

# GRADUATE STUDENT GUIDE

UNIVERSITY OF CALIFORNIA, DAVIS

2015

## ***Our "Vision of Excellence"***

UC Davis aspires to be recognized as one of the nation's top-tier public research universities. As such, we choose to be regarded, both domestically and globally, as a pre-eminent leader of higher education that is driven by our land-grant heritage to provide access to a socially relevant world-class education. By engaging our "Vision of Excellence," UC Davis will be known for its diverse educational opportunities, its innovative, interdisciplinary and collaborative research endeavors, and its distinction in leading enterprises that support social responsibility and a sustainable global environment. Each of the following goals defines these dimensions of excellence and provides a course of action to achieve our vision: Foster a vibrant community of learning and scholarship; drive innovation at the frontiers of knowledge; embrace global issues; nurture a sustainable future and propel economic vitality; champion health, education, access and opportunity; and cultivate a culture of organizational excellence, effectiveness and stewardship.

Chancellor Linda Katehi, A Vision of Excellence

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# Welcome to UC Davis

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It is a pleasure and an honor to welcome you to the University of California, Davis. We hope that you find your time as a Davis student intellectually stimulating and personally rewarding. The process of earning a graduate degree is filled with significant academic, professional and personal challenges. For most students, graduate school is a period of intense learning and scholarly achievement. It can also be a period of continued personal growth and maturation.

Together, Graduate Studies and the Graduate Student Association are committed to making your experience at UC Davis as productive, healthy and fulfilling as possible. This guide is designed by Graduate Studies in order to provide you with valuable information that you will need in the next few years. It will also help connect you with the wide range of offices and professionals around the campus dedicated to supporting graduate students. In this guide you will find a summary of the regulations and guidelines governing graduate study at UC Davis. Each reference in this guide represents a knowledgeable person or office with the information that can help you on your journey toward your degree. We strongly urge you to take advantage of these resources whenever possible.

Please be aware that there are many policies and procedures that this guide does not address in detail and that university policies are subject to frequent change. For complete and current information on policies and procedures, please reference policies on our website: <https://gradstudies.ucdavis.edu/graduate-programs/policies> and the policy and procedure manual for UC Davis: <http://manuals.ucdavis.edu/PPM/contents.htm>.

This guide is only a starting point. We cannot emphasize enough how important it is for you to develop strong relationships with your peers, your major professor, the graduate adviser for your program, the rest of the faculty and staff of your graduate program, and other members of the community outside of your academic discipline. Many of the professional and personal connections you make here will continue to be important to you for years after you earn your degree and leave Davis. To help graduate students make these vital connections, the Graduate Student Association, Graduate Studies, and the Division of Student Affairs each sponsor activities, workshops, and community-building receptions throughout the year. We hope to have the opportunity to meet you in person at some of these events.

In closing, welcome and thank you for choosing UC Davis. Best wishes as you begin this next phase of your educational journey!

Jeffery C. Gibeling, Ph.D.  
Vice Provost - Graduate Education and Dean - Graduate Studies

Erica Vonasek  
Chair, Graduate Student Association

# Principles of Community

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UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

The University of California, Davis, is first and foremost an institution of learning, teaching, research and public service. UC Davis reflects and is committed to serving the needs of a global society comprising all people and a multiplicity of identities. The university expects that every member of our community acknowledge, value, and practice the following guiding principles:

- We affirm the dignity inherent in all of us, and we strive to maintain a climate of equity and justice demonstrated by respect for one another. We acknowledge that our society carries within it historical and deep-rooted injustices and biases. Therefore, we endeavor to foster mutual understanding and respect among the many parts of our whole.
- We affirm the right of freedom of expression within our community. We affirm our commitment to non-violent exchange and the highest standards of conduct and decency toward all. Within this context we reject violence in all forms. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect. We further recognize the right of every individual to think, speak, express and debate any idea limited only by university regulations governing time, place and manner.
- We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences.
- We recognize that each of us has an obligation to the UC Davis community of which we have chosen to be a part. We will strive to build and maintain a culture and climate based on mutual respect and caring.

## University of California Diversity Statement

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Adopted by the Assembly of the Academic Senate May 10, 2006

Endorsed by the President of the University of California June 30, 2006

Adopted as Amended by the Assembly of the Academic Senate April 22, 2009

Endorsed as Amended by the President of the University of California August 17, 2010

The diversity of the people of California has been the source of innovative ideas and creative accomplishments throughout the state's history into the present. Diversity – a defining feature of California's

past, present, and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, geographic region, and more.

Because the core mission of the University of California is to serve the interests of the State of California, it must seek to achieve diversity among its student bodies and among its employees. The State of California has a compelling interest in making sure that people from all backgrounds perceive that access to the university is possible for talented students, staff, and faculty from all groups. The knowledge that the University of California is open to qualified students from all groups, and thus serves all parts of the community equitably, helps sustain the social fabric of the State.

Diversity should also be integral to the university's achievement of excellence. Diversity can enhance the ability of the university to accomplish its academic mission. Diversity aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society. Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. The pluralistic university can model a process of proposing and testing ideas through respectful, civil communication. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and train future leadership.

Therefore, the University of California renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity. The university particularly acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented.

## University of California Nondiscrimination Policy

The University of California, in accordance with applicable federal and state law and university policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy\*, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers admission, access, and treatment in university programs and activities. The university also prohibits sexual harassment. The UC Davis sexual harassment policy may be viewed at <http://manuals.ucdavis.edu/PPM/400/400-20.pdf>. Inquiries regarding the university's student-related nondiscrimination policies may be directed to Student Judicial Affairs at (530) 752-1128; or Harassment and Discrimination Assistance and Prevention Program, (530) 752-9255.

\*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

# Part 1: Getting Started

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## Orientations

A number of orientations may be helpful as students start graduate school at UC Davis. Graduate Studies organizes the Week of Orientation and Welcome (WOW) for all new and continuing graduate students. Additionally, our office hosts an International Graduate Student Orientation (IGSO) and a Graduate Diversity Orientation Program (GDOP). More information on these orientations is available on the [Graduate Student Orientation](#) webpage. In addition, each graduate program has an orientation organized by the graduate program faculty, staff, and/or fellow graduate students. Students who are considering employment as a Teaching Assistant (TA) or Graduate Reader should plan on attending the annual orientation in the fall.

### Week of Orientation and Welcome

Sponsored by Graduate Studies, Week of Orientation and Welcome (WOW) is a week of social and academic orientation activities for new and continuing graduate students. It is held at the end of summer, usually during the week or two just before the start of the official fall quarter. WOW comprises a series of workshops, panel discussions, and social activities designed to help new students prepare for some of the expected and unexpected side effects of graduate school and become familiar with the various university services available to graduate students.

### International Graduate Student Orientation

Graduate Studies and Services for International Students and Scholars offer an early International Graduate Student Orientation for incoming international graduate students and their families (IGSO). Two days are set aside to focus on the transitional needs of international students and their family members before the campus-wide Week of Welcome for all incoming students. IGSO provides international students with a head-start on acclimating to campus life and culture, including multiple workshops and events to get students involved in campus life and community. In addition, students will have a chance to explore and get to know the city of Davis and surrounding areas. We want our new international community members to begin developing support systems and a sense of community before the rigor of the academic year begins.

### Graduate Diversity Orientation Program

Incoming graduate students in all fields are invited to participate in the Graduate Diversity Orientation Program. New graduate students who desire to contribute to higher education through their understanding of the barriers facing women, domestic minorities, undocumented students, students with disabilities, and other members of groups underrepresented in higher education are invited to attend. To learn more, please contact:

- Josephine Moreno (Graduate Diversity Officer for Humanities, Arts, Social Sciences and Education; [mjmoreno@ucdavis.edu](mailto:mjmoreno@ucdavis.edu))
- Steve Lee (Graduate Diversity Officer for the Science, Technology, Engineering, and Mathematics; [stnlee@ucdavis.edu](mailto:stnlee@ucdavis.edu))

### Graduate Program Orientation

Almost every graduate program has its own orientation program for new students. Some are elaborate, multi-day affairs that include tours of field sites around the state, while others are a simple, half-day of lectures and discussion. Regardless of its scope, each graduate program's orientation is a chance to meet

graduate student peers, as well as faculty and staff members in the program. It is important that new students know who they are and equally important that they know new students. Check with the graduate program staff or graduate adviser for more information about the dates and times of the program's orientation.

### **Teaching Assistant and Readership Orientation**

The campus-wide Teaching Assistant (TA) Orientation in September is an introduction to the TA role at UC Davis and its value in graduate student professional development and undergraduate education. All new TAs are required to attend, even if they have taught previously or will not be a TA until Winter or Spring Quarter. The purpose of the campus-wide TA Orientation is to help prepare TAs to be successful in their role. The TA Orientation sessions emphasize practical teaching skills and strategies and will include topics such as establishing a positive classroom atmosphere on the first day, leading effective discussions, presenting information clearly, and grading efficiently, among other topics. This is also an opportunity to become familiar to the many programs, resources, and services available for graduate student instructors. Additional resources and programs for graduate students to improve their teaching are offered by the Center for Educational Effectiveness (CEE). Visit the CEE website at <http://cetl.ucdavis.edu> to learn about upcoming workshops and courses, sign up for a confidential one-on-one teaching consultation, or join the Graduate Teaching Community.

## **Mandatory Sexual Harassment and Sexual Violence Prevention Workshops**

The University of California is committed to creating and maintaining a community where all individuals who participate in university programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the university prohibits sexual harassment and sexual violence, and that such behavior violates both federal law and university policy.

In concert with this commitment and recent legislation, the Harassment & Discrimination Assistance and Prevention Program (<http://hdapp.ucdavis.edu>) is sponsoring instructor-led educational programming on sexual harassment and sexual violence prevention and resources. All graduate and professional school students new to UC Davis must attend one of these workshops. **Please be aware that it is mandatory for you to attend a training session.** Please bring your student ID to record your attendance; registration is not necessary.

## **Key People**

As a team, a student's program adviser, staff coordinator, major professor, and Graduate Studies are an invaluable source of information.

### **Graduate Program: Staff and Faculty**

The first point of contact will be with the graduate student's graduate academic adviser and graduate program staff coordinator. Each graduate program has one or more faculty members appointed as a graduate adviser(s). In addition, each program has a designated graduate staff coordinator who provides administrative and programmatic support. The graduate program staff provides information, assists in processing applications, and maintains student files for all enrolled students. Graduate advisers are responsible for reviewing and approving each program of study for every graduate student each quarter, acting on all petitions, and making recommendations for the composition of exam and thesis committees.

New students need to take time to get to know their faculty academic adviser and graduate program staff coordinator.

An incoming student will be paired either with a major professor by their program or will be responsible for selecting a major professor on their own. While students should feel free to discuss academic matters with their graduate adviser, typically the major professor will oversee most of the student's research and progress during their degree program. Students may change major professors as their research and educational interests change and develop, but should consult with their adviser and current major professor first.

### **Office of Graduate Studies**

The mission of the Office of Graduate Studies (referred to as Graduate Studies throughout this document) is to advocate on behalf of graduate students and postdoctoral scholars, support the faculty and staff engaged in delivering graduate education, and administer academic and administrative policies affecting graduate students and postdoctoral scholars in ways that foster a culturally and intellectually diverse environment characterized by high academic standards. Graduate students are always welcome in our office. We are located in 250 Mrak Hall and can be contacted by phone at (530) 752-0650 or by e-mail at [gradservices@ucdavis.edu](mailto:gradservices@ucdavis.edu). We have drop in advising hours Monday-Friday from 10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. Our website is a great resource: <http://gradstudies.ucdavis.edu>.

### ***Service Units***

Graduate Studies has several units to serve graduate students. The Admissions and Academic Services unit provides support to students from recruitment to graduation. The Student Financial Support unit provides expertise on graduate student funding. There are a variety of key personnel positions to serve underrepresented students. When issues of policy and procedure arise, our Analysis and Policy unit will either answer your questions or send you to the source. The Dean and Associate Deans of Graduate Studies are available at many events during the Week of Orientation and Welcome, host and attend events throughout the year, and are available by appointment.

### ***Dialogue with the Dean***

The Dean of Graduate Studies hosts an open dialogue each quarter. It is intended to facilitate a more focused discussion with the Dean and other university administrators. Each quarter the event addresses a different topic of interest to graduate students, providing an opportunity for students to ask questions, express concerns and receive valuable information through informal discussions with the Dean. The conversations typically occur over a provided lunch. Faculty and staff are welcome, and graduate students from all programs are especially encouraged to attend these quarterly dialogues. Dates and locations are announced in the Graduate Studies e-newsletter publication GradLink (see Information Resources and Technology section).

## **Diversity**

Graduate Studies at UC Davis values a diversity of viewpoints, backgrounds, and experiences among its students—as this diversity strengthens and enriches our research, scholarship, and teaching. A diverse graduate student population enhances the academic experiences of all students. Please see Part 4 of this guide for our list of campus resource centers that offer support for current graduate students.

### **Graduate Diversity Officers**

Two graduate diversity officers in Graduate Studies can also assist you. Dr. Steve Lee works with Science, Technology, Engineering, and Mathematics (STEM) disciplines and Dr. Josephine Moreno works with Humanities & Arts, Social Sciences (HASS) and Education fields. The contact information for Dr. Lee is

[stnlee@ucdavis.edu](mailto:stnlee@ucdavis.edu), 530-752-9504 and for Dr. Moreno is [mjmoreno@ucdavis.edu](mailto:mjmoreno@ucdavis.edu), 530-752-7543. For more information please visit <http://gradstudies.ucdavis.edu/diversity>.

### **Diversity Fellowships**

Graduate Studies offers two fellowships specifically for diversity students: the Graduate Research Mentorship Award and the Dissertation Year Fellowship. Descriptions and application information for these and other fellowships can be found at <http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/application-and-descriptions>.

### **Resources for AB540 and Undocumented Students**

UC Davis is committed to educating all students, including undocumented undergraduate and graduate students who desire access to higher education. Governed by both federal and state laws, particular legislation allows California higher education institutions to legally provide education and support to undocumented students. Please visit our AB540 and Undocumented Grad Student page for resources: <https://gradstudies.ucdavis.edu/undocumentedgrads>.

Also, UC Davis has recently opened a new AB540 and Undocumented Student Center in the Student Community Center. Please see this page for information about the services they offer: <http://undocumented.ucdavis.edu>.

### **California Dream Act**

The California Dream Act is a two-part bill that allows students who meet AB540 criteria to apply and receive funds from certain state and institutional financial aid programs.

