

Joint



Doctoral



Program



in Ecology

Fall 2023
Student Guide

Students are advised to retain the *first* handbook for their *first* year of graduate study and the most current version of this handbook. Students should also obtain an SDSU *Graduate Bulletin* for the first and last year of study.

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INTRODUCTION

This document provides information to help you progress through the Joint Doctoral Program in Ecology. It addresses practical matters and complements the UC Davis New Student Handbook which students will receive at the beginning of their year at Davis, typically the second year in the JDPE.

As a result of the specifics of the State charter for the UC and CSU systems, the Ph.D. in Ecology is jointly awarded by UC Davis and SDSU. It is therefore important to understand both University systems.

At UCD, the Ph.D. program in Ecology is handled not by a single department, but by the Graduate Group in Ecology (GGE) that spans a number of Departments, nine Areas of Emphasis (AOE), over 120 faculty and over 160 Master's and PhD students in Ecology. The GGE is an independent unit that is not "governed" by a single department. Governance is managed by the GGE faculty membership.

Starting your tenure on the right foot in the JDPE depends heavily on you reading and understanding the information contained in both the SDSU and UCD handbooks AND attending orientations at both institutions. The handbooks and orientations are designed to complement each other, but not replace each other. You are required to attend orientations at SDSU in your first year and at UCD typically in your second year you start your residency there as there may have been changes to course requirements that you must be aware of.

IMPORTANT CONTACTS

Your Major Professor should be your first point of contact for questions about your program, your research, and about the JDPE. Stay in close contact with your Major Professor. When at Davis, your Davis Mentor will help guide you.

The Director of the JDPE at SDSU is:

Dr. Walter Oechel
Director, Joint Doctoral Program in Ecology Department
of Biology
PS240B
(619) 594-4818

E-mail: woechel@sdsu.edu

The Graduate Group in Ecology Chair at UCD is::

Dr. Brian Gaylord
Chair, Graduate Group in Ecology
Department of Evolution and Ecology and the Bodega Marine Laboratory
University of California
Davis, CA 95616
(707) 875-1940
E-mail: bpgaylord@ucdavis.edu

On the SDSU campus, the Graduate Programs Coordinator is the main support person for the JDPE. The current JDPE Graduate Program Coordinator is:

Patti Swinford
Graduate Programs Coordinator
Life Sciences North, Biology
Mail Code: 4614
E-mail: swinford@sdsu.edu

The Graduate Group in Ecology at UCD has a **Graduate Advisor** including for the JDPE. This is:

Angie Nguyen
Graduate Advisor
Graduate Group in Ecology
UC Davis
E-mail: htgnguyen@ucdavis.edu

Current Joint Doctoral Students -- Ecology Fall 2023

NAME	ADVISOR	ENTERED	OFFICE	EMAIL
Barajas, Lupita	Lipson	2020	PS 248	gbarajas6472@sdsu.edu
Becker, Elizabeth Morgan	Barber	2022	UCD	ebecker9331@sdsu.edu
Boone, Xavius	Long	2020	LSN 239	xboone8253@sdsu.edu
Brouwer, Jenna Nicole	Lipson	2022	UCD	jbrouwer5561@sdsu.edu
Carsh, Alexander	Oechel	2016	PS- 247	accarsh@sdsu.edu
Desantiago, Ricardo	Long	2018	PS 142	rdesantiago@sdsu.edu
Dubord, Alyssa	Oechel	2021	PS-247	adubord2840@sdsu.edu
Farchadi, Nima	Lewison	2019	LSN237	nfarchadi@sdsu.edu
Fenner, Andrea	Oechel	2017	LS239	anfenner@sdsu.edu
Fischer, Craig	Clark	2020	LSN239	cfischer2@sdsu.edu
Griffin, Jessica	Hovel	2018	LSN-239	jgriffin7869@sdsu.edu
Hock, Macall (NR)	Zona	2021	PS-253	mhock@sdsu.edu
Kelley, Devon Brianne	Hentschel	2022	UCD	dkelley5493@sdsu.edu
Kramer, Corey James (NR)	Lewison	2022	UCD	ckramer@sdsu.edu
McIntire, Lily	Miller	2020	PS 143	lmcintire3183@sdsu.edu
McNamara, John	Lipson	2022	UCD	jmcnamara3737@sdsu.edu
Penn, Shelby	Edwards	2021	PS 246	spenn2465@sdsu.edu
Rajah-Boyer, Kavita	Lipson	2016	PS246	krajah@sdsu.edu
Schmidt, Greta	Lewison	2020	LSN 237	gschmidt@sdsu.edu
Sirivat, Danielle (NR)	Oechel/Zona	2022	UCD	dsirivat6324@sdsu.edu
Traylor, Camille	Barber	2019	PS- 101	ctraylor@sdsu.edu
Winqvist, Tallulah	Edwards	2019	PS157	twinquist@sdsu.edu
Zhao, Hongyi*	Xu	2022	UCD	hzhao7484@sdsu.edu
Zhu, Xinhao*	Xu	2022	UCD	xzhu2798@sdsu.edu
Zuniga, Alessandra	Oechel	2019	LSN 239	azuniga0232@sdsu.edu
Humbert, Jefferson Wyatt (NR)	Hovel	2023	PS 252	jhumbert1095@sdsu.edu
Kabat, Kristin Lee (NR)	Clark	2023	LNS-201	kkabat0439@sdsu.edu
Tenorio, Francia Beatriz Medina	Zona	2023	UCD	ftenorio2833@sdsu.edu
Winters, Monica	Lipson	2023	PS 252	mwinters1705@sdsu.edu
Wynne, Troy (NR)	Lewison	2023	LSN-237	twynne6529@sdsu.edu
Attending UCD	New Students	Graduating	*International	NR Non Resident

JDPE Student Timeline

Please carefully follow this timeline. If you do, you should progress more smoothly through the JDPE.

Year 1 SDSU

Summer

If you are not currently a California resident, begin establishing residency (obtain a CA Driver's License or Identification Card, register to vote, change your car registration and insurance). Be sure to review the guidelines for establishing California residence for both campuses. California Department of Motor Vehicles web address: www.dmv.ca.gov/portal/dmv/dmv/home

Meet periodically, most likely virtually via Zoom, with your JDPE Major Professor to discuss your dissertation research area tentative title, and to decide on your area of emphasis (AOE) at Davis, and your tentative Davis Mentor.

Complete an initial draft of your Guidance Committee form with your Major Professor, Davis Mentor, and AOE advisor. This will guide you in selection of courses at SDSU. Submit to the Graduate Programs Coordinator to be approved by the JDPE Director.

- Work with your Major Professor and GC to choose courses for the entire year at SDSU.

August

- Meet with Department Coordinator (in LSN 104) to sign SDSU Teaching Assistant contract, obtain SDSU ID card, parking permit, keys, etc. **(Contract will be sent to you electronically, for preboarding you will physically visit HR)**
- Sign in with Human Resources for benefits enrollment **(HR will email you and you will electronically select your benefits package)**
- Attend Biology TA/GA workshop on Friday, August 18th from 9:00-11:00 am
- Work with JD Coordinator and Major Professor to select Guidance Committee (GC) and identify UCD Faculty Mentor
- You may be personally billed for your coursework, if your coursework is outside of the College of Sciences or Department of Geography. You may take up to 12 units in your first year with guidance from your Major Professor and approval of the JDPE Director.
- Register for classes including Bio 645 and any courses required to address entrance deficiencies
- Attend JDPE orientation at CMIL and **(Zoom)** on Friday, August 18th from 2:00-4:00 pm
- Attend the Ecology Meet and Greet and CMIL Orientation (Face to Face)** on Friday, August 18th from 4:30-7:00 pm at Coastal and Marine Institute Laboratory (4165 Spruance Road, San Diego)
- Take up to 2 of the 3 required ECL 290 seminars at SDSU in order to lower your course load at UC Davis and to allow room for another specialty course or research while at UC Davis.

September

- Begin classes at SDSU
- Complete the following:
 - Meet with your Major Professor and UCD/GGE Faculty Mentor and discuss terms of Graduate Research Assistantship during your year at UCD

- Arrange and hold meeting with Guidance Committee to finalize your Guidance Committee (GC) form. This needs to be submitted to the JDPE Graduate Program Coordinator at SDSU during the fall semester of your first year.
- Select required courses with GC, file study plan (including courses and exam topics)
Note: These can change with approval from GC, the JDPE Director, and the GGE Graduate Adviser.
- Work with Major Professor to identify 2 fellowships or grants to apply to this can include a proposal submission with your Major Professor
- If funds will be needed for your dissertation research activities, submit research funding request to Major Professor and when signed to the JDPE Director
- Submit proposals for fellowships and grant support as deadlines require
Note: The goal of the JDPE is to provide each student with full support for 5 years of study. Support in year 6 can be requested but is not guaranteed.

April

- Submit Progress Report to JDPE Graduate Programs Coordinator for approval by JDPE Director and addition to file.
- Complete penultimate draft of dissertation research proposal

Year 2 UC Davis

September

- Consider attending the Odyssey at Davis.
- Attend GGE orientation at Davis
- Begin courses and UCD Graduate Assistantship with Mentor at Davis

November

- Identify committee members for Qualifying Examination
- Organize and hold second GC meeting at UC Davis
- Submit a revision of the GC form if necessary
- Submit proposals for fellowship/grant support as deadlines require
- Complete a draft of your dissertation research proposal for submission to your Major Professor
- Submit research funding request to JD Coordinator and Major Professor if funds will be needed for your dissertation research activities

May

- Submit Progress Report to JDPE Graduate Programs Coordinator for approval by JDPE Director.
- Plan for Qualifying Examination to be taken during fall semester Year 3. Be sure to review approved GC coursework requirements to ensure completion of all requirements
- Submit *Pre-Qualifying Examination Evaluation* form to the JDPE Graduate Programs Coordinator.

Year 3 SDSU

September

- Submit the research (aka QE Proposal) proposal to QE Committee. Best practice is to write the QE Proposal as your Dissertation Research Proposal. This allows high level feedback on your Dissertation Research Proposal and reduces the number of proposals that you need to write.

- If JDPE funds will be needed for your dissertation research activities, submit a research funding proposal, approved by your major professor to the JDPE Director for consideration for funding.
- Finalize your QE committee and schedule, if not done before. Currently, QEs are face-to-face, and a maximum of one on-line examiner is permitted following special request.

October-December

- Take Qualifying Examination
- Finalize Dissertation Committee and submit an approved Dissertation Proposal to the GGE within the six-month deadline of the QE. This will likely be the same as or a modification of the research proposal prepared for your QE.

January

- File *Application for Candidacy* to the JDPE Graduate Programs Coordinator
- Submit proposals for fellowship or grant support

May

- Submit Progress Report for your year at Davis (usually year 2) to the GGE UC Davis
- Check that you have submitted an approved dissertation proposal within 6 months of your Qualifying Exam

Year 4

- Continue dissertation research and writing
- If JDPE funds will be needed for your dissertation research activities, submit a research funding proposal, approved by your major professor to the JDPE Director for consideration for funding.
- May: Submit GGE Progress Report to the JDPE GPC at SDSU for forwarding to UC Davis

Year 5 (or 6 if extended)

- Enroll in Dissertation units (BIOL 899) in the semester you intend to graduate
- Notify both institutions of intent to graduate, attend SDSU Commencement (and UCD if desired)
- Submit Dissertation to Committee for approval
- Present Exit seminar to dissertation committee and SDSU faculty & students.
- Once approved, file the Dissertation with UCD Office of Graduate Studies
- Once your dissertation is accepted at UCD, submit copy of Dissertation to College of Graduate and Research Affairs at SDSU. Note: you must be enrolled in BIOL 899 the semester you are graduating at SDSU.
- File for graduation, graduate, and complete program exit survey

Always refer to the JDPE and UCD Handbooks for further instructions, policies, deadlines, and forms required of you!

See links for many of the forms, deadlines, and instructions for UCD.

https://ecology.ucdavis.edu/sites/g/files/dgvnsk5796/files/files/page/General%20-%20Student%20Handbook_0.pdf

<http://ecology.ucdavis.edu>

<https://programs.gs.ucdavis.edu/api/doc/3780>

Following is helpful information for beginning at SDSU

Student Contact Information

If you have not accessed your my.SDSU account, please do so right away at the following link:

[Student Resources | my.SDSU](#)

Follow the steps below for [creating a new student portal account](#). Please update your contact information on your my.SDSU account if it has changed since you applied to the University. **Furthermore, you are required to apply for and use an sdsu.edu email address for your official email correspondence.** An accurate email address on file is essential, as this is the primary means to receive announcements from the University and the Department.

Your Office365 Exchange (@SDSU.edu) email account is your official SDSU email account. Once you receive your @sdsu.edu email address, please make sure to go to the my.SDSU to update your email address and let the GPC (currently Patti Swinford) know your new email address for adding to our records and to the Ecology JDP Group List.

Graduate Housing Information

Please see the following websites for information regarding housing:

- San Diego State University Housing, Aztec Journey
<https://housing.sdsu.edu/>
- San Diego State University Housing, Off-Campus Student Housing
<https://housing.sdsu.edu/resources/off-campus>
- San Diego State University Housing, Newsletter
https://newscenter.sdsu.edu/sdsu_newscenter/news.aspx
- Aztec Corner East
<https://housing.sdsu.edu/communities/aztec-corner>
- Emerald Isle
<http://www.sdsurental.com/>
- Piedra del Sol
<https://housing.sdsu.edu/communities/piedra-del-sol>

Financial Aid

Information regarding financial aid can be found here: <https://sacd.sdsu.edu/financial-aid>

Please direct all financial aid questions to the OFAS.

Orientation Events

1) The university graduate orientation is online. Please review this material prior to arriving at SDSU. The site is <http://grad.sdsu.edu/>

2) Please note that there is an additional orientation for international students. **This orientation is mandatory.** Please see more information here: http://go.sdsu.edu/student_affairs/internationalstudents/isorientationhomepage.aspx

3) Welcome events and orientations within the Biology Department will be posted on Biology's calendar, viewable on our department web site: <http://www.bio.sdsu.edu/>

These events include:

Any new student who will be a Teaching Assistant is required to attend a New TA Orientation on **Friday, August 18th from 9:00 a.m. to 11:00 a.m. in the Life Sciences North 101 conference room.**

If you are a Teaching Assistant, the coordinator for your course is likely to schedule an orientation during the **week of August 14-18**. Check with the course instructor or office staff for additional information. You can also check the department calendar at <http://www.bio.sdsu.edu/>

Registration and Fees

You will have a registration date/time assigned to you and posted on your web portal account. You can register any time AFTER your registration appointment time. Please note that the last day to **DROP, ADD is Friday, September 1st, 2023 @ 11:59 pm, no exceptions.** Since your tuition fees are being paid by the program, please DO NOT PAY any registration/tuition fees. However, you must pay your mandatory campus fee of \$1,274.

Please work with your advisor to determine which courses you need to take to prepare you for your research, qualifying exam, and to fulfill any entrance deficiencies as required by UC Davis. Please let GPC Patti Swinford know which non research courses you plan on taking via email so she can determine how many research (Biology 897) units you will need. She will send you an email with registration information and the schedule numbers for the research units. Please note: New students may take a maximum of 12 units per semester their first year.

The fall 2023 class schedule is now available for viewing online. Please see the following website to access the course schedule: <https://sunspot.sdsu.edu/schedule/#>

The fall 2023 fee schedule can be viewed here (look for graduate fees):
<https://student-accounts.sdsu.edu/tuition>

PLEASE NOTE THAT THE FIRST DAY OF CLASSES IS **AUGUST 21ST**.

For those of you teaching:

If you will be teaching, you will receive additional pertinent information in a separate e-mail message, most likely from Dr. Robert Zeller. Please note that the first day of the fall semester is **August 17th** and all TA contracts begin on this date. TAs must be available starting this date for preparatory work and lab meetings. A half-day TA orientation will take place in person. **This is a mandatory meeting** for those of you teaching.

In addition, the coordinator for your course is likely to schedule an orientation during the **week of August 14th**. Check with the course instructor or check the department calendar at <http://www.bio.sdsu.edu/> for additional information.

First Year Joint Doctoral Students

Human Resources will send you an email letting you know the steps to complete your pre-employment requirements. Once you have satisfied the pre-employment requirements, you will receive an email from Patti Swinford, letting you know when your TA contract is ready to be signed.

If you are a foreign student, you will also need to schedule an appointment with the Non-Resident Alien Tax Analyst to determine your tax residency status and file proper documentation prior to receiving your first paycheck. Further information will be provided to you when you sign your contract.

Returning doctoral students will NOT have to sign in at Human Resources again, but will be issued a new ID each year at the time you sign your contract.

Your Paycheck

Your stipend is divided into 12 equal monthly payments. Paychecks for a given academic year begin October 1 and end September 1 of the following year. Please sign up for direct deposit when you check in at Human Resources. A payday card with exact payday can be obtained from Human Resources directly or from their website at https://sdsuedu.sharepoint.com/sites/BFA/HR/SiteAssets/CHR%20Payroll%20Calendar%202023_Revised_Juneteenth.pdf

Academic Calendar

The 2023/2024 Academic Calendar can be viewed here:

https://registrar.sdsu.edu/calendars/academic_calendars/fall-2023

Immunization

The school does have an immunization requirement. If you do not meet this requirement after your first semester of study, you will not be able to register for your second semester. Please view the requirements here:

<https://sacd.sdsu.edu/student-health-services/immunizations/required-vaccinations/immunization-requirements>

Parking and ID cards

If you will be driving to campus, you will need to purchase a parking pass. You will need to bring your TA contract to prove your eligibility to purchase a Faculty/Staff permit. Please see the details here:

<http://bfa.sdsu.edu/campus/parkingtrans/permits.aspx>. Tickets are given the first week of school, so please purchase the pass early!

Information about obtaining your student ID card can be found here. This should be the first thing you do when you come to campus.

<https://sdsucard.sdsu.edu/get-a-card>

Program Information

Information for Ecology Ph.D. students can be found online at: <http://www.bio.sdsu.edu/ecology>

Please feel free to contact Patti Swinford, JDPE GPC at swinford@sdsu.edu or JDPE Director Dr. Walter Oechel woechel@sdsu.edu with any questions or your advisor with any questions.

FINANCIAL SUPPORT & TEACHING REQUIREMENTS

The goal of the JDPE at SDSU is to fully support students making good progress at approximately $\geq \$30,000/y$ from a variety of sources for a minimum of five years. During these five years, part-time resident tuition is generally provided by the College of Graduate Studies. However, this does not include the “Mandatory Campus Fees”, which are the responsibility of the student directly. These fees cover, Student Body Association Fee, Student Union Fee, Health Facility Fee, Health Services Fee, & Instructionally Related Activity Fees and Library Service Fee.

Additionally, continuation of funding for a 6th year is contingent upon satisfactory progress towards your degree and availability of continued funding. Note: This information *replaces* the UC Davis Handbook section on Financial Information, which does not apply to Joint Doctoral Program students. JDPE funding beyond year 6 is not available.

TEACHING REQUIREMENTS

Students without other support will typically be offered a combined Teaching Assistant/Graduate Assistant position for approximately $\geq \$30,000$ per year paid over 12 months. Students must be enrolled in at least 1 course during the term(s) of a Teaching Assistant/Graduate Assistant appointment. Student involvement and participation in our doctoral program is expected to be a full-time academic pursuit that involves teaching/instructional support, research related activities, and classes during their nine-month, academic year position. Student research generally continues over the summer period. Students are expected to do their assigned teaching and mentoring and to assist their major professors in research and laboratory support. Students are expected to support the research of their UC Davis Mentor during the year at Davis. Students are obligated to continue making progress in their doctoral studies/research and assisting in the laboratory of their Major Professor during the summertime. Regardless of other sources of support, every JDPE student is required to teach at least four units during their program as part of their Ph.D. program.

EXTERNAL FUNDING/ TEACHING BUYOUT

Grant support

Major professors may support their students in full from research funds in lieu of a TA or GA contract from San Diego State University. Major professors may also supplement the salary of their students from research grants. This is typically through summer salary. In addition, major professors contribute towards summer support when the student is on a TA or GA. The student should discuss with their Major Professor the general support to the lab expected of students.

Fellowships

Every student without a major grant or fellowship is required to submit two significant national grant or full fellowship applications (e.g., NSF, NASA, or DOE) per year for each of their first two years as a condition of continued financial support from SDSU. International students should consult with their Major Professor to identify funding opportunities for non-residents. If funds are received, they can be used as support in lieu of a GA or TA, or to provide summer salary or support during winter or spring breaks to supplement funding from a GA or TA.

