean. If a two of the dissertation committee members are spouses or domestic partners, a fourth committee member must be added to avoid conflicts of interest or the appearance of a conflict of interest. It is the responsibility of the dissertation committee to decide when data of sufficient quality and quantity have been gathered, analyzed, and interpreted competently, thus demonstrating proficiency in independent research.

Complete the dissertation. Meet at least once annually with the dissertation committee to discuss research progress and to redefine the goals and expectations necessary to complete the dissertation. The format of the dissertation is somewhat flexible but must be approved by the Dissertation Committee and should conform to the formatting requirements of Graduate Division. A minimum of 30 days is required between submission of the written dissertation (including the abstract, introduction, all data chapters, and summary/conclusions) to the dissertation committee and the scheduling of the final defense. The purpose of the thirty-day period is to provide the committee sufficient time to read and provide comments on the dissertation, and for the student to complete major revisions. Upon returning the revised dissertation to the Dissertation Committee, the student schedules the final defense. The student is required to confirm in writing that each committee member has reviewed the dissertation and agrees the defense can be scheduled. In the event of a disagreement between the student and their committee concerning the scheduling of the dissertation defense, the student may appeal in writing to the graduate advisor for continuing students.

A formal seminar, open to the academic community, is required as part of the final defense. The student is responsible for notifying the student services advisor of the time and location of the defense so that an announcement can be sent to the program faculty and students. The student is also responsible for bringing the Report on Final Examination for the Degree of Doctor of Philosophy form (Form 5) and signature page to the defense. In a public seminar, the

candidate defends the dissertation in response to questions from the dissertation committee, other faculty, and students. Following the seminar and question period, the candidate meets with the dissertation committee to answer additional questions and to receive the dissertation committee's decision on the exam (fail, accepted as is, accepted pending minor revisions, or accepted pending major revisions). The committee provides the student with written comments on the dissertation draft or other detailed instructions as to which parts of the dissertation require revision and how the revision should be accomplished. Minor revisions must be completed within 30 days from the defense and major revisions must be made within 90 days from the defense. Once the student has made the appropriate revisions and the committee is satisfied with the dissertation, it is filed with the Graduate Division.

Please also refer to the timetables found at the end of this handbook.

Satisfactory Academic Progress

Because the PhD is a research degree, the University gives programs considerable latitude in establishing degree requirements. As stated above, in the EEOB Program the individual student's program of study is planned in consultation with her or his guidance committee, which supervises the student's progress prior to the appointment of the dissertation committee. After the student advances to candidacy, the dissertation committee oversees the student's progress in the final stages of his or her degree program.

Evaluations of progress are carried out each spring by the student's major professor and guidance committee or dissertation committee, depending upon whether or not the student has advanced to candidacy. All evaluations are reviewed by the Graduate Advisor for Continuing Students, who is responsible for making specific recommendations to the Graduate Division concerning the student's progress. The Graduate Advisor for Continuing Students may also approve exceptions to the normative time schedule due to unusual circumstances. Students are notified in writing of the results of the annual evaluation, and copies are forwarded to the Graduate Division.

Unsatisfactory Academic Progress

It is hoped that you will make good progress in your degree program. Failing to do so will have serious consequences for your career in graduate school. If you do not reach deadlines such as qualifying exams in a timely fashion, if your GPA drops below the minimum level of 3.0, if you have 12 or more units of incomplete ("I") grades, or if your advisor feels that you are not making good progress in your research, the Graduate Division will block your registration. Students who fail to make satisfactory academic progress may also be dismissed from the program. In addition, opportunities for receiving funding through the department become severely limited.

The Academic Program - MS

The MS is a research degree that requires completion of a thesis. MS students generally concentrate on formal coursework during the first year and on research in the second year.

The MS degree requires completion of 36 units. Twenty-four units must be in graduate courses (200 series) in biological sciences, with no more than 12 units in 290-299 courses. The remaining 12 units can be in the 100 or 200 series.

The following is a timeline guide for students pursuing the MS degree:

Meet with the Initial Guidance Committee as soon as possible in the first quarter of study. The Initial Guidance Committee is selected by the graduate student in collaboration with their PI and approved by the graduate advisor for continuing students. The committee works with the student to design an appropriate academic course of study for the degree plan and helps the student select an appropriate major professor if one is not already identified.

In the first year, take basic coursework in Evolutionary Biology, Ecology, or Physiology. Students who are admitted to graduate standing with deficiencies in preparation will be required to take appropriate undergraduate courses.

Plan and begin a research project by the end of the second quarter. Select a faculty research sponsor and prepare a brief description of the proposed research to present to the guidance committee.