The AB130 (January 1, 2012) bill provides that any student attending the California State University, the California Community Colleges, or the University of California, who is exempt from paying nonresident tuition under the provision of AB540, is eligible to receive funds derived from non-state funds or private funds: [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/ab130.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/ab130.pdf).

The AB131 (January 1, 2013) bill provides that any student who is exempt from paying nonresident tuition under the above provision or who meets equivalent requirements (AB540) is eligible to apply for, and participate in, any student financial aid program administered by the State of California to the full extent permitted by federal law [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/ab131.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/ab131.pdf).

The California Dream Act application can be found on this webpage: [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp).

### **Deferred Action for Childhood Arrivals (DACA)**

The California DREAM Act, comprised of AB130 and AB131, extends eligibility for certain individuals. The Secretary of Homeland Security announced that certain individuals who came to the United States as children and meet several key guidelines may request consideration of Deferred Action for a period of two years, subject to renewal, and would then be eligible for work authorization. Individuals who can demonstrate through verifiable documentation that they meet these guidelines will be considered for Deferred Action. Determinations are made on a case-by-case basis under the guidelines set forth in the Secretary of Homeland Security's memorandum.

### **Additional Diversity Resources**

UC Davis offers numerous services and resources for continuing diversity graduate students. A listing of graduate student groups, financial support, learning and professional development programs, resource

centers, and other services can be found on our website: <https://gradstudies.ucdavis.edu/current-students/diversity>.

## International Student Requirements and Information

There are more than 1,000 international graduate students registered at UC Davis. If you are one of them, we extend a warm welcome to you and hope your experience here will be positive and productive. There are some special rules and regulations that apply to international students with regard to enrollment, finances, visas, employment, travel, and other academic and personal matters.

Upon arriving at UC Davis international students should go to Services for International Students and Scholars (SISS), located in the University House. SISS can provide answers to almost any question regarding a student's status as a member of the international community on campus and in the city of Davis. The staff is very knowledgeable and can connect new students with other students and scholars from their home country. Staff at SISS are available to help new international students adjust to graduate life at UC Davis. Students can go to the SISS website at <http://siss.ucdavis.edu> or call them at (530) 752-0864.

## Registration and Enrollment

University policy requires continuous registration for students from the first quarter of enrollment in a program until completion of the degree. To be considered a registered student, students must be enrolled in coursework or 299 (research) units and pay tuition and fees for the quarter. Students who fail to register will be regarded as having withdrawn from the university. There are some special registration options that can be arranged in advance, such as a Planned Leave of Absence (PELP) or Filing Fee, a reduced fee status for the writing of the thesis/dissertation.

### Registration

Students must be registered to be eligible to:

1. Be employed in a graduate student title, such as a Teaching Assistant, Associate In\_\_, Graduate Student Researcher, etc. Students holding these titles must be enrolled full-time.
2. Be awarded a graduate fellowship or financial award. Full-time enrollment is required.
3. Receive federal, state, or university financial aid.
4. Take the Master's Comprehensive Examination or the Ph.D. Qualifying Examination.
5. Use university facilities or faculty time for research or other studies except for the final reading of a thesis or dissertation.

### How to Register

Registration is online. However, the university computer system (SISWEB) must first recognize you as a student. The following steps will set you up in SISWEB:

- Obtain your student ID (AggieCard) at <http://registrar.ucdavis.edu/records/aggiecard.cfm>. You can upload your photo and pick up the AggieCard when it is ready. You can also go directly to the Carding Office (room 161A in the Memorial Union) to have your photo taken and card prepared while you wait.
- Obtain your e-mail address and Kerberos password by visiting <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>. When setting up your computing account online, be sure to respond to each prompt before exiting the system. Because the admission letter includes instructions for completing this step, most students have already done this by the time they are ready to register.

- To login to SISWEB, the system that allows you to register for classes, you will need your Kerberos username and passphrase.
- Once you have all of the above identifiers, you can complete registration for classes online at <http://sisweb.ucdavis.edu>.

### **Late Registration**

It is important to enroll, register, and pay tuition and fees in a timely manner to avoid late fees and financial support hang-ups. Students may incur two fees by registering late:

- Any student who adds or drops a course after the add/ drop deadlines will be charged a \$3 fee (see the *University Catalog*, *Class Schedule* or *University Calendar* for these dates).
- For students receiving support from sources that are paying their university tuition and fees (including fellowships and TA or GSR appointments), fees will not be paid until they are registered in a minimum of 12 units.
- Students who do not complete their registration by the last day to pay university tuition and fees will be charged a \$110 late fee.

The registration system (SISWEB) will not allow students access to register if they have not registered by the 10th day of instruction. After registration is officially closed, students must petition Graduate Studies for permission to register. At this point, an e-mail/memo from the graduate program faculty adviser authorizing activation is required. This memo should include a Petition to Add (PTA) number for just one course (including the number of units if it is variable) and a statement that tuition and fees will be paid (either personally or by the department). This must be sent directly to Graduate Studies by the program or brought into Graduate Studies by the student. Only Graduate Studies has the authority to approve late registration. If approved, Graduate Studies will send authorization to the Office of the University Registrar. The Office of the University Registrar will re-activate the term, register the course associated with the PTA and assess tuition and fees. Once re-activated, the student can use SISWeb for additional schedule adjustments.

### **How Many Units Should I Take?**

To be considered a full-time graduate student, students must enroll in 12 units each quarter. These units can be any combination of upper division (100 level) or graduate course units (200 level), group study (298), research (299) units, or professional development units (390, 396, 397), as permitted by the student's graduate program. Exceptions to the 12-unit minimum are part-time students and students with special circumstances. Students cannot enroll in more than 12 units of graduate level coursework, or for more than 16 units of upper division and graduate level courses combined, without the approval of the Associate Dean for Students in Graduate Studies.

### **Part-Time Status**

Graduate students who meet eligibility criteria may apply for part-time status through their graduate program and the Office of the University Registrar. Doctoral students who have advanced to candidacy are not eligible for part-time status.

### **Adding/Dropping**

Adding or dropping courses prior to the final add/drop deadline is accomplished online through SISWEB (see instructions above).

### **Dropping Courses After the Deadline**

Students who want to drop a course after the 10th day of instruction must file a Graduate Studies Permission to Drop Petition (<http://gradstudies.ucdavis.edu/current-students/forms-information>). The petition must provide strong justification for dropping the class. Poor academic performance is not a justifiable reason for a late drop. There must be extenuating circumstances for such justification. Students must obtain the signature of their graduate adviser on the petition and submit the form to Graduate Studies for action. Petitions may be submitted until the week of final examinations, but late drops are usually not approved.

A \$3 fee for the late drop will be charged to the student's account. After Graduate Studies issues a Permission to Drop (PTD) number, the student has three calendar days to use the number (it will expire at the end of the third day). PTD numbers issued within three days of the deadline must be used by the deadline.

### **Adding Courses After the Deadline**

To add a course after the 12th day of instruction, approval of the program is required in addition to a \$3 fee. Follow these steps:

1. Request approval to add a course from the instructor or program.
2. If permission is granted, the instructor or program will issue a Petition to Add (PTA) number. Use SISWEB to add the course by using the 5-digit CRN and the 4-digit PTA number. If successful, SISWEB will confirm enrollment.

A \$3 fee for the late add will be charged to the student's account. After the program issues a PTA number, the student has three calendar days to use the number. The PTA will be revoked after the third day. PTAs issued within three days of the deadline must be used by the deadline.

### **Intercampus Exchange**

Students who are in good academic standing, have completed at least one quarter in residence at Davis, and wish to study temporarily at another UC campus may apply through the Intercampus Exchange Program by obtaining the approvals of the graduate adviser, the chairperson of the department or group on the host campus, and the Dean of Graduate Studies on both the home and host campus. The Intercampus Exchange Program Application may be obtained online at <http://gradstudies.ucdavis.edu/current-students/forms-information> and should be filed with Graduate Studies at least five weeks prior to the beginning of the quarter in which a student wishes to participate in the program. (Please note: each campus follows its own academic calendar.) A separate application is required for each quarter a student wishes to attend another campus. Tuition and fees must be paid at the home campus (UC Davis). Students must be enrolled in coursework or research units at UC Davis at the same time as they are enrolled in units through Intercampus Exchange and the combined units should be equivalent to at least 12 quarter units.

The Intercampus Exchange Program is only intended to provide a student the opportunity to enroll in occasional courses not available on her/his home campus. It is not intended to allow students to take all or most of their coursework at other UC campuses. Students who wish to transfer to another UC campus and complete degree requirements there must submit a regular application for admission to that campus.

### **International Student Registration Requirements and Information**

New international students will have an immigration hold that must be released by SISS before they can complete registration. International graduate students are required to enroll full time. Full time is defined as a minimum of 12 units but not more than 16 units each quarter, as required by the Office of the President and Academic Senate regulations (UC Regulations, Ch. 3.1.72). International students seeking exceptions to the full-time enrollment requirement must contact SISS for prior approval.

Starting fall 2015, new international graduate students are no longer required to take an English exam. Instead, new international graduate students should take one graduate ESL course at UC Davis during their first academic year, unless at least one of the following is true:

- English is the student's first or primary language;
- The student has a college degree from an approved English-medium institution (students must confirm this with Graduate Studies);
- The student has a TOEFL score of 105 or higher, or IELTS 7.5 or higher (only iBT TOEFL is accepted).
- The student has both subset 24 or higher on the TOEFL writing subset and 23 or higher on the TOEFL speaking subset.

International graduate students with TOEFL scores below 90 or subset speaking scores below 20 are strongly encouraged to enroll in LIN 25 in fall quarter. Other students are required to register for LIN 25 or LIN 26 within their first academic year. More information is available at <http://esl.ucdavis.edu/graduate/>.

**LIN 25: English for International/ESL Graduate Students (4 units).** A multi-skills ESL course designed to help international/ESL students improve their English language skills for successful academic study with emphasis on writing, speaking, listening, reading, and academic culture.

**LIN 26: Writing for International Graduate Students (3 units).** Focuses on writing needed for academic work, including summaries, critiques, research and grant proposals, memos, resumes, and research papers. Reviews grammar needed for writing with some focus on reading skills, vocabulary and idioms.

International graduate students who will serve as Teaching Assistants or Associate Instructors must have evidence of oral English proficiency prior to teaching at UC Davis. Oral proficiency in English is demonstrated by meeting one or more of the following requirements:

- a minimum score of 26 on the Speaking subset of the TOEFL iBT
  - a minimum score of 8 on the Speaking subset of the IELTS
  - a minimum score of 50 on the SPEAK
  - a "Pass" on the TOEP (Test of Oral English Proficiency)
- Both the TOEP and the SPEAK are offered at UC Davis. More information is found at <http://iae.ucdavis.edu/graduate/index.html>.

## Options for Non-Registered Status

At any point during graduate education, students may find that they need to take a registration break in their course of study. This must be done prior to the break in registration. Some options may include PELP (Planned Educational Leave Program), going on Filing Fee status to write the thesis/dissertation, or even withdrawal from the university. This section gives students basic information on each of these options.

### Planned Educational Leave Program (PELP)

Planned Educational Leave Program (PELP) status is available to graduate students who need to take a leave from their academic program for various reasons, including health-related issues, financial problems, family crises or to clarify educational goals. PELP may be approved for a maximum of three quarters over the entire time a graduate student is at UC Davis. An extension can be requested, and may be granted by the Dean of Graduate Studies.

The approval of your graduate adviser on the PELP request guarantees your readmission for the quarter specified. International students must have their PELP status approved by the Services for International Students and Scholars office prior to submission of the PELP application to Graduate Studies.

PELP applications must be submitted to Graduate Studies no later than the first day of the quarter in which the PELP status is to begin. Students who have begun the registration process and then withdraw from registration after the first day of the quarter may be billed for tuition and fees owed or have to repay funding, including federal financial aid. PELP petitions are subject to the Schedule of Refunds available at <http://registrar.ucdavis.edu/registration/leave/refunds.cfm>.

Students may not hold any student appointment including GSR, TA, Reader or Associate In \_ while on PELP. Students may not receive financial support such as fellowships and financial aid while on PELP.

A graduate student who is appealing disqualification from graduate study for any reason, including failure to pass the Qualifying Examination, may request to be placed on PELP status while the appeal is being considered by the Administrative Committee of Graduate Council. Students should contact the appropriate Student Affairs Officer in Graduate Studies assigned to their program and request to be placed on PELP status pending the outcome of the appeal of the fail decision on their Qualifying Examination.

The approval of a student's graduate adviser on the PELP advising form guarantees the student readmission for the quarter specified. By approving the leave, the adviser is certifying that space will be available for the student when he/she returns. For more information on PELP, contact the graduate program coordinator who will help initiate the application process. PELP time extension forms are available in Graduate Studies in 250 Mrak Hall, or online at <http://gradstudies.ucdavis.edu/current-students/forms-information>.

### **Filing Fee**

Filing Fee is a non-registered status available to graduate students who have advanced to candidacy for their degree. Filing Fee status maintains a student's eligibility to complete the degree while not registered, and within the approved time limitations. All coursework and research need to have been completed, the thesis or dissertation should be in final draft form, and the student should no longer need to use campus facilities. The Filing Fee form is available online at <http://gradstudies.ucdavis.edu/current-students/forms-information>.

Students on Filing Fee status may hold an academic appointment for one quarter only. Students are not eligible for financial support such as fellowships or financial aid while on Filing Fee status.

Graduate Studies will approve filing fee status for one quarter only. Requests for a one-quarter extension will be considered by the Associate Dean for Graduate Students on a case-by-case basis and will only be approved in exceptional circumstances.

### **In Absentia Registration**

*In Absentia* is a reduced-fee registration status for full-time, regularly enrolled students who have an academic need to conduct research or study outside of the state of California for a period of one academic year. The policy recognizes that students may need to perform work away from the university but seeks to minimize the number of students who allow their registration status to lapse.

All students pursuing doctoral or master's degrees in academic disciplines as well as those pursuing professional master's or doctoral degrees are eligible for the tuition and fee reduction. Students in self-supporting graduate programs are not covered by this policy.

In order to apply, doctoral students must have advanced to candidacy and master's and graduate professional students must have completed at least one year of coursework by the time the *in absentia* status would begin. Students outside the state of California qualify for this status automatically. The Dean of Graduate Studies has the authority to approve exceptions for students who will be in the state of California, but outside of the home campus service area, and/or those students who have not met the stated candidacy or coursework requirements.

More information on *In Absentia* registration and eligibility criteria is available online at <http://gradstudies.ucdavis.edu/current-students/admissions-academic-services/absentia-faq>. The *In Absentia* policy: <https://gradstudies.ucdavis.edu/files/current-students/in-absentia-policy.pdf>.