FUNDING FOR MEETINGS AND RESEARCH

JDPE Funding

Proposals for research funding are submitted to your Major Professor each fiscal year, which begins July 1, and then to the Graduate Programs Coordinator. Submit proposals in September or January, depending on your research progress. These should be submitted by February of each year at the latest, as all funds need to be committed well before the end of the fiscal year. This should include any travel expenses anticipated in the execution of your research, lab supplies and equipment, and anything else deemed necessary by your Major Professor. Travel support will be contingent on filing a T1/T2 30 days before travel date and approval of funding application. Note that a blanket T1/T2 can be filed annually for regularly reoccurring field work. In preparing your budget, please consult with your Major Professor and the Graduate Programs Coordinator. If you had support the previous year, you should include a summary of how the funds were used and what results were achieved.

You and your Major Professor must both sign the request. This process will provide experience in obtaining “mini-grants,” which can be listed on your *Curriculum Vitae* as “SDSU Doctoral Research Grant.” In addition, you will probably want to consult with your Major Professor and the Graduate Programs Coordinator, to find out what is already available and to get current prices on items that need to be purchased.

College of Sciences Funding

The College of Sciences receives Instructionally Related Activities (IRA) funds to help support student travel to professional meetings to present the results of their research. In addition, a limited amount of these funds may be used for expenses or the purchase of supplies required for preparation for qualified research presentations (e.g., poster supplies, film developing, etc.).

Applications for supplies must have a clear indication of where the abstract will be published or presented. A copy of the abstract to be submitted must be included.

The following are guidelines for requesting travel funds:

1. The student must be presenting a paper or poster at a national or regional meeting. Support for only one student per paper or poster is permitted.
2. The student must submit an application to Estralita Martin in the Assistant Dean's Office (GMCS 321B). Applications will be considered two times during the year (beginning of November and April). Applications must include a copy of the submitted abstract.
3. Proposals will be approved pending acceptance of the research paper or poster. Funding will be activated after an acceptance letter is submitted to Estralita Martin (Assistant Dean's Office).

4. The amount of the award will vary depending on how many students apply and how much funding is available during the period in which the student applies. In the past the awards have ranged from \$50-\$150 for in-state travel and \$200-\$350 for out-of-state travel.

Applications are available in the Assistant Dean's Office (ext. 41204).

JDPE Funding Priorities

All support is contingent on satisfactory progress report being file in the previous May. The highest priority is the efficient and expedient completion of a quality Dissertation & published papers for your degree. Meetings that increase your exposure to US and international scientists and at which a paper or poster is presented are also of high priority. A request outside these categories may result in either partial or no funding.

Travel

1. To UCD for you and your Major Professor; travel to SDSU by your UCD mentor or guidance committee.
2. To present dissertation research results at suitable international, national or regional meetings (invited or contributed)
3. To attend approved international, national or regional meetings

Note: It is difficult to prioritize international vs. national meetings; international meetings are evaluated on a case-by-case basis.

Research Related

1. Funds to conduct work under an approved plan that has been presented to the faculty or approved by the GC
2. Funds to conduct preliminary studies work that are approved by faculty
3. Page charges

Equipment

1. Ecological equipment for use by doctoral students and faculty in the course of dissertation-related research
2. Computers for support of dissertation research
3. Equipment to be used by the student and the Major Professor

Submitting Funding Requests to the JDPE

The probability of a request being funded will be increased by the following:

- A) A Clear and compelling proposal accompanying the request, including a statement of stating how the funding will promote the dissertation research, endorsed by the Major Professor.
- B) Evidence of an attempt to gain matching or supplementary funds, e.g., submission of research or fellowship proposals to NSF, NASA, DOE, NOAA, EPA or matching proposals to Sigma Xi or other sources of graduate research support

Note—it is not the intent to require matching funds, but to encourage submission of proposals.

All students must apply for at least two full pre-doctoral fellowships or to National Agency Funding during each of their first two years in the JD program to be eligible for continued mini-grant support. Be sure to add copies of these proposals to your portfolio. Travel support will be contingent on filing a T2 30 days before travel date and approval of funding application. Deadline for requesting supplies is April 1st.

Budgets for JDPE Funding Requests

Student Assistant

Student assistance is wages paid to a student who is hired on an hourly basis to help you carry out some essential but tedious task (e.g. weighing several thousand seeds, separating roots in soil samples, counting thousands of polychaete worms) or providing a field assistant in areas where it is unwise to work alone. If you are given an allocation for a student assistant, you must supervise the student, keep track of his/her hours, and turn in a timecard to the Department Coordinator (Kisha Irvins, LS 104B) each month that he/she works (see Graduate Programs Coordinator for details).

Travel

Your budget request for travel should be subdivided into appropriate categories:

- (a) Travel to field sites. Commonly, ecological research requires periodic trips to a field site. State vehicles are available for this purpose, but the cost of their operation is charged to the Doctoral Program. Therefore, an estimate of the amount of travel to field sites should be included in your research budget. The program budget usually is not adequate to reimburse students for meals or lodging. Reimbursement for these expenses should be discussed with your Major Professor. Check with your Major Professor to determine what camping equipment is available for your use.
- (b) Travel to scientific meetings. Doctoral students are encouraged to attend scientific meetings, especially to make oral or poster presentations of their research and to develop important new contacts and learn new methodologies. To the extent possible, funds will be made available for this purpose. Allowable expenses for scientific meetings include housing and meals while attending the meeting, registration fees, and transportation. The amount of funding available to each student varies considerably from year to year. Consequently, complete reimbursement for all expenses may not be possible. You should check with the JD Coordinator, before committing personal funds, such as purchasing an airplane ticket. The most “popular” meeting is more than likely the Ecological Society of America’s annual conference, usually held in August, just after the fiscal year begins.
- (c) Travel to UC Davis for the purpose of meeting with faculty members in preparation for your year of residence. We want your year at UCD to be successful, so you should include two trips to Davis in your first-year budget (for orientation in September and in the spring semester to plan for your year at Davis in the second year). To help ensure your success, entering JD students will attend orientation at Davis the year you arrive at SDSU (rather than the semester you go to Davis). This will give you an overview of the program at the beginning of your tenure. SDSU Major Professors should also attend. Students and Major Professors must meet with the student’s prospective UCD research host the semester before they plan to go to Davis (i.e. the spring semester before the fall they are to go to Davis). During this visit, you should meet with your UCD research host and discuss how you will assist in and interact with his/her laboratory. JD students in ecology are expected to assist UCD research hosts for up to 20 hrs/week during their stay at UCD (see below).

Request for JDPE Funding for (give academic year, semester)

(Your Name)

(year in program) year Joint Doctoral Student in Ecology

Major Professor/Advisor: (Name)

(This is the form when research funding is requested, scientific meeting travel. For committee meeting travel only, a simplified request can be made)

Tentative Title of Dissertation: (Title)

Introduction, objectives, hypothesis (Limit 500 Words)

Progress date (Limit 500 words)

Why is funding needed for JDPE? (i.e., is this a special need, or special opportunity, are no project funds available? Why is this a good investment and appropriate for the JDPE? Limit 200 words

What other funding is available (Limit 200 words)

Guidance Committee Form Filed (Date)

Progress Reports Filled (Dates)

Qualifying exam completed (give date completed or target date to be taken)

Overall budget for research for current year (Excel)

Budget request to JDPE (Excel)

Budget Justification (Limit 300 words)

Papers submitted or published (list)

Papers planned and target date to be submitted

Proposals (Indicate: Planned, Submitted or Awarded, Agency, Title, Year. Follow NSF Current and pending format). Note, all eligible students are expected to submit at least 2 proposals for each of the first 3 years, for fellowships and/or grants including NSF Fellowship, NSF Dissertation improvement award, or equivalent in addition to local, State and other applications. By signing this document, I agree to submit T2 30 days prior to travel and submit all purchase requests by April 1st.

Signature: _____

Date: _____

I support this application

Major Professor Signature: _____

Date: _____

Please attach unofficial transcript(s), most recent progress report and guidance committee report.

TRAVEL

Before you travel...

If you are traveling off campus for work related reasons, you **MUST** complete a travel form (T1/T-2) and submit it to the Graduate Programs Administrator in LSN 104 **15 days prior to in-State and 30 days prior to out-of-State and foreign travel. You must complete a T1/T-2 form even if you are not requesting reimbursement. If you are traveling outside of the country, your T1/T2 must be accompanied by an FTIP** This rule applies to all employees of SDSU, including TA's and GA's. Forms: <http://bfa.sdsu.edu/financial/travel/forms.aspx>

This form is also used to request a travel advance. The requested advance should not exceed 80% of the estimated out of pocket travel. If you request an advance, you must also provide documentation of any expenses you have already incurred (conference registration, airline tickets) including a copy of your credit card showing the payments made (please black out personal information and other charges on your statement).

You will also complete a Biology JDP Student Request for Travel Support Form. This form must be signed by your director and turned in at the same time as your T1/T2.

Note: A valid California driver's license, a Defensive Driving Certificate and proof of insurance are required of all SDSU employees who will be operating University vehicles, rental cars, or their own vehicle on University business. Classes for the Defensive Driving Certificate are offered each semester through Public Safety. You must also sign an Authorization for Release of Driver Record Information. Please see Kat Zumstein for authorization and vehicle usage.

<https://bfa.sdsu.edu/safety/riskmanagement/off-campus-activities/driving>

If you are driving a personal car for state business, you must submit an Authorization to Use Privately Owned Vehicles on State Business.

<https://bfa.sdsu.edu/safety/riskmanagement/off-campus-activities/driving>

Travel Expense Claim

When you return from your trip, you will submit a Travel Expense Claim

<http://bfa.sdsu.edu/ap/forms.htm#travelforms>

While traveling, be sure to keep all receipts for expenses for which you are requesting reimbursement. If you are traveling by common carrier (airline, train, bus, etc.) you **MUST** keep your boarding pass as proof of travel.

You should also retain evidence that you attended the function you are traveling for (name badge, conference program, etc.). Submit your Travel Expense Claim along with receipts and supporting documentation immediately upon your return to the Graduate Programs Coordinator in LSN 104. The form must be completed accurately and thoroughly supported by appropriate documentation in order to assure timely reimbursement.

Under certain circumstances, the cost of meals may be a reimbursable expense. Please see the Travel Manual for specific details. The *maximum* meal allocations are currently \$10 for breakfast, \$15 for lunch and \$25 for dinner.

Please note that the cost of gas is not reimbursable. Instead, you will be reimbursed for mileage. If you submitted a reimbursement for a trip made via car, please include a Google Map (or a similar website's) printout of your trip that indicates the distance traveled. On the Travel Expense Claim, you will then calculate the reimbursed amount (\$0.655 per mile) using the mileage shown on the map.

If you need to drive a vehicle and the mileage exceeds the average cost of airfare, you will need to justify the additional expense. You can choose to be reimbursed for "gas in lieu of airfare" at a reduced rate if you chose to drive for personal reasons or convenience.

For multiple driving trips covered under a blanket T1/T2 for an extended period of time, you must submit a Monthly Report of Official Mileage by Private Car with your Travel Expense Claim.

- <http://bfa.sdsu.edu/ap/forms.htm>
- TRAVEL <https://bfa.sdsu.edu/financial/travel/forms>

Vehicle Rental

Under certain circumstances, you may find it necessary to rent a vehicle. SDSU currently has a contract with Enterprise Car Rental that offers rentals at a significantly reduced rate. If you choose another company, you will be responsible for the difference in cost between the rate you pay and the contract rate with Enterprise. For drop off and pick up within Southern California (south of San Luis Obispo) use this form to reserve a car after obtaining a purchase order number from the Department Coordinator in LSN 104.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DB30G78

The Enterprise contract includes insurance in with the daily rate, so the comparison of Enterprise vs other rental companies might show Enterprise slightly higher. SDSU wants our employees to be covered, and Enterprise has lowered our daily rates, enough so that when insurance is included, the cost per vehicle is very competitive. If you rent through another company the additional cost of insurance is NOT a reimbursable expense.

Please refer to the complete manual on SDSU travel policies and procedures for more detailed information and to obtain the required forms electronically [Microsoft Word - Travel Policy draft 12-14-2016.doc \(sdsu.edu\)](#)

All travel forms may be obtained from the SDSU Accounts Payable web page under Travel Forms

<http://bfa.sdsu.edu/financial/travel/forms.aspx>

Other notes

- Reimbursement and travel advance checks are sent to the address on file with HR. If you move, you must contact HR to update your address in order for you to receive your checks! (619-594-6404)
- SDSU cannot directly reimburse UC Davis faculty directly for travel. Instead, the faculty are reimbursed by UC Davis who then invoices us. If you have Davis faculty traveling to San Diego for qualifying exams or other business, please contact the Graduate Programs Coordinator at SDSU and the Graduate Advisor at Davis for approval and to make travel arrangements.

- When submitting a travel expense report, please tape your receipts to plain white paper. Make sure to include proof of payment including credit card statements with the reimbursable purchase highlighted.
- Please remember that you cannot just claim the maximum meal allowance during your travel. While you don't need to submit meal receipts, these charges are meant to be actual expenses. The form will be returned if you just claim the maximum meal allowance.
- For foreign travel, please use the currency converter for that country.

<https://bfa.sdsu.edu/financial/travel/resources>



T1/T2 Travel Authorization Form

Travel Authorization Form 1/3

AP USE ONLY: TRV

SECTION 1: Traveler's Information	
Traveler's Name	Traveler Type Select from drop down...
SDSU Red ID	Is the traveler a resident alien or US Citizen? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If NO, attach Foreign National Information Form, W-BEN, and other required forms.</i>
Department and Title	Please select Traveler affiliation: SDSU Employee <input type="checkbox"/> SDSURF Employee <input type="checkbox"/> N/A <input type="checkbox"/>
Destination	Prepared by/Name of dept contact _____ Ext. _____
Date(s) Absence from Campus	Date(s) of Event _____
Reason for Travel? Why this is an Essential Travel	
Does the proposed travel further the academic or co-curricular mission of SDSU? How?	
Are you currently teaching a course at SDSU?	
If YES, is the course online or in person?	

SECTION 2: Trip Details			Yes	No
Travel Type Select Travel Type...	Is any portion of this travel for personal reasons?		<input type="checkbox"/>	<input type="checkbox"/>
	If driving, have you registered with the Parking and Transportation Department?		<input type="checkbox"/>	<input type="checkbox"/>
	If foreign travel, has traveler requested Foreign Travel Insurance?		<input type="checkbox"/>	<input type="checkbox"/>
	If foreign, is destination on State Department's Travel Warning List? or the CSURMA High Hazardous Country List/War Risk Country List*		<input type="checkbox"/>	<input type="checkbox"/>
<p>*Campus Funded FOREIGN TRAVEL: Please check <u>both</u> the State Department's Travel Warning List and the CSU Warning List Visit the SDSU Risk Management Website for further information.</p> <p>*Auxiliary Funded FOREIGN TRAVEL: All individuals traveling to foreign countries for SDSURF business MUST report their travel plans to the SDSURF risk management staff in advance of the trip in order to be covered by the SDSURF's foreign travel liability insurance policy. SDSURF's risk management staff may be reached at 619-594-4139 or email: riskmanagement@sdsu.edu Visit the SDSU Research Foundation Risk Management Website for further information.</p> <p>*All travelers must submit a Foreign Travel Insurance Request Form and the completed Travel Authorization Form 30 days prior to the departure, 45 days prior to travel to high risk areas.</p> <p>*For International Travel: CDC Travel Guidelines and the State Department Travel Advisory.</p> <p>If foreign travel, confirm Foreign Travel Insurance Request Form has been submitted: YES <input type="checkbox"/></p> <p>If traveling by air, what airports will you travel through? Is there a stopover that includes time spent other than in the airport? Where?</p> <p>For instate travel, what is the status of the destination city/county regarding Covid-19:</p> <p>For out of state travel, what is the status of the destination city/county regarding Covid-19 cases? Is a quarantine required upon arrival?</p> <p>For international travel, what is the risk rating for the destination country? What is the status of the destination country regarding Covid-19 cases? Is a quarantine required upon arrival?</p>				

SECTION 3: Funding Source	
<p>Please be advised that depending on the Funding Source selected will determine the SDSU Travel Policy applied and Travel Approvals required.</p> <p>If a SDSU (State-Side) Funding Source is selected please review the SDSU (State-Side) Travel Policy and Required Approvals.</p> <p>If a SDSU Foundation Funding Source is selected please review the SDSU Foundation Travel Policy and Required Approvals.</p>	
Funding Source: <input type="checkbox"/> Campus Funds <input type="checkbox"/> Sponsored Research (SDSURF) <input type="checkbox"/> Associated Students/Aztec Shops <input type="checkbox"/> Gift/Donor (SDSURF/TCF) <input type="checkbox"/> Personal Funds	
<p><i>If Campus Funds are used please proceed to Section 5: Campus Funded Travel, otherwise complete Section 4: Foundation Funded Travel.</i></p> <p>Does this request have additional Travelers? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, submit a completed Travel Authorization Form for each additional Traveler separately.</p> <p>*Note: Use separate Disbursement Request for additional travelers advances.</p>	

SECTION 4: FOUNDATION Funded Travel							
	Travel to be charged to FUND #/ Account Code	Total Estimated Costs	Method of Payment (check applicable column)				SDSU Research Foundation Use Only SDSURF Document Numbers
			PCard	PO/Check	Travel Advance	Reimbursement After Travel	
Airfare (US Carrier, Coach/Economy Class)							
Lodging							
Registration							
Rental Vehicle							
Meals & Incidentals			N/A	N/A			
Other Expense							
Total Estimated Travel Costs: \$ 0				Name of PCard Holder, if app.:			
Requested Advance Amount: \$				Last 4 Digits of PCard, if app.:			



T1/T2
Travel Authorization Form

Travel Authorization Form 2/3

AP USE ONLY: TRV

SECTION 4: FOUNDATION Funded Travel *continued*

CHECK ONE: CHECK REQUEST: Mailed to payee's address on file.
 DIRECT DEPOSIT: Payee must have direct deposit established or complete the direct deposit authorization form and attach to this request
 *Note: Advances may be up to 80% of anticipated out of pocket costs *Note: Use separate Disbursement Request for additional travelers advances.
 Attach breakdown of Advance amount

Travel Advance Accounting Distribution Only

EXPENSE TYPE	FUND	ORG	ACCOUNT	%	OR AMOUNT
Travel Advance					

Approval Signatures

PCard Holder Signature, if applicable: _____ Date: _____
 Fund Manager Approval: _____ Date: _____
 SDSURF Approval: _____ Date: _____
 SDSURF Staff Use Only: SDSURF Travel Advance Inv. # _____ DE By: _____ Check Due Date: _____

SECTION 5: CAMPUS Funded Travel

Advance Request from A/P? YES NO Amount \$ 0 For employees that have not signed up for direct deposit, checks will be mailed to their address of record on file in HR PeopleSoft. Advances may be up to 80% of Total Estimated Travel Expenses below.

Payment Method: A/P OOP CTC CPO Amount Vendor Name and Address (required for A/P Direct Payments)

Registration: \$ _____ *Rancho San Diego Travel (Please contact Carin Graves: carin@ranchosdtravel.com)

Airfare: \$ _____ *Enterprise (Please use Enterprise link)

Rental Vehicle: \$ _____

Oracle Account No: _____ - _____ - _____ - _____ - _____ - _____ - _____ Maximum Reimbursement Amount \$ _____
 *Include all expenses regardless of method of payment (i.e. advances, direct payments, OOP, CTC, CPO, etc.)

For direct payments, please attach the itinerary or registration form.

Estimated Expenses:	Lodging	Airfare	Registration	Rental Vehicle	Meals	Other	Total Estimate
							0

If lodging is greater than \$275 per night before tax please provide reason → Business Purpose or Necessity for Lodging

SECTION 6: Approvals

Traveler's Signature

I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of San Diego State University and I have made arrangements for the classes meeting during my absence and/or for administrative and other duties.
 I HEREBY CERTIFY THAT, WHENEVER I DRIVE A PRIVATELY OWNED VEHICLE FOR OFFICIAL STATE BUSINESS, I, a) have a valid driver's license; b) have the minimum liability insurance amount prescribed by State Law; c) Have not received more than three moving violations and/or accidents or combination thereof in the past twelve month period; d) have a current Authorization to use Privately Owned Vehicle form (std. 261) on file with the University; e) have satisfied the State Defensive Driver Training requirements; f) will report all accidents on form STD. 270 within 48 hours (S.A.M. 2441).
 I HEREBY CERTIFY THAT THE ABOVE TRAVEL ADVANCE if requested, is necessary to defray my anticipated reimbursable expenses while traveling on business for San Diego State University. I understand and agree that this amount must be cleared by submission of a Travel Expense Claim (TEC) within 60 days of my return from travel. In the event a TEC is not submitted, it is understood that the University may refer my outstanding advance to a collection agency, or with my written permission, withhold from my next pay warrant.