Initiate research by the third quarter.

Meet with the guidance committee during the third quarter in residence to discuss progress in the program.

Nominate a Thesis Committee. The thesis committee should be nominated by the end of the third quarter. The committee consists of the major professor and two other faculty members selected on the basis of their ability to guide the research and writing of the dissertation. These members may be from Departments other than EEOB, or even from another institution, with the approval of the Graduate Dean. If two members of the Dissertation Committee are spouses or domestic partners, a fourth committee member must be added to avoid conflicts of interest or the appearance of a conflict of interest.

Work on the thesis. The students should confer with the major professor regarding the format of the thesis. The format is somewhat flexible but must meet with the approval of the Thesis Committee and the Graduate Division.

File your advancement paperwork prior to the first day of the quarter in which you intend to graduate. Please contact the Graduate Student Services Advisor for additional information on how to apply.

Defend your thesis. Students are required to undergo a final oral examination in defense of the thesis.

Please also refer to the timetables found at the end of this handbook.

Satisfactory Academic Progress

As stated above, in the EEOB program the individual student's program of study is planned in consultation with his or her Thesis Committee, which supervises the student's progress.

Graduate Division mandates that all graduate students must be formally evaluated each spring, culminating in submission of a formal, written evaluation containing specific recommendations concerning the student's progress. To initiate this process, each student is expected to meet with his or her advisory committee to review progress over the past year and set appropriate goals for the coming year. The initial Guidance Committee serves as the advisory committee for the student prior to advancement. Following this meeting, the advisory committee prepares an evaluation report for the Graduate Advisor for Continuing Students. The report serves as an evaluation of each student's success in the program and provides recommendations to ensure timely and successful completion of the program requirements. A copy of this report is distributed to the student, the student's major advisor, the student's permanent file, and Graduate Division.

Unsatisfactory Academic Progress

It is hoped that you will make good progress in your degree program. Failing to do so will have serious consequences for your career in graduate school. If your GPA drops below the minimum level of 3.00, if you have 12 or more units of Incomplete ("I") grades, or if your advisor feels that you are not advancing as you should, the Graduate Division can and will block your registration.

Continuing from the MS to the PhD

Students who are enrolled in the MS program may petition to pursue the PhD degree. To do so, they must have the recommendation of the EEOB Graduate Committee for Continuing Students. Approval by the Graduate Committee for Continuing Students is not automatic; the committee determines on a case-by-case basis whether a student has the academic potential to succeed in the PhD program. Students should contact the Student Services Advisor for the Change of Degree Objective petition.

Graduate Division Requirements

For information on specific Graduate Division requirements, please refer to the UCR Graduate Student Handbook, published by the Graduate Division; to the Graduate Studies section of the University of California, Riverside General Catalog; and to the Graduate Division web site: <http://graduate.ucr.edu/>.

Financial Support

The main sources of graduate student support in the EEOB program are Teaching Assistantships and Graduate Student Research Assistantships obtained through research grants awarded to the faculty. Students are encouraged to apply for National Science Foundation, Howard Hughes Medical Institute fellowships, and other outside fellowships. Students who have advanced to candidacy are encouraged to pursue funding in the form of training grants or fellowships. Other support is available through a variety of fellowships and grants from a number of university, state, and federal sources.

Departmental Financial Support

Teaching Assistantships (TAs): This is usually a 50% appointment with 20 hours of work per week on average. The type of work varies according to the class. Appointments are made for one quarter at a time, and students receive three monthly paychecks for each appointment. TAs also receive a partial remission of fees and payment of the Graduate Student Health Insurance Program fee.

Graduate Student Research Assistantships (GSRs): This is generally a 49% position, with somewhat more flexible hours than Teaching Assistantships, and may be more than half-time during Summer. These positions are usually supported by funds from a faculty member's grant. Students with GSRs receive a partial remission of fees and payment of the Graduate Student Health Insurance Program fee.

NOTE: TAs and GSRs must be making acceptable progress toward their degree objective, must be advanced to candidacy within 12 quarters after entry, and must have fewer than 12 units of incomplete grades. In addition, TAs and GSRs must maintain a 3.00 GPA. Also see: <http://graduate.ucr.edu/requirements.html>. Graduate students may not be employed more than 50% time or 20 hours per week during the academic year in any combination of appointments. During quarter breaks and in summer they may be employed full-time.

In a limited number of circumstances, students may find themselves without funding through TAs or other traditional sources. In these cases, funding may be available through the department or college. Students should discuss these options with their PI and the EEOB chair.