### **Withdrawal**

Leaving the university during a quarter entails obtaining a withdrawal petition from the Office of the University Registrar, having it approved as directed, and filing it with the Office of the University Registrar. Failure to follow this procedure may result in an "F" grade for each course in which a student is enrolled. Details can be found at: <http://registrar.ucdavis.edu/registration/leave/cancellation-withdrawal.cfm>.

WARNING: Students who withdraw or break registration are not guaranteed readmission – an application for readmission will be subject to the same review as a new application. If readmitted, students must fulfill all programmatic degree requirements in existence at the quarter of readmission.

### **Readmission**

If for any reason a student drops out of his/her graduate program but wishes to return, he/she must file an Application for Readmission. Readmission is not automatic – the application will be considered along with those of first-time and other readmission applicants. Please note that students who have been disqualified from a graduate program may NOT apply for readmission to that same graduate program.

An Application for Readmission is available for download at <http://gradstudies.ucdavis.edu/files/current-students/gs307-readmission-app.pdf>. The following steps are required to be considered for readmission:

1. Provide the completed application form, along with any supporting materials required by the graduate program (e.g., new transcripts, statement of purpose, letters of recommendation, GRE scores, etc.) to the graduate program.
2. The graduate program will review the application. If it is approved, the Admissions Chair will sign the Application for Readmission and return it.
3. Take the approved application form to the Cashier's Office and pay a \$70 processing fee. The Cashier's Office will validate the form as proof of payment.
4. Bring the approved, validated form to Graduate Studies for final review. The form must be filed with Graduate Studies at least six weeks prior to the beginning of the enrollment quarter.

## **Part 2: Tuition, Fees, and Finances**

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When graduate students were asked, "What information would have been helpful for you to have earlier in your graduate career?" their number one answer was information about funding and student aid. So, here it is: all the resources we could pull together to help students with all things financial – from understanding the basic graduate student living expenses, to funding research, and dealing with financial emergencies.

As a starting point, it is helpful to understand the difference between need-based financial aid and merit-based graduate student support. Need-based aid includes loans, work-study and some fellowship funds. Merit-based financial support includes Teaching Assistant (TA) and Graduate Student Researcher (GSR) positions and most fellowships from internal (UC Davis) and extramural sources. Your recent financial circumstances and the UC Davis Graduate Student Budget determine your eligibility for need-based aid.

## Cost of Attendance for Graduate Studies Programs

Every year, the Financial Aid Office determines the cost of attendance for Graduate Studies programs based on current estimates of living expenses, as well as university fees and other educational expenses. The amount of need-based student aid for which a student is eligible (whether it comes as grants, work-study or loans) is based on that budget. For the current Graduate Student Budget, please go to the Graduate Financial Aid Office website at <http://financialaid.ucdavis.edu/graduate/gradstudies/cost.html>.

### Special Circumstance Review

Students may request a review of special circumstances that may affect eligibility for financial aid. The circumstances that warrant review are limited to loss of income or resources (does not apply to students who voluntarily quit a job to attend school). The Special Circumstance Review Request Form is available at <http://financialaid.ucdavis.edu/graduate/forms.html>.

### Prepare for Months Without Financial Support

November 1st is the first stipend and salary pay date for new students because the university must verify that students are attending and enrolled at UC Davis. This means that without another income source, students will not have any income until November 1st in their first year of graduate study. Students need to plan for their arrival and first month of classes in October accordingly.

Students returning to campus need to be aware that the Cost of Attendance is based upon the nine-month calendar year. Unless otherwise specified, all student aid will be given to students over the nine months of the traditional academic year. This means that a student's first paycheck will be on November 1 and last paycheck on July 1. Students need to make arrangements for August through November. Continuing students are eligible for summer academic employment and/or summer fellowship support beginning in the summer quarter of their second year of attendance.

The 'Financing your Graduate Education - Special Circumstances' section of this document has information on short-term emergency loans, a food pantry for meals and essentials, and child care subsidies.

## University Bill

After enrolling in courses, students can view their outstanding account balance using SISWeb (<http://sisweb.ucdavis.edu>) or MyBill (<http://studentaccounting.ucdavis.edu/bills/mybill.cfm>). Electronic statements are uploaded to MyBill on or about the 22nd day of every month. The statement will include tuition, student services fees, campus-based fees, nonresident supplemental tuition (if applicable), as well as any other charges that have accrued at the university (e.g., health center charges).

For up-to-date information on tuition, fees, fee payment options, deadlines, late fees, etc., students can visit the Office of the University Registrar website at <http://registrar.ucdavis.edu/tuition/fee-payment.cfm>. For more information about the university bill, visit the Student Accounting Office website at [http://afs.ucdavis.edu/our\\_services/student-accounting/fees-e-payments/index.html](http://afs.ucdavis.edu/our_services/student-accounting/fees-e-payments/index.html).

## Graduate Tuition and Fees

Tuition and fee amounts for each year, plus fact sheets with details, are provided on the Budget and Institutional Analysis website: <http://budget.ucdavis.edu/studentfees/index.html>. The tuition, fees, and charges posted are estimates based on currently approved amounts. These figures may not be final. Actual tuition, fees, and charges are subject to change by the Regents of the University of California and could be affected by State funding changes. Accordingly, final approved levels (and thus a student's final balance due) may differ from the amounts shown.

Each quarter, every full-time graduate student pays tuition and various fees for everything from the Graduate Student Association (GSA) fee to fees for campus improvement and safety. Students also pay for health insurance as part of those fees, unless they've opted out. (Please see 'Part 4: Campus Resources' in this document for details regarding the student health insurance plan and the waiver process to opt out.) All of these charges are the same, regardless of the number of units in which a student is enrolled, however some exceptions are listed below.

### **Tuition and Fees for Students with Special Circumstances**

- Approved part-time students receive a 50% reduction of tuition. Approved part-time nonresident students also receive a 50% reduction of nonresident supplemental tuition.
- Registration *In Absentia*. Graduate students whose research or study requires them to remain outside California for an entire quarter may be eligible to register *In Absentia* and pay a reduced tuition and fee amount (the charge can be found at <http://budget.ucdavis.edu/studentfees>). The policy and form to register *In Absentia* can be found on the Graduate Studies website: <https://gradstudies.ucdavis.edu/current-students/admissions-academic-services/absentia-faq>.
- An employee tuition and fee reduction plan is available to certain full-time career university employees. For further details, consult the Staff Development and Professional Services Office.

### **Nonresident Supplemental Tuition**

Nonresidents of California must pay nonresident supplemental tuition each quarter. It is imperative that domestic students with the ability to establish residency begin to establish residency upon arrival in California. The appropriate actions are outlined on the Office of the Registrar's website: <http://registrar.ucdavis.edu/tuition/residence/index.cfm>.

Doctoral students, regardless of residency, who have advanced to candidacy will receive 100% nonresident supplemental tuition waiver. A Ph.D. candidate or professional doctoral student may receive the nonresident supplemental tuition waiver for a maximum of three years beginning with the first academic term following advancement to candidacy and ending three calendar years later. Any student who continues to be enrolled or who re-enrolls after receiving the waiver for three years will be charged the full nonresident supplemental tuition rate that is in effect at that time. Please note that any quarter on PELP will count toward the three-year time limit.

Depending on the academic appointment, Graduate Student Researchers and ASE employees (Teaching Assistants, Readers, Tutors, etc.) may have all, or part, of their tuition, fees and nonresident supplemental tuition paid on their behalf as a benefit of employment. Go to <http://gradstudies.ucdavis.edu/current-students/employment/tuition-and-fee-remission/eligibility-remission-benefit> for more information.

### **AB540 and Undocumented Students Tuition and Fees**

AB540 legislation creates a new exemption from payment of nonresident supplemental tuition for certain nonresident students who have attended high school in California and received a high school diploma or its

equivalent. **AB540 is applicable to both documented and undocumented students.** AB540 does not create a conflict with federal immigration law because paying in-state tuition does not constitute a benefit. Undocumented students who qualify as AB540 must submit an affidavit as soon as possible to be considered for in-state tuition. Affidavit information and the form is available at:

<http://studentaffairs.ucdavis.edu/students/ab540/index.htm>, and

[http://registrar.ucdavis.edu/local\\_resources/forms/D079-nonresident-tuition-exemption.pdf](http://registrar.ucdavis.edu/local_resources/forms/D079-nonresident-tuition-exemption.pdf)

## **One-Time Fees**

### **Document Fee**

The Office of the Registrar charges a one-time documents fee of \$150 to all new students. This fee provides lifelong access to official transcripts and e-transcripts, education verifications, mailing a diploma, and other official documents at no additional charge.

### **Planned Educational Leave Program (PELP)**

Students applying for Planned Educational Leave are required to pay a \$70 fee.

### **Candidacy Fee**

A fee of \$95 is charged to each applicant for advancement to candidacy for the Doctor of Philosophy or Doctor of Engineering degree. A fee of \$55 is charged to each applicant for advancement to candidacy for the master's degree. No student will be formally advanced to candidacy for any degree without payment of the fee. Students should take the advancement to candidacy form to the University Cashier's Office in Dutton Hall where the advancement paperwork will be validated as proof of payment. Students should then take the validated form to Graduate Studies, located in 250 Mrak Hall.

### **Filing Fee**

A one-time fee of \$162 is assessed to students who apply for Filing Fee status. This fee is paid at the Cashier's Office in Dutton Hall prior to submitting the paperwork to Graduate Studies.

### **International Student Administrative Fee**

International Students and Scholars (SISS) will assess a one-time fee to all international students studying at UC Davis in F-1 or J-1 student status (students can check the fee that applies to them based on your UC Davis program). Fees are charged the first term that the student is enrolled and paid at the time all other registration fees are due. The fee helps pay for the administrative costs of advising services for our F-1 and J-1 students. Students coming to UC Davis as sponsored students, such as Fulbright students, are exempt from this fee. For more information: [http://siss.ucdavis.edu/students/newly-admitted-students/fees\\_tuition.html](http://siss.ucdavis.edu/students/newly-admitted-students/fees_tuition.html)

## **California Residency for Tuition Purposes**

It is imperative that all current first-year domestic nonresident graduate students take every possible action upon arrival to demonstrate their intent, physical presence and financial independence to be California residents because residents do not have to pay the nonresident supplemental tuition charge. The appropriate actions are outlined on the Office of the Registrar's website:

<http://registrar.ucdavis.edu/tuition/residence/index.cfm>. The determination of residence for tuition purposes

at the University of California is governed by the UC Residency Policy and Guidelines. **Residence Deputies are the only UC Davis personnel authorized to provide information regarding residency requirements.**

## Financing Graduate Education

Graduate student financial support is a complicated process with many players involved. The amount and type available may also vary each year, depending on what each program can offer, and the sources of funding for which students apply. This section details sources of student financial support, funding research, some helpful warnings for anticipating the tough times, and resources to help in a financial emergency.

### **FAFSA or Dream Act Application**

Graduate students are highly encouraged to file a Free Application for Federal Student Aid (FAFSA) or a Dream Act Application annually. Although the applications can be filed at any time, it is strongly suggested that students file online each year between January 1 and March 2. These forms are used to determine your eligibility for loans. Students have the option of declining loans. Application information may be found on the Financial Aid website: <http://financialaid.ucdavis.edu/graduate/apply.html>.

The FAFSA or Dream Act Application may also be used by graduate academic departments and Graduate Studies to determine eligibility for fellowships, graduate program fellowship allocation funds, training grants, stipends, loans, and work-study funds that pay some graduate student researcher salaries. The Financial Aid Office is not involved in awarding these funds. Graduate academic departments determine which students will receive work-study funding. Please include the UC Davis School Code (001313) on the form.

Graduate students who have been granted Deferred Action for Childhood Arrivals (DACA) and have obtained a work permit are encouraged to seek financial support through appointments and fellowship opportunities on and off campus. Beginning in July 2015, undocumented/DACA students will have access to state funds in the form of loans.

### **Internal Fellowships and Funding**

Each fall, Graduate Studies, in conjunction with the Graduate Council, conducts an Internal Fellowship competition for continuing academic graduate students. Descriptions of the fellowships offered during this competition can be found at <http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/application-and-descriptions>. UC Davis fellowships are awarded through Graduate Studies once a year for the following year, beginning in the fall quarter. Unless otherwise specified, awards are for one academic year. Students must apply in subsequent competitions for fellowships in succeeding years. New and continuing students apply online at the website above. Students in in a professional degree programs (i.e., M.B.A, D.V.M., J.D. or M.D.) apply directly to the appropriate school.

The deadline to apply for university fellowships is listed in the online application. Award offers are emailed beginning March 1 and must be accepted or refused, in writing, by April 15 or by the date stated on the offer letter, whichever is later. Awards not accepted by the response date may be withdrawn. Departmental fellowships, offered by various graduate programs for their own students, may vary by program. Fellowships and other departmental awards are separate from Financial Aid funds, but may affect loan eligibility. Students who are accepting federal loans as well need to provide a copy of their academic award letter to the Graduate Financial Aid Office. Graduate students who have been granted DACA and have obtained a work permit are encouraged to seek fellowship opportunities on and off campus.

Awards are made as a mark of honor, on the basis of a student's record of scholarship and promise of outstanding academic contributions. Evaluation will include quality of the student's previous undergraduate and graduate work, evidence of ability in research or other creative accomplishments, evidence of promise of productive scholarship, statement of purpose, letters of recommendation, and other documentation, such as publications and awards. A minimum cumulative grade point average of 3.0 in graduate work is required for

consideration. Financial need or the availability of other sources of support is generally not relevant to the evaluation of academic merit. However, some awards have financial need as a criterion.

Graduate programs and committees must ensure that no applicant is discriminated against because of race, color, religion, national origin, marital and family status, handicap, sex, sexual orientation, or age.

### ***Travel Awards***

Traveling to conferences is a great way to develop professionally, to network, and to get research/work known to potential employers, whether academic or private sector. There are a number of ways to fund travel to professional conferences.

Professors are occasionally able to pay for the graduate student researchers in their laboratory to go to conferences to present the work done in the lab. Graduate programs are occasionally able to pay for their graduate students to travel to professional conferences out of a general pool of funds for graduate students.

The Graduate Council Subcommittee on Graduate Student Support accepts applications for graduate travel to meetings of nationally and internationally recognized professional societies twice annually. Each award period allows nine months for future conferences and three months for conferences that have already taken place.

- Fall application deadline: Applications for travel during the period of July 1 of the current calendar year through June 30 of the next calendar year are due to graduate programs by October 15. Awards are announced mid-December.
- Spring application deadline: Applications for travel during January 1 through December 31 of the current calendar year are due to graduate programs by March 15. Awards are announced mid-May.