Signature of Traveler: _____ Print Name: _____ Date: _____

Approval Signatures

I HEREBY CERTIFY a) I have authorization to approve local and in-state travel in accordance with the SDSU Travel Policy; b) this travel is necessary for conducting business on behalf of the University; c) travel reimbursement will be in accordance with SDSU Travel Procedures and Regulations; d) I confirm the Traveler's duties will be covered while away from work for this trip.

Supervisor of Record: _____ Print Name: _____ Date: _____
 Dean/AVP (optional): _____ Print Name: _____ Date: _____

FAH Approval not required for Foundation Funded trips
 I HEREBY CERTIFY a) I have authorization to approve the funds and budget for this trip as the SDSU Fiscal Authorization Hierarchy approver for this ORG (department); b) I approve the funds and budget for this trip;
 FAH: _____ Printed Name: _____ Date: _____

SDSU President - Required for all travel to foreign destinations.

If foreign destination is on the State Department's Travel Warning List and/or CSU Warning List, I have read and understand the travel warning for the country to which I am authorizing travel I acknowledge that this destination is/is not on the CSU War Risk Country list and does/does not require Chancellor's Office approval.
 Approval- Required For All Travel To Foreign Destinations
 SDSU President or Designee: _____ Print Name: _____ Date: _____

For AdobeSign Submission Send Completed Form to SDSUAPTravel@sdsu.edu Signature: _____
 SDSU Accounts Payable Travel Signature: _____ Email: sdsuaptravel@sdsu.edu
 AP Rev. 05/2021



EMPLOYER PULL NOTICE PROGRAM
AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, San Diego State University
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY		COUNTY	STATE
San Diego		San Diego	CA
DATE	SIGNATURE OF EMPLOYEE		
	X		

I, Deborah Richeson, of San Diego State University
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY		COUNTY	STATE
San Diego		San Diego	CA
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE		
	X		

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO **NOT** RETURN THIS FORM TO DMV.

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS

STD. 261 (REV. 3-95)

*This approval must be renewed annually.
Supervisor: Retain Original Copy*

I. CERTIFICATION

In accordance with State Policy (S.A.M. 0753 & 0754) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED

III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED



**Accounts Payable
MONTHLY REPORT OF**

2023 OFFICIAL MILEAGE BY PRIVATE CAR

This monthly log sheet must accompany the Travel Expense Claim when submitted to Accounts Payable at the end of each month for mileage reimbursement.

Employee: _____

Month: _____

Department: _____

Vehicle _____

License: _____

Date	Mileage claimed between SDSU and the following destinations	No. of Miles	Amount 65.5¢ / mile	Parking/ Tolls
<i>For services provided to the University requiring travel:</i>		Totals		

I hereby certify that the above is a true statement of the travel performed by me as an employee of San Diego State University. I have a current "Authorization to Use Privately owned Vehicle" (Std. Form261) and a Defensive Driving Certificate on file with the university.

Employee Signature

Date

Supervisor's Signature

Date



Defensive Driver Yearly Release Form

The following certification shall be signed and submitted each year to verify the employee is still required to drive on state business or if they are to be removed from the program. This form will be required in April of every year. If you wish to submit sooner due to an employee no longer driving please do so.

Employee Acknowledgement:

"I certify that I am in possession of a valid California or other State driver's license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past twelve month period."

(Please Print Name)

(Phone)

(Signature)

(Date)

Supervisor/Manager Acknowledgement of Employee Driving on State Business:

- "I certify that the employee is required to drive on state business"***
- "I certify that the employee is no longer required to drive on state business. Please remove them from the Defensive Driving & DMV Pull Program."***

(Please Print Name)

(Phone)

(Signature)

(Date)

Please submit this form to Parking Services – MC 4390.

Parking & Transportation Services
Phone 619-594-6671
Fax 619-594-1015



Check Status: Faculty
 Staff
 GA/TA/Doc
 Student
 Volunteer

REQUEST FOR WAIVER OF DEFENSIVE DRIVING CERTIFICATE

Name (Please Print): _____

Department: _____ Extension: _____

California Drivers License #: _____ Expiration Date: _____

“I am in possession of a valid California driver’s license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three there) during the past twelve-month period.”

Employee Signature: _____ (Date) _____

Employee Email: _____ Red Id _____

* In order for your waiver to be valid, the Defensive Driving Coordinator must receive your completed waiver request, and the DMV Authorization Form. These documents will be maintained in Parking & Transportation Services as part of the Employee Pull Notice Program. You must also complete the online Defensive Driving course.

Supervisor’s Acknowledgement of Waiver Request: _____ (Email)

(Please Print Name)

(Signature) _____ (Date)

Will this employee need mileage reimbursement? Yes _____ No _____ (Must be checked)

Parking & Transportation Use Only:

Defensive Driving Certificate is waived: Yes _____ No _____

Defensive Driving Coordinator’s Signature:

(Signature) _____ (Date)

Defensive Driving Information

Driving on University Business

The California State University Office of Risk Management requires all employees to meet the required criteria before authorizing the use of university vehicles. Employees who are required to operate motorized vehicles on university business are required to be safe drivers and operate vehicles in a safe manner. Employees must have a supervisor's permission to operate any vehicle on university business. If the employee's position requires the operation of a vehicle on university business, then approval will be contingent upon satisfying each of the following, in accordance with the [CSU Use of University and Private Vehicles Policy Guidelines](#):

1. Possession of a valid California Driver's License.
2. Not have received more than three moving violations and/or accidents or combination thereof in the past twelve-month period.
3. Maintain a good and safe driving record while employed by San Diego State University.
4. Entry into the Employer Pull Notice Program via submission of the following forms, **which must be approved by Parking & Transportation Services prior to driving:**
 - [Defensive Driving Program Request](#) - (Google Form to be filled out by supervisor or designee - not employee).
 - [Authorization for Release of Driver Record Information](#) -PDF must be submitted by the supervisor or designee to employees and parking@sdsu.edu in Adobe Sign for signatures. If the employee has an out of state driver's license we cannot accept this form.
5. Submission of the Defensive Driving online course certificate to Parking & Transportation Services within one month of the waiver approval date. (*Link to course will be sent upon waiver approval*).
6. Submission of [Defensive Driving Yearly Release](#) (Google Form to be filled out by supervisor or designee) to Parking & Transportation Services once a year following entry into the program. This is required for any employees that need to be removed from the program as well. So all students, TA/GAs need to have a form submitted upon leaving employment or volunteer services.

Can I drive my personal vehicle?

Those employees who drive their personal vehicle on state business more than once a month and/or will request mileage reimbursement must complete the steps above and have an [Authorization to Use Privately Owned Vehicles on State Business](#) **on file with their department**, signed annually by the employee and supervisor.

SUPPLIES AND EQUIPMENT

You may purchase supplies for your research if you have obtained approval from the JD Coordinator or designee. Deadline to submit requests is April 1st. Please route your requests through the Department Coordinator, Kisha Irvins first. This is necessary for two reasons: we may have supplies in storage or have contracts with vendors who will give us a discount. Ordering of supplies and equipment should be done through Kisha. Reimbursements for personal expenses must be pre-approved.

Requisitions: Most supplies are obtained using a Purchase Order. A PO can be generated by submitting a requisition to the Department Coordinator. Important points to include are:

- Vendor Name, address, phone and fax number.
- Item description with catalog number.
- Quoted price, name of person quoting and the date of the quotation. If you have a written quote, include a copy with your requisition.
- Location for delivery, date needed.

When obtaining a price quote, take care NOT to place the order at that time. Indicate to the supplier that you are only asking for pricing information. Otherwise, the order could be duplicated and the extra shipping costs and restocking fees will be deducted from your budget. You should also ask the supplier about the cost of shipping, including any extra charges for hazardous materials, dry ice, or fuel surcharges. Orders for radioisotopes must be pre- approved by the Office of Laboratory Animal Care (OLAC) and/or the Radiation Safety Office.

A routine order is normally placed within 5-7 working days. If you require delivery in a time frame of less than two weeks, please clearly indicate the order is a RUSH and every effort will be made to expedite your order.

Reimbursements: It may occasionally be necessary to purchase items in an emergency or while you are working in the field. **THIS IS HIGHLY DISCOURAGED**, so make every effort to plan ahead. If you make a purchase with your own money that is less than \$50, complete the attached Small Dollar Reimbursement form, include the original receipt, and turn it in to the Department Coordinator in LSN 104. A check will be mailed to the address you provide on the reimbursement form.

If your purchase exceeds \$50 we will create a purchase order for your reimbursement, which will be reviewed and processed by Contract and Procurement Services. Your requisition form should include a justification of why it was necessary to make the purchase without going through the normal purchasing channels. Include your original receipts and a credit card or checking account statement showing the applicable charge. Please do not use cash as a means of payment. Accounts Payable requires proof of purchase and payment in order to reimburse you. You should use a permanent marker or correction fluid to obscure your account number.

Remember:

- You will NOT be reimbursed for supplies delivered to your home.
- Only original receipts are acceptable. **NO COPIES**. If you do not have a receipt a copy of the front and back of a cancelled check is allowable.

- Only purchased items used in field or lab work are acceptable; travel, transportation and food receipts will not be accepted, as they are handled through a separate travel process.
- Receipts from prior fiscal years will not be honored. The fiscal year is July 1 through June 30.
- All expenditures **must be pre-approved**.

Even though the end of the fiscal year is June 30th, the deadline for purchasing is the end of May. The early deadline is imposed by the university to allow purchase orders to be processed and items delivered prior to the end of the fiscal year. In addition, the State sometimes imposes an earlier “freeze” on purchasing when it appears that a budget deficit may. Therefore, make sure you submit purchase order requests early in the spring semester.

If you find that you have underestimated the funds necessary to carry out your research, don’t hesitate to discuss the problem with the JDPE Coordinator. Although there is no assurance that additional funds will be available, we can often help. On the other hand, if you need less money than you were allocated, please let the coordinator know as soon as possible so the funds can be reallocated for another use.

Please note the Biology Department contact for purchasing is: Kisha Irvins. Please submit all your requests to her for processing, tracking, and then the purchase will be completed.

UC DAVIS CONNECTION

The Year at UCD

All students must spend an academic year on the UC Davis campus. Usually this is the second year of residency, although occasionally it is the first year. It is very important to let the GGE Graduate Program Coordinator know the quarter you plan to register at UCD. Unless otherwise approved, your record will be activated at UCD in order for you to register at UCD in your second year. Having the “Davis experience” early in your training is important if it is to be most beneficial to you. Postponement of this requirement beyond the second year requires an exception to policy.

A major objective during your year at Davis is fulfilling the program of study of the JDPE as described in the Curriculum section of the UCD “New Student Handbook of Degree Requirements” (it is very important that you review this information carefully). In addition, this is your opportunity to become acquainted with UCD faculty members, some of whom will serve on your qualifying exam and dissertation committees.

The Graduate Group in Ecology hosts an orientation for new graduate students the year they are at UCD, which you will attend the first semester of your residency. This will provide you with an overview of the program from the beginning of program of study. Many important, practical topics are covered. You will be notified of the date, time and location of the UCD orientation via e-mail from the GGE Graduate Advisor.

While at Davis, your Major Professor will continue to provide mentorship and work with you to provide guidance for financial support. Your Guidance Committee will be composed of 1) your Major Professor who serves as the chair of your Guidance Committee and Dissertation Committee, 2) the UCD Area of Emphasis Adviser, and 3) your UCD Mentor who will serve as the third member of your Guidance Committee. There are no specific rules regarding how this person is selected, though the choice will generally be made with the advice and concurrence of your Major Professor. We encourage you to talk to UCD faculty members about their research interests and begin to determine who might be willing to serve as your UCD host.

During your year at Davis, you will not have any teaching obligations. However, you are expected to assist your Davis host in a graduate/research assistant (Graduate Student Researcher-GSR) capacity, such as helping with fieldwork, processing samples, or data analysis. This will not only give you more insight into the field of ecology but will help repay the Davis host for assisting and advising you. In the best of circumstances, you can develop a working relationship that is in your best interest as well as that of your Major Professor and Davis Mentor. A joint publication with you, your major professor and your UCD Mentor would be a laudable outcome of your year at UCD.

JDPE students are therefore expected to assist UCD Hosts in their research for up to 20 hrs/week. The number of hours and the responsibilities at UCD should be discussed and agreed to by your Major Professor, and your UCD host in the semester before you go to Davis. In some cases, the course load while at UCD may prohibit this level of time commitment. Your Major Professor and UCD host must agree on any reduction to the GSR commitment. (Discuss this section with your UCD host and give a copy of this section to him/her). In the ideal case, the student will work in an area that combines the research interests of the student, the UCD host, and your Major Professor. This collaboration is highly encouraged, as is the subsequent publication of joint paper(s) resulting from this GSR experience. The JD Coordinator must approve the plan for the GSR at Davis.

JOINT DOCTORAL PROGRAM DEGREE REQUIREMENTS

Completion of Joint Doctoral Program degree requirements requires the joint satisfaction of both the SDSU degree requirements, as described in the *Bulletin of the Graduate Division*, and the UCD degree

requirements, as described in the “New Student Handbook of Degree Requirements”. However, some issues have been identified that are particular to the *joint* nature of the JD program. These are listed below:

1. Composition of Qualifying Exam and Dissertation Committees

UCD Graduate Council guidelines for Joint Programs between CSU campuses and UCD campus establishes that the QE and Dissertation committees, "shall normally be composed of at least four Joint Graduate Group members, two from the CSU campus and two from UCD. Under exceptional circumstances, and upon approval of both graduate authorities, the Joint Doctoral Committee may include one member from outside the Joint Graduate Group or from another university."

The UCD “New Student Handbook of Degree Requirements” section on “Thesis, Qualifying Examination, and Dissertation Committees” does not state this requirement. However, students who assemble Qualifying or Dissertation committees consisting solely of UCD faculty are *not* compliant with Joint Doctoral Degree Requirements.

2. Format of Dissertation

It is your responsibility to check the UCD Dissertation format requirements. Please refer to <https://ecology.ucdavis.edu/degree-requirements>

Forms:

<https://grad.ucdavis.edu/forms>

Resources

Travel:

<https://bfa.sdsu.edu/financial/travel/t2andtec>

<https://bfa.sdsu.edu/financial/travel/forms>

<https://bfa.sdsu.edu/safety/riskmanagement/off-campus-activities/driving>

TA/GA Handbook and Academic Calendar and Payroll Calendar

[TA/GA Information](#) | [Graduate Studies](#) | [SDSU](#)

https://registrar.sdsu.edu/calendars/academic_calendars/fall-2023

https://sdsu.edu.sharepoint.com/sites/BFA/HR/SiteAssets/CHR%20Payroll%20Calendar%202023_Revised_Juneteenth.pdf

Where to go for help (SDSU Services)

[Academic Student Resource](#) | [Academic Help](#) | [SDSU](#)

How to Establish California Residency

[Residency For Tuition Purposes](#) | [Office of the Registrar](#) | [SDSU](#)

WHAT I WISH I WOULD HAVE KNOWN. ADVICE FROM A CURRENT JDPE STUDENT

The JDPE is a great program that affords you the opportunity to work with a small research institution that has a lot of local knowledge about ecological topics in San Diego, but to also connect with a larger research institution with diverse faculty expertise and great facilities. Take full advantage of both and try not to get too confused during the transitions: San Diego to Davis and back, semester to quarter system, small program to large program, etc. Here are some things I had questions about or would have liked to know about when I was going through the process.

General Info

- Each year, you may submit a budget proposal to the JDPE Director Walter Oechel. If you don't know what you'll need yet, still try and take a stab at it. This could even mean a trip or two to Davis or a small need for research funds, or a meeting with your guidance committee. If something unexpected comes up, you can check with Walt and see if funds are available. He'll try to help if he can but prefers the up front request at the beginning of the year. The program can also provide you with a computer if you need it and also an office if you need it. Check with Walt on computers and Patti Swinford about offices. Details on how to apply for JDPE funds can be found in the JDPE handbook available online and at orientation.
- Sign up research funding alerts through the SDSU Research Foundation if you need money for research or for yourself. There are frequent announcements sent out as well as targeted services (e.g. PIVOT Grant Searches, Grant Opportunity Publications from our DC Representatives, Van Scoyoc Associates, and Concierge opportunity searches). See https://foundation.sdsu.edu/communications_find_funding.html. You can set regular general announcements and targeted announcements of funding opportunity that fit the criteria you set. These services help put things on your radar you may have otherwise missed. A number of search services are offered. If in doubt, write *John Crockett* Associate VP Research Advancement, SDSU (jrockett@sdsu.edu). Also, ask your major professor to send you notices of funding opportunities that your major professor thinks are relevant to you and/or your research.
- Check out the scholarships page of the SDSU financial aid office. In particular, you can apply for a slew of scholarships in January/February and in the spring (May/June). Don't miss these deadlines if you need money because you'll have a good shot at some of these funds.
- Email your fellow students and set up meeting groups of folks with similar interests. This was important for me at Davis where I found more people with research interests similar to my own than there were at SDSU. Bounce questions and ideas off these folks about research questions, methodologies, data collection and analysis, key contact people, etc.

Year One

- You'll get paid through SDSU from October to September in your first year. At SDSU you do have to cover campus fees and parking/transportation if you need it, but everything else is paid for. Many JDPE students choose to opt out of the optional GSEP program as many of the offerings are already offered at no cost to JDPE students, <https://sacd.sdsu.edu/gradlife>
- Set up appointments with potential mentors early. You may want to think about mentors with expertise in areas of your research that aren't available at SDSU. Check out mentors in different departments. Davis is set up differently than SDSU because the GGE is not a department, but a graduate group with professors from lots of different departments on campus. It is somewhat disjointed that way but allows for flexibility in your personal research program and access to people with really specialized expertise in certain areas.
- If you can, stay over the night to get a better feel for Davis. There's usually a BBQ the night of the Davis orientation and this would give you an opportunity to meet the cohort that will be the same year as you. If you need a place to sleep, you can always check with the JDPE students that are at Davis for the year or email the cohort list and ask for a couch or floor space. People usually do what they can to be helpful and welcoming.
- Start working on your Guidance Committee form early. You will make the Graduate Programs Coordinator at SDSU and the Graduate Advisor at UCD unhappy if it is late (it's due at the end of the fall), and it really is helpful to have a plan for your coursework. Don't be shy about submitting things you may think are a stretch to fulfill prerequisites. FYI -- a prereq approval is not official unless given by the Director of the JDPE and the Chair of the GGE. If you're not sure about classes for the Davis year, make something up. The GC form is easy to change.
- If you have questions about classes at SDSU or Davis, just ask the prof or other students. Your GC committee will be your SDSU advisor, your Davis mentor and someone from your AOE. They say you're supposed to try and have a meeting about it with your GC committee before finalizing the form, but this is somewhat unrealistic for us, so just do your best.
- You may want to start thinking about looking for places to live in Davis around April/May of your first year. Don't worry though if you don't have anything until later, there always seem to be opportunities that come up as the fall comes and as the year goes on. Expect to pay \$450-\$550 if you're sharing a larger place and up to \$800 or so if you want a place on your own.
- The pay at Davis is a little more per month, but this is because you only get paid for 10 months of the year. Hopefully this helps you plan ahead. When looking for a place, remember that you'll probably want to be biking (check out where bike trails are, etc.) and that this is a town with a lot of undergrads (might want to think twice about the big apt complexes). The Davis wild has good info for house-hunting. You will almost certainly have to get a 12 month lease that starts Sept. 1 and ends Aug 31. Unfortunately, it can be hard to find sublessors because

Davis becomes a ghost town in the summer. If you get to Davis early, you can check out the free corners or dumpster areas around town and find some good furniture. People leave a lot of stuff behind they can't get rid of before August 31.