Summer support: A limited number of positions are available for teaching Biology courses each Summer. Priority for these assignments is generally given to PhD students who have advanced to candidacy. Payment of summer teaching is through Summer Session Office.

Irwin W. Newell Graduate Research Fund: Awards from this fund are made for research, travel to present research results at national meetings of professional societies, and extramural coursework. Awards are limited to students currently enrolled in either the EEOB MS or PhD program. For applications or further information, please contact the Graduate Student Services Advisor.

Vaughan H. Shoemaker Graduate Fellowship: The Shoemaker Fellowship is awarded to graduate students doing experimental work in any area of organismal biology, ecology, evolution, or related supraorganismal fields. Generally, the award is made each spring to a qualifying graduate student. Highest priority is given to students in the PhD program who have advanced to candidacy.

Important FAFSA Information: Fellowship and grant awards are paid from a variety of funding sources, some of which require socioeconomic and parental educational history and financial data. Students who accept fellowship and/or grant awards that are need-based need to complete the *Free Application for Federal Student Aid (FAFSA)*. FAFSA forms are available electronically at www.FAFSA.ed.gov. Also, students who plan to take out federal financial support (such as federal loans), must file FAFSA every year.

Graduate Division Financial Support

Fellowships UCR offers a variety of multi-year fellowship packages for incoming students that may include stipends for full or partial payment of tuition and fees, and appointment as TA or GSR. An applicant is judged on the basis of the quality of previous academic work, on the evidence of ability to do research and other creative accomplishments, and on promise of becoming a productive scholar. A contribution to the campus goal of achieving a diverse student body also may be a consideration. Applications are made through your major department by submitting the application for admission and the required supporting documents (letters of recommendation, transcripts, test scores, etc.). Deadline for consideration of fellowship awards is January 5 for the following fall quarter.

Dissertation Research Grants provide funds to doctoral candidates for research expenses associated with the dissertation. Applicants must be advanced to candidacy and plan to be registered during the period of the award. These funds may not be used for preparing the dissertation copy or as a stipend for personal support. Contact the Graduate Division for applications.

Graduate Student Association (GSA) Mini-grants help to pay the travel expenses of students who have been invited to present scholarly papers or posters at regional and national professional conferences. The program is administered by the Graduate Student Association and requires that departments agree to provide matching funds. Contact the GSA, at x2-3740 or www.gsa.ucr.edu, for mini-grant applications.

Extramural support In addition to the fellowships, assistantships, grants, and loans administered by the University, graduate students may also be eligible for other types of support provided by federal agencies and private foundations. Organizations that have awarded fellowships and research support to UCR students include the National Science Foundation, UC-Mexus, National Institutes of Health, U.S. Public Health Service, U.S. Department of Education, Ford Foundation, Fulbright Program, Phi Beta Kappa Alumni Scholarships for International Scholars, and Sigma Xi. If students wish to explore these sources of support for study, they

should consult the *Annual Register of Grant Support* and other similar directories either at the reference department of the library or through the Financial Support section on the Graduate Division website. There are also many sites on online devoted to sources of aid for graduate students.

Teaching Assistant Development Program (TADP)

UCR has a long history as a distinguished teaching campus and regards Teaching Assistant (TA) training as a crucial part of graduate instruction. The Teaching Assistant Development Program (TADP) sponsors activities designed to help TAs develop their teaching skills and to prepare them to be successful professors. Each Teaching Assistant is required to attend an orientation program. EEOB students usually complete the training at the beginning of the second year in the program. TADP oversees the quarterly student evaluations of TAs and sponsors annual awards for outstanding TAs, and has a mentor TA program, in experienced, outstanding TAs serve as mentors.

TAs are exclusively represented by the United Auto Workers. Please see the Union web-site for information. www.uaw.com

Dealing with Cheating as a Teaching Assistant

1. The final responsibility for monitoring of examinations rests with the instructor in charge of the course. A faculty member should be present or immediately available if TAs are proctoring exams. There should always be at least two proctors in the room. If additional proctors are needed, an attempt to arrange for faculty or TAs not assigned to the course to serve in this capacity will be made.
2. Proctors should attempt to minimize the opportunity for cheating:
 - a. Clearly announce the expected disposition of books, papers, etc. (if they are allowed in the examination room). Make the consequences of violation of the announced procedure clear (see #3 below).
 - b. Space students as far apart as possible.
 - c. Use randomized seating arrangements, seating charts, or multiple versions of exams if appropriate.
 - d. Ask students to move to a different seat if suspicious behavior is observed.
3. If suspicious behavior is observed, it should be confirmed by another instructor/TA, if possible. Suspicious materials present at an examination (i.e., notes, open books not used or disposed of according to announced policy; see #2a) should be taken by the instructor

(or by the TA and turned over to the instructor). If suspected of cheating, a student should be informed by the instructor as soon as possible. It is up to the discretion of the instructor whether a student should be allowed to finish an examination if he/she is suspected of cheating. TAs SHOULD NOT MAKE SUCH A DECISION. These incidents should immediately be reported to the Department Chair and the Department Administrator.