The amount of the award varies depending on the travel distance. Students are only eligible to receive this award once; so apply wisely. For more information on eligibility, amount, and application procedures, go to [http://gradstudies.ucdavis.edu/ssupport/internal\\_travel.html](http://gradstudies.ucdavis.edu/ssupport/internal_travel.html).

The Graduate Student Association (GSA) also offers a limited number of travel awards twice per year. Applications are due in early winter and late spring. Students who have received an award from Graduate Studies cannot receive a GSA travel award if it is for the same instance of travel, but students are free to apply to both. For current information on the GSA travel award, see the GSA website at [http://gsa.ucdavis.edu/Travel\\_Award](http://gsa.ucdavis.edu/Travel_Award).

### ***Dean Witter Fund***

Limited funds are available through the Dean Witter Fund to help offset the cost of entertainment of graduate students by faculty members or the converse. The funds are intended to promote informal faculty-student interaction. The fund is not to be used for the purchase of alcoholic beverages. For more information, go to <http://gradstudies.ucdavis.edu/ssupport/deanwitter.html>.

### **External Grants and Fellowships**

External fellowships and grants are available from a number of outside agencies, including private foundations, nonprofits, state and federal sources. A variety of support is offered, from one-time awards to multi-year support for living expenses, educational fees, conference travel and/or research for beginning to advanced graduate student and postdoctoral levels. Aside from the obvious financial benefit, receipt of external funding exemplifies excellence in research, writing and scholarship.

## **Resources**

Graduate Studies provides self-service options on the website such as search engines, writing resources, and presentations. It includes a listing of external fellowships with upcoming deadlines and a list of funding agencies searchable by the agency name, discipline, and funding type. Annual informational meetings include the Fulbright U.S. Student Program, the Ford Foundation Fellowships and the National Science Foundation Graduate Research Fellowship Program. Please see: <http://gradstudies.ucdavis.edu/current-students/financial-support/external-fellowships/external-support-resources>.

## **Applying for an External Fellowship**

Graduate Studies is responsible for institutional review and approval of fellowship proposals to external sources for graduate students and postdoctoral scholars who serve as the principal applicant or principal investigator (P.I.). Graduate Studies also serves as the institutional official for applications when the primary benefactor is the graduate student (e.g., NSF DDIG). Application policy and procedures for graduate student external fellowships can be found at: <http://gradstudies.ucdavis.edu/current-students/financial-support/external-fellowships/apply-external-fellowship>.

## **Matching Commitments**

In partnership with the graduate programs, Graduate Studies provides matching commitments to encourage students to compete successfully for external fellowships. Matching commitments refer to the use of campus funds to supplement graduate student support that is provided by an external sponsor. When a student is awarded a prestigious fellowship and there is a tuition and fee/nonresident supplemental tuition and/or health insurance shortfall, the Graduate Studies Matching Commitment policy may provide a match. Matching commitments are requested by graduate program staff/administrative personnel on the student's behalf. Students must notify their Graduate Program Coordinator when they receive an external award, enabling the faculty and staff to work with Graduate Studies on the appropriate level of funding.

## **Employment Opportunities in Teaching and Research**

### **Academic Appointments**

Working as a Graduate Student Researcher (GSR), Teaching Assistant (TA), Reader, Tutor, or Associate In\_\_ (AI) is a good way to gain professional experience and advance your career, as well as earn a paycheck and possibly be eligible for tuition and fee remissions. Graduate students may work a maximum of 18 quarters in a teaching title (TA, Reader, Tutor or AI). The 18-quarter limit is a UC Policy across all 10 campuses. It is absolute and no exceptions are granted. GSRs are limited to a maximum of 21 quarters of employment under campus policy.

Graduate students who have been granted a Deferred Action for Childhood Arrivals (DACA) and have obtained a work permit are encouraged to seek financial support through academic appointments.

### **Finding Graduate Student Employment**

Each department has its own applications for teaching positions, which interested students should fill out annually. To obtain research jobs, the best way to start is to inquire within a student's own graduate group or department. Graduate Studies has partnered with Aggie Job Link to list available graduate student and postdoctoral positions: <http://gradstudies.ucdavis.edu/current-students/employment/job-listings>.

### **Academic Appointments for Students: Definitions**

**Teaching Assistant (title code 2310)** – A TA is a registered graduate student chosen for excellent scholarship and promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a faculty member. A TA is responsible for the conduct of recitation, laboratory or quiz sections under the active direction and supervision of a member of the faculty who has been assigned final

responsibility for the course's entire instruction, including the TAs' performance. No student may serve as a TA in a course in which he/she is enrolled. A TA appointment counts towards the 18-quarter teaching limit.

**Graduate Student Researcher (title code 3282)** – A Graduate Student Researcher (GSR) is a graduate student who performs research related to his or her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. GSRs may not be assigned teaching, administrative or general assistance duties. This does not exclude research related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of lab maintenance and cleaning. A student may be employed as a Graduate Researcher for a maximum of 21 quarters.

**Associate In\_\_ (title codes 1501, 1506, and 1511)** – The title Associate In\_\_ is assigned to a graduate student of excellent scholarship and teaching promise, who is temporarily employed as the instructor of an entire lower division course or group of students in a lower division course with the prior written approval of the Chair of the Academic Senate Committee on Courses of Instruction. The minimum qualifications for appointment to the title Associate In \_\_ shall be in possession of a master's degree and at least one year of teaching experience, including any time served as a Teaching Assistant. Completion of 30 units of graduate work will be considered equivalent to completion of a master's degree.

**Tutor (title code, 2860)** – The Tutor works with individual students or small groups of students to assist them in their learning. Material covered may be topical in nature or related to a specific course. Tutors may keep regularly scheduled drop-in hours for student consultation and tutoring. Tutors do not grade tests, papers or other student assignments and do not work under the direct supervision of a faculty member. To look for open positions for graduate students, check the Graduate Studies Student Appointment Openings Web page at <http://gradstudies.ucdavis.edu/current-students/employment/job-listings>.

**Reader (title code 2850)** – The title Reader is given to a student employed for the ability to render diverse services as a course assistant, which normally includes the grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded to a Teaching Assistant. A student may not serve as a Reader in a course in which he/she is enrolled. Please note that a Reader appointment counts towards the 18-quarter teaching limit.

### ***Tuition and Fee Remissions for Students Employed in Academic Titles***

A benefit of working in a graduate student academic title is the full, or partial, remission of tuition and fees. Please see our website for the latest tuition and fee remission information:  
<http://gradstudies.ucdavis.edu/current-students/employment/tuition-and-fee-remission>.

A graduate student working as a Graduate Student Researcher may be eligible for a remission of tuition, fees and nonresident supplemental tuition (NRST) if their appointment is at least 25% time. However, NRST remission is a benefit of employment for doctoral students only until they advance to candidacy. After advancing to candidacy, nonresident doctoral students receive the UCOP NRST Waiver for three years and then a UC Davis Post-Candidacy NRST Fellowship to offset years four and five. After this five-year period, the NRST charges become the responsibility of the student to pay. For master's students, NRST is a benefit of employment as a GSR throughout their master's enrollment.

Teaching titles such as TA, Reader, Associate In\_\_, and Tutor may receive remission of their tuition, partial fees, partial nonresident supplemental tuition provided their appointment is at least 25% time. The partial fee remission includes the: (1) student services fee, (2) student services health fee, and (3) premium for the

student health insurance program (SHIP). Local fees, including GSA fee, Memorial Union fee, facilities and campus enhancement fee, and student services safety fee, are not included as a remission benefit.

**To avoid late fees, complete the hiring paperwork as soon as possible.** This ensures that remissions are properly credited to your billing statement before your bills are due. For more information on Student Academic Appointments, including salaries, remissions, eligibility, and exceptions, go to <http://gradstudies.ucdavis.edu/current-students/employment>.

## Applying For Need-Based Financial Aid

Students must apply for need-based financial aid every year. Need-based aid includes Federal Work-Study, Federal Direct Loans, institutional aid, state support, and some types of university funding. For more information on applying for financial aid, see either the Graduate Studies Student Support web page, <http://gradstudies.ucdavis.edu/current-students/financial-support/financial-aid>, or the Financial Aid Office website, <http://financialaid.ucdavis.edu/graduate/index.html>.

### Work-Study

Federal work-study is a good way for students to be more competitive in applying for certain graduate student positions, particularly research jobs. Work-study is a program for students with financial need – the federal government pays for a percentage of the costs of research employment. In order to be eligible for a work-study award, you must complete the FAFSA and be eligible for need-based aid. The number of work-study units available to graduate students is limited. Therefore, obtaining a work-study position requires both student financial eligibility and the availability of work-study units.

### Loans

Loans are available to complement other types of aid students receive in order to meet, but not exceed, the Graduate Student Budget. Applying for loans is done at the same time as applying for all other aid. Please see <http://financialaid.ucdavis.edu/graduate/types/Loans.html>. Undocumented students are *ineligible* for *federal* loans, but are eligible for financial support through the California Dream Act.

### California Dream Loan Program

In May, 2014 California legislators passed the California Dream Loan Program providing the opportunity for certain undocumented students to be eligible for state funded loans to support their higher education goals. Sponsored by Senator Ricardo Lara, SB1210 will offer the opportunity to UC and CSU undocumented students to apply for student loans to make up for the considerable gap between state or institutional funds offered and the actual budgeted cost to attend a college or university. The California Dream Loan Program went into effect July 1, 2015.

## Financial Resources for Special Circumstances

A few resources are available on campus to help students through difficult financial situations.

### Short-Term and Emergency Loans Through the Financial Aid Office

The Graduate Financial Aid Office in Dutton Hall offers temporary financial assistance for graduate students. They have three loan types: emergency student loans, a short-term loan and an assistant loan. Please see their website for details, disclosure, and application: <http://financialaid.ucdavis.edu/loans/short-term.html>

## **Family and Medical Leave for Funded Graduate Students**

Graduate Studies has recently expanded the family and medical leave benefit for funded graduate students. If you are a TA, AI, Reader, Tutor, GSR, or on a fellowship, you may be eligible to take a leave due to familial or medical needs: for pregnancy, childbirth or related medical conditions; to bond with your newborn or a child recently placed in your home; for your own serious illness or health condition; or to care for a family member with a serious illness or health condition. You must be registered and enrolled during the term and the length of leave varies depending on the circumstance. To learn more about leave accommodations, please visit our new website: <https://gradstudies.ucdavis.edu/current-students/employment/leave-accommodation>. Contact your hiring department staff or your graduate program coordinator with questions.

## **Child Care Funding Program for Graduate Student Parents**

Students enrolled in a degree program who can claim dependent child(ren) 12 years old and younger who incur child care expenses are eligible for financial assistance to offset the cost of child care through the UC Davis Student Parent Child Care Funding Program. This program is managed by the Worklife and Wellness Center: [http://worklife-wellness.ucdavis.edu/family\\_care/children/childcaresub.html](http://worklife-wellness.ucdavis.edu/family_care/children/childcaresub.html).

Please see other resources for student parents and families on the Graduate Studies website: <http://gradstudies.ucdavis.edu/current-students/support-resources/graduate-student-parent-resources>.

## **The Essentials: Food and Necessities**

The Pantry provides food and essentials to UC Davis students. The mission of the Pantry is to support UC Davis students in their pursuit of higher education by ensuring that no student ever has to miss a meal or go without basic necessities due to financial reasons <http://thepantry.ucdavis.edu>.

## **Filing Taxes**

Graduate student taxes are complicated. Some stipends and fellowships will have taxes withheld automatically and some won't. Some fellowship monies are not taxable and some are. Federal taxes will probably be taken out of your TA or GSR paycheck, but California taxes will not. Student Accounting provides a webpage with information for students: <http://studentaccounting.ucdavis.edu/taxes>. The University of California does not provide tax advice. Students should contact their own personal tax advisers with any questions or concerns.

## ***Information on the University Reports - Tuition Statement: Form 1098-T***

The university is required to file a Form 1098-T (Tuition Statement) information return to the IRS for most students. The amount of qualified tuition and related expenses paid is reported in either Box 1 or Box 2 of the 1098-T. The amounts reported on the 1098-T are a summary of a student's qualified tuition and related expenses, as well as any scholarships and fellowships the student received. The university retrieves this information from the student's file.

Students may use this information when calculating their higher education tax credit or deduction amount. However, it is students' personal financial records that serve as the official supporting documentation for their federal income tax return.

1098-T statements are mailed directly to students by Affiliated Computer Services, Inc. (ACS), a company that provides tax credit reporting services for UC Davis. If a student does not receive a 1098-T, that student may access his/her student-specific data directly from ACS at <http://www.1098-t.com>.

### ***Fellowships and the Internal Revenue Service (IRS)***

The terms "scholarship" and "fellowship" include: grants, waivers, and other forms of "gift aid" that typically do not need to be repaid. The university is required to report the amount of all scholarships and fellowships (referred to by the IRS as "scholarships or grants") from all known sources that the university processed on a student's behalf. The aggregated amount the university reports for these types of awards is without regard to whether any portion may be taxable. For detailed information, refer to Internal Revenue Service Publication 970 at <http://www.irs.gov/publications/p970/index.html>.

According to IRS regulations, a student does not have to pay taxes on a scholarship or fellowship as long as funds are used for required tuition, fees, books, supplies, equipment or other mandatory fees for classes or enrollment. UC SHIP fees are also considered required fees.

Regardless of how scholarship and fellowship funds are paid to students, students must maintain documentation that shows they used all or a portion of the fellowship funds for these required purposes. Any portion of a fellowship used to pay for other expenses, like room and board, travel or living expenses should be included as taxable income. Students determine whether a scholarship or fellowship is taxable based upon their individual facts, regardless of whether the university applied the award funds to any amounts owed the university. When students determine that a portion or all of the scholarship or fellowship funds are not subject to tax, they should retain receipts and other documents to show the total amount of their qualifying expenses.

International students receiving fellowship payments are paid through Payroll and their awards are reported to the IRS and State Franchise Tax Board. Students will have taxes withheld, as prescribed by the home country's tax treaty and the IRS tax code. Individual circumstances will vary. International student tax information is available at: [http://siss.ucdavis.edu/resources/resources-everybody/taxes/filing\\_resources.html](http://siss.ucdavis.edu/resources/resources-everybody/taxes/filing_resources.html).

### ***Tuition and Fee Remissions and the IRS***

Tuition and fee remissions are exempt from federal and state tax for graduate students holding GSR and teaching titles and who are enrolled in graduate courses. Students' remissions will not be reported to either the federal or state tax commissions. This policy is subject to change by IRS regulations.