Year Two

- The Davis orientation should be done in the second year and can be a kind of a weird experience. They will be talking about a lot of Davis-specific stuff that doesn't really apply to you. Don't worry too much about the set schedule and do your best to go talk to as many potential faculty mentors as you need to while you're there. SDSU pays for this trip, so take advantage of it.
- Consider taking the Odyssey before the start of the fall semester. The JDPE pays for the experience and many students find it interesting and a great bonding and networking experience.
- Do your paperwork as soon as you arrive at Davis if not before. Even though you will be working with a Mentor at Davis, you will likely be paid on the same contract as at SDSU. The SDSU CGS will pay your domestic tuition at Davis. If you are an international student, the additional tuition will likely be paid by the GGE. Take the course you need as listed on your Guidance committee form and as needed for your Qualifying Exam that will be taken in the Fall semester of your third year.
- If you are in the minority, and on a Davis Research Assistantship or TA at Davis, things may be different. You may need to register for a full 12 units so you can officially be entered into the system. This will trigger your fee remission. I got my things in early enough in September that I got a small check on October 1. I don't know if this will always be the case. The fees include your student health insurance. I have heard you cannot have dependents on SHIP. Plan ahead for this if you need to. You will have no other fees to pay at Davis, which is nice. If paid by Davis, you may **NOT** get paid for a full year. They'll pay you October through June and you will have a new TA contract from SDSU the following August but pay won't come through until October. The spring payment for your Davis health insurance, however, does cover the entire summer up until the beginning of classes the following year. There will likely be a small gap between health coverage at Davis and your renewed coverage from SDSU on October 1.
- Go on the Odyssey if you can. It's a good bonding experience, particularly now that most of you will be taking care of the 200A & B requirement (Biol. 645 and Biol. 745) at SDSU in your first year. If you can't go on the Odyssey, or even if you do, try to participate in things your cohort is doing and get to know people. If your cohort isn't super active; email your listserv and invite people to do something. My year we had weekly happy hour after seminar, movie night, parties, barbecues, intramural sports teams, slosh ball, etc. That's one of the best parts of the Davis experience. People have lots of different backgrounds, research interests and experience. You can learn a lot from your classmates.
- Set up meetings with people you think may help you in your research, and don't wait until spring quarter to do it. Check out different departments and talk to

lots of other students. You never know where you might find a really useful connection. Set up collaborations if you can. Shoot for selecting (or at least talking to) your qualification exam committee members from Davis before you leave. Same with any potential Davis members of your dissertation committee. It really is easier to do some of this stuff face- to-face. It's helpful to keep in mind your future needs for committee members as you're taking classes and meeting more faculty members. If you'd like to continue using a faculty at Davis (e.g. lab, greenhouse, etc.) to complete a collaboration or a portion of your research after you leave, talk to your mentor about it ahead of time.

- If you're not happy with 290 (seminar) options, make your own. It's pretty easy to set up if you get people interested and rope a faculty member in.
- Definitely come with a bike and make sure you have rain gear by late fall. Buy bike lights if you don't have them. There's a number of good bike stores in Davis that carry a wide selection. You'll want them for riding at night, which you will probably do a lot for fall and winter. I also recommend a good hat and gloves because riding can get pretty cold when it's windy out. Be VERY careful riding around Davis. Town is moderately safe, but be careful about not stopping at stop signs (i.e. putting a foot down) because the bike cop in town will pull you over and give you a ticket. Campus can be very dangerous; lots of people talk on cell phones and ride, pedestrians use the bike paths rather than sidewalks and don't pay attention, many people are unsure and swerving riders. You may even want to walk the first week of classes. There are a ton of new students that haven't ridden a lot and don't know the biking rules of the road. Always lock your bike, and be careful leaving it locked up during breaks when there's not a lot of activity on campus.
- The Student Health and Wellness Center is decent. There are a variety of medical services available on campus, including primary care, optometry, psychiatry, and physical therapy. That said, some services are either more expensive or and completely unavailable if you are not on UC Davis's student health insurance plan (UC SHIP). Take advantage of the on campus pharmacy. Sometimes the co-pay for Rx's are lower than they would be at a regular pharmacy. Also, check out the ARC. Good exercise facilities with machines, weights, climbing wall, classes, etc. You can also sign up for a number of different classes through the Experimental College.
- This is a good opportunity to take advantage of a year where you have no TA responsibilities and are just focused on your research. You can get a lot of things done - grant applications, meetings, research, proposal refinement, whatever. Have fun and enjoy your time.

There's much more to know, so if you have questions, just find someone and ask!

A CHECKLIST OF FACULTY AND STUDENT RESPONSIBILITIES

ECOLOGY GRADUATE STUDENT ASSOCIATION

GRADUATE GROUP IN ECOLOGY

SUMMARY

These guidelines were prepared by the Mentorship Committee of the EGSA as part of the overall student review of the Ecology Graduate Group conducted during the 1997-98 academic year. Specific recommendations found in the document were drawn from committee members' own experience, informal discussions with other graduate students, and from interviews with six GGE faculty members selected for their reputation as good mentors. Two additional faculty members helped with comments on the final draft. The guidelines were formally adopted by the Executive Committee of the GGE in Spring 1998.

Although we avoided making a critique of mentoring in the original document, a few comments here might serve as background for our recommendations. While we discovered that there are a fair number of truly excellent mentors in the group and only a couple of unacceptable mentors, the comment that we heard most often is that of being forgotten by faculty members who are more interested in their own research. In some respects this problem is more prevalent at UC Davis than at other universities since faculty members have so many other interesting faculty members with whom they can interact as opposed to their graduate students.

Thus, our overall recommendation is for faculty members to remember that graduate students are not solely a burden, or a source of labor, but that graduate students have value as their closest colleagues in terms of research interests. Of course, most faculty members value their students but are perhaps overwhelmed by the many demands made on their time. However, even benign neglect leads to low achievement. Thus, one purpose of these guidelines is to remind faculty members of what is expected of them as a good mentor.

Similarly, we wish to remind graduate students of what their obligations are and what they should expect from their Major Professor/FM. Graduate students should be encouraged to use this document as a forum for initiating communication with their Major Professor, or as validation of their decision to change Major Professor.

Many of our specific recommendations revolve around improving communication between faculty and student. Among other things, faculty need to let students know what funding they can provide, initiate discussions about authorship of papers, and keep students informed about their schedules in advance. Similarly, students need to let faculty know in advance what their needs are, that they will be needing a letter of recommendation in 1 be next month, etc. Beginning students may not understand what their responsibilities are and can benefit from a frank discussion of what is expected of them.

Other recommendations for faculty members are more abstract and involve mentoring rather than simply advising. The highest achieving students are those whose Major Professors guide their students through the transition from undergraduate to independent researcher. This happens by providing advice appropriate to the students' stage of research and degree of independence, and also varies from student to student. It also involves faculty members truly engaging with their students' research. Finally, good mentoring means **actively** looking out for a student's interest by guiding their choice of research topics, helping them gain initial research experience, helping them to network, referring papers to them, suggesting they apply for grants. While students have the responsibility to meet goals set by faculty members, faculty should also note that the best responses are achieved through guidance, suggestions, teaching and encouragement.

Faculty members and students are individuals and, therefore, no set of rules, suggestions, or expectations is universal. In an attempt to further an overall "culture of mentoring", we have drawn together themes that came up repeatedly in discussions with faculty members and graduate students. These are organized into two sections: graduate student expectation of faculty members, and faculty expectations of graduate students. Hopefully, these will encourage better, more productive communication and enhance faculty- graduate student relations.

GRADUATE STUDENT EXPECTATIONS OF FACULTY MEMBERS(FMS)

We include three general principles of mentoring here:

Students are here for an education. Thus, their development into good ecologists is dependent on their receiving guidance, assistance with acquiring funding for research and access to the FM's expertise and network of contacts.

The FM should know the critical mass of students that s/he can support given the other obligations on FM's time.

Advising graduate students does not always have the tangible deadlines of many of the other obligations of the FM, but graduate students need to be considered as an obligation and given a certain priority.

In addition, it should be recognized that students have individual needs and thus, FM's should tailor their approaches to each student.

Prior to Acceptance:

Prospective students should meet not only with all potential }^oM's but also with their students.

Prospective students should carefully consider what kind of support package is offered and those without a master's degree should plan on applying for the NSF Pre-doctoral Fellowship during their first quarter at Davis.

Beginning Graduate Students:

Upon arrival at UCD, FM and student should discuss mutual expectations. Specific topics to be covered could include percentage of time spent on courses vs. research, courses to take, teaching responsibilities, time-to-degree, development of research project, current research the FM is supervising or engaged in, and availability of funding, equipment, and assistance. This is also a good opportunity for the FM to explain his or her general philosophy of mentoring. New students should also be introduced to all current advisee's of a FM and told what they are doing. Students also find it helpful to be informed about relevant seminars and events that are sponsored by other graduate groups or departments.

FM should schedule meetings with the laboratory and/or individual students regularly. Students may need to meet with increased frequency as they switch from coursework to research and are developing ideas. The FM should be aware of and respond to this. In addition, the FM should also be aware that beginning students need to be socialized into the culture of the university and can greatly benefit from regular interactions with faculty and older students. Interruptions should not be allowed during meetings with students.

FM should actively participate in funding a student. Ideally, a FM can fund all of their students. If not, they should direct them toward appropriate funding sources and assist them in preparing grant/fellowship/scholarship applications. They should also discuss work-study options and assist students with teaching assistantships available to the FM. Even if a student is funded, earning a competitive scholarship or fellowship is prestigious and hence, FM should encourage competitive students to apply for such funding. At all times, the FM should be aware of the status of all of their students in terms of funding (what kind of funding are they receiving and for what duration?).

FM should be aware of students' analytical skills and should encourage students to strengthen skills in data analysis and project design, including assisting students in selecting applicable statistics and methods courses. FM should recognize that statistics courses may not be completely adequate for the data analysis planned and should assist in preparing the student for 'real-world' analysis.

Where possible, FM should arrange for 1st- or 2nd-year students without a defined research project to assist higher level students, or to work on a small-scale project of their own. This provides an opportunity to answer a simple question while exposing them to current techniques and questions in their field. Small projects are also great confidence builders for students who have not been previously engaged in research. Such arrangements would need to take into consideration the course load of the student.

Moving From Coursework to Dissertation Research:

Many students would like to choose their research project but would like to do so with the guidance of their Major Professor. A major responsibility of the FM is to ensure that the project is theoretically sound and physically feasible given the time and money constraints under which it will occur and the ultimate degree goal of the student. The FM should be continually evaluating the project with the student and should be willing to assist the student in changing its direction if the current path seems fruitless. He or she should also remember that the costs of pursuing an ambitious but risky project may be higher for the student than for him/herself. The FM should also be aware that it may be (subconsciously) tempting to keep a good student here at Davis for a longer period of time than is beneficial for the student, and thus the FM should be careful about diverting such students with extra projects.

The FM should discuss with the student the project time frame, equipment and supply requirements, assistance (funding and people power) available, publications/manuscripts to result from it, and possible collaborations, along with suggesting previous articles to read or people to contact for more information.

Authorship should be discussed explicitly at the beginning of any collaborative project. As the project proceeds, FM should be available for advice on data analysis, interpretation of research results, and manuscript preparation. The FM should also help students build a network of research contacts, suggesting experts in the field that the student can contact and introducing the student to other participants at meetings.

FM should participate in choosing students' committee members and, as the chair of the guidance and dissertation/thesis committees, should be aware of whether meetings are occurring at an appropriate frequency (on at least an annual basis prior to the annual progress report process). If not, they should inform the student of this lapse.

FM should inform students in a timely fashion on matters of meetings, research opportunities, funding, and long-term absences (e.g. sabbaticals). On the issues of funding and long-term absences, a timely manner is a matter of some months so that students can attempt to find funding if necessary and can arrange their research and academic schedules to conform to their advisor's absence. FM should also inform students of their lack of availability due to travel, looming deadlines, etc,

PREPARING FOR THE JOB MARKET:

FM should know what the student plans to do after graduation and should encourage participation in activities that will increase the student's marketability. The FM can help to develop presentation skills by having students present their research at lab meetings or AOE seminars on at least an annual basis after students have begun collecting data. In addition, FMs can greatly assist students by helping them obtain funds to present their research at professional meetings, and by assisting them with preparation of their poster or platform presentation. If possible, FM should give students the opportunity to referee journal articles.

FM should require that the student has some experience writing applications for funding given the future likelihood that the student will need to apply for support in their next position. The FM should review students' funding applications, manuscripts, etc. and should write letters in support of their students. FM should suggest other reviewers for manuscripts, etc. if appropriate.

FACULTY EXPECTATIONS OF GRADUATE STUDENTS

Some General Principles Include:

Students should remember that they are responsible for their education, and should make every effort to be informed about relevant university policies, research and funding opportunities, etc. Students should also realize that it is to their own advantage to follow the graduate group rules (e.g. scheduling committee meetings, filing progress reports, etc.) since these are written with the students' best interests in mind. In addition, following the rules can be a way for students to gain faculty attention.

Students should respect the other obligations that their major professor has. Students should try to avoid ASAP requests, and utilize methods of communication that are most effective for keeping faculty members updated on needs and deadlines on a regular basis while being somewhat unintrusive (e.g. via e-mail).

Students should communicate their needs to FM's. The earlier on in the program that a student can communicate to the FM what additional help they need, the better the prospects for a productive faculty-student relationship.

Beginning Graduate Students:

Students should have expectations for their degree program and should discuss these with the faculty member soon after starting, and during the course of the program. Topics could include percentage of time spent on courses vs. research, courses to take, teaching responsibilities, time-to-degree, ideas for research, availability of funding, equipment and assistance in general terms, career goals, and skills they expect to learn.

Students should remain informed on issues pertaining to their academic program and should act to make progress in that program. They should be aware of classes they need to take, deadlines for registration, form-filing and qualifying examinations, and what GGE and AOE requirements they are expected to have fulfilled at the end of each year in the program. Students should be responsible for requesting faculty to serve on their committees and for organizing committee meetings at appropriate intervals. They are also responsible for learning what is required of them on qualifying and/or thesis exams.

Students should initiate meetings with major professors when necessary. It is the responsibility of the student to keep the faculty member informed of matters that occur between regularly scheduled meetings and need to be discussed. Students should attend lab meetings in order to maintain relationships with the major professor and other students in the laboratory. Students should make a presentation of their research at laboratory meetings to practice for professional meetings, and to gain new insight into interpretation of their results. If serving as spectators, students should offer their opinions and advice to presenters. Both inside and outside the laboratory meeting, interacting with other students and discussing work could provide a more fruitful approach to research. In addition, students should participate in coursework, journal clubs, workshops and/or additional lab work that strengthen their knowledge of the methodology and common statistical analyses used in their field.

Students should come to an understanding with their major professor regarding funding. If funding is not guaranteed, they should attempt to share the funding responsibility with the faculty member. This mainly entails applying for appropriate funding when available and filing the forms that allow a student to be eligible for federal financial aid. Both the student and faculty member should be searching for funding opportunities in this situation and the student should apply for those funds suggested by the faculty member. The student should be willing to teach under most circumstances and should pursue positions in departments where they are qualified. Students should recognize that teaching in excess of two quarters per year may have a deleterious effect on progress to degree but that the student may be asked to do so under a funding deficit. Either the student or faculty member should keep track of work-study possibilities. If a faculty member suggests that a funded student apply for funding because it will enhance the student's reputation or will aid the faculty member with future funding deficits, the student should do so with the understanding that their previous funding is not forfeit if they are unsuccessful.

Students should realize the importance of remaining within their faculty member's area of expertise in order to maximize opportunities for both successful funding and research projects. Faculty members with funding opportunities in the forms of RA's, etc. are often limited by the granting agency in terms of how they can apply them. Therefore, students should recognize these limitations and understand that it may be best if they formulate a reasonable research project under the umbrella of an already funded or soon-to-be funded proposal. Another possibility is that the student, working within the faculty member's area of interest, formulates a grant application with the faculty member. The further a student strays from the major professor's area, the less likely they will receive much-needed help from the professor (beyond funding) and the more likely they will be unable to integrate into the structure of the laboratory.

Moving From Coursework to Dissertation Research:

Students should take the initiative when developing a research project. Individual students and major professors will make their own arrangements but students should realistically initiate work on the research project before finishing coursework. Students should develop ideas for research and complete preliminary literature searches to determine a viable project. The student should involve the major professor in determining which ideas should be developed further given the current state of the field, equipment and funding availability, and the expected time to degree. Students should be responsible for designing the project and determining methodology with the assistance of the major professor. At the same time, students should be mindful of their own best interests and be cautious about taking on projects that have a high chance of failure however glamorous. Similarly, they should be wary of taking on extra projects that delay their graduation, or, of being pushed into taking oral qualifying exams before they are ready.

As research progresses, students should keep current with developments in their field and they should regularly update and request feedback from major professors. They should also be aware that initial estimates of the time required for data analysis and write up of the dissertation are always far too short. For this reason, they should be receptive to the FM's comments in this regard, and should be willing to meet intermediate deadlines imposed by the FM.

More advanced students should be willing to act as a resource for newer students in their laboratory. By acting as a co-mentor to newer students, students will be participating in a teaching experience and exposing themselves to potentially new and different angles on research and theory in their field.

Preparing for the Job Market:

Students should collaborate with others (students or faculty) when appropriate. Working with others in one's field will most likely enhance the research being conducted and will set the groundwork for future contacts and networking. Students should also seek out the advice of outside experts in their field for the reasons listed above and should present their research at local and/or national meetings of professional societies.

It is critical that students make all possible efforts to complete the dissertation/thesis before departing UC Davis for another position. Along the same lines, students should attempt to prepare their dissertation for publication prior to starting a new position, or submit manuscripts as each piece of research is completed rather than waiting to finish the entire dissertation. Students should also consider the advantages of writing a "three paper dissertation" but note that faculty opinions about this option differ.

CONCLUSION

Graduate school is first and foremost about the education of students. Thus, graduate students should remember that, ultimately, they are responsible for their education. Faculty members should remember that their responsibility is to guide, advise, suggest and teach.

EGSA Mentorship Committee:

To see the list of current EGSA committee members, go to: <http://egsa.ucdavis.edu/>.

**Graduate Group in Ecology (GGE) Degree
Requirements Revised: 12/07; 12/10
Graduate Council Approval: June 16, 2011**

A. **Master's Degree Requirements**

1. **Admissions Requirements:**

Applicants for admission must meet the University of California minimum undergraduate GPA requirement for admission, must have a bachelor's degree, submit three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS scores (if applicable), a resume or CV, personal and research statements, and the Office of Graduate Studies online application with fee by the stated deadline.

Applicants must also identify a Confirmed Major Professor: a GGE faculty member in good standing must confirm that they accept the student into their laboratory, and will provide financial support, access to essential resources to complete their

degree, as well as mentorship until the student completes their program of study. Applicants must choose an Area of Emphasis when submitting an application for admission.

a) Prerequisites:

- 2 courses in introductory biology, BIS 1A, B or C, or equivalent if taken elsewhere
- 2 courses in introductory chemistry, CHE 2A and B or equivalent if taken elsewhere
- 2 courses in introductory physics, PHY 1A and B or equivalent; or 1 course in an upper division physical science listing physics as a prerequisite, ATM 110, ESP 110 150A, 152; HYD 122 or 14<1; SSC 100, 1.07, 208 or 209 or equivalent if taken elsewhere
- 1 course in introductory calculus, MAT 16A or equivalent if taken elsewhere
- 1 course in introductory statistics, STA 13 or equivalent if taken elsewhere
- 1 course in introductory ecology, ESF_ 100 or EVE 101 or equivalent if taken elsewhere

b) Deficiencies:

Entrance deficiencies may be completed at a Community College, except for the upper division Introduction to Ecology course, which is normally only offered at a four year university. AP credit is also allowed with an acceptable score. Applicants who are offered admission with missing entrance requirements will be notified prior to matriculation. Once enrolled in the program, students will be required to complete missing entrance requirements in the first year of residence in the program. First year students will meet with their Guidance Committee to determine how the missing entrance requirements will be

completed, and submit the plan for approval no later than the last work day in October. All courses must be taken for a letter grade.

2. **Masters Plan I (Thesis) or Plan II (Comprehensive Examination)**

Plan I requires that the student complete at least 30 units of course work, and a thesis. Course work may include a combination of upper division undergraduate and graduate level courses, but must include at least 12 units from graduate courses in the major field. Courses taken *prior* to admission to the program may be used to satisfy course work requirements, but may not be counted in the 30 unit requirement.

Plan II requires that the student complete *36* units of course work, and a comprehensive final examination (no thesis required). Course work may include a combination of upper division undergraduate and graduate level courses, but it must include at least 18 units from graduate courses in the major field and not more than 9 units of research (299 or equivalent) may be used to satisfy the 18-unit requirement. Courses taken prior to admission to the program may be used to satisfy course work requirements, but may not be counted in the 36 unit requirement.

3. **Course Requirements (Plan I: 30 units min; Plan II: 36 units min)**

a) Core Course Requirements (22-28 units)

All students are required to complete these courses, substitutions are not allowed except for equivalent courses taken elsewhere that are approved by the Guidance Committee,

- Principles of Ecology, ECL 200 A and **B**: 5 units each
- Evolution, EVE 100 (or equivalent if taken elsewhere): 4 units
- Ecology 290, ECL 290 student participatory seminar; one is required I: variable **units**
- Field Course Requirement: One of the following courses: ESP 123, ESP 124, ECL 225 (4, 10 and 4 units, respectively) or equivalent if taken elsewhere.
- Ecology and Evolution Seminar Series, ECL 296, taken each quarter of the first year in residence: 1 unit each, 3 total

b) Area of Emphasis (AOE) Core Course Requirements (3-8 units)

Students complete the core course requirement according to the Area of Emphasis that they have chosen at the time of admission.