Graduate Success / Campus Resources

The UCR Graduate Division runs the GradSuccess program. The purpose of Grad Success and the Graduate Student Resource Center (GSRC) is to develop and coordinate various opportunities and events with one goal in mind: to help students succeed both in their studies and on the job market. They help UCR graduate students to not only become outstanding, well-rounded, and healthy scholars, but also become confident and informed professionals who are prepared for beginning rewarding careers.

The GSRC has a comprehensive list of campus resources such as the Career Center, Counseling and Psychological Services Center, Campus Health Center, R’Pantry, and the Student Affairs Case Manager, to name just a few. You can find the list on their website at <http://gsrc.ucr.edu/resources/campus-resources/>.

PhD Degree Target Dates

Year 1

Meet with Guidance Committee	first quarter
Start First-Year Research Project	first quarter
Meet with Guidance Committee	third quarter
Annual review of progress	third quarter

Year 2

Present First-Year Research Project	Fall quarter
Meet with Guidance Committee	Spring quarter
Annual review of progress	Spring quarter
Written qualifying examination	Spring quarter
Nominate Qualifying Exam Committee	Spring quarter

Year 3

Meet with Qualifying Committee members	Fall quarter
Oral qualifying examination	Fall quarter
Nominate Dissertation Committee within 48 hours of passing Oral Exam and Dissertation	Fall quarter
Annual review of progress	Spring quarter

Year 4

Meet with Dissertation Committee	Fall quarter
Annual review of progress	Spring quarter

Year 5

Meet with Dissertation Committee	Fall quarter
Dissertation to committee	Winter quarter
Annual review of progress	Spring quarter
Defend dissertation	Spring quarter

Students should talk with their PI and also contact the Graduate Advisor for enrolled students and/or the Student Services Advisor if they are not meeting target dates or need to take a leave of absence.

Target Dates for MS Degree

Year 1

Meet with Guidance Committee	first quarter
Select a faculty research supervisor	second quarter
Plan research project	second quarter
Initiate research	third quarter
Select Thesis Committee Members	end of third quarter
Meet with Thesis Committee	third quarter
Annual review of progress	third quarter

Year 2

Thesis to committee	fifth quarter
File advancement to candidacy paperwork	end of fifth quarter
Annual review of progress	sixth quarter
Defend thesis	sixth quarter

EEOB Graduate Program Academic Appeals Procedures

1. **Purpose and Scope:** This procedure enables current and former graduate students to appeal academic decisions including outcomes of comprehensive written and qualifying exams. Applicants denied admission to a program may not use this procedure and instead will be referred to the admissions office of the Graduate Division. This procedure excludes complaints regarding grades, academic integrity and discipline, employment, benefits, and auxiliary student services (such as housing and child care). In some circumstances, this procedure may be used to address complaints regarding violations of campus non-discrimination policies, to the extent that a documented discriminatory act has affected a student's academic progress (for details, see http://graduate.ucr.edu/gaa_procedures.html).
 - a. Grade disputes must be appealed under the Academic Senate Bylaw R5, Procedures for the Appeal of Grades (http://senate.ucr.edu/bylaws/?action=read_bylaws&code=r§ion=05)
 - b. For academic integrity disputes involving graduate students, see the Academic Senate Bylaw 6 (http://senate.ucr.edu/bylaws/?action=read_bylaws&code=app§ion=06)
 - c. For disputes involving graduate student academic employment, see the Employment Issues section of http://graduate.ucr.edu/gaa_procedures.html.
 - d. For other non-academic issues, or to discuss issues in a confidential setting before proceeding with more formal channels, the student may be referred to the campus Ombuds (<http://ombudsperson.ucr.edu/>) and/or the Office of Administrative Resolution (<http://conflictresolution.ucr.edu/>).
2. **Access to Academic Records:** Pursuant to FERPA requirements, students are entitled to access to academic records stored in his or her academic file. Students also are entitled to a review of faculty evaluations of their work, such as faculty comments on qualifying exams, and to have those actions explained to them by the relevant faculty.
3. **Informal and Formal Resolution:** As a first step in an appeals procedure, students are strongly encouraged to pursue informal resolution of disputes over academic decisions before resorting to a formal appeal. Informal resolution involves further oral communication among the affected parties (e.g., a student and the chair of his/her exam committee), perhaps in the presence of a third party if desired. Absent an informal resolution, a formal complaint must be initiated in writing.
4. **Formal Appeal Initiation:** The formal appeals procedure defines what constitutes a valid appeal.
 - a. Only current and former graduate students and faculty members in the program may use this procedure.