### ***Social Security (FICA) and Medicare***

Services that a student performs while employed by a college or university are exempt from FICA taxes if the student is enrolled and regularly attending classes at the school. The IRS stipulates that a student employee will be exempt from FICA taxes only if the student's course of study is "substantial" and the services performed are "incidental" to the course of study.

In order to be exempt from FICA taxes, a student must satisfy course work and an employment test. Students must meet the criteria for both tests in order to have exempt status. To qualify for the FICA exemption, students must be enrolled for a minimum of six units and have a total active appointment percentage in PPS of less than 80% time for the month or any partial period during the month. If students do not meet all the criteria, they are required to contribute 7.5% of their total earnings to the DCP and 1.45% to Medicare.

Filing Fee Status - Students on Filing Fee do not meet the registered/enrolled student test and are therefore not exempt.

### ***Income Tax on Graduate Student Salary***

Tax Withholding for Domestic Students - Domestic students are subject to income tax withholding for all student appointments. These students will receive a W2 form to report their income.

Tax Withholding for Resident and Nonresident Aliens - Resident aliens are taxed like U.S. residents; their withholding is dependent on their W4. These students will receive a W2 form to report their income.

Nonresident Aliens (Non-citizens and International Students) - Nonresident aliens have two options for their tax withholding:

- a. They may complete a Form 8233, Tax Treaty. In this case, their wages are exempt from federal income tax. This can only be done if the United States has a tax treaty agreement with their resident country. These students will receive a Form 1042S reporting their income.
- b. Alternatively, if a student's resident country does not have a tax treaty, that student's federal withholding is subject to special instructions outlined in IRS publication 515. The student must claim "single-1" on the W4, and also request \$4/week or \$13/month additional withholding. The student may not claim exempt on the W4. Such students will receive a W2 form to report their income.

Undocumented Students who have not been granted Deferred Action for Childhood Arrivals (DACA) should obtain an Individual Tax Payer Identification Number (ITIN) to file taxes. For questions on how to obtain the ITIN and its use, students are advised to go to the Internal Revenue Service on line at <http://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-%28ITIN%29>.

## Part 3: Getting the Degree

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Every graduate student is going to have a unique educational experience. However, there are certain aspects of graduate education that all students should be able to expect from their graduate program and from their experience in general. This section describes these aspects as well as, the university requirements students must fulfill and what to do if students encounter obstacles in the process.

### **What to Expect from the Graduate Experience**

#### **Objectives for Graduate Education**

In March 2005, the UC Davis Graduate Council (the Academic Senate committee responsible for the policies governing graduate study) adopted a statement of objectives for graduate education:

"Graduate education provides advanced academic training and research specialization within a particular field of study to foster the development of scholars for careers in innovative research and teaching to benefit humankind. Toward these ends, the objective of graduate education at UC Davis is to develop individuals who are:

- Ethical citizens and scholars with knowledge and appreciation of the diversity of intellectual and creative activity.
- Independent, innovative researchers adept at creative and critical thought.
- Leaders in the creation of new knowledge and understanding of the world and our activities in it.
- Excellent communicators with outstanding teaching and mentoring skills.
- Achievers successful in collaborative and cooperative ventures."

## **UC Davis Graduate Student Bill of Rights and Responsibilities**

Graduate student rights and responsibilities rest on their roles as junior colleagues who are critical to the university's mission of teaching and research. All members of the university community are responsible for securing and respecting the general conditions conducive to a graduate student's unique role as student, researcher, and teacher.

Graduate Students have the following rights:

1. Graduate students have the right to information about specific and concrete degree requirements as approved by the Graduate Council.
2. Graduate students have the right to an accurate description of the availability and the likelihood of financial and resource support within their programs.
3. Graduate students have the right to receive objective evaluations of progress based on criteria that are understood by the Graduate Adviser and the student.
4. Graduate students have the right to expect reasonable training opportunities, and have the right to refuse to perform tasks if those tasks are not closely related to their academic or professional development.
5. Graduate students have the right to co-authorship in publications involving significant contributions of ideas or research work from the student.
6. Graduate students have the right to expect that graduate programs incorporate student representatives into decision-making processes.
7. Graduate students have the right not to be discriminated against.
8. Graduate students have the right to reasonable confidentiality in their communications with faculty and staff.
9. Graduate students have the right to appeal for cause any decision affecting their academic standing, to file complaints against the graduate program or members thereof, and to petition for redress of grievances.
10. Graduate students have the right to form clubs and organizations.

Graduate Students are responsible for the following:

1. Graduate students have a responsibility to conduct themselves, in all educational activities, in a manner befitting a junior colleague.
2. Graduate students have a responsibility to fulfill their teaching and/or research obligations to the best of their knowledge, training and ability.
3. Graduate students have a responsibility to participate in the campus community to the extent that each is able, and to enrich the campus in whatever ways possible.
4. Graduate students are responsible for devoting an appropriate amount of time and energy toward achieving the advanced degree.
5. Graduate students have a responsibility to understand their role in the development of the professional relationship between faculty mentor and graduate student.

The complete text of the Graduate Student Bill of Rights and Responsibilities is available at <https://gradstudies.ucdavis.edu/files/current-students/gradstudentrights.pdf>.

## **Mentoring Guidelines**

Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. Please see the Graduate Council Mentoring Guidelines in full at <https://gradstudies.ucdavis.edu/files/grad-council/mentoring.pdf>.

Faculty has a responsibility to mentor graduate students. Mentoring has been defined as:

1. Guiding students through degree requirements.
2. Guiding students through thesis or dissertation research.
3. Guiding students through professional development.

As partners in the mentoring relationship, graduate students have responsibilities as well. As mentees, students should:

1. Be aware of their own mentoring needs and how they change through their graduate tenure and discuss these changing needs with their mentors.
2. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Students should seek assistance from multiple individuals/organizations to fulfill the mentoring roles described here.
3. Recognize that their mentoring needs must respect their mentor's other responsibilities and time commitments.
4. Maintain and seek regular communication with their mentors, especially their major professor.

### **Ethics in Authorship**

With respect to professional ethics, integrity, and fairness, the authorship of any scholarly work implies that each author:

1. has made a substantial intellectual contribution to the work,
2. accepts responsibility for the contribution to the collaborative effort, and
3. accepts responsibility for the scholarly conclusions appearing in the publication.

"Substantial intellectual contribution" is interpreted by the Graduate Council to mean input beyond that of (1) only providing instruction, (2) granting use of laboratory space or equipment, (3) provision of financial support, or (4) dissertation guidance by a faculty member. It means a considerable degree of involvement with the development of the work, the generation and interpretation of data, the drawing of conclusions, and/or the actual writing of the manuscript.

"Responsibility" means that an author understands the methodology involved, the relationship to other research of a similar nature, and the significance and implications of that contribution to the publication. Responsibility implies the ability to defend the individual's contribution against academic challenge.

Authorship should not be taken by students or faculty if they do not understand these aspects of the work, are unwilling to accept responsibility for them, or do not agree with the conclusions made in the report. For more information on scholarly integrity and professionalism: <http://gradstudies.ucdavis.edu/professional-development/gradpathways/scholarly-integrity-and-professionalism>.

## **Requirements of the Advanced Degrees**

There are some standards and requirements that apply to all students seeking advanced degrees, and some that apply specifically to those pursuing the master's and Ph.D. degrees. In this section, general requirements are presented first, then the master's, followed by the Ph.D. requirements. For more detailed information on any of these requirements, go to <http://gradstudies.ucdavis.edu/graduate-programs/policies>.

## **Program Requirements**

Students have a few different ways to complete both the master's degree and the Ph.D. degree. The available options are usually determined by the graduate program based on a document approved by the Graduate Council. For information on the requirements of your program, contact your graduate adviser and consult your graduate program degree requirements and handbook. Program degree requirements can be found via the Graduate Studies programs webpage: <http://gradstudies.ucdavis.edu/programs>. Only the approved degree requirements posted on this site are official.

## **Responsibility of Graduate Students to Meet New Degree Requirements**

Students are responsible for fulfilling the degree requirements of their program that were in effect when they entered the program. Subsequent changes in program requirements ordinarily do not affect students already in that program. However, if new degree requirements are adopted while a student is in the program, he/she may be able to earn the degree by following those new requirements if he/she chooses. Students can consult with their graduate adviser for details. Students should keep the graduate program requirement information provided by their program when they entered and refer to it as needed. Past and current degree requirements for programs are available at <http://gradstudies.ucdavis.edu/programs>.

## **Master's Degree Requirements**

The UC Davis Graduate Council policy requires that students in a master's degree program must complete a minimum of three quarters of the program here at UC Davis (also referred to as "in residence"). Students working towards a master's degree must be registered in regular university courses that are either upper-division or graduate courses for a minimum of three quarters to meet this requirement. Two regular six-week summer sessions may count as the equivalent of one quarter.

Usually, all work for the master's degree is done in residence on the UC Davis campus. However, with the consent of the graduate adviser and the Dean of Graduate Studies, some coursework taken elsewhere may be credited toward a student's degree provided that the units were not used to satisfy requirements for another degree. For transfer credit details, visit <http://gradstudies.ucdavis.edu/files/grad-council/gc2011-03-residence-and-transfer-credit-approved-10-7-11.pdf>.

A master's degree may be awarded upon completion of one of two basic plans in which either a thesis or a comprehensive examination is required. Graduate Studies encourages students to meet with their academic faculty adviser to ensure that students understand and complete the requirements of the program. Minimum requirements regarding advancement to candidacy, the comprehensive examination, and the master's thesis can be found at <http://gradstudies.ucdavis.edu/files/grad-council/degree-requirements-guidelines-2013-rev.pdf>. Please be aware of calendar deadlines for advancement to candidacy and degree award dates: <http://gradstudies.ucdavis.edu/current-students/forms-information/academic-dates>.

## **Doctoral Degree Requirements**

The Doctor of Philosophy degree, as granted by the University of California, signifies that the recipient possesses knowledge of a broad field of learning and has given evidence of distinguished attainment in that field. It is a warrant of critical ability and powers of imagination and synthesis. It also means that the candidate has presented a dissertation containing an original contribution to knowledge in the chosen field of study. Students working towards a doctorate must be registered in residence at UC Davis for courses that are either upper-division or graduate courses for a minimum of six quarters. Two consecutive six-week summer sessions may count as the equivalent of one regular quarter in residency. Experience indicates that it can take considerably longer than this to complete a degree program.

No university unit requirement exists for the doctoral degree. However, individual programs have course requirements specified in the program's approved degree requirements that must be completed before the qualifying examination can be undertaken.

After successful completion of the qualifying examination, doctoral students must file for advancement to candidacy for the degree. Graduate students in certain doctoral programs may participate in a designated emphasis, a specialization that might include a new method of inquiry or an important field of application that is related to two or more existing doctoral programs. Graduate Studies encourages students to meet with their graduate adviser to ensure that students understand and complete the requirements of their program. University minimum requirements for all programs and further details about these requirements are available at <http://gradstudies.ucdavis.edu/files/grad-council/degree-requirements-guidelines-2013-rev.pdf>. Note, in particular, deadline dates <http://gradstudies.ucdavis.edu/current-students/forms-information/academic-dates>.

### **Normative Time**

Normative time is the number of years considered to be reasonable for completion of a particular doctoral program by a well-prepared, full-time student. Normative time for programs on campus is typically five to six years. Per Graduate Council policy on time to degree, doctoral students have a maximum of four calendar years after they pass their qualifying examination to submit their dissertation. If a student has not submitted their dissertation by the end of the fourth year post candidacy, they may be subject to academic probation. Please be aware that some graduate programs may have stricter requirements regarding normative time or time to degree. Up to three quarters of any kind of non-registered status is allowed without penalty during a student's graduate study career, provided he/she meets all conditions for non-registered status. While additional periods of absence beyond three quarters may be approved for cause, this will not result in an extension of normative time.

Individual student progress towards meeting program requirements is the basis for determining whether a student will remain in good standing as a graduate student. Graduate programs may have specific requirements regarding progress, including time in which courses must be completed and minimum grades required in those courses, or they may require final completion of all degree requirements within a specific time. For more information, students should contact their graduate adviser or graduate program staff or review the Time to Degree Policy (GC2000-01) at <http://gradstudies.ucdavis.edu/files/grad-council/gc2000-01-policy-on-time-to-degree.pdf>.

### **A Form for Every Process**

Almost all stages of graduate study require the completion and approval of a form. Graduate Studies forms can all be accessed at <http://gradstudies.ucdavis.edu/current-students/forms-information>. Students should check with their graduate program for discipline-specific forms such as getting program approval for a course plan. Students are advised to keep copies of these forms for their records.

## **Grading, Courses and Credit**

### **Standards of Scholarship**

Only courses in which A, B, C, or Satisfactory grades are earned may be counted toward degree or credential requirements. Students must maintain an average of at least 3.0 grade points per unit in all upper division and graduate courses. A course in which a student receive a D+ grade or lower does not count towards meeting the unit requirement for the master's degree, but will count in computing the grade point average.

Lower division courses are excluded in arriving at the graduate GPA. Some programs require a higher average than 3.0 for students to remain in satisfactory standing.

### **Repeated Courses**

Any student may, with the consent of the appropriate graduate adviser and the Dean of Graduate Studies, repeat up to three courses in which they received a grade of C, D, F or Unsatisfactory. In such repeated courses, only the most recent grade and corresponding grade points shall be used in calculating a student's grade point average, but all units attempted and grades received shall remain part of the student's permanent record. Any repeated course, except for one offered only on a Satisfactory/Unsatisfactory basis, must be taken for a letter grade.

### **Satisfactory/Unsatisfactory (S/U) Grading**

With the approval of the graduate adviser and the Dean of Graduate Studies, students may elect to take one course per quarter on an S/U basis provided the course is used to explore an area unrelated to his/her academic discipline. It cannot be used to fulfill any of the graduate program course requirements but it may be used to fulfill unit requirements.

To receive an S grade in lower or upper division undergraduate coursework, students must demonstrate effort equivalent to earning a grade of C- or better. To receive an S grade in a graduate course, students must demonstrate effort equivalent to earning a grade of B- or better.

S/U petitions must be filed in Graduate Studies by the end of the fifth week of the quarter. For more information, review the Satisfactory/Unsatisfactory Grading Option at <http://gradstudies.ucdavis.edu/files/grad-council/gc2006-01-su-grading-option.pdf>.

### **Incompletes**

A grade of incomplete is assigned when work is of passing quality but is incomplete. Students should consider all the factors involved before requesting an incomplete. For students who are doing well in a course but are unable to complete the work because of illness, personal emergency, or a similar reason, an incomplete is appropriate. But for students who are not doing well or are simply in over their head, an incomplete grade is inappropriate and will not be assigned. In such cases, students should consider dropping the course and taking it again later. If the "I" is not removed by the end of the specified time, it will revert to an "F." Students may request an extension by petitioning the Dean of Graduate Studies.