<u>Area of Emphasis</u>	<u>Course</u>	<u>Units</u>
• Agricultural Ecology	ECL 216	3
• Conservation Ecology	ECL 208	4
o JDPE	BIO 540	3

• Ecosystems and Landscape Ecology	ECL 201	4
• Ecotoxicology	ETX 240	3
• Environmental Policy and Human Ecology	ECL 210	4
• Integrative Ecology	Any two ECL 2XX courses except for 280, 290 or 296	3-8
• Marine Ecology	ECL 214	3
• Restoration Ecology	ENH 160 and ECL 290 in restoration ecology	4
• Physiological Ecology	ECL 203	3

c) Plan I Students: Area of Strength Coursework (6-8 units)

Plan I and II: In addition to the entrance requirements, core courses and Area of Emphasis course work, students desiring a master's degree must complete a designated Area of Strength. An area of strength is defined as any sub-discipline within ecology and is subject to approval by the guidance committee and the program chair. The designated area of strength may be the same as the Area of Emphasis. This area of strength must be supported by two courses. Courses to support an area of strength may be either graduate level or upper division undergraduate level courses with at least one course at the graduate level. Courses taken at other institutions may qualify to demonstrate strength, as deemed appropriate by the guidance committee.

d) Additional Electives

Students may need to complete additional coursework to meet the 30 unit (Plan I) or 36 unit (Plan II) requirements. Electives are chosen in consultation with the adviser.

e) Summary

There is a minimum requirement of 30 units (Plan I) or 36 units (Plan II), which includes:

- Core courses: 22-28 units
- Area of Emphasis core courses: 3-8 units
- Plan I Area of Strength courses: 6-8 units
- Additional electives: as needed

All coursework must be approved by the GGE Guidance Committee and the Graduate Adviser. Should a student elect to change their Area of Emphasis (AOE) within the program they must seek approval of this change. The change of AOE must be approved by: the major professor, the current AOE Chair, the proposed AOE Chair and the GGE Chair. Per UC regulations, student cannot enroll in more than 12 units of graduate coursework (200 level) or more than 16

units of combined undergraduate and graduate level coursework (100 & 200 level) per quarter.

4. **Special Requirements:** n/ a

5. **Committees:**

a. **Admissions Committee:**

The GGE Admissions Committee is composed of a Chair (the GGE Vice-Chair is automatically the Chair of the GGE Admissions Committee), three additional GGE faculty members, and a student representative from the Ecology Graduate Student Association. The GGE Admissions Committee will advise the GGE Executive Committee about setting the deadline for applications for admission as well as any other policy recommendations pertinent to admissions.

Applications will be reviewed in the following manner: 1) A preliminary review will be conducted by the GGE support staff in order to screen out and decline applicants that do not meet the Office of Graduate Studies minimum academic requirements. 2) A randomly chosen group of 2 or more faculty members and 1 or more students will provide ad hoc application reviews. The ranked scores from the ad hoc admissions reviews are summarized and forwarded to the Area of Emphasis Admissions Committee. 3) The Area of Emphasis admissions committee will then make recommendations for admission to the GGE Chair of Admissions based on ad hoc reviews and faculty interest in individual students. The GGE Chair of Admissions forwards a recommendation for or against admission to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by both Graduate Studies and the Graduate Group. The admissions process is restricted to the single Graduate Studies application deadline.

The thesis committee will consist of the major professor and two other faculty members. Two thesis committee members must be selected from the graduate group

faculty. A single outside member may be added to the thesis committee with permission of the Graduate Chair, or be represented as an extra committee member. The thesis committee will guide the student in the design and completion of the proposed research project appropriate for the Masters'-level.

The thesis committee will be approved by the GGE Graduate Adviser and the Dean of Graduate Studies when the student files for advancement to candidacy. The thesis committee will conform to the Graduate Council guidelines. External

Committee members are allowed with the approval of the GGE Graduate Adviser and the Dean of Graduate Studies. Students must complete the approval process set by the Graduate Council for external committee members. Thesis committee nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The thesis committee determines if the thesis is acceptable and if it is not, what conditions must be satisfied to make it acceptable.

b. MS Plan II Comprehensive Oral Examination Committee:

Three faculty examiners are nominated by the student, with guidance from the Guidance Committee. Students must provide the slate of nominees to the GGE office no later than 60 days from the proposed date of the examination. No more than one non-GGE faculty member may serve on the examination Committee.

External Committee members are allowed with the approval of the GGE Graduate Adviser. Final approval of examination topics rests with the chair of the Graduate Group in Ecology.

The faculty members serving on the examination Committee are expected to determine the quality of the performance of the candidate on all parts of the examination and not solely for the section covered by the examiner.

6. ADVISING AND MENTORING:

The primary responsibility for advising and mentoring graduate students will take place via the Major Professor and their respective laboratory group. The student's Guidance Committee members also share responsibility for mentoring. Faculty mentors should follow and adhere to: the Graduate Council Mentorship Guidelines, the Ecology Graduate Group Mentorship Guidelines, and the UC Davis Principles of Community.

Students may also seek advice outside of their laboratory group from their AOE Chair or Adviser, the GGE Graduate Adviser, the GGE Ombudsperson, and the GGE Student Affairs Officer (SAO) as well as staff in the Office of Graduate Studies. The GGE Graduate Adviser and SAO, or any other GGE affiliate, may refer students with unusual or difficult needs to specialized campus resources when necessary or appropriate.

GGE ROLES AND RESPONSIBILITIES ARE AS FOLLOWS:

- **GGE Chair:** monitors student progress, student support, programmatic advising and mentoring. The Chair is nominated by GGE faculty, elected by the faculty, nominated by the Dean of Graduate Studies and approved by the Chancellor. The Chair is also a Master Graduate Adviser for all GGE students.
- **GGE Area of Emphasis Chair:** AOE programmatic oversight and the admissions process for the AOE. The AOE Chair is selected by the primary faculty in the AOE, and nominated to the GGE Executive Committee for

approval. The AOE Chair serves the AOE faculty and students.

- **GGE Area of Emphasis Adviser:** provides students with guidance on how to complete GGE and AOE requirements. The AOE Adviser is selected by the primary faculty in the AOE, and nominated to the GGE Executive Committee for approval according to Graduate Council policy. The AOE Adviser serves the AOE faculty and students.
- **Major Professor:** primary responsibility for research advising and mentorship in order for students to complete degree requirements. Primary responsibility for student funding - both for personal and research support. The MP is the primary mentor for specific graduate students
- o **Student Affairs Officer:** primary responsibility for student advising for admissions, fellowships/student support, guidance procedures, committee composition and student progress as it relates to completion of graduate degrees (time to degree). The SAO serves the faculty and students in the GGE.

7. **Advancement to Candidacy:**

MS students are eligible and expected to file for advancement to candidacy no later than their fourth quarter of residence, after completing at least half of their required coursework. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/forms/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes must be made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate graduate staff person and the student; the Thesis Committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

8. **Thesis and Comprehensive Examination Requirements**

a) Thesis Requirements (Plan I students)

In recognition of the importance of a publication record for obtaining academic appointments, the GGE has elected to emphasize a format where chapters of the thesis take the form of individual publishable papers. Typical expectations are a minimum of at least one manuscript paper for the MS thesis. Co-authors are allowed with the approval of the thesis committee. Otherwise, the thesis should conform to any existing guidelines of Graduate Council and Graduate Studies.

For the thesis to be acceptable for the degree, all members must sign the title page certifying that the student has completed the thesis to the committees' satisfaction. In cases where the committee members cannot reach a unanimous decision but a majority is favorable, the majority and minority will report their separate opinions on the merit of the thesis to the Graduate Adviser. The Graduate Adviser will make a recommendation to be forwarded to the Dean of Graduate Studies for a final decision. If the thesis is regarded by the committee as of less than acceptable quality the student will be given an appropriate period of time by the committee in which to improve the work. If, after that period of time, (usually a quarter or more), the thesis is still unacceptable to a majority of the committee, they may recommend that the student be disqualified from further graduate study.

b) Comprehensive Examination Requirements (Plan II students)

The examination Committee will determine if the candidate has adequate knowledge of the subject areas to qualify for an MS degree through an oral examination. The examination is two hours in length and closed to visitors, except by permission of the chair of the examining Committee. The three examination topic areas must include Principles of Ecology and Research Methods/Quantitative Skills. Non-GGE faculty members may not be examiners in either the Principles of Ecology or Research Methods/Quantitative Skills exam areas.

Outcomes: The performance required for a 'pass' for the MS comprehensive exam is the unanimous consent of the entire committee (or 3 faculty members). "Not pass" is specified when the committee in charge does not feel that the candidate's performance meets the standard for the field. A "not pass" judgment requires the approval of the Graduate Adviser for a retake. Students taking the examination a second time have only the pass and fail options. Evaluation as a "fail" at either the first or second exam means that the student will be recommended for disqualification from further graduate study in the program. The student has the right to appeal the decision.

9. Normative Time to Degree

For Plan I students, advancement to candidacy is expected in the 4th quarter, and completion of the thesis is expected by the end of the 9th quarter or before the beginning of the following Fall quarter. Entrance deficiencies may delay this timeline, but are not expected to delay more than 2 quarters.

For Plan II students, advancement to candidacy is expected in the 4th quarter, and completion of the comprehensive exam is expected by the end of the 6th quarter.

10. Timeline and Sequence of

Events Sample Study Plan:

Year One		
Fall	Winter	Spring
ECL 200A GGE core (5) ECL 296 seminar (1) EVE 100 Evolution (4) (elective coursework) <i>*Submit an approved Guidance Committee report</i>	ECL 200B GGE core(5) ECL 296 seminar (1) (AOE core courses) (elective coursework)	ECL 296 seminar (1) ECL 290 seminar (var) ESP 123 Field methods (4) (elective coursework)
Year Two		
Fall	Winter	Spring
(statistics course) (thesis research and/or additional coursework) <i>*Submit the petition to Advance to Candidacy</i>	(thesis research and/or additional coursework)	(thesis research and/or additional coursework) <i>*Complete required coursework; Plan II: organize and take the MS final comprehensive oral examination</i>
Year Three: Plan I students complete research project, analyze data and write the thesis. Submit the thesis to the Office of Graduate Studies by the end of the academic year or prior to the start of the fall quarter.		

Entrance deficiencies may delay this timeline, but these are not expected to delay student progress by more than 2 quarters.

11. Sources of Funding:

Funding sources available to GGE students, for which the GGE has control, includes work study and block grant fellowship support. The GGE does not control any GSR or TA funding. Students should consult with individual faculty regarding research funding available to fund GSR appointments. Students should consult the GGE website for a listing of departments and deadlines for TA appointments.

12. PELP, In Absentia and Filing Fee Status:

Students must maintain appropriate student status at all times and to be eligible to complete the degree. Students will be required to follow PELP (Planned Education Leave), In Absentia (reduced fees when researching out of state), and Filing Fee Status guidelines and procedures as noted in the Graduate Student Guide:

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

B. Degree Requirements for the PhD

The requirements below apply to students in both the U.C. Davis GGE and to those in the Joint-Doctoral Program in Ecology (JDPE) with San Diego State University (SDSU), except as otherwise noted. All faculty members of the JDPE are also members of the GGE.

1. Admissions Requirements:

Applicants for admission must meet the University of California minimum undergraduate GPA requirement for admission, must have a bachelor's degree, submit three letters of recommendation, official transcripts, GRE scores, TOEFL or IELTS scores (if applicable), a resume or CV, personal and research statements, and the Office of Graduate Studies online application with fee by the stated deadline.

Applicants must also identify a Confirmed Major Professor: a GGE faculty member in good standing must confirm that they accept the student into their laboratory, and will provide financial support, access to essential resources to complete their degree, as well as mentorship until the student completes their program of study.

Applicants must choose an Area of Emphasis when submitting an application for admission.

A) PREREQUISITES:

- 2 courses in introductory biology, BIS IA, B or C, or equivalent if taken elsewhere
- 2 courses in introductory chemistry, CHE 2A and B or equivalent if taken elsewhere
- 2 courses in introductory physics, PHY IA and B or equivalent; or 1 course in an upper division physical science listing physics as a prerequisite, ATM 110, ESP 110, 150A, 152; HYD 122 or 124; SSC 100, 107, 112, 208 or 209 or equivalent if taken elsewhere
- 1 course in introductory calculus, MAT 16A or equivalent if taken elsewhere
- 1 course in introductory statistics, STA 13 or equivalent if taken elsewhere
- 1 course in introductory ecology, ESP 100 or EVE 101 or equivalent if taken elsewhere (for JDPE students, BIO 354 if taken at SDSU).

B) DEFICIENCIES:

Entrance deficiencies may be completed at a Community College, except for the upper division Introduction to Ecology course, which is normally only offered at a four year university. AP credit is also allowed with an acceptable score. Applicants who are offered admission with missing entrance requirements will be notified prior to matriculation. Once enrolled in the program, students will be required to complete missing entrance requirements in the first year of residence in the program. First year students will meet with their Guidance Committee to determine how the missing entrance requirements will be

completed, and submit the plan for approval no later than the last work day in October. All courses must be taken for a letter grade.

2. **Dissertation Plan B**

Plan B specifies a three-member (minimum) dissertation committee, an optional final oral examination (made on an individual student basis by the dissertation committee), and an exit seminar.

3. **Course Requirements - PhD (minimum 32 units)**

a) Core Course Requirements (minimum 24 units)

All students are required to complete these courses, substitutions are not allowed except for equivalent courses taken elsewhere that are approved by the Guidance Committee.

- Principles of Ecology, ECL 200 A and B: 5 units each.
BIO 645/745 at SDSU for the JDPE
- Evolution, EVE 100 (or equivalent if taken elsewhere): 4 units.
Bio 352 or 509 at SDSU for the JDPE
- Ecology 290, ECL 290 student participatory seminar; 3 seminars are required: variable units. One SDSU seminar is allowed with pre-approval
- Field Course Requirement: One of the following courses: ESP 123, ESP 124, ECL 225 (4, 10 and 4 units, respectively) or equivalent if taken elsewhere.
- Ecology and Evolution Seminar Series, ECL 296, taken each quarter of the first year in residence: 1 unit each, 3 total. One SDSU seminar is allowed with pre-approval

b) Area of Emphasis Core Course Requirement (3-8 units)

Students complete the core course requirement according to the Area of Emphasis that they have chosen at the time of admission.

<u>Area of Emphasis</u>	<u>Course</u>	<u>Units</u>
• Agricultural Ecology	ECL 216	3
• Conservation Ecology	ECL208	4
o <i>JDPE - BIO 540 (3 units)</i>		
• Ecosystems & Landscape Ecology	ECL 201	4
• Ecotoxicology	ETX 240	3
• Environmental Policy & Human Ecology-	ECL 210	4
• Integrative Ecology	Any two ECL 2XX courses except for 280, 290 or 296	3-8
• Marine Ecology	ECL 214	3
• Restoration Ecology	ENH 160 and ECL 290 in restoration ecology	4
• Physiological Ecology	ECL203	3

c) Qualifying Examination Topic Preparation (no minimum units, but additional coursework may be needed)

1. Two topics are set for all Ecology students: Principles of Ecology and Research Methodology/Quantitative Skills.
 - o Principles of Ecology primary coursework preparation: ECL 200A and ECL200B (or BIO 645/745 for JDPE students).
 - o Research Methodology/Quantitative Skills primary coursework preparation: students must choose 2 courses to support the examination topic. These courses must be quantitative and involve statistics and/or modeling, but need not be statistics classes. Typical selections include PLS 205, 206, STA 205, ESP 121, ABT 180.
2. PhD students choose three additional optional examination topics. Students must choose 2 courses to support each examination topic, however upper division undergraduate courses may be used, as may upper division or graduate courses from other institutions. Examination topics should be broad areas, and are chosen **in** consultation with the Guidance Committee. Representative and suggested topics are presented below. These are examples and not meant to be exhaustive.

Group A: Basic Ecology

Behavioral ecology	Allelochemics	Evaluation of environmental policy
Community ecology	Biometeorology	Implementation of environmental policy
Ecosystem ecology.	Ecosystem analysis	Population ecology
Physiological ecology	Transport phenomena	
	Human population ecology	

GROUP B: APPLIED ECOLOGY

Agroecology	Pollution ecology	Epidemiology
Aquaculture and fisheries Aquatic ecology	Environmental policy in specific areas: e.g., conservation or energy	Conservation ecology
		Ecotoxicology
		Resource management

GROUP C: SUBJECTS IN WHICH MAJOR UNIVERSITIES MIGHT HAVE DEPARTMENTAL OR GROUP PHD PROGRAMS, SUCH AS BUT NOT LIMITED TO:

Genetics	Geology	Economics
Botany	Mathematics	Anthropology
Soil Science	Biochemistry	Sociology
Entomology	Atmospheric science	Political Science
Bacteriology	Physical	Invertebrate zoology
oceanography		

D)SUMMARY

PhD students take a minimum of 27 units*:

- Core courses: minimum 24 units
- Area of Emphasis core courses: 3-8 units
- Electives, as needed

*In addition, students must complete the QE Topic Preparation courses which may increase the total number of units required.

All coursework must be approved by the GGE Guidance Committee and the Graduate Adviser. Should a student elect to change his/her Area of Emphasis within the program they must seek approval of the change. The change of AOE must be approved by the students' major professor, the current AOE Chair, the proposed AOE Chair and the GGE Chair. The student will be required to complete the new AOE core course if applicable. Per UC regulations, student cannot enroll in more than 12 units of graduate coursework (200 level) or more than 16 units of combined undergraduate and graduate level coursework (100 & 200 level) per quarter.

4. **Special Requirements:**

PhD students are required to present an exit seminar to the GGE faculty and students prior to submitting the dissertation to the Office of Graduate Studies.

Students in the Joint Doctoral Program in Ecology (JDPE) must be registered and enrolled at the UCD campus for at least three quarters.

5. **Committees:**

a. **Admissions Committee:**

The GGE Admissions Committee is composed of a Chair (the GGE Vice-Chair is automatically the Chair of this committee), three additional GGE faculty members, and a student representative from the Ecology Graduate Student Association. The GGE Admissions Committee will advise the GGE Executive Committee about setting the deadline for applications for admission as well as any other policy recommendations pertinent to admissions.

Applications will be reviewed in the following manner. 1) A preliminary review will be conducted by the GGE support staff in order to screen out and decline applicants that do not meet the Office of Graduate Studies minimum academic requirements. 2) A randomly chosen group of 2 or more faculty members and 1 or more students will provide ad hoc application reviews. The ranked scores from the ad hoc admissions reviews are summarized and forwarded to the Area of Emphasis Admissions Committee. 3) The Area of Emphasis admissions committee will then make recommendations for admission to the GGE Chair of Admissions based on ad hoc reviews and faculty interest in individual students.

The GGE Chair of Admissions forwards a recommendation for or against admission to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by both Graduate Studies and the Graduate Group. The admissions process is restricted to the single Graduate Studies application deadline.

b. Guidance Committee:

The Guidance Committee (GC) for the PhD student will be composed of the Major Professor, the Area of Emphasis Adviser and a third GGE faculty member. Non GGE members may not serve on the Guidance Committee. The GC will work with the student to develop course, work requirements, examination topics and nomination of the qualifying examination committee. Full time students must register for a minimum of 12 units per quarter.

A research host on the UC Davis campus will serve as the third GC member for JDPE students.

Students are required to complete the guidance committee report by the end of their first quarter of residence in the program. Students are expected to meet with the guidance committee at least annually until the Qualifying Examination is taken, and also as necessary if revisions to the student's academic plan are desired.

c. Oral Qualifying Examination Committee (OE):

In consultation with the Guidance Committee, a five-person qualifying examination committee will be selected by the student for nomination, and approved by the GGE Graduate Adviser and the Dean of Graduate Studies. Students must provide the slate of nominees to the GGE office no later than 60 days from the proposed date of the QE. The QE Committee will conform to Graduate Council guidelines. No more than one non-GGE faculty member may serve on the QE Committee. Non-GGE faculty members may not be examiners in either the Principles of Ecology or Research Methods/Quantitative Skills exam areas. External Committee members are allowed with the approval of the GGE Graduate Adviser and the Dean of Graduate Studies.

JDPE students are not allowed to invite their UCD host to serve on their QE committee. The QE for JDPE students must also be approved by the Dean of the Graduate Division on the SDSU campus. JDPE QE committees must include 2 members from each campus.

D. DISSERTATION COMMITTEES:

Dissertation Committees will be composed of three members. The dissertation committee will be approved by the GGE Graduate Adviser and the Dean of Graduate Studies. The Major Professor will serve as Chair. The composition of the dissertation committee will conform to Graduate Council guidelines. No more than one non-GGE faculty member may serve on the Dissertation Committee. External Committee members are allowed with the approval of the GGE Graduate Adviser and the Dean of Graduate Studies.

JDPE students must include at least one member from the UCD campus. The dissertation committee for JDPE students must also be approved by the Dean of the Graduate Division on the SDSU campus.

6. **ADVISING AND MENTORING:**

The primary responsibility for advising and mentoring graduate students will take place via the Major Professor and their respective laboratory group. Faculty mentors should follow and adhere to the Graduate Council Mentorship Guidelines, the Ecology Graduate Group Mentorship Guidelines and the UC Davis Principles of Community.