- b. The formal appeal must be addressed to in writing to the EEOB Graduate Advisor for Continuing Students. If the student perceives a conflict of interest with the Graduate Advisor, the appeal may be addressed instead to the EEOB Director. The appeal must be addressed to one or the other of these program officers.
- c. The appeal must include a written statement that lays out the grounds for the appeal, and any supporting documentation.
- d. The appeal must be initiated within 30 calendar days from the day the student knew or reasonably should have known about the action generating the complaint, excluding campus holidays, intersession periods, and summer session.
- e. The valid grounds on which a student may base an appeal are confined to three areas: (1) evidence of procedural error and/or (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy and/or (3) special mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

5. **Investigation and Record Keeping:**

- a. Appeals will be heard by a hearing panel. The EEOB Graduate Advisor for Continuing Students or the EEOB Director (see 4.b. above) will chair the hearing panel and will appoint two additional members to the panel from the EEOB Committee for Continuing Students. Only faculty who were not involved in making the decision under appeal may sit on this panel. The hearing panel will first determine the validity of the appeal (under section 4) and if the appeal is valid, will make a decision on the merits of the appeal as well as any remedy.
- b. The faculty hearing panel will review the written complaint and submitted materials, afford the opportunity for the affected parties to meet separately with the hearing panel, and make any appropriate efforts to interview witnesses or other parties and discover information relevant to the decisions.
- c. The panel may not change an exam result, though it may be allowed to deem the result invalid, which means that a "fail" grade cannot be turned into a "pass" grade by the hearing panel (or vice versa). The hearing panel may only determine that the exam was invalid, and the student will be allowed to retake the exam at a future date.
- d. The panel will make a decision and notify the appellant of the outcome within 60 days of the initiation of the formal complaint.
- e. A written summary of the investigation and the conclusion reached pursuant to the investigation will be kept in the student's academic file. If the appeal is supported, prompt corrective action will be taken.

6. **Notice to Parties:** The complainant and any parties complained of will be promptly informed in writing of the outcome of the investigation and any corrective action taken.
7. **Appeal Procedure:** All affected parties have the opportunity to appeal academic decisions made at the program level (including appeals decisions) to the Graduate Dean (http://graduate.ucr.edu/dispute_resolution.html).
8. **Timeframes:** All timeframes are defined in terms of calendar days, excluding campus holidays, inter-session, and summer session, starting on the day the student either knew or reasonably should have known of the actions leading to the complaint.

CNAS GRADUATE STUDENT AFFAIRS CENTER

(1140 Batchelor Hall)

Housed in the College of Natural & Agricultural Sciences, the CNAS Graduate Student Affairs Center supports the majority of the graduate programs in the college. Advisors assist with all aspects of completing the graduate program (class registration, program requirements, Graduate Division policies, and fellowship and employment matters (TA/GSR), and work with Faculty Graduate Advisors and Major Professors to ensure student success.

CENTER STAFF MEMBERS

Kathy Redd, Director and Student Services Advisor – oversees the operation of the GSAC and the EMC and is the primary contact for the Entomology graduate program and Staff Support for TA appointments in the Life Sciences.

E-mail kathy.redd@ucr.edu

Phone: 951-827-5621

Dawn Loyola, Director of Graduate Student Advising – is the primary contact for the Evolution, Ecology, and Organismal Biology and The Joint Doctoral Program in Evolutionary Biology (SDSU/UCR) graduate programs

E-mail dawn.loyola@ucr.edu

Phone: 951-827-4116

Antonio Knox, Student Services Advisor - is the primary contact for the Environmental Toxicology and Environmental Sciences graduate programs.

E-mail antonio.knox@ucr.edu

Phone: 951-827-5913

Margarita Roman, Student Services Advisor - is the primary contact for the Neuroscience, Statistics and Applied Statistics graduate programs.

E-mail margarita.romanperla.fabelo@ucr.edu

Phone: 951-827-4716

John Herring, Student Services Advisor - is the primary contact for the Mathematics and Geological Sciences graduate programs.