Under no circumstances should students formally re-enroll in the same course to make up an incomplete. If an instructor requires a student to participate in the same course in a subsequent quarter to make up your work, the student should participate and complete the assignments but NOT formally enroll the second time. More information is available on the Office of the Registrar's website: <https://registrar.ucdavis.edu/records/grades/incomplete.cfm>.

## **Warnings, Probation and Disqualification**

### **Academic Probation**

Students whose academic performance is less than satisfactory or who are not meeting program requirements are placed on academic probation and given a timeline for remedying their deficiencies and returning to good standing. Students on academic probation for multiple quarters are subject to disqualification.

## **Disqualification**

Disqualification means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study at the University of California, Davis. A student may be disqualified ONLY by the Dean of Graduate Studies and in accord with the procedures outlined below. The term "disqualification" should NOT be confused with "dismissal." Dismissal is removal from graduate study based on behavior or conduct.

## **Unsatisfactory Progress/Probation/Disqualification**

A student whose progress is judged unsatisfactory by the graduate program will be placed on academic probation. Students will receive written notification outlining steps that will need to be taken in order to establish satisfactory progress. If the student fails to meet the requirements specified in the notices sent by Graduate Studies or by the Advisory/Guidance Committee, the student will be subject to disqualification from further graduate study in their current graduate program and possibly the university.

A student who fails the Qualifying Examination for a doctoral degree will automatically be disqualified within 15 days of receipt of the Report of the QE Committee in Graduate Studies; a "fail" on the first attempt at the QE will be reviewed by Graduate Studies prior to disqualifying the student. For a full explanation of disqualification, see the policy on Disqualification and Appeal (GS2005-01) at <http://gradstudies.ucdavis.edu/files/current-students/disqual-appeal.pdf>.

## **Disqualification Appeals**

A student who is subject to disqualification, or who has been disqualified, may submit an appeal within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon non-academic criteria, (c) verifiable evidence of personal bias, or (d) specific mitigating circumstances contributing to the student's performance. Questions of academic judgment or evaluation will not be considered as an appropriate basis for submission or consideration of a student's appeal of disqualification. The Administrative Committee will make a recommendation to the Dean of Graduate Studies as to the disposition of the case. The Dean will review the appeal and a final decision rendered within 60 days. For a full explanation of disqualification, see the policy Disqualification and Appeal (GS2005-01) at <http://gradstudies.ucdavis.edu/files/current-students/disqual-appeal.pdf>.

## **Making Changes**

Many students discover, at some point during graduate study, that their interests have changed. When this happens, there are procedures in place to help you change your program to fit your new objectives. Graduate students may complete a Petition for Change of Graduate Major, Degree Objective, or Double Graduate Major form and secure the required approvals. Please find the form on the Registrar's website: [http://registrar.ucdavis.edu/local\\_resources/forms/D065-graduate-major-degree-change.pdf](http://registrar.ucdavis.edu/local_resources/forms/D065-graduate-major-degree-change.pdf).

Before filing a petition, students should seek advice from the graduate adviser(s) for the program(s) involved. For more information regarding a change of graduate major, degree objective, or double major declaration, contact graduate program staff or a student affairs officer in Graduate Studies.

## **Commencement**

You made it, and it's time to celebrate! Graduate Studies hosts graduate commencement in June. Immediately following the ceremony, a reception is held for degree recipients, candidates, faculty, family and friends.

If you receive your graduate degree in September or December of the year preceding the commencement event year, or March or June of the same year as the commencement event year, you are eligible and welcome to participate in the annual commencement ceremony. All commencement information can be found on the Graduate Studies website, <http://gradstudies.ucdavis.edu/current-students/commencement>.

## Part 4: Campus Resources

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Because graduate student success is important to programs, faculty, and the university, numerous resources are available to help students through all stages of their lives as students at UC Davis.

### Physical and Mental Health

#### **Student Health and Counseling Services (SHCS)**

Student Health and Counseling Services offers high-quality, cost-sensitive care for all registered UC Davis students, regardless of insurance. Student Health and Counseling Services staff include board-certified physicians, nurse practitioners, registered nurses, therapists, dietitians and health educators.

Student registration fees subsidize the health center, which allows services to be provided to students at low rates. Student Health Services is available for preventative care, primary care and specialty care services. Urgent care and same-day services are also available depending on the severity of the health problem. For student convenience, an in-house pharmacy, diagnostic laboratory, x-ray facility and insurance services are also available. For more information about Student Health and Counseling Services, visit <https://shcs.ucdavis.edu>.

#### **Student Health Insurance Plan**

The University of California requires that all registered students have health insurance. Students are automatically enrolled in the Davis Student Health Insurance Plan (Davis SHIP) in order to meet this requirement. The Davis Student Health Insurance Plan is designed specifically for UC Davis students, with local and worldwide coverage. The Davis SHIP plan includes medical and dental benefits for undergraduate, graduate, and professional students. Please refer to the website for further details: <https://shcs.ucdavis.edu/insurance/ship>.

Students may waive Davis SHIP enrollment and have the fee removed by providing proof of comparable medical insurance. A student who has not paid fees and tuition out-of-pocket will not receive a refund. Instead the account that paid the student's fees and tuition, such as a fellowship or academic appointment (TA, GSR, etc.), will receive the credit. A waiver form, plus proof of insurance, must be provided to Student Health and Counseling Services by the posted deadline. Please see the website for the application and waiver deadlines: <https://shcs.ucdavis.edu/insurance/waiver>.

Students who are enrolled in Davis SHIP have the option to enroll eligible dependents in a voluntary plan. The deadlines for enrollment are prior to the quarter and must be renewed each quarter. For further details, please see the 'Family Resources' section in Part 4 of this guide or the Davis SHIP dependent coverage website: <https://shcs.ucdavis.edu/insurance/ship/dependents.html>.

Student Health and Counseling Services will not refund the Davis SHIP fee to students who withdraw, apply for PELP, or apply for Filing Fee status on or after the first day of the quarter. Students who withdraw on or after the first day of the quarter may be billed for the full Davis SHIP fee. In addition, students who resign from or are terminated from an academic appointment (TA or GSR) on or after the first day of the quarter will be billed for Davis SHIP.

### **Student Disability Center**

UC Davis is committed to ensuring equal educational opportunities for students with disabilities. The Student Disability Center (SDC) is the campus unit that authorizes accommodations for students with disabilities. The SDC is staffed by professional disability specialists with expertise in different areas of disability: learning, vision, hearing, medical, psychological and mobility disabilities. These professionals each work with an assigned caseload of students, determining their eligibility for academic accommodations and ensuring the provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus. For more information, go to <https://sdc.ucdavis.edu>.

### **Counseling and Psychological Services**

Student Health and Counseling Services offers free and confidential psychological counseling services for graduate students including:

- short-term, confidential individual and group counseling
- crisis intervention
- psychological and psychiatric assessment, and psychological testing for students with educational, career, emotional, personal, cross-cultural, or social concerns
- conducts psycho-educational programs for psychological, multicultural, and interpersonal issues for members of the campus community
- consults with faculty and staff on student needs, including students in crisis and disruptive students
- trains peer counselors, pre-doctoral and postdoctoral psychology interns, psychology practicum students, and psychiatry residents.

Health and counseling services are funded through student registration fees. Student Health and Counseling Services has an office in Mrak Hall to provide counseling services specifically to graduate students in addition to its central offices in North Hall. To make an appointment, e-mail Dr. Thomas Roe at [troe@ucdavis.edu](mailto:troe@ucdavis.edu) or call (530) 752-0871 and ask to leave a message for Dr. Roe. Go to <https://shcs.ucdavis.edu/services/counseling.html> for more information.

## **Advocacy Resources for Academic and Disciplinary Issues**

The university is committed to helping students succeed in their academic effort. Occasionally, students may experience academic or personal issues with which they need assistance. The graduate programs and UC Davis provide many resources to assist students in all situations; see the many resources listed below.

### **Resources within Your Graduate Program**

#### ***Major Professor or Graduate Adviser***

For students experiencing an academic problem, the major professor and graduate adviser are the first resources. Even if the problem is with another faculty member, they can be important advocates.

### ***Department or Graduate Group Chair***

If the issue involves a student's major professor or graduate adviser, the first resource should be the Department/Graduate Group Chair. If this person is also involved in the issue, or if the student feels that they may not be able to review the case without bias, the student should pursue resources outside the program.

### ***Graduate Program Staff***

Graduate program staff are good resources. They know the programs intimately and may have valuable insight into the issue at hand. They will also know how students should proceed with an issue and will be able to put students in touch with the appropriate people.

## **Resources Outside Your Graduate Program**

### ***Graduate Studies***

The Student Affairs Officers, Director of Admissions and Academic Services, Graduate Diversity Officers, and the Associate Dean for Students are all here to assist. Consult the staff directory for contact information: <http://gradstudies.ucdavis.edu/about-us/staff-directory>.

The Associate Dean for Students serves as a neutral sounding board for students and is knowledgeable about the procedures necessary to resolve any issues. Students may contact the Associate Dean to discuss concerns or conflicts that emerge with advisers or major professors. To schedule an appointment with the Associate Dean, call (530) 752-2050.

Graduate Studies has two Graduate Diversity Officers to assist new and continuing diversity graduate students. Dr. Steven Lee focuses on graduate diversity students in Science, Technology, Engineering, and Math (STEM) fields and Dr. Josephine Moreno focuses on Humanities, Arts, Social Sciences (HASS) and Education graduate programs. Both Drs. Lee and Moreno are available to assist you with personal, financial and academic issues. You may contact Dr. Steven Lee at [stnlee@ucdavis.edu](mailto:stnlee@ucdavis.edu) and Dr. Josephine Moreno at [mjmoreno@ucdavis.edu](mailto:mjmoreno@ucdavis.edu).

### ***Graduate Student Association***

The Graduate Student Association (GSA) is a general resource for grievance information on their website <http://gsa.ucdavis.edu/> under the resources tab. Students should be advised that the GSA may have a legal obligation to pursue the complaint once they have been informed of the name of the person who allegedly violated a student's rights (see UC Davis PPM 380-12). For more information, contact the GSA vice chair at [gsavicechair@ucdavis.edu](mailto:gsavicechair@ucdavis.edu). The GSA can be reached at [gsoffice@ucdavis.edu](mailto:gsoffice@ucdavis.edu) or (530) 752-6108.

### ***Graduate Student Assistant to the Dean and to the Chancellor (GSADC)***

The GSADC is another advocate for students in Graduate Studies. Students who don't know exactly where to turn with a question, concern, or problem, can try starting with a message to the GSADC. The GSADC serves as a liaison between graduate students and the university administration. S/he represents graduate student interests on a number of different university committees, and can help direct students to the appropriate services, offices, or staff members. The GSADC can be reached at [gradassistant@ucdavis.edu](mailto:gradassistant@ucdavis.edu).

### ***The Harassment and Discrimination Assistance and Prevention Program (HDAPP)***

This program supports the university's commitment to a discrimination-free work and learning environment. HDAPP assists graduate students to resolve harassment and discrimination conflicts and provides resources to the campus community about these issues. For more information please visit their website: <http://shep.ucdavis.edu/index.htm> or use the anonymous call line (530) 752-2255.

### ***Ombuds Office***

The UC Davis Ombuds Office is a confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis campus community. The Ombuds Office provides a safe place to voice your concerns and explore options and strategies for dealing with your issues. They also bring troublesome trends and systemic issues to the attention of those at the university who might be able to deal with them. The Ombuds is committed to protecting the confidentiality of all visitors to the office. For more information, please visit their website: <http://ombuds.ucdavis.edu>.

### ***Student Judicial Affairs***

Issues of academic and personal misconduct by undergraduate, graduate and professional students are referred to Student Judicial Affairs (SJA). For more information, go to the SJA website at <http://sja.ucdavis.edu>. The SJA office can be contacted at (530) 752-1128 or [sja@ucdavis.edu](mailto:sja@ucdavis.edu).

### ***Union for Academic Student Employees***

UAW Local 2865 is the union that represents academic student employees- in teaching titles – TA, Associate In\_, Tutor, and Reader – on the UC campuses, including Davis. UAW represents these employees on issues such as wages, benefits, workload, grievance procedures, and fair hiring processes. For more information, go to <http://www.uaw2865.org>.

### **Advocating for Yourself**

There are a number of ways students can advocate for themselves, as well as for other graduate students or an entire graduate student group:

- Represent graduate students by serving on faculty committees. Many graduate programs have slots for graduate students on their faculty committees. To find out if a graduate program has graduate student representation, refer to the program's bylaws found under the program name on the Graduate Studies website: <http://gradstudies.ucdavis.edu/programs> or ask the Department/Graduate Group Chair for a copy of the graduate program bylaws. If there is no position available for graduate students, ask them to make one. Most graduate programs are happy to have graduate student input in committees.
- Become a GSA representative. Every graduate program (including the Graduate School of Management, School of Education, and School of Nursing, but not other professional degree programs) is entitled to representation in the Graduate Student Association (GSA). Programs may have one representative for every 30 registered students or fraction thereof. For more information, ask fellow students in the graduate group for the name(s) of current GSA representatives. The GSA also has resources for representatives at <http://gsa.ucdavis.edu/Representatives>.
- Serve on a campus or system-wide committee. Numerous committees on campus and system-wide levels review, revise and set policies and procedures impacting graduate students. By serving on a committee, students benefit themselves and fellow graduate students by providing a student voice. It is also a great opportunity for professional development and networking connections. For more information, see the Graduate Student Association website <http://gsa.ucdavis.edu/> select the government tab.

## **Information Resources and Technology**

UC Davis offers a wide variety of information resources to its students. Below are descriptions of the resources you'll want to use on a regular basis:

## **IT Express**

IT Express is the university's service center for technology. It's the place students go to set up computing and e-mail accounts, get help connecting to the university's servers, or support for various software and campus applications. For a list of services, go to <http://itexpress.ucdavis.edu> or call (530) 754-HELP (4357).

## **Graduate Studies: GradLink, Facebook, and Twitter**

*GradLink* is designed to serve UC Davis graduate students, postdoctoral scholars and the campus community. It includes event announcements and news of interest about graduate programs, graduate student and postdoctoral scholar accomplishments, updates from the Dean of Graduate Studies, and other information that impacts graduate and postdoctoral education at UC Davis. *GradLink* is distributed in two formats: weekly submissions are included in a weekly e-newsletter publication (e-GradLink) that is e-mailed to graduate students and postdoctoral scholars through graduate program staff and postdoctoral listserves and placed on the Graduate Studies website <https://gradstudies.ucdavis.edu/current-students/forms-information/gradlink-newsletter>.