Students may also seek advice outside of their laboratory group from their AOE Chair or Adviser, the GGE Graduate Adviser or Program Chair, the GGE Ombudsperson and the GGE Student Affairs Officer, and their committees (Guidance, QE, and Dissertation Committees) as well as staff in the Office of Graduate Studies. JDPE students may additionally consult with the JDPE coordinator and staff. The GGE Graduate Adviser and SAO, or any other GGE affiliate, may refer students with unusual or difficult needs to specialized campus resources when necessary or appropriate.

¹ GGE has been granted an exception to the policy requiring an outside/external to GGE faculty member to serve on QE committees; therefore, no outside/external member is required.

GGE Roles and Responsibilities are as follows:

- **GGE Chair:** monitors student progress, student support, programmatic advising and mentoring. The Chair is nominated by GGE faculty, elected by the faculty, nominated by the Dean of Graduate Studies and approved by the Chancellor. The Chair is also a Master Graduate Adviser for all GGE students.
- **GGE Area of Emphasis Chair:** AOE programmatic oversight and the admissions process for the AOE. The AOE Chair is selected by the primary faculty in the AOE, and nominated to the GGE Executive Committee for approval. The AOE Chair serves the AOE faculty and students.
- **GGE Area of Emphasis Adviser:** provides students with guidance on how to complete GGE and AOE requirements. The AOE Adviser is selected by the primary faculty in the AOE, and nominated to the GGE Executive Committee for approval according to Graduate Council policy. The AOE Adviser serves the AOE faculty and students.
- **Major Professor:** primary responsibility for research advising and mentorship in order for students to complete degree requirements. Primary responsibility for student funding - both for personal and research support. The MP is the primary mentor for specific graduate students
- **Student Affairs Officer:** primary responsibility for student advising for admissions, fellowships/student support, guidance procedures, committee composition and student progress as it relates to completion of graduate degrees (time to degree). The SAO serves the faculty and students in the GGE.

7. **Advancement to Candidacy:**

Before advancing to candidacy for a doctoral degree, a student must have satisfied all requirements set by the graduate program, must have maintained a minimum GPA of 3.0 in all course work undertaken (except those courses graded S or U), and must have passed the Preliminary and Qualifying Examinations before committees appointed to administer that examination. Normally, students advance by the end of the 9th quarter; students must pass their QE by the end of the ninth quarter in order to remain eligible for academic appointments (TA, GSR, AI, etc.). The student must file the appropriate paperwork with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to Ph.D. Candidacy.

8. **Preliminary Examination, Qualifying Examination, and Dissertation Requirements**a) **Preliminary Exam**

The Preliminary Examination consists of a written exam on general principles of ecology. The written exam consists of the written final examinations of ECL 200A and 200B, and BIO 645/745 for JDPE students. These exams are graded by the course instructors. A letter grade of A+ on a question constitutes a high pass; A or A- a Pass; B+ or B a Low Pass; a B- grade or lower constitutes a No Pass for a question. The scores on individual questions are then averaged for an overall grade. Students will Pass the exam if their overall average is a Low Pass or higher and that they have a No Pass on no more than two exam questions. A grade of No Pass requires the student to retake the Preliminary Examination exam. Students will be allowed two subsequent tries at passing the exam. Failure to successfully

complete the exam on the third try will initiate a progress review of the student to consider disqualification from the program.

b) Qualifying Exam

Upon receipt of a passing grade on the written Preliminary Examination (low pass or higher) and successful completion of all coursework, students form an oral Qualifying Examination committee. The Examination Chair must be a member of the GGE and a member of the Academic Senate. Only one member of the Examination can be a non GGE faculty member, or a non-Academic Senate member. A non-Academic Senate GGE member is exempt from this restriction. Non-GGE faculty members may not be examiners in either the Principles of Ecology or Research Methods/Quantitative Skills exam areas. The student's major professor cannot serve on the QE Committee. Nominees who are not members of the Graduate Group in Ecology will be subject to approval, on a case-by-case basis, by the GGE Chair and the Dean of Graduate Studies. In the event that an examiner is chosen who is not a UC faculty member (other than JDPE faculty), a Graduate Studies External Committee Member Nomination form and CV will have to be provided.

SDSU/JDPE students- are required to include at least two oral examiners from the SDSU campus and two from the UC Davis campus. SDSU/JDPE students may not invite their UC Davis host/mentor to serve on the QE.

PhD students begin the process by meeting with the Guidance Committee to complete the Qualifying Examination Evaluation. Should the examination committee members change, a "Reconstitution" request must be approved by the GGE Adviser and submitted for approval to the Office of Graduate Studies prior to the examination. The proposed examination committee members need to be submitted to the GGE office no later than **60 days** prior to the anticipated date of examination.

Every Ph.D. student will be required to submit a written "Research Proposal" to the members of the QE committee no later than 14 days prior to the Examination date. The proposal will be 5 -20 pages (double spaced) in length not to exceed 5,000 words, written with one inch-margins and 12 point font. It must include a literature review on the proposed research topic and a research design that will allow the testing of hypotheses of importance raised in the literature review. The research proposal must also include a 150 word lay summary of the student's research project. Although the proposal is discussed in the exam, under no circumstances is the outcome of the qualifying examination to be determined strictly by the quality of the candidate's research proposal. The examiners will use this document to help them determine the student's ability to recognize worthwhile problems, assess current research, and formulate appropriate methods and plans of action. The proposal may be addressed during the QE by any examiner, but the research should not be the major focus of the QE.

It is the student's responsibility to find an examination date and time suitable for everyone, reserve a room, and send a notice of the exam's location, date, and time to all participants. The Qualifying Examination is three hours in length. The examination is closed to visitors, except by permission of the chair of the examining committee. Faculty serving on the examination are expected to determine the quality of the performance of the candidate on all parts of the examination (i.e., consideration of academic record, research proposal and examination topics) and not solely for the section covered by the examiner. Graduate Council has stipulated that, on the first attempt, the performance of any candidate can be evaluated as: 1) a pass; 2) a not pass; or, 3) a fail. Successful completion of this oral Qualifying Exam (pass) allows a candidate to advance to candidacy as per Graduate Council guidelines. Opinion may be divided, which requires the filing of both majority and minority reports with the Administrative Committee of the Graduate Council for final decision.

"Not pass" is specified when the committee in charge does not feel that the candidate's performance meets the standard for the field. Either the entire exam or sections may be reported as "not passed". Retaking the examination may be subject to conditions specified by the committee, including course work, paper preparation, or additional research. The deadline by which these requirements must be completed is established at the time of the exam.

Students taking the examination a second time have only the pass and fail options. Evaluation as a "fail" at either the first or second attempts at the exam means that the student will be recommended to the Dean of Graduate Studies for disqualification from further graduate study in the program. The student has the right to appeal the decision.

Satisfactory progress towards the dissertation and completing the dissertation itself are the only requirements of the candidate after successful completion of the Qualifying Examination. Satisfactory progress includes producing a dissertation proposal and having it approved by the Dissertation Committee within 6 months of passing the qualifying examination.

The format of dissertation proposal should follow the general format of the body of a National Science Foundation grant proposal, and consist of the following sections:

(1) Specific aims, (2) Background and significance, (3) Preliminary studies, (4) Research design and methods, (5) References. Sections 1-4 should not exceed 16 single-spaced pages. All members of the dissertation committee will sign the cover page of the proposal once they have approved its content, and the student shall give a copy to the Ecology Student Coordinator. Failure to submit the dissertation proposal in a timely fashion may result in an 'unsatisfactory' progress report from the GGE Chair.

c) The Dissertation

Chapters of the dissertation take the form of individual publishable papers. Typical expectations are a minimum of three manuscript papers. The dissertation committee has authority to approve the inclusion of co-authored papers. The four opening parts of the dissertation are: title page, acknowledgements, abstract, and an overall introduction (presents and justifies the importance of the dissertation topic, includes an optional literature review, and shows how the themes of chapters relate). The chapters follow and should be organized as manuscripts that could be (or have been) submitted to the scientific literature. The dissertation closes with an overall summary, which is an over-arching discussion of the chapters. A Bibliography may follow or each chapter may include a section for 'Literature Cited' in that chapter.

The dissertation committee is authorized to approve the appropriate content of the dissertation.

d) Exit Seminar

The exit seminar must be presented prior to submitting the dissertation. It is recommended that the dissertation committee attend. However, it is required that the candidate be sure that the chair is in attendance in order to obtain documentation that this requirement has been satisfied. A certification form, signed by the dissertation chair, must be submitted to the GGE graduate program coordinator before scheduling the appointment for submission of the dissertation to the Office of Graduate Studies.

9. Normative Time and Time to Degree

Normative time to degree is 6 years. However, note that the Graduate Council has set a maximum of four years after completion of the qualifying examination to complete all degree requirements, failing which a student will go on academic probation for one year. At the end of the probationary period if all the degree requirements are not satisfied, the student will be recommended for disqualification for unsatisfactory progress.

10. Time Line and Sequence of Events:

Sample Study Plan:

Year One		
Fall	Winter	Spring
ECL 200A GGE core (5) ECL 296 seminar (1) EVE 100 Evolution (4) (elective coursework) <i>*Submit an approved Guidance Committee report</i>	ECL 200B GGE core (5) ECL 296 seminar (1) (AOE core course) (elective coursework)	Course Name (x units) ECL 296 seminar (1) ECL 290 seminar (var) ESP 123 Field methods (4) (elective coursework)
Year Two		

Fall	Winter	Spring
ECL 290 (variable) (statistics course) (thesis research and/or additional coursework)	ECL 290 (variable) (thesis research and/or additional coursework)	(thesis research and/or additional coursework) <i>*Complete required coursework; establish QE committee; prepare Research Proposal.</i>
Year Three: Pass QE, Form Dissertation Committee, prepare Dissertation Proposal, submit approved proposal to Ecology administration; perform research.		
Years Four-Six: perform research; write dissertation and submit to Dissertation Committee. Give exit seminar and submit finalized proposal to Graduate Studies.		

Entrance deficiencies may delay this timeline, but these are not expected to delay student progress by more than 2 quarters.

11. **Sources of Funding:**

Funding sources available to GGE students, for which the GGE has control, includes work study and Graduate Group in Ecology Fellowship support provided through Graduate Studies and the CAES Dean's Office. The GGE does not control any GSR or TA funding except for one quarter of GSR support provided by the JDPE. Students should consult with individual faculty regarding research funding available to fund GSR appointments. Students should consult the GGE website for a listing of departments and deadlines for TA appointments. JDPE students should consult with their major professor and the JDPE coordinator regarding funding.

12. **PELP, In Absentia, and Filing Fee Status:**

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

13. **Leaving the Program Prior to Completion of the PhD Requirements.**

Should a student leave the program prior to completing the requirements for the PhD, they may still be eligible to receive the Masters if they have fulfilled all the requirements (see Masters section). Students can use the Change of Degree Objective form available from the Registrar's Office:

<http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf>

2023 Pay Schedule

Pay Warrants / Statement of Earnings and Direct Deposit Advices Will be Released to Departments on the Following Dates. The Regularly Scheduled Payroll Release Time is 2PM

2023 Pay Period	Beginning & Ending Dates in Pay Period	Total Days	Release of Pay Warrants	Direct Deposit Posting Dates
January	01/01 - 01/31	22	Tuesday, January 31	Wed, Feb 1
February	02/01 - 03/01	21	Wednesday, March 1	Thur, Mar 2
March	03/02 - 03/31	22	Thursday, March 30	Mon, Apr 3
April	04/01 - 05/01	21	Monday, May 1	Tue, May 2
May	05/02 - 05/31	22	Wednesday, May 31	Thur, Jun 1
June	06/01 - 06/30	22	Friday, June 30	Mon, Jul 3
July	07/01 - 08/01	22	Tuesday, August 1	Wed, Aug 2
August	08/02 - 08/31	22	Thursday, August 31	Fri, Sep 1
September	09/01 - 09/30	21	Friday, September 29	Mon, Oct 2
October	10/01 - 10/31	22	Tuesday, October 31	Wed, Nov 1
November	11/01 - 11/30	22	Thursday, November 30	Fri, Dec 1
December	12/01 - 12/31	21	Friday, December 29	Tue, Jan 2

2023 Holiday Schedule

Holidays Observed	Date(s) Observed in 2023	Campus Status
New Year's Day	Monday, January 2	Campus Closed
Martin Luther King, Jr. Day	Monday, January 16	Campus Closed
Cesar Chávez Day	Friday, March 31	Campus Closed
Memorial Day	Monday, May 29	Campus Closed
Juneteenth	Monday, June 19	Campus Closed
Independence Day	Tuesday, July 4	Campus Closed
Labor Day	Monday, September 4	Campus Closed
Veterans Day	Friday, November 10	Campus Closed
Thanksgiving Break - Thanksgiving Day - Admission Day Rescheduled	Thursday, November 23 Friday, November 24	Campus Closed Campus Closed
Winter Break - Lincoln's Birthday Rescheduled - Washington's Birthday Rescheduled - Christmas Day - Columbus Day Rescheduled	Thursday, December 21 Friday, December 22 Monday, December 25 Tuesday, December 26	Campus Closed Campus Closed Campus Closed Campus Closed
New Year's Day	Monday, January 1, 2024	Campus Closed

SDSU Academic/Holiday Calendar 2023-2024

Summer 2023

<u>Date</u>	<u>Holiday/Activity</u>
Mon, May 22, 2023	First day of Summer term
Mon, May 22, 2023	First day of classes
Mon, May 29, 2023	Memorial Day (Campus closed)
Mon, June 19, 2023	**Juneteenth (Campus closed)
Tues, July 4, 2023	Independence Day (Campus closed)
Mon, August 14, 2023	Last day of classes (Final examinations are the last day of classes for each summer session)
Wed, August 16, 2023	Last day of Summer term, grades due from instructors (11 pm deadline)

Fall 2023

<u>Date</u>	<u>Holiday/Activity</u>
Thurs, August 17, 2023	First day of Fall semester
Mon, August 21, 2023	First day of classes
Mon, September 4, 2023	Labor Day (Campus closed)
Fri, November 10, 2023	* Veterans Day (Campus closed)
Wed, November 22, 2023	No Class (Campus open)
Thu, November 23 - Fri, November 24, 2023	Thanksgiving Break: (Campus closed) 11/23 Thanksgiving Day 11/24 * Admission Day
Mon, December 11, 2023	Last day of classes

Tues, December 12 – Mon, December 18, 2023	Final Examinations
Thurs, December 21 – Tues, December 26, 2023	Winter Break: (Campus closed) 12/21 * Lincoln's Birthday 12/22 * Washington's Birthday 12/25 Christmas Day 12/26 * Columbus Day
Fri, December 29, 2023	Last day of Fall semester, grades due from instructors (11 pm Deadline)

Spring 2024

<u>Date</u>	<u>Holiday/Activity</u>
Mon, January 1, 2024	New Year's Day (Campus closed)
Mon, January 15, 2024	Martin Luther King, Jr. Day (Campus closed)
Tues, January 16, 2024	First Day of Spring semester
Wed, January 17, 2024	First day of classes
Mon, April 1, 2024	* Cesar Chavez Day (Campus closed)
Mon, April 1 - Fri, April 5, 2024	Spring Break
Thurs, May 2, 2024	Last day of classes
Fri, May 3 -Thurs, May 9, 2024	Final Examinations
Thurs, May 9, 2024	IVC Commencement
Fri, May 10 – Sun, May 12, 2024	Commencement – San Diego Campus
Thurs, May 16, 2024	Last day of spring semester, grades due from instructors (11 pm Deadline)
*= Re-scheduled holiday	**= Make up hours asynchronously



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Orientation and Handbook: Graduate Teaching Associates and Graduate Assistants

On behalf of the faculty and staff at San Diego State University, we are delighted to welcome you to your new duties as a Teaching Associate or Graduate Assistant. Academic student employees play a key role in the instructional and research mission of the university. The Division of Graduate Affairs and the Office of Faculty Advancement have prepared this orientation to help you learn more about the university, and your new position and responsibilities. The faculty, lecturers and academic support staff in your home departments are also valuable resources, and will be both mentors and colleagues. We wish each of you well in your endeavors throughout the academic year.

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Appointment Types

Teaching Associate and Graduate Assistant appointments for graduate students at San Diego State University are supportive of but secondary to one's graduate studies. Although such duties must be carried out in a responsible manner, the University has limits on the time, length, and level of the appointment to help assure this subordinate assignment does not interfere with the primary purpose of obtaining a graduate degree.

From the Statement of Terms and Conditions (STC)

Teaching Associate (TA)

Appointments as graduate teaching associates, known more commonly as TAs, provide students the opportunity to participate directly in the teaching activities of the university. Indeed, faculty members in many programs consider such appointments an integral part of the academic curriculum for their graduate students. Under the supervision of senior faculty, TAs provide direct instruction to undergraduate students, primarily at the lower division level.

Appointments as graduate TAs are available to qualified graduate students in all doctoral programs, and many master's programs. Graduate TAs must be admitted to San Diego State University with classified or conditionally classified graduate standing. Appointments may be for a period of either one semester or the academic year. Reappointment is dependent on satisfactory performance in graduate studies (as prescribed by Graduate Council), departmental need, and satisfactory teaching performance. Information concerning an appointment as a graduate teaching associate may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree.

Graduate Assistant (GA)

Graduate assistants (GA) provide instructionally related services to undergraduate students, or may be assigned duties that directly support faculty research activities. Graduate assistants are available in most San Diego State University departments and schools. Graduate assistants must be admitted to San Diego State University with classified or conditionally classified graduate standing.

Appointments may be for a period of either one semester or the academic year. Reappointment or continuation of an appointment is dependent upon satisfactory performance in graduate studies (as prescribed by the Division of Graduate Affairs), departmental need, and satisfactory completion of assigned duties. Information concerning an appointment as a graduate assistant may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree.

Instructional Student Assistant (ISA)

Graduate students are eligible for employment as student assistants, who perform a wide variety of tasks supporting faculty and staff across the university. Assistants are paid by the hour and are restricted to assignments not to exceed 20 hours per week. Information concerning an appointment as a student assistant may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree. Some available positions are also be listed with the Office of Career Services in Student Services East, Room 1200.

Research Assistant (SDSU Research Foundation)

Some graduate students obtain part-time employment as research assistants. Research assistants work directly with faculty in a laboratory or other research facility in the health, physical, and social sciences. Although research assistants are employees of the SDSU Research Foundation, they are generally hired directly by faculty members seeking assistance for specific research programs.

Students may inquire about such appointments through the appropriate faculty in their program, the chair or director of the respective department, or the Office of Human Resources of the SDSU Research Foundation. Those interested in adding their names to a list of candidates for current or future openings may obtain application materials from the San Diego State University Research Foundation, Gateway Building, 5250 Campanile Drive, San Diego, CA 92182-1945. Further information may also be available on faculty and department websites.

Eligibility for TA, GA and ISA Appointments

TA, GA and ISA appointments are made by campus academic departments. The eligibility criteria are:

- Student has been admitted to a graduate program, or is continuing as a matriculated student.
- Student is not on probation or disqualified.
- Student has not graduated.
- Student is enrolled (or agrees to enroll in) at least one class per semester while a TA/GA/ISA.
- 3.00 or higher GPA.
 - New students: last 60 unit GPA that is used for admissions
 - Continuing students: post-baccalaureate cumulative GPA = cumulative GPA on transcripts
- For Master's students that have completed 2 semesters: Program of Study (POS) is filed.
- For Master's students in their final semester who intend to register for 799a: POS must be approved, student must be advanced to candidacy and thesis committee form must be on file.
- Student has not exceeded GA/TA term limits (if the Department or College has limits)
- Student's graduate program is in same department as the TA/GA/ISA appointment.
- Short-term exchange students not seeking SDSU degree may not be TAs/GAs (ISAs only).
- Total TA + GA + ISA workload is ≤ 20 hours per week.

GPA Requirements

TAs, GAs, RAs and ISAs must maintain a 3.00 or higher post-baccalaureate cumulative GPA. If this GPA drops below 3.00, students have one semester to bring it to 3.00 or higher. If the post-baccalaureate cumulative GPA drops below 2.85, the student is placed on academic probation and is subject to dismissal from the appointment.

Concurrent Appointment

Per CSU coded memo 2005-29, TAs or GAs appointed for less than half-time may be appointed concurrently in another student classification, up to a combined total of 50% (half time) or 20 hours per week while enrolled in classes. In other words, a student may have 2 appointments, but the combined hours worked cannot exceed 20 hours per week or 50% time.

Course Load

Under the terms of the CSU/UAW contract, the university may not require a minimum course load for otherwise eligible academic student employees. International students note: under Federal Regulation Code (Title 8) section 214.2 (f), the maximum number of hours a foreign student with an F-1 Visa may work is twenty (20) hours/week while the university is in regular session. International students may work up to 40 hours/week when the university is not in session or during annual vacation periods or summer.