E-mail john.herring@ucr.edu

Phone: 951-827-2441

Julio Sosa, Student Services Advisor - is the primary contact for the Cell, Molecular, and Development Biology; Biochemistry and Molecular Biology; and Genetics, Genomics and Bioinformatics graduate programs.

E-mail julio.sosa@ucr.edu

Phone: 951-827-7378

Laura McGeehan, Student Services Advisor – is the primary contact for the Microbiology, Plant Biology, and Plant Pathology graduate programs.

E-mail laura.mcgeehan@ucr.edu
Phone: 951-827-5688

GRADUATE DIVISION REQUIREMENTS

For information on specific Graduate Division requirements, please refer to the Graduate Studies section of the University of California, Riverside General Catalog; and to the Graduate Division's web site. That address is: http://graduate.ucr.edu/current_students.html

GRADUATE STUDENT ASSOCIATION

All graduate students are automatically members of the Graduate Student Association (GSA), which seeks to represent their views and promote their interests with the faculty and administration, both at the campus level and system wide. They are responsible for negotiating and reviewing healthcare insurance coverage. Their Grievance Mediation Officer acts as an advocate on grievance matters. It also administers the Minigrant Program, to provide travel grants to graduate students who represent GSA at professional conferences. For a more detailed description of GSA activities and services, call (951) 827-3740 or visit their website at <http://www.gsa.ucr.edu/>

UCR GRADUATE COMMUNITY COURSE/ILEARN

You will be enrolled in the UCR Graduate Community course through iLearn. This course is used to post announcements regarding funding opportunities, campus workshops and events pertinent to graduate students. The discussions boards are also available, including a "student exchange" where you can post items for sale or rooms for rent, etc. www.ilearn.ucr.edu

R'MAIL ACCOUNTS

When you enroll at UCR you are automatically assigned a UCR R'Mail account on the Student server. Along with your account you will also receive an electronic generated login name. You cannot change your login name; it will stay the same throughout your time at UCR. However, you may choose to change your password at your own discretion. (Changes in your password will not affect your email address nor will they alter the URL of your home page.) Your initial password is your Permanent PIN number. If you forget it you can go to the Registrar's Office. However, we strongly recommend that you change your password as soon as possible. Occasionally, passwords are stolen and the amount of damage that can be done from a stolen password is considerable. If your password is your Permanent PIN number, the amount of damage increases greatly, because your academic information and financial aid records may also be accessed.

The University requires that you read your UCR web mail account regularly. The University and Graduate Student Services Advisors use e-mail to remind students of upcoming deadlines and to pass on important messages. The UCR e-mail address is considered the official means of contact.

MAILBOXES

Ask your Student Services Advisor about the location of your mailbox. **Find out now where it**

is and check it on a regular basis.

OFFICE SPACE

Some programs provide offices for their PhD-level graduate students, some only desk space in a lab. There are computer labs on campus that you are free to use.

LABORATORY SAFETY TRAINING

All students are required to complete online Lab Safety Training provided by Environmental Health & Safety (EH&S). Training is accessed through the UCR Learning Center, <http://ucrllearning.ucr.edu/>. All students need to consult with their PI about any specific additional training required and should also consult the Lab Safety Manual located in the lab.

Students are responsible for maintaining records of training completed and providing proof of completion to the lab manager or PI.

UCR IDENTIFICATION CARD

The UCR Card is a multi-functional Campus ID card.

The cost of your card is billed directly to your student account. For information on how to obtain the card, as well as optional card services, please visit: <http://www.ucrcard.ucr.edu/>

ESTABLISHING CALIFORNIA RESIDENCY

Domestic California Non-resident students must establish California residency by the beginning of the second year of study. Students should start planning for this as soon as they arrive. For more information, please go to the Graduate Division website: http://graduate.ucr.edu/residency_status.html

ENROLLMENT

It is the student's responsibility to initially enroll in courses and to confirm course enrollment. Failure to enroll by scheduled deadlines may result in the lapse of student status or delay financial aid. The R'Web system is the web service for enrolling in courses. Using R'Web, students can enroll in classes, confirm course enrollment, view grades, check their financial aid, billing, degree progress, view their Student ID, change their address or PERM PIN number, update privacy restrictions, and get help. R'Web is accessed at <http://rweb.ucr.edu/>.

THE PERMANENT PERSONAL IDENTIFICATION NUMBER

Your **PERM PIN** is a permanent six-digit number that is set by the Office of the Registrar once a student is admitted to the university. Your Perm Pin and Student ID number are located on your Admissions Confirmation Letter (sent to you via e-mail).