UC Davis Graduate Studies is on Facebook and Twitter! We invite you to join us at <https://www.facebook.com/UCDavisGraduateStudies> and <http://twitter.com/ucdgradstudies>. The Graduate Student Association Facebook group can be found at <https://www.facebook.com/groups/ucdavisgsa>.

## **University Libraries**

There are four main libraries on campus, as well as several specialized libraries, such as those in the Women's Resources and Research Center, Center for Child and Family Studies, Cross-Cultural Center, the Internship and Career Center, and others. The student registration card acts as the student's library card. Students can navigate the library databases online, beginning at <http://www.lib.ucdavis.edu>. In Shields Library, located on the south side of the Quad, volunteers provide information and assistance in getting to know the library and databases.

## **MyUCDavis**

MyUCDavis integrates several UC Davis web applications and online services into one convenient and secure location. Students can access their e-mail, student records, financial aid, transcripts, and other tools. Visit <https://my.ucdavis.edu>.

## **SmartSite**

SmartSite is the online course management and collaboration system at UC Davis. SmartSite is powered by Sakai, an open-source software collectively developed by a foundation whose members include more than 350 educational institutions. Together, they have created an extendable set of tools designed to bring students and instructors together for knowledge sharing, discussion, and collaboration. Developers from those institutions help Sakai's tools and features keep pace with changes in instructional technology. Visit <https://smartsite.ucdavis.edu/portal>.

## **Pivot**

Pivot (formerly Community of Science) is a web-based tool to which UC Davis and many other institutions subscribe. The service is free to UC Davis students. You can create a professional vita online as a webpage, search for funding, and find other experts in your field who also use Pivot. Please see the website: <https://pivot.cos.com/login>.

## Professional Development

Graduate Studies offers unparalleled opportunities and support for professional and career development. Graduate students and postdoctoral scholars are encouraged to actively engage in professional development opportunities as a complement to your research and degree. Please see Graduate Studies professional development webpage: <http://gradstudies.ucdavis.edu/professional-development>.

### GradPathways

Graduate Studies developed GradPathways, which is the premier professional development program designed to help graduate students and postdoctoral scholars succeed both at UC Davis and in their chosen career paths. GradPathways is a nationally recognized effort that has served thousands of UC Davis graduate students and postdoctoral scholars since its inception in 2004. A variety of workshops, seminars, and panel discussions are offered throughout the year through partnerships between Graduate Studies and other campus units, including the Internship and Career Center, the Center for Educational Effectiveness, the University Writing Program, Counseling and Psychological Services, the Graduate School of Management, and the Child Family Institute for Innovation and Entrepreneurship. GradPathways is based on eight essential core competencies:

- Success and Socialization in Your Graduate Program
- Writing and Publishing
- Presentation Skills
- Teaching and Mentoring
- Leadership and Management
- Scholarly Integrity and Professionalism
- Career Exploration, Job Searching and Networking
- Wellness and Life Balance

Inside each competency are four tiers of programming designed to meet graduate student needs at the appropriate times in their graduate school or postdoctoral experience. The four tiers include introductory workshops, in depth classes and seminars, individualized advising and community building activities. More information along with a complete list of each quarter's events is listed on the GradPathways webpage: <http://gradstudies.ucdavis.edu/professional-development/gradpathways>.

### Professors for the Future (PFTF)

Professors for the Future (PFTF) is a year-long competitive fellowship program designed to recognize and develop the leadership skills of outstanding graduate students and postdoctoral scholars who have demonstrated their commitment to professionalism, integrity, and academic service. This unique program, sponsored by Graduate Studies, focuses on the future challenges of graduate education, postdoctoral training, and the academy. Professors for the Future is designed to prepare UC Davis doctoral students and postdoctoral scholars for an increasingly competitive marketplace and a rapidly changing university environment. Fellowship details can be found at: <http://gradstudies.ucdavis.edu/professional-development/professors-future>.

### Career Exploration Through Internships for Graduate Students (CETI)

CETI is a UC Davis program that allows graduate students to do internships in a broad range of career settings beyond academic research/teaching. Currently CETI is available to select graduate programs with plans to expand in the future. More information can be found at: <http://ceti.ucdavis.edu>.

## **Interdisciplinary Graduate and Professional Student Symposium**

The UC Davis Annual Interdisciplinary Graduate and Professional Student Symposium (IGPS) takes place in the spring quarter and is an opportunity for graduate and professional students from all disciplines to share their current work with each other, the campus, and the wider community. Additional information including how to apply can be found at: <http://gradstudies.ucdavis.edu/professional-development/interdisciplinary-graduate-professional-symposium>.

## **Campus Resources**

Graduate Studies keeps an updated list of advice, consultation, support, and resource guides on our website at <http://gradstudies.ucdavis.edu/current-students/support-resources>.

### **AB540 and Undocumented Student Center**

UC Davis is committed to supporting all students regardless of (citizenship, immigration) status in their pursuit of their educational goals. A new AB540 and Undocumented Students Resource Center opened in Fall 2014 and is located in the Student Community Center. For more information please see <http://studentaffairs.ucdavis.edu/students/undocumented>.

### **Campus Violence Prevention Program (CVPP)**

UC Davis is part of a UC system-wide effort to provide education, prevention and response to the issues of sexual assault, relationship violence, and stalking. Addressing these issues is a part of the university's commitment to providing all students with an inspiring, healthy, and safe learning environment. A key component of this safe learning environment is an atmosphere free of violence, coercion, and fear. The center provides education, information on how to report a sexual assault, how to contact the victim advocate, confidential support services, and more. Please contact the CVPP at (530) 752-3299 or <http://cvpp.ucdavis.edu>.

### **Center for Educational Effectiveness (CEE)**

The campus-wide Teaching Assistant (TA) Orientation in September is an introduction to the TA role at UC Davis and its value in graduate student professional development and undergraduate education. All new TAs are required to attend, even if they have taught previously or will not be a TA until Winter or Spring Quarter. The purpose of the campus-wide TA Orientation is to help prepare TAs to be successful in their role. The TA Orientation sessions emphasize practical teaching skills and strategies and will include topics such as establishing a positive classroom atmosphere on the first day, leading effective discussions, presenting information clearly, and grading efficiently, among other topics. This is also an opportunity to become familiar to the many programs, resources, and services available for graduate student instructors.

Additional resources and programs for graduate students to improve their teaching are offered by the Center for Educational Effectiveness (CEE). Visit the CEE website at <http://cetl.ucdavis.edu> to learn about upcoming workshops and courses, sign up for a confidential one-on-one teaching consultation, or join the Graduate Teaching Community.

### **Cross-Cultural Center (CCC)**

The Cross-Cultural Center, located on the first floor of the Student Community Center building, fosters a multicultural community through education and advocacy regarding systematic group oppressions and ethnic and cultural diversity, and by establishing an environment of cross-cultural learning and exchange for the entire campus. The CCC serves as a community center for the students, faculty, and staff at UC Davis. It supports student success by offering advocacy, academic excellence with research and education, identity

exploration and leadership development. The center provides cultural and social resources, educational programs, student internships, funding opportunities and knowledgeable staff. For more information, go to <http://ccc.ucdavis.edu/index.html>.

### **Graduate Ally Coalition (GAC)**

The Graduate Ally Coalition seeks to enhance access, awareness and availability of campus resources and information to students from marginalized identity groups through programs and events that empower, educate, and build allyship amongst graduate students. For more information on the Graduate Ally Coalition, visit their website at <http://gsa.ucdavis.edu/Graduate Ally Coalition>.

### **Graduate Academic Achievement and Advocacy Program (GAAAP)**

The Graduate Academic Achievement and Advocacy Program is the first UC-based, student-initiated, student-run recruitment and retention program for graduate students. GAAAP is dedicated to empowering and retaining historically underrepresented graduate and professional students through community building events and academic events such as writing workshops and retreats. As a program, GAAAP also offers support for current underrepresented undergraduate students interested in higher education through a mentorship program and graduate and professional school workshops. Graduate student mentors are chosen based on availability, career objectives, research interests, and demonstrated experience working with culturally diverse students. Quarterly stipends will be provided to those graduate students meeting the program requirements. For further information and to schedule an interview, please contact the GAAAP representative from the Student Recruitment and Retention Center located on the first floor of the Student Community Center or visit their website at: <http://srrc.ucdavis.edu/programs/gaaap/index.html>.

### **Graduate Student Association**

The UC Davis Graduate Student Association (GSA) is the graduate and professional student government representing all graduate programs and the professional schools of Business, Education, and Nursing. The main mission of the GSA is to build and support graduate and professional student community and advocate for graduate and professional student issues within and without UC Davis. Funded by graduate student fees and support from Graduate Studies and Student Affairs, the GSA provides services and events to support graduate and professional students during their time at UC Davis. Regularly enrolled graduate students and professional students in the schools of Business, Education, and Nursing are automatically GSA members. For more information, go to <http://gsa.ucdavis.edu>.

### ***Weekly announcements, events, and resources***

The UC Davis Graduate Student Association (GSA) provides weekly announcements of interest to graduate students. They organize events ranging from social to academic. Students may also wish to join the GSA Facebook group at <https://www.facebook.com/groups/ucdavisgsa> to stay up to date on graduate student happenings.

### ***Coffee, Bagel, Donut Day***

Every Friday morning except during publicized breaks, the GSA offers donuts, bagels, and coffee in the GSA office at the South Silo room 253. It's a good way to meet graduate students from other departments. For more information, go to <http://gsa.ucdavis.edu>.

### ***GSA Department Fund***

The GSA Department Fund comes from your GSA fees and was established to promote cultural and professional activities for all students within graduate degree programs and to encourage participation in the GSA Assembly. A portion of the GSA's Department Fund is distributed to eligible graduate student groups

each quarter. Graduate groups will automatically receive department funds each quarter only if your graduate group is represented in the GSA Assembly. For more information, go to <http://gsa.ucdavis.edu> and select the funding tab.

### ***GSA Special Projects Fund***

The GSA Special Projects Fund was established to financially support efforts that are beyond the scope of graduate students in single graduate programs. Funding is available for initiatives that cross disciplines and create positive experiences for a variety of graduate students. For more information, go to <http://gsa.ucdavis.edu> and select the funding tab.

### **Internship and Career Center**

In partnership with Graduate Studies, the Internship and Career Center (ICC) provides career development services for all graduate students at UC Davis. Career coordinators provide confidential one-on-one career advising and guidance for academic careers, careers in the public or private sectors and other options. Services also include workshops on CV writing, career options, transferable skills, applying and interviewing for faculty positions, and many other topics relevant to those with an advanced degree. The Career Opportunities and Careers in Higher Education Colloquiums are offered winter quarter and provide exploration of career opportunities in a variety of fields both inside and beyond academia. For more information, visit the website at <http://icc.ucdavis.edu/graduates>.

### **Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual Resource Center**

The Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual Resource Center (LGBTQIA) is housed in the Student Community Center. The LGBTQIA offers an exciting line-up of programs specifically for graduate students. It is an open, safe, inclusive space and community that promotes education about all genders and sexualities, as well as space for self-exploration of these identities. It is a dynamic, responsive organization that serves the UC Davis and surrounding region by providing a comprehensive range of programs and services, outreach and advocacy. Inherent in this mission are the values of respect, pride and unity for all individuals. Go to <http://lgbtqia.ucdavis.edu/audiences/graduate-students>.

### **Reentry Student Services**

Reentry Student Services offers support and assistance to graduate students who are 30 or older, or student parents. The Reentry Student Services office provides students with information, academic advising, and referrals to a network of campus services. Reentry Student Services is located in the same center as transfer student services and veterans' services, at 1210 Dutton Hall. For more information, visit the website at <http://success.ucdavis.edu/trv/reentry/index.html> or call 530-752-2200.

### **Resources for International Students**

Services for International Students and Scholars (SISS) is a resource for immigration and visa information that influences a broad range of issues at the university. SISS provides orientation, advising, referrals, and information to international students, faculty, researchers and their family members. SISS also assists academic departments that seek to invite and employ international faculty and researchers. For more information, go to <https://siss.ucdavis.edu/index.html>.

### **Student Academic Success Center**

The Student Academic Success Center offers academic support for all students, with group and individual services in reading, writing, English as a second language, science, mathematics, and study skills; pre-arranged, ongoing group tutoring in mathematics and science courses, as well as drop-in tutoring in

mathematics, science and writing. Advisers also are available to help students navigate the application process for professional schools and programs. The Student Academic Success Center houses a number of programs geared toward supporting various student communities including former foster youth, first generation, low income, undocumented students and other groups that are underrepresented in higher education. All services are free to registered UC Davis students. See <http://success.ucdavis.edu> for more information.

### **Veterans Affairs Office**

Students who are a veteran, active duty member, reservist or dependent of a disabled or deceased veteran should visit our Veterans Affairs Office. Our VA Office serves as a liaison between the Department of Veterans Affairs (VA) and UC Davis student veterans. Our office certifies course attendance to the Department of Veterans Affairs and processes Cal-Vet Fee Waivers. You will learn about benefit eligibility and tutorial assistance, as well as get some good advice about your GI Bill and educational benefits. Upon acceptance to UC Davis, contact our VA Office to initiate a benefit claim and complete the necessary paperwork. Dedicated staff can assist you in a smooth transition to our university. The Veterans Affairs Office is located at 1210 Dutton Hall and can be reached at (530) 752-2020. Visit them online at <http://success.ucdavis.edu/trv/veteran/index.html>.

### **Women's Resources and Research Center**

The Women's Resources and Research Center (WRRRC) provides academic and personal support for self-identified women, graduate students and community members. The Graduate Student Outreach Coordinator (GSR), undergraduate interns, and career staff provide one-on-one advising and referrals to on- and off-campus resources. The GSR coordinates programs that focus on gender equity for graduate women and is a valuable peer resource available to all graduate students, regardless of gender identity. Visit the GSR by appointment or drop-in to discuss concerns, learn how to navigate graduate school, and to learn about ways to build connections with other graduate women. Visit the WRRRC for educational programs, advising and referrals and academic support. For more information, call (530) 752-3372, visit them at 113 North Hall or go to <http://wrrc.ucdavis.edu>.

## **Part 5: Life and Balance in Davis**

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This section provides information for students with options to enrich your student life.

### **Housing**

The housing market is very competitive and we suggest that you start your housing search early.