Termination of Appointment

According to the CSU/UAW contract, if a student fails to remain academically eligible, the university has five weeks to terminate the TA/GA appointment. Students must also demonstrate satisfactory academic progress and perform assigned duties satisfactorily, or they may be reassigned to other work or denied reappointment. Reappointment may also be denied for budgetary or enrollment considerations.

Conditions of appointment are specifically outlined on the Statement of Terms and Conditions, which must be read and signed by the student in order for the appointment to be valid. Departments may recommend termination to the Dean of their college, but removal from an assignment for academic reasons requires the concurrence of the Graduate Dean. The Dean of Graduate Affairs also may initiate the termination of an appointment if the Dean determines that a student's academic progress is unsatisfactory. Only the president of the university or the president's designee may terminate an appointment. In all cases, the student shall be given appropriate notification.

Relationship with Your Supervisor

You likely have many responsibilities as a graduate student in addition to your TA/GA assignment. For example, you may be taking courses, working on a research project, conducting a literature review, participating in an internship and/or studying for a comprehensive examination. At the beginning of each semester, establish clear boundaries and expectations with your supervisor so that you are able to meet all of these responsibilities. In an ideal situation, you will develop a trusting, open relationship and be able to discuss challenges with them directly. If you are unable to resolve conflicts or misunderstandings with your direct supervisor, turn to the department Chair, program Director and/or Graduate Advisor. Don't let unresolved issues persist to the point that your academic performance, degree progress and/or relationship with the supervisor deteriorate.

TA and GA General Responsibilities

The fundamental responsibility of a TA or GA is to work closely with their supervisor (often a faculty member) to complete all assigned duties while steadily making progress toward completion of the degree program. Your department, school or program will provide you with a clear statement of responsibilities and expectations. A more complete discussion of professional responsibilities of *all* instructors is available in the University Policy File:

<http://newscenter.sdsu.edu/universitysenate/policyfile.aspx>

Summary of TA and GA responsibilities

TAs and GAs provide essential support to their departments by:

- Managing the workflow associated with instruction.
- Freeing instructors to spend more time improving student learning outcomes.
- Facilitating interaction with students.
- Maintaining standards of academic integrity and honesty in labs, classrooms, and offices, and reporting violations to their supervisor.
- Providing feedback and new ideas to improve class performance and design.

Discuss with your supervising professor her or his expectations for:

- Course goals and methodology.
- Your office hours.
- Your attendance in lecture.
- Weekly meetings for course staff.
- Exam and assignment types, and scoring rubrics for each graded assignment.

- Procedures for handling all manner of special appeals, including makeup work, student complaints about grades, student difficulties with the course, instances of plagiarism or cheating.
- Additional materials that struggling students can review.
- Additional materials that you can review to improve your skills for this particular class.

Tips for TAs and GAs

- BE REASONABLE
- Stay informed of department/school, college, and institutional regulations and follow them consistently.
- Keep careful records of student work assignments and grading, and maintain backup copies.
- Document all student problems, makeup work and special accommodations in writing (emails).
- Discuss expectations with your faculty supervisor on a regular basis. Clarify how you will be assessed in meeting these expectations. Articulate your goals as a TA or GA early in the semester, and work with your supervisor throughout the semester to achieve them.

Effective instruction

A primary qualification for appointment is the promise of effective instruction at the undergraduate level. Teaching ability is measured by command of the subject, skill in organizing and presenting material with force and logic, intellectual integrity, and enthusiasm. Command of the English language is mandatory in most fields of study. (Check with your department for specific requirements.) University policy requires regular student evaluation of teaching as well as evaluation by the appropriate administrator.

Knowledge of the University Catalog and Graduate Bulletin

The General Catalog, in effect, is a kind of contract with undergraduate students. Each student is entitled to receive a degree or credential upon completion of the requirements specified in the catalog. (The Graduate Bulletin is the graduate- and doctoral-level equivalent.) Instructors are obligated to ensure that each course meets the catalog description.

Class schedule

The Schedule of Classes posted on university website each term contains the officially designated time and place for class meetings and for final examinations. Time and place of meetings and examinations may not be changed. Should unusual circumstances seem to warrant a change, please consult with the department chair to receive official approval in advance of making a change. Violation of this policy is grounds for dismissal.

Courses with multiple sections

When multiple sections of a course are offered, it is imperative that all instructors meet the same course objectives and evaluate students in a consistent manner. Students must always attend the section they are registered for, except for rare accommodations for excused absences.

Textbooks

Textbooks and instructional materials for classes may be ordered from the Campus Bookstore. Each term, the bookstore will provide order forms and notification of deadlines to the instructor of record. It is the instructor's responsibility to make timely arrangements for the materials required in classes. Check with the department chair or graduate adviser for further information.

Auditing of classes

With the consent of the instructor, students may audit a class. An auditor must officially register for the class as an ungraded "Auditor". Auditors must meet all admission requirements and pay the same fees as those required of students enrolled for credit. An auditor is not held for examinations and does not receive credit or a final grade in the class. No change from regular registration to audit, or from audit to regular registration, is permitted during the semester.

Office hours

Every TA is expected to hold at least one office hour per week for each course at a time convenient for that class. Many departments require additional office hours. Each instructor is required to post a schedule of office hours adjacent to his or her office door and to file that schedule with the department.

Final examinations

All final examinations must be held at the time and place designated in the Final Examination Schedule listed in the Schedule of Classes each term. Final examinations may not be held during the last week of classes. The examination periods are part of the regular school year and all instructors are expected to be on duty. Teaching obligations are not fulfilled until all coursework has been evaluated, grade reports filed in the Registrar's Office, and any special duties accomplished. Instructors shall provide accommodations to disable students throughout the term (including finals) as directed by Student Disability Services.

Grading

All courses are graded A through F unless departures from this standard are authorized. For exceptions, notably the regulations regarding credit/no credit grading, please refer to the University Policy File, the General Catalog and the Graduate Bulletin. Grading practices are to meet the highest professional standards of objectivity, fairness, and accuracy. Grade distributions in individual classes are not to reflect a prescribed distribution or curve. However, instructors may be required to provide a professionally defensible explanation when grades in any class depart markedly or persistently from statistically predictable patterns for courses on a university level. Adequate records must be kept for seven years. TAs should deposit their grade books with the department chair when their services have ended.

The differences between final grades of "I", "F" and "WU" are as follows:

- "I" for incomplete indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons. There is still a possibility of earning credit. An incomplete should not be given to make up more than a final assignment or two (certainly less than 1/3 of the course points). An incomplete should not be given if the student has turned in all the graded work. An incomplete should not be given if the only way to make up the work would be to attend a major portion of the class when it is next offered. If undergraduate students fail a course, note that they can use a course forgiveness and retake the course for a new grade (their academic advisor can explain the details). Students should be notified in writing of the remaining work to resolve the incomplete, maximum time frame (no more than one year), and whether they will be assigned a final grade based on the same point scale as the remainder of the class. If an exam remains, specific instructions on how to schedule it should be provided, and whether the format will differ from the in-class exam.

- A grade of "WU" means unauthorized withdrawal. A grades of WU is treated like an "F" for GPA calculations. A WU should be issued if the student
 - began the course and was graded on some assignments, AND
 - was passing (grade > F) BEFORE THEY
 - stopped coming to class.

WU is also appropriate if a student does not show up for the final, and did not request a makeup in a timely manner.

- A grade of "F" should be issued if the student has a failing grade, and neither an incomplete or WU applies. An F would be appropriate for a student who was never passing the course, and simply stopped attending. Even if an instructor knows that the student has serious personal problems, the instructor should issue an F. The student has the opportunity to petition the university for retroactive withdrawal if it is warranted.

Course grades are the responsibility of the instructor. Except as provided in the Student Grievance Code, grade changes may be initiated only by the instructor of record. If a student received a lower grade than earned in the course due to an error by the instructor, the instructor shall direct the Office of the Registrar to raise the grade by completing the required form. In cases where the grade is to be changed for reasons other than instructor error, the change must have the approval of the department Chair and the Dean of the college.

Professionalism

Be professional, courteous and responsible. You are expected to adhere to the highest standards of ethics in your professional relationships with students, and refrain from any behavior that might be interpreted as sexual harassment. Additionally:

2. Be on time for classes and office hours.
3. If you cannot attend class, you must find a replacement.
4. If you cannot attend office hours, provide an alternative time as soon as possible.
5. Provide a thorough syllabus that conforms to Senate policies. If a syllabus already exists, work with your supervisor to improve it for this semester and future semesters.
6. Order textbooks on time, if this is your responsibility.
7. Return all graded assignments in a timely fashion.
8. Strive to grade fairly and objectively.
9. Report scores on all graded assignments on Blackboard as soon as you complete your scoring, or personally to each student.
10. Maintain backup copies of the electronic documents in which you record assignment scores. Blackboard does not maintain automatic backups for your class scores.
11. At the end of the semester, submit your grades on time.
12. Maintain appropriate boundaries with students in and outside the classroom.
13. Present a professional appearance.
14. Recognize diversity and incorporate it into your teaching
15. You are responsible for all of the specific policies detailed in **University Policies and Rules** below.

Five Important Rules of Thumb for Difficult Decisions

Instructors and instructional support staff face difficult decisions each semester, often with no prior warning. Requests for regrading, requests for makeup work, and complaints about the course or instructor must all be handled thoughtfully and in a consistent manner. Here are important rules of thumb for unexpected and/or difficult decisions.

- **Provide a prompt response, but not immediate unless necessary.** If you are not sure about the appropriate response, do not get pressured into an immediate decision. Listen sympathetically and take careful notes. Tell the student that you will confer with your supervisor and/or other course staff and respond by email. Tell them exactly when to expect a response from you (for example, within 48 hours).
- **Assume that your response will not be private.** Any emails or verbal conversations you have with the student might very well be shared with other students, instructors or staff. Do not make any decisions or respond with a tone that you would be unable to defend publicly.
- **Be reasonable and consistent.** Follow the course policies as outlined in the syllabus whenever possible. When unusual and unanticipated situations arise, coordinate your response with your supervisor and other instructional staff. Everyone (including the instructor and other TAs in the course) should be responding to similar requests in the same way. Make sure that your decisions would appear to be reasonable to the average student and faculty member.
- **Document everything in writing.** New grading criteria, assignments, opportunities for extra points, etc. should be publicly posted on Blackboard. Any course policies that deviate from the course syllabus should be publicly posted on Blackboard. Communicate your decisions on requests for makeup work, regarding, or any unusual situations in an email to the student and copy your supervisor. If you are providing a makeup exam to a student who was ill, tell them exactly where and when the makeup will be, and whether the format will be the same as the in-class exam.
- **Anticipate additional problems.** There are many ways to anticipate and prevent future problems. For example, if you document your decisions and responses in writing (emails), it eliminates the possibility that a student will later claim "I didn't know ..." or "That is not what my TA told me." You can avoid additional problems if you clearly state what the penalty will be if a deadline is missed. Consider adding an expiration date for regrade requests and for makeup work to your syllabus. (For example, "Requests for makeup quizzes must be emailed to the TA prior to the in-class quiz, unless you are too sick or do not have email access.")

Benefits and Human Resources

Teaching associates appointed for an academic year at a time base of 50% are eligible for employee benefits. Spouses, same-sex domestic partners, and unmarried dependents under the age of 23 are eligible for health benefits. The following is a partial list of employee benefits: a) Medical Insurance, b) Dental Insurance, c) Flex Cash, d) Life Insurance, and e) Retirement through the Public Employees Retirement System (PERS).

Teaching Associates are covered by Workers' Compensation. Any job-related accident or illness must be immediately reported to the supervisor.

A summary is provided below. For further information and a complete listing of benefits, please go to the benefits page at the Center for Human Resources website: <http://bfa.sdsu.edu/~person/>

Getting started

Coordinate with your department to complete all payroll paperwork with the Center for Human Resources (Gateway Building 4th Floor) no later than three days after beginning work. You will need to bring original documents (not copies) that demonstrate eligibility to work in the United States.

Health benefits

Graduate assistants are not eligible for benefits.

Teaching Associates appointed half time or more for an academic year are eligible for health benefits. Spouses, same sex domestic partners, and unmarried dependents under the age of 23 are also eligible for health benefits. See the Unit 11 Benefits Summary at the CSU web site:

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit11-uaw.aspx>

You must enroll in benefits within 60 days of hire. Contact the Center for Human Resources to attend a benefits orientation at the start of your employment.

Paychecks

If all paperwork has been completed on time, the first paycheck will arrive on schedule at your department/school for pick up. Please see your supervisor or department administrative assistant for details.

Parking

TAs can purchase faculty/staff parking permits at the Parking Services Office with an authorization slip from the department. GAs may obtain student parking permits.

Keys

If keys are required, you will be given an authorization card to take to Key Issue.

Sick leave and other leaves

TAs accrue sick leave with pay pro-rata according to their time base. Please see:

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit11-uaw.aspx>

TAs who miss a class because of illness must notify the department before the time of the class meeting, if at all possible. Upon return to duty, they must notify their department immediately and fill out Form 634, Absence Request, obtainable at the departmental office. Sick leave is charged from the first full day of absence to the day of return, including academic working days on which the sick TA had no assigned classes.

Normally, absences for personal reasons are without pay. However, the president may authorize paid leaves of absence in some specified circumstances. All absences, with or without pay, require completion of an Absence Request, a professionally competent substitute to take over the class, and approval in advance. TAs receive one personal holiday per calendar year. This day may be used only with advanced approval from the department. The holiday cannot be carried over to the following year.

Unauthorized Absence

Instructors who leave without the required approval in advance will suffer loss of pay for all days on which they are absent without official leave. They are also subject to disciplinary action. If such unauthorized absence is for a period of five consecutive days, the instructor may be considered to have resigned. To protect both salary and job, the TA must get official approval before an absence for any reason other than emergencies.

Personnel Files

The personnel files of temporary faculty and TAs are maintained in departmental offices. These files contain employment information and information that may be relevant to personnel recommendations or personnel actions.

Paychecks

Payroll checks are delivered each month to colleges and departments for distribution to individuals. Checks not picked up are returned to the Center for Human Resources where they may be individually claimed. TAs receive six paychecks per semester and should complete the clearance procedure in Human Resources before the final paycheck is released.

University Policies and Rules

Sexual Harassment

Sexual harassment violates university policy and federal law. Sexual harassment is the unwelcome imposition of sexual attention, often in the context of a relationship of unequal power. This can include faculty imposing sexual attention on a graduate student, or a graduate student imposing sexual attention on an undergraduate. TAs and GAs are expected to adhere to the highest standards of ethics in your professional relationships with students, and refrain from any behavior that might be interpreted as sexual harassment. Such behaviors include but are not limited to:

- “Quid pro quo” or “this for that”: exchanging a benefit (such as a grade) for sexual favors.
- Asking students for dates
- Physical contact of a sexual nature
- Engaging in sexual or romantic relationships with students
- Creating a “hostile environment”:
 - Sexual content in a class with no reasonable academic rationale.
 - Comments directed at a group or individual regarding student appearance or personality
 - Inappropriate jokes or examples.

Teaching Associates who engage in these behaviors may be in violation of State and Federal law and the California Education Code and may be subject to university sanctions and/or held personally liable. Additional information is available from the Office of Employee Relations and Compliance at this website: <https://bfa.sdsu.edu/ler>

If you are accused of sexual harassment:

- Bring the issue to your supervisor immediately.
- Do not retaliate against accuser.
- Know that false accusations are a serious offense.
- Cooperate fully and honestly in any investigation.

If you experience sexual harassment from a supervisor, or observe it in your workplace:

- Report it to your Department Chair/School Director, or to the Office of Employee Relations and Compliance.
- As a union member, you also have the right to file a grievance through the UAW.

Standards of Conduct

- Sexual relationships with students enrolled in your courses are prohibited.
- Alcohol use is strictly controlled on campus. Never bring alcohol into your office or classroom.
- Never use illegal substances with students.
- Never teach under the influence.

Student Privacy

Federal and state laws protect student privacy by forbidding:

- Group emails (use Blackboard instead).
- Posting grades or assignment scores publicly.
- Leaving graded assignments unattended in public places for students to pick up.
- Revealing grades or other personal information about students to anyone else. This includes the student's parents, unless you can verify that the student has actually filed paperwork with the university approving the release of this information to the parents.

Academic Dishonesty

- Before the semester begins, establish a specific plan with your supervisor for addressing plagiarism or cheating, whether on homework or during an in-class exam.
- Make sure that the syllabus clearly states the consequences for academic dishonesty. For example: "If you turn in an assignment that is not your own work, you will receive a score of 0 on the assignment, and the incident will be reported to the Center for Student Rights and Responsibilities for review."
- In classes that include writing assignments, the syllabus should include a specific definition for plagiarism, and examples of how to properly cite a variety of sources (lecture notes, textbook, other books or journal articles, online material).
- When an incident occurs, immediately notify your supervisor.
- Academic dishonesty incidents must be reported to the Center for Student Rights and Responsibilities (online submission form)
- The instructor determines the appropriate academic sanction for incidents of dishonesty; CSRR determines punitive sanctions
- Learn ways to identify academic dishonesty (e.g., Turnitin, variations on exams, targeted assignments).

Student Disciplinary Procedures

Executive Order No. 628, Student Disciplinary Procedures, provides for disciplinary action against a student under Title 5, Section 41304. Penalties range from reprimand to expulsion. Problems should be discussed with the department Chair and the college Dean before proceeding.

Attendance and Absences

- Verify that all students attending class are registered by checking the official roster on my.SDSU.
- Classes must be held in assigned classrooms at assigned times.
- Instructors may drop students from the class roster if they miss the first class period and do not show up at the beginning of the second.
- The class syllabus should include clear examples of excusable absences (for which makeup work will be provided), and absences that are not excusable. These could include traffic-relayed delays, work conflicts, illness, religious holidays, personal travel, death in the family, employment or graduate school interviews.
- The class syllabus should include clear instructions for when the instructor will be
- Students must notify instructor within first two weeks if they will miss class due to official university events.
- Students should notify the instructor within first two weeks if they will miss class due to religious observances. In some cases, instructors may be expected to provide reasonable accommodations even if a student will not miss class.

Field Trips

Consult your supervisor or department Chair to obtain the proper permission and liability waivers for class field trips.

Student Disability Services

Student Disability Services (SDS) is the campus office responsible for determining and providing appropriate academic accommodations for students with disabilities. Support services are available to students with certified visual limitations, hearing and communication impairments, learning disabilities, mobility, and other functional limitations.

As a teaching associate, you are required to ensure that students with disabilities who attend your classes receive the accommodations authorized by Student Disability Services. In addition, you are responsible for providing a harassment-free atmosphere that does not discriminate against students with disabilities or other protected groups. If a nonstandard accommodation is requested, consult with your supervisor and BE REASONABLE. For more detailed information, including a suggested syllabus statement, contact SDS at (619) 594-6473 or see their website:

http://newscenter.sdsu.edu/student_affairs/sds/

Grievance Procedures

Grievances related to a specific course

Students with grievances related to a specific course should first attempt to resolve them with the instructor (which may be you as a TA). Both student and instructor are advised to document the request and response in writing (email is usually appropriate). If an agreeable solution is not found, the student should appeal to the instructor's supervisor (for a multi-section course) or the department's Chair. For graduate students, further appeals are directed to the Assistant Dean or Associate Dean of the College, as directed by the Chair. Final appeals may be made to the university Ombudsman.

Grievances not course-related

Students should see the Ombudsman in SSE 1105 (or email ombuds@mail.sdsu.edu) for grievances concerning employment, sexual harassment, discrimination, fees/Student Account Services, or other offices within Student Services/Enrollment Services. The Ombudsman acts as the student liaison or mediator, and is a confidential, independent, and neutral resource for students. The Ombudsman will direct students appropriately, depending on the specific issues.

Undergraduate students with grievances that do not fall into these special categories and are not course-related should first attempt to resolve the issue directly with the relevant faculty or staff member. A clearly articulated request sent by email will establish a written record. If there is no resolution, students may appeal to the Department Chair. After that, students may appeal to the Assistant Dean of their College. Final appeals may be made to the university Ombudsman. Students who are concerned about conflicts of interest or retribution may request a meeting with the Ombudsman.

Graduate students with grievances that do not fall into these special categories and are not course-related should first attempt to resolve the issue directly with the relevant faculty or staff member. A clearly articulated request sent by email will establish a written record. If there is no resolution, students may appeal to the Department Chair or Graduate Advisor, as appropriate. After that, students may appeal to the Assistant Dean of their College or the Assistant Dean of Graduate Affairs. Final appeals may be made to the university Ombudsman. Students who are concerned about conflicts of interest or retribution may direct their appeal to the next highest level, or the Assistant Dean of Graduate Affairs <AsstDeanGRA@mail.sdsu.edu>.