CHANGE OF ADDRESS

Please keep your local address and phone number current. You must update your addresses (local, billing, emergency contact, next of kin) on R'Web.

INFORMATION FOR TEACHING ASSISTANTS (TAs)

Teaching Assistant Development Program

UCR has a long history as a distinguished teaching campus and regards Teaching Assistant (TA) training as a crucial part of graduate instruction. TA orientation is required of TAs in all departments. It is offered every fall during the first week of the quarter, as well as at the beginning of the winter quarter. Focus workshops are required of all Teaching Assistants who scored a 4.0 or below on any single question on their Teaching Evaluations. Students who score low on their "overall effectiveness as a TA" question must be observed in class by a Mentor TA and prepare an Action Plan for improvement. Students who score low on their English language skills must attend a communication workshop and schedule six half hour sessions to use language software in the TADP Office. Registration is available on the TADP home page beginning Monday of the first full week of classes for the current quarter.

TADP provides services to the more experienced TA as well, including a teaching resource library, teaching portfolio development and assessment consultations, seminars on professional development, and the University Teaching Certificate Program. Contact your department or TADP (951-827-3386, tadp@ucr.edu) for further information on training requirements and upcoming seminars. You may also visit their website: <http://tadp.ucr.edu/>

The SPEAK EXAM (TOEFL Academic Speaking Test)

To be appointed a TA, any student **whose native language is not English** must pass an English proficiency exam. This includes not only international students but also **any** student whose first language is not English. The SPEAK exam is scheduled by the International Education Programs in University Extension approximately two weeks before the beginning of every quarter.

Those who score a conditional pass can be appointed as a TA but are required to participate in the appropriate English language classes at the Extension Center and retake the test. Individuals in this range may be appointed as TAs for up to two quarters on a probationary basis with the approval of the Graduate Dean. For those students within the probationary range, a determination of their continuing eligibility to serve as TAs will be made by the Graduate Dean on the basis of:

- Departmental recommendation, including an assessment of the student's academic ability;
- Student teaching evaluations;
- Other evidence of commitment to/performance in teaching (e.g., faculty evaluations or statements of support, videotapes);
- Evidence of a good-faith effort to improve English skills; and Relative proximity to the level of competence represented by a clear pass

GRADUATE STUDENT FINANCIAL ASSISTANCE

Funding Sources

Graduate Students are supported from a variety of sources. Here is information on the various types of funding and definitions of the commonly-used acronyms:

Graduate Division Stipend: Usually awarded as part of a larger fellowship package, these dollars go directly from Graduate Division to the student through the Financial Aid System. The student receives a stipend payment at the beginning of the quarter.

Graduate Student Researcher (GSR): An employment title for graduate students conducting research (either independent or directed). Students may not be appointed at more than 49% during the academic year. During academic breaks and the summer a student may be employed up to 100%.

GSR appointments at 25% or more during the academic year are entitled to GSHIP and PFR (see below). Financial support for GSR employees is provided by faculty extramural grants or departmental general funds.

Students are paid in arrears (just like other university employees) and receive a monthly check after each month of work. For example, a student who begins work in fall quarter does not receive a check until November 1.

Teaching Assistant (TA): Also known as **Academic Student Employee (ASE)**. This employment title is for graduate students who are teaching part of a course (normally labs or discussion sections) under the guidance of a faculty member/instructor. Students may not be appointed at more than 50% during the academic year. If they are appointed at 25% or more time during an academic quarter, they are entitled to GSHIP and PFR (see below). There are many rules that are associated with this title now due to the employee contract. See the United Auto Workers Union Contract for more information. TA funds are distributed to the Departments by the CNAS Dean's Office. Students are paid in arrears (just like other university employees). Students are paid in arrears (just like other university employees) and receive a monthly check after each month of work. For example, a student who begins work in fall quarter does not receive a check until November 1.

Partial Fee Remission (PFR): Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled to PFR. This entitlement pays part (but not all) of the students' mandatory university fees. The Graduate Student Services Advisor provides Graduate Division with the names of students who are eligible for this entitlement before the student bills are generated. If an award is placed on the system after bills are generated, the student's bill will not reflect the correct amount until after the system updates.

Graduate Student Health Insurance (GSHIP): Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled to have their GSHIP fees paid for them. The Graduate Student Services Advisor provides Graduate Division with a list of the students who are eligible for this entitlement before the student bills are generated. The actual dollar amount of GSHIP changes as the insurance prices change from year to year. Students who have private health insurance comparable to the University's coverage can apply for waivers of the GSHIP fees. If a student has comparable health insurance coverage they may

apply for waiver of the GSHIP premium by filing the appropriate paperwork with the Health Center. Deadline dates for petitioning for exemption from GSHIP are firm. Contact the Student Health Insurance coordinator at (951) 827-5683 or (951) 827-3031 for information. Please be aware that if a student is receiving any form of financial support (excluding loans), the amount of the health insurance is returned to that funding source, not the student.