#### **Student Housing**

Graduate students and their family members are eligible to live in any of the four apartment communities on the UC Davis campus: Solano Park, West Village, Russell Park, and The Atriums at La Rue. Solano Park and Russell Park are family-friendly and students with families receive priority over other applicants. Apartments are unfurnished. Kitchens are full-size and include a refrigerator, stove, and oven. For more information or to request an application, please call (530) 752-2033, e-mail [studenthousing@ucdavis.edu](mailto:studenthousing@ucdavis.edu), or go to <http://housing.ucdavis.edu/prospective/graduate-professional-housing.asp>. For information on childcare options, see the Family Resources section of this guide.

## **Off-Campus Housing**

Most leases are for a one-year term and turn over on September 1. The local paper, the *Davis Enterprise*, lists vacancies at <http://www.davisenterprise.com>. Craigslist at <http://sacramento.craigslist.org> is a free online service that includes housing listings for the greater Sacramento area. The daily campus newspaper, *The California Aggie* at <http://www.theaggie.org> is also a good resource for finding housing. Finally, Davis Wiki is a website with a variety of resources including a rental housing guide found at <http://daviswiki.org>. The Community Housing Listing service is offered by the ASUCD (undergraduate student government) but is available to all UC Davis students and other Davis community members. You can access the service at <http://chl.ucdavis.edu>.

## **Dining**

UC Davis Dining Services, in partnership with Sodexo, has been serving UC Davis for more than 40 years. Dining service's website maintains the locations and lists of both residential (residence hall dining rooms) and retail dining services (outside vendors such as Starbucks and food trucks). Please see their website: <http://dining.ucdavis.edu/index.html>.

## **Transportation**

There are numerous ways to get to campus and around Davis. Transportation and Parking Services facilitates the access and mobility needs of the campus community through coordination between TAPS units and other campus departments and non-university entities, and ensures that services are provided in a professional, efficient, and service-oriented manner. For information on parking services, including maps and rates, see the TAPS website at <http://taps.ucdavis.edu>.

### **Davis: Famous for Bikes**

The bicycle is alive and well and by far the most popular mode of transportation in town and on campus. Nearly everyone rides a bike in Davis! It is fast, convenient, popular and economical – plus, the mild climate and flat surfaces allow year-round riding. For more information check the bicycle program at TAPS: <http://taps.ucdavis.edu/bicycle>.

Each year the UC Transportation and Parking Services sponsors two bike auctions of abandoned, unclaimed bicycles through publicly-held auctions. The bike auctions are usually held in October and May each year. Don't miss them! <http://taps.ucdavis.edu/bicycle/auctions>.

Bicycle maintenance services are available on campus. The ASUCD Bike Barn offers parts, tires, accessories, and bike mechanics that can fix your bike or help you with a do-it-yourself project. There is also an air hose located outside the shop. Visit <http://bikebarn.ucdavis.edu> or call (530) 752-2575 for more information.

### **Unitrans**

The Unitrans bus system is a cooperative arrangement between the university and the city of Davis. Undergraduates can get on the bus by showing their registration cards because they pay for Unitrans through student fees. Graduate students, however, do not pay those fees, so they must pay per ride. To reduce costs, you might wish to purchase a monthly, quarterly or annual bus pass, or buy a book of 10 passes. Unitrans also honors TAPS parking permit holders. Just board the bus and show the driver your original (no copies!) parking permit. For information on fares and schedules, see the Unitrans site at <http://unitrans.com>.

## **Berkeley Bus**

The Intercampus Bus service provides transportation between the UC Davis and Berkeley campuses for faculty, staff and students. The Intercampus Bus service runs year around, seven days a week, with the exception of some holidays. The bus service may not be used for commuting to a place of non-university employment or by non-university personnel. Reservations are recommended. The bus picks up and delivers passengers at the Library receiving dock on the south side of Shields Library on the Davis campus. In Berkeley the pick up/drop off area is the West Gate entrance. For more information, go to <http://fleet.ucdavis.edu/davisberkeleyshuttle>.

## ***UC Davis/UC Davis Medical Center Shuttle***

The UC Davis/UC Davis Medical Center Shuttle is a service for persons affiliated with the University of California, including faculty, staff, students, interns, volunteers, patients, and visitors. There is a charge for commuting staff, faculty and students to ride the shuttle either with a one-way ticket or monthly pass purchased in advance (credit cards are not accepted). For more information, visit <http://www.ucdmc.ucdavis.edu/parking/transportation/intercampus>.

## **Other Regional Public Transportation**

The Davis Amtrak Train Station <http://amtrakcalifornia.com/stations/davis> is located less than ¾-mile from the campus, providing both nationwide Amtrak and regional Capitol Corridor train service. Bus service with Yolobus (<http://www.yolobus.com>) operates transit service between the campus and the other three Yolo County cities, as well as to the Sacramento International Airport and downtown Sacramento. Bus service with Fairfield and Suisun Transit (<http://www.fasttransit.org>) operates the Route 30 service between Fairfield and Sacramento, including service to the campus.

## ***Alternative Transportation***

The Alternative Transportation Program, goClub, is administered through TAPS. Participation is available to all staff, faculty and students wishing to use public transit as their main form of commuting to campus. goClub transportation options include: bikes, walking, carpooling, vanpooling, buses and trains. For more information, go to <http://goclub.ucdavis.edu>.

# **Family Resources**

## **Health Coverage**

Students who are enrolled in Davis SHIP have the option to enroll eligible dependents in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. Enrollment in the dependent plan is managed by Wells Fargo (on behalf of Aetna Student Health) and the cost of insurance (premium) for dependents is paid directly to Wells Fargo. There are strict enrollment deadlines set before the quarter begins. Coverage is not automatically renewed, but a dependent can be re-enrolled each term. Student Health and Counseling Services does NOT manage the enrollment or collect payments for the dependent plan. See the Davis SHIP dependent coverage website for details <https://shcs.ucdavis.edu/insurance/ship/dependents.html>.

## **Child Care and Family Services**

UC Davis offers a number of child care options and resources, including child care grants. For information about community and campus child care, early education programs, services for school-age children, financial assistance for child care costs, health insurance, breast-feeding support, and other family services, go to <http://worklife-wellness.ucdavis.edu> or visit the Graduate Studies website for more information on family resources: [http://gradstudies.ucdavis.edu/current-students/support-resources/graduate-student-](http://gradstudies.ucdavis.edu/current-students/support-resources/graduate-student-GRADUATE STUDENT GUIDE, Office of Graduate Studies, revised November 2015)

[parent-resources](#). The City of Davis also offers child care resources through its website at <http://community-services.cityofdavis.org/child-care-services>.

## Exercise and Adventure

UC Davis offers a wide variety of recreation activities for students of all ages and interests and their family members. Please see the UC Davis Campus Recreation and Unions page at <http://cru.ucdavis.edu>.

### **Activities and Recreation Center (ARC)**

The ARC has four indoor basketball courts (convertible to host volleyball and badminton), eight four-wall courts, a multi-use activity center, indoor running track, large fitness/weight areas, an indoor climbing wall, wireless computer connections, a food service area, and the Health and Wellness Center. In addition, the complex includes group exercise, dance and martial arts studios, a student lounge with computer terminals and wireless access points, a conference center and Starbucks. The Pro Shop, run by the UC Davis Bookstore, offers snacks, school supplies and other UC Davis items. For these and the ARC activities shown below, go to <http://cru.ucdavis.edu/content.cfm?contentID=1>.

### **Recreation and Activities**

#### ***Intramural Sports and Sport Clubs***

Campus Recreation and Unions' Intramural Sports program provides students, faculty, staff, alumni, and other university affiliates the opportunity to participate in a variety of competitive and recreational sport activities. Intramural Sports offers more than 27 different activities. For more information please view: <http://cru.ucdavis.edu/content.cfm?contentID=77>.

#### ***Outdoor Adventures***

Outdoor Adventures offers hiking, camping, backpacking, whitewater rafting and kayaking trips to spectacular natural areas in California and beyond. In addition, Outdoor Adventures offers comprehensive healthcare classes in CPR, first aid, and EMT training. Outdoor adventures is located at the intersection of La Rue Road and Hutchison Drive: <http://cru.ucdavis.edu/content.cfm?contentID=78>.

#### ***Equestrian Center (EQU)***

The 25-acre Equestrian Center operates a year-round boarding program for students and a lesson program available to students and general public who are 18 years of age or older. The Equestrian Center hosts four equestrian sports club teams: hunter/jumper, dressage, western, and eventing. The EQC's gentle lesson horses and experienced instructors offer a safe and fun environment for those wanting to learn to ride. The EQC is fully staffed including four resident barn supervisors for 24/7 care: <http://cru.ucdavis.edu/content.cfm?contentID=64>.

#### ***Aquatics***

Whether students want to improve their fitness or relax in the sun, Campus Recreation and Unions has the pool: <http://cru.ucdavis.edu/content.cfm?contentID=45>. Located near the ARC, the Recreation Pool's distinctive shape allows for a wide variety of water activities. The pool includes lap lanes, diving boards, an island, a large grass area for sunbathing and a shallow wading pool. The pool opens for the season in mid-April and closes in mid-October.

The Hickey Pool is a seven-lane, 33 $\frac{1}{3}$ -yard pool with a moveable bulkhead previously used as the competitive pool on campus, housing six Intercollegiate Athletic teams, physical education classes, Intramural Sports, Sport Clubs and University Extension classes. The heated Hickey Pool is available to students and ARC members for lap swimming hours during the year.

## **Memorial Union**

Often called the living room of campus, the Memorial Union is a central hub of student life. It is home to a host of student services and programs, including the ASUCD student government offices, Center for Student Involvement, Coffee House, UC Davis Store, Games Area, study lounges and meeting rooms. Go to <http://cru.ucdavis.edu> for more information.

## **Creative Outlets**

### **Craft Center**

The Craft Center is an ideal place to channel creative energy, offering more than 90 affordable and fun classes each quarter. The center's 10 well-equipped studios are available for informal use on a day or quarter use basis. Workshops and classes are offered each quarter in woodworking, weaving, jewelry making, art and graphics, computer imaging, ceramics, photography, silk-screen printing, welding, leather working, stained glass and other crafts. After developing a skill, students may use our facilities on their own time with day-use or quarter-use passes. All participants must be UC Davis students or community members 18 years or older. For more information, go to <http://cru.ucdavis.edu/content.cfm?contentID=57>.

### **Interdisciplinary Graduate and Professional Student Symposium (IGPS)**

The annual Interdisciplinary Graduate and Professional Student Symposium is held each spring to showcase graduate and professional student research, and creative and scholarly activities in a truly cross-disciplinary environment. The two-day event includes posters, individual talks, student-organized panels, creative performances and networking opportunities in a professional conference atmosphere. For more information, go to <http://gradstudies.ucdavis.edu/professional-development/interdisciplinary-graduate-professional-symposium>.

### **Experimental College**

The Experimental College (EC) provides an outlet for individuals to share their interests and learn skills in an informal setting by offering courses in Dance, Martial Arts, Yoga and Movement, Holistic Health, Music, Language and more. Programs offered at the EC support a non-competitive learning environment in order to foster personal growth. Most instructors are members of the Davis city and campus communities, and most courses are held on campus or in local studios. The EC also coordinates an organic community garden. For 20 years, the garden has provided a place for students and non-students alike to grow their own vegetables and meet other gardeners. The EC is located on the second floor of the South Silo. The Experimental College catalog comes out at the end of each quarter with course offerings for the following quarter and is available on the ASUCD website at <https://ecollege.ucdavis.edu>.

### **Cal Aggie Marching Band**

The Cal Aggie Marching Band is one of the proudest, most spirited, and most loved organizations on the UC Davis campus. For more information on the Cal Aggie Marching Band: <http://cru.ucdavis.edu/content.cfm?contentID=49>.

### **Student Publications and Other Displays of Creativity**

There are a number of places for you to publish your own creative works. These include:

- *The California Aggie* (<http://www.theaggie.org>), the daily undergraduate student newspaper, accepts submissions from students.

- The Ellen Hansen Memorial Prize is awarded annually to a UC Davis woman-identified student whose original creative project best demonstrates the bravery and independence of women. Creative project entries are due in early spring and exhibited in May. To learn more about the prize and be inspired, visit <http://wrrc.ucdavis.edu/research/index.html>.
- For the artist in you, the GSA Lounge (located on the second floor of the South Silo) offers a place to display graduate student works of art, whether or not you are an arts student. Please see: [http://gsa.ucdavis.edu/Front\\_Page](http://gsa.ucdavis.edu/Front_Page).
- Other GSA publications are occasionally organized by graduate students who receive a GSA Special Projects Award. Students can submit works to one of these publications, or can apply to organize one themselves. Please contact the GSA on the second floor of the South Silo or [http://gsa.ucdavis.edu/Front\\_Page](http://gsa.ucdavis.edu/Front_Page).

## **Arts and Entertainment**

UC Davis has many opportunities for arts, entertainment, and cultural events. From the campus galleries, to the music and drama departments, speakers for humanities and literature, film, lovers, cultural events, classes and exhibitions, and to the wide variety of events at the Mondavi Center, there's something for everyone. And, usually, students get in for half price. To check out the many programs and venues, go to <http://ucdavis.edu/arts-and-culture/index.html>.

### ***The Mondavi Center***

Mondavi Center explores the full range of the performing arts: <http://www.mondaviarts.org>.

### ***Art Museums***

The UC Davis campus has four museums of art. The Jan Shrem and Maria Manetti Shrem Museum of art will open in 2016-17. The Carl N. Gorman Museum exhibits Native American and other indigenous art. The Design Museum has changing exhibitions of architecture, costumes, graphics, textiles, new media and popular culture that reflect the multifaceted and global aspects of design. The Richard L. Nelson Gallery and Fine Arts Collection features quarterly exhibitions of contemporary art, visual culture and selections from the university's permanent collection of some 5,000 works. <http://ucdavis.edu/arts-and-culture/art-museums.html>.

## **Surrounding Area**

### **City of Davis**

- Davis Wiki for all matters about Davis: [http://daviswiki.org/Front\\_Page](http://daviswiki.org/Front_Page)
- The Davis activities and entertainment guide: <http://cityofdavis.org/activities-and-entertainment-in-davis>
- Recreation Programs: <http://community-services.cityofdavis.org/recreation>

### **Yolo County**

- Yolo county visitors bureau: <http://cityofdavis.org/visitors>

### **City and County of Sacramento**

Sacramento, the capital city of California, is only 15 miles from Davis.

- Visitor's Guide: <http://www.visitsacramento.com>
- Performing Arts: <http://www.dreamsacramento.com/sacramento-performing-arts.html>
- Museums: <http://sacmuseums.org/museums>
- Second Saturday art walks: <http://www.2ndsaturdaysacramento.com>

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- Fun for kids: <http://sacramentokids.net>
- Sacramento365 provides a constantly updating calendar of events for arts, music events, museums, film festivals and more: <http://www.sacramento365.com>