Non-Resident Tuition Remission (NRT or NRTR): Non-residents of California (either Domestic or International) who are appointed at 45% or more as a GSR are entitled to have their Non-Resident Tuition paid for them.

International Students cannot establish residency and will owe Non-Resident Tuition for their entire student careers. However, when a student Advances to Candidacy, the Non-Resident Tuition is waived for a period of nine quarters, not including summer quarters.

Domestic non-resident students must establish California residency by the beginning of the second year of study. You must petition in person at the Office of the Registrar for a change of classification from nonresident to resident status. All changes of status MUST be initiated before the first day of classes for the term for which you intend to be classified as a resident. Students planning to file for residence status after their first year should talk with the Residence Deputy well before the appropriate residence determination date, preferably during their first few weeks in California.

Fee Differential: The fee differential is the left-over university mandatory fee amount for a student with a PFR and GSHIP and NRTR entitlements. This covers the Graduate Student Association Fee, Recreation Center Fee, and other miscellaneous fees. This dollar amount fluctuates as these fees change. Most students are required to pay this.

Departmental Grant In Aid (DGIA): Departments or individual faculty members with unrestricted funds (many federal grants will not allow payment of student fees) can grant fellowship-like awards to individual students. This is most often used to pay the student's Fee Differential. The Graduate Student Services Advisor provides information to Graduate Division on the students who are to receive these awards, indicating the account and fund information. Graduate Division then processes the award through the Financial Aid System.

CAMPUS FUNDING

UCR Graduate Division Fellowships

Dissertation-Year Fellowships (DYP)

The Dissertation-Year Fellowship Program provides financial support during the final year of dissertation work. Recipients must demonstrate high potential, promise and the desire for an academic career. Faculty mentors assist fellows in acquiring skills necessary to become candidates for faculty positions at major universities. Support is also provided to enable fellows

to present their research at other UC and CSU (California State University) campuses.

Graduate Research Mentorship Programs (GRMP)

The Graduate Research Mentorship Programs (GRMP) awards are intended to enhance the mentoring of doctoral students during their third, fourth, or fifth years of graduate study. Recipients are eligible for one, two, or three quarters of support to conduct their research (includes summers).

More information about these awards is available at:

http://graduate.ucr.edu/fin_aid.html

RESEARCH GRANTS

Dissertation Research Grants

Dissertation Research Grants provide funds to doctoral candidates for research expenses associated with the dissertation. Applicants must be advanced to candidacy and plan to be registered during the period of the award. These funds may not be used for preparing the dissertation copy or as a stipend for personal support.

Deadlines to apply for Dissertation Research Grant funding are usually in October, January, and April. The Graduate Division sends announcements by email with deadlines and application instructions.

Graduate Student Association Mini-grants

Graduate Student Association Mini-grants help to meet the financial needs of students who have been invited to present scholarly papers or posters at regional and national professional conferences. The program is administered by the Graduate Student Association and requires that departments agree to provide matching funds.

OTHER SOURCES OF FUNDING

- * California Student Aid Commission Home Page: <http://www.csac.ca.gov/>
- * Fellowship Office National Research Council:
<http://www.nationalacademies.org/index.html>
- * Financial Aid Information Page: <http://www.finaid.org>

(check FASTWEB)
- * National Science Foundation: <http://www.nsf.gov/>
- * U.S. Department of Education Student Guide, Financial Aid:
<http://www2.ed.gov/finaid/landing.ihtml>
- * The Foundation Center's Home Page: <http://www.fdncenter.org/>

For more information contact Karen Smith at (karen.smith@ucr.edu) with the UCR Graduate Division.

Extramural Support

There are many opportunities for Graduate Students from outside funding sources from federal agencies and private foundations. UCR subscribes to several searchable databases listed on the Office of Research Affairs web site at www.ora.ucr.edu:

UCLA also offers a comprehensive database called GRAPES (Graduate and Post doctorate Extramural Support). The web address is

<http://www.gdnet.ucla.edu/grpinst.htm>

TAX INFORMATION FOR GRADUATE STUDENTS

Teaching Assistantships, Research Assistantships, and Fellowships are considered taxable income. Refer to the UCR Graduate Student Handbook for more information.

International students should visit the International Education Center website for information about tax workshops and filing help.