Additional information about grievance review may be found on the Ombudsman's website:

http://go.sdsu.edu/student_affairs/ombudsman/Default.aspx

Other sources of information

- See the Orientation for New Graduate Students, posted on the Graduate Affairs Web Site.
- Important university policies are documented in the Graduate Bulletin.
- Your degree requirements are documented in the Graduate Bulletin.
- Contact your department/school for specific details related to your employment duties.
- Questions about the paperwork needed to begin your employment should be directed to your department, or the Center for Human Resources at (619) 594-7901.
- Questions about your benefits may be directed to the Center for Human Resources at (619) 594-1144.
- Payroll-related questions may be directed to the Center for Human Resources at (619) 594-5251.
- Your union is UAW Local 4123: <http://www.uaw4123.org>
- Contact Graduate Affairs with questions regarding degree requirements or graduation. We may be reached at (619) 594-5213 or gra@mail.sdsu.edu.
- The Center for Teaching and Learning promotes effective learning and teaching at SDSU through collaborative ventures with faculty, academic units, support services, and students. See their web site: <http://ctl.sdsu.edu>

Safety and Emergencies

Call 911 from a campus phone or 594-1991 from a cell phone for a life threatening injury, or true emergencies such as fire.

Emergency Preparedness

- Read through the [Campus Procedures posted at http://bfa.sdsu.edu/emergency/](http://bfa.sdsu.edu/emergency/)
- Keep a list of who to contact for emergency and non-emergency issues. These include:
 - Know your Department Safety Coordinator.
 - Know your building's Facilities Coordinator.
- Additional Teaching Associate responsibilities:
 - Inform students about evacuation procedures at the beginning of the semester.
 - Assist and direct students during evacuation.
 - Participate in campus emergency preparedness drills.
 - Evacuate the building when the fire alarm sounds or when otherwise directed.
 - Be familiar with two building exits nearest to your classroom, and the two nearest exit routes.
 - Evacuate to the designated assembly point when outside the building.
 - If evacuated, report any helpful information to the Safety Coordinator in the yellow vest with the yellow flag or Public Safety representative at the assembly point.
 - Be familiar with procedures contained in the Emergency Procedures Booklet, burgundy and white flip chart posted in departments and classrooms.
 - Have contingency plans for those with special needs to assist them during an emergency.

Injury & Illness Prevention Program

- Read the Injury and Illness Prevention Program documents maintained by Business and Financial Affairs: <https://bfa.sdsu.edu/safety/ehs/industrial/iipp>
- Teaching Associate Responsibilities:
 - Be responsible for your and others' safety.
 - Provide and document task-specific safety training when applicable (e.g. research, instructional laboratories, workshops, studios).
 - Learn the appropriate reporting mechanisms for student injuries.
 - Learn the hazards associated with your course and your building.
 - Inform students to report their injuries to you. Report student injuries, hazards, or potential hazards when they are known to you.
 - Assist and direct students to report to Student Health Services for treatment of injuries that are not life threatening.

Frequently Asked Questions by TAs and GAs

- **What is the most important first step to being a successful TA/GA?**

READ THE ENTIRE CONTRACT before you sign it. You are agreeing to comply with its requirements. If you have any questions, please consult with Graduate Affairs first.

- **I've been offered an appointment; what happens next?**

You will be given a contract stating the terms and qualifications of the position. Read over it carefully. This is a binding document. It sets the conditions of the appointment.

- **Who gives me my assignment?**

You will be assigned a supervisor to whom you will report for assignments and progress. This person is listed on your contract. In most cases, your supervisor will be a faculty or staff member who has a long-term association with the course.

- **How will I know what to teach or how to present the material (for TAs only)?**

Your department/school should provide its own orientation. Previous course instructors should provide a syllabus or other course materials, and some mentoring. If you miss this information, please speak with your supervisor or the department chair/school director as soon as possible.

- **Am I entitled to benefits?**

Please consult with your Graduate Advisor, the supervisor named on the contract, or Human Resources. Benefits vary depending on the numbers of hours you work, appointment type, etc.

- **When will I be paid?**

October 1st is the date of your first paycheck. It's important that you are in compliance with the contract throughout your hire period to ensure this. Do not begin working without a valid contract. Please ensure you have gone through the HR orientation prior to beginning work.

- **My contract is being held up in my College, or in Graduate Affairs. What could be the problem?**

There are many reasons why your pending contract could be returned to the department. The instructional needs of the university may have changed suddenly, or you may have exceeded department or college term limits. Your eligibility may be question for one of reasons listed above in the section titled **Eligibility for TA, GA and ISA Appointments**.

- **What deadlines are important, and where can I find them?**

Major deadlines are listed in the Graduate Bulletin, the online SDSU academic calendar, the Graduate Affairs web site, and in flyers posted by Graduate Affairs. You are responsible for knowing these deadlines.

- **What types of tuition and fees am I responsible for?**

Basic Tuition and Fees are required of all students. Students who have not been judged by SDSU to be California residents pay additional "nonresident" tuition and fees. (Visit the Registrar's website for more information about California residency for tuition purposes.) Graduate students in the College of Business also pay a college-specific fee. Some laboratory courses require additional fees to cover supply costs. Auditors pay the same fee as students carrying courses for credit.

See the SDSU "Money Matters" web site for full details: <https://student-accounts.sdsu.edu/resources/money-matters>

- **What is a Non-Resident Tuition Waiver, and how do I get one?**

A NRTW (Non-Resident Tuition Waiver) covers the fee for tuition paid by international and non-Californians for attending a California State University. You may ask your department/school to nominate you for a NRTW when applying to your graduate program. A limited number of NRTWs are available, and they are awarded competitively to incoming graduate students.

Students with a NRTW must keep their GPA at 3.00 or above, or risk losing the NRTW. Students may have a NRTW renewed for up to 5 semesters. The NRTW is only good in the Fall and Spring semesters.

- **I have been turned down in one department/school to be a TA/GA. May I apply to another?**

You may only TA in the department/school for which you are pursuing your degree. For example, if you have a Bachelor's degree in English but are currently pursuing a Master's degree in Chemistry, you are not eligible to TA an English course. GAs may work in a program or field that is closely related to their degree program. For interdisciplinary programs without a home department, the GA may be eligible to work in departments/schools related to their field of study. The hiring department may petition for exceptions to these rules.

- **I'm getting conflicting information about university policies. My advisor said one thing, my teacher said another, and a friend with the same question is giving different advice. Who do I believe?**

Graduate and Research Affairs is the most reliable source of information for all graduate students, including those pursuing Master's degrees, doctoral degrees, certificates and credentials. The Assistant Dean, Associate Dean and Dean of Graduate and Research Affairs oversee many university policies. Graduate and Research Affairs staff also have the most current information for policies that are administered by other units on campus. Please see us in SSE 1410, or email us at gra@mail.sdsu.edu.

- **How are formal complaints handled at the university?**

See the above section titled **Grievance Procedures**.

- **Can students take "regular" courses (such as the one I am teaching) even if they are not full-time registered students at SDSU? What is Open University?**

Possibly. Individuals not officially enrolled in a graduate or undergraduate program may enroll in a SDSU Main Campus course through the College of Extended Study's Open University. "Open University students" may not register for a particular course until the instructor has verified that all regularly enrolled students have enrolled. Open University students will never be able to enroll in courses that fill completely every semester. The online schedule of classes is a public document that shows the number of seats available in every class for this semester and past semesters. If you are responsible for enrollment decisions in your course, discuss Open University enrollment with your supervisor.

Appendix I: CSU Standards Sheet for Teaching Associates



Classification and Qualification STANDARDS

Teaching Associate

Classification Title	Class Codes	Date Established
Teaching Associate, Academic Year	2354	06-01-1991
Teaching Associate, 12-Month	2353	06-01-1991
Teaching Associate, Summer Term	2324	05-01-2011
Teaching Associate, Extended Education – For Credit	2309	06-01-2014

OVERVIEW:

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.

Range A represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to master's degree programs and (2) usually teach credit-bearing courses. Range B represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to doctoral degree programs, or hold a doctorate, and (2) usually teach credit-bearing courses.

DISTINGUISHING FEATURES:

The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member.

TYPICAL ACTIVITIES:

(Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience and education of this classification standard.)

Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.

Education:

- ◆ Range A: Equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- ◆ Range B: Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.

Experience:

Evidence of satisfactory achievement in previous academic work.

Teaching Associate – 2

Appendix II: CSU Standards Sheet for Graduate Assistants

Classification and Qualification



STANDARDS

The California State University System

Graduate Assistant

AY Class Code: 2355

Monthly Class Code: 2325

On-Campus Work-Study Class Code: 2326

Date Established: 07-01-1963

Date Revised: 11-02-2004

OVERVIEW:

Under immediate supervision, the Graduate Assistant assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. This work should not take precedence over the successful completion of the graduate degree program by the student in a timely manner.

DISTINGUISHING CHARACTERISTICS:

The Graduate Assistant is distinguished from those classifications used for undergraduate student help in the instructional program who perform clerical or other routine tasks such as grading examinations, recording grades, etc., by the following:

- ◆ Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study.
- ◆ Graduate Assistants provide professional non-teaching assistance to faculty members.

Graduate Assistant work may involve supervising students in a classroom, workshop, or laboratory (where final responsibility for the class and its entire instruction, including the performance of the Graduate Assistant, is vested in a member of the faculty); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; and other related work.

Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. Graduate Assistants may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers.

Classification code 2326 (On-Campus Work-Study) is for Work-Study graduate students funded by the Federal Work-Study Program. Appointments to this classification code must meet provisions of the Federal Work-Study Program.

TYPICAL ACTIVITIES:

Typical activities of Graduate Assistants may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) providing assistance to faculty conducting authorized

Graduate Assistant • 1

research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects/research within the discipline.

Experience:

For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.

Education:

Equivalent to completion of the requirements for a bachelor's degree and registration in a CSU graduate degree program. Students enrolled in credential programs are not eligible for this position.

Appendix III.

Help for Students: SDSU campus resources

Undergraduate academic advising. Undergraduates have access to a Degree Audit Report in my.SDSU, which does a very good job of summarizing how their completed coursework meets their specific degree requirements. For questions, students should meet with their major advisor, or their department or college advising center (if there is one). Some students are associated with programs that have additional academic advisors (such as sports teams, EOP). If none of these advisors are available (or able to provide satisfactory answers), undergraduates should visit the campus advising center in SSW 1551. For **academic probation or disqualification**, meet with an advisor immediately.

Registration problems. See the Registrar (SSW 1641) and/or the department office staff.

Need help with a specific class. Each professor should have scheduled office hours.

Need help with writing. See the SDSU Writing Center in Love Library <http://writingcenter.sdsu.edu>

Disability accommodations. Student Disability Services validates accommodations for students with a wide variety of challenges (including mobility limitations, learning disabilities, hearing or visual impairments). SDS is located in Calpulli Center Suite 3101, 619-594-6473, <sdsinfo@mail.sdsu.edu>. Their website is http://go.sdsu.edu/student_affairs/sds/

Grades of Incomplete. The university has specific policies about incompletes. An incomplete should NOT be given to make up more than a final assignment or two (certainly less than 1/3 of the course points). An incomplete should not be given if the student has turned in all graded work. Instructors who wish to give a grade of incomplete must fill out a form in my.SDSU that lists the specific remaining requirements, and the time frame to complete them (1 year maximum). After 1 year, unresolved incompletes turn into a grade of "IC" (Incomplete Charged), and are treated like an "F" for GPA calculations.

If an incomplete is inappropriate, students can use a course forgiveness and retake the course for a new grade. There are very specific limitations to course repeats and forgiveness (see an academic advisor).

Need to drop a course after the drop date has passed. Late withdrawals are not allowed by the university, but can be petitioned if there are serious extenuating personal circumstances that go beyond poor performance in one particular course (e.g., illness, death in the immediate family). See an academic advisor immediately to discuss the petition process. Even after filing the petition, keep going to class and taking all tests, in case your request is denied. Extremely unusual and cases (including imminent disqualification) can be appealed to the Assistant Dean for Student Affairs in the student's college.

Need help with personal problems. Make an appointment with Counseling and Psychological Services as soon as possible (Calpulli Center 4401, 594-5220). Students who require immediate psychological help are seen on an emergency basis by calling during business hours. After hours, students can call the San Diego Access and Crisis 24-hour Hotline at 800-479-3339 or the Student Health Services Nurse Advisory Line at 888-594-5281. For emergencies, call the University Police at 619-594-1991.

Need help because of illness. The Student Health Services clinic (Calpulli Center) is open Monday to Friday 8:30-4:30. Appointments can be made by calling 619-594-4325. For immediate emergencies, call 911 from a campus phone. Note that Student Health Services does NOT have an emergency room or trauma center.



SAN DIEGO STATE
UNIVERSITY

Orientation and Handbook: New Graduate Students

Welcome to San Diego State University! This orientation document provides an overview of graduate programs and policies at SDSU. For additional information, please visit the Graduate Affairs office in Student Service East 1410, call 619-594-5213 during business hours (Monday - Friday, 8:00 AM - 4:30 PM), or email us at <gra@sdsu.edu>. More information and many of the forms you will need are also available on our website: <http://grad.sdsu.edu>

Dean's Welcome

Dear incoming graduate students,

Over 2,000 of you will join more than 8,000 incoming undergraduate students to form the newest cohort at San Diego State University. You will build on your previous expertise, and strive to achieve a variety of personal, creative and career goals. The faculty, staff and administrators of SDSU will support you throughout your time as a graduate student, as we satisfy our commitments to engage the local community, create an educated workforce through advanced degrees, and expand the boundaries of human knowledge with original research.

It is this last category that binds the two divisions of our Graduate and Research Affairs office. Graduate students are the engines of scholarship: nearly half of the research papers our faculty publish each year include authorship by a graduate student. The products of that research are substantial. SDSU is widely recognized as a hub of invention, innovation and entrepreneurship. We are in the top 150 institutions for federal research funding, with the National Science Foundation and the National Institutes of Health as the dominant sources. SDSU has nationally recognized excellence in many graduate programs, including Speech, Language and Hearing, Cell and Molecular Biology, Public Health, Rehabilitation Counseling, Geography, Ecology, Mechanical Engineering, Creative Writing and Musical Theatre. The National Research Council ranks our Clinical Psychology program #1.

Your arrival strengthens one of the most racially, ethnically and socioeconomically diverse academic communities in the United States. The academic, career and personal successes of those who have preceded you are impressive, and their legacy now passes to you. When your degree is complete, you will be well prepared to both develop your professional skills, and advance the reputation of the institution whose degree you will carry through life.

In the coming years as a graduate student, you will be pressed for high levels of achievement and personal growth. This will set the context for a fulfilling career, make lifelong friendships, and, I trust, develop a fondness for this institution. We welcome you with a genuine eagerness to foster your growth from student to professional colleague.



Stephen C. Welter
Vice President for Research and Dean of Graduate Affairs

Graduate Student Responsibilities

All graduate students are responsible for adhering to the policies and procedures of San Diego State University. Please become familiar with the information outlined in the Graduate Bulletin. Although some *operational procedures* described in the Graduate Bulletin may change over time, you are responsible for the specific *degree requirements* from the year you were admitted to your graduate program. (Some Master's and certificate programs may provide the option to use later catalog years, if degree requirements change before you complete your degree.)

Current and past Graduate Bulletins are available online at: <http://arweb.sdsu.edu/es/catalog/bulletin/>

Graduate Student Association

The Graduate Student Association (GSA) is a student-run organization that hosts activities to encourage both professional and social interaction among graduate students. GSA provides an outlet for discussion of issues of concern to graduate students and to advocate for their rights and interests. GSA acts as a political voice for graduate students on the Associated Students Council and in Graduate Council (a committee of the SDSU Academic Senate). Additional information can be found on the GSA web page: <https://as.sdsu.edu/govt/board-pages/gsa.html>

Registration and Enrollment

Empl ID Number and Red ID Card

When you applied to San Diego State University, you were issued a nine digit student identification number called a Empl ID number. This number will be used by offices and departments across campus to identify you and locate your records. You will also need this number to access your my.SDSU account and various other student services. A forgotten Empl ID number can be retrieved here: <https://my.sdsu.edu/guides/locating-identification-number>

Your ID number is printed on the SDSU card issued by the SDSU card office, located in Student Services West 2620. Information about how to obtain your SDSU card is available here: <http://bfa.sdsu.edu/financial/student/sdsucard/get-a-card.aspx>

Registration and my.SDSU

Registration at San Diego State University is administered through the Office of the Registrar. In nearly all cases, you will register online through my.SDSU. This is your online resource for information about your student standing, registration, course schedule, transcripts, SDSU e-mail, and much more. Click here to log into your my.SDSU account: [my.SDSU](https://my.sdsu.edu)

The “My Registration” link in my.SDSU will allow you to view your registration date and time, obtain information about fees, add and drop courses, and much more. For additional information regarding registration and records, contact the Office of the Registrar at 619-594-6871 or registrar@sdsu.edu.

University Cashiers Office

The University Cashiers Office maintains student accounts, and is also responsible for billing items such as university housing, mandatory lab fees, and financial aid overpayment obligations. The Cashier is located in Student Services West room 2536, and can be reached at 619-594-5253. Additional information on a wide variety of student financial issues is available here: <https://sacd.sdsu.edu/sfc>

Financial Aid and Scholarships

See <http://grad.sdsu.edu/funding> for details and links! Here are some highlights:

- The *Graduate Equity Fellowship* program provides support for economically disadvantaged graduate students, especially from groups who are underrepresented within their respective disciplines. Only legal residents of the State of California who can demonstrate significant financial need of \$1,000 are eligible, as determined by the Free Application for Federal Student Aid form (FAFSA). Recipients must be classified or conditionally classified graduate students, maintain a 3.00 GPA, and must be enrolled for a minimum of six units of graduate coursework each semester they hold the fellowship. Fellowships range from \$500 to \$2,000 for an academic year depending on the demonstrated need. Students may receive awards for a maximum of two academic years, but they must apply each year. Post-baccalaureate students are ineligible.

Interested students should complete an application from the Graduate Affairs office (SSE 1410), and a FAFSA form, obtained from the Financial Aid office. Applications are due annually in September.

- Some students who are not California residents are granted a *Non-Resident Tuition Waiver* (NRTW) at the time of admission. The NRTW covers the extra tuition fee paid by international and non-Californians for attending a California State University. A very limited number of NRTWs are available, and they are awarded only to incoming graduate students at the time of admission.

Students with a NRTW must keep their GPA at 3.00 or above, or risk losing the NRTW. The NRTW may be renewed for up to five semesters. The NRTW only covers the Fall and Spring semesters.

- The *California Pre-Doctoral Scholarship Program* targets students who have experienced economic and educational disadvantages, and intend to apply to a Doctoral program. The program supports upper division undergraduate students, and current (non-PhD) graduate students. The program places a special emphasis on increasing the number of CSU students who enter Doctoral programs at one of the University of California institutions. Students chosen for this award are designated Sally Casanova Scholars. Recipients receive direct guidance from CSU faculty members and receive funding for travel, development (broadly defined), and summer research experience (at any U.S. major research university). For more information, contact Graduate Affairs or visit <https://www.calstate.edu/csu-system/administration/academic-and-student-affairs>
- The *Chancellor's Doctoral Incentive Program* targets current or incoming Doctoral students who intend to eventually pursue CSU instructional faculty positions. Students who obtain a loan through this program may have a portion of it forgiven if they obtain a CSU faculty position. For more information, contact the Graduate Affairs or visit <https://www.calstate.edu/csu-system/administration/chancellors-office-human-resource-services>
- *Many additional scholarships and financial aid opportunities* are available to San Diego State University graduate students. Contact the Office of Financial Aid and Scholarships or visit http://go.sdsu.edu/student_affairs/financialaid/Default.aspx

Graduate Student Employment

Graduate Teaching Associate

Appointments as graduate teaching associates, known more commonly as TAs, provide students the opportunity to participate directly in the teaching activities of the university. Indeed, faculty members in many programs consider such appointments an integral part of the academic curriculum for their graduate students. Under the supervision of senior faculty, TAs provide direct instruction to undergraduate students, primarily at the lower division level.

Appointments as graduate TAs are available to qualified graduate students in all Doctoral programs, and many master's programs. Graduate TAs must be admitted to San Diego State University with classified or conditionally classified graduate standing. Appointments may be for a period of either one semester or the academic year. Reappointment is dependent on satisfactory performance in graduate studies (as prescribed by Graduate Council), departmental need, and satisfactory teaching performance. Information concerning an appointment as a graduate teaching associate may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree. For further information, consult the Orientation and Handbook for Graduate Assistants and Graduate Teaching Associates available at http://grad.sdsu.edu/current_grad_students/handbooks_and_links

Graduate Assistant

Graduate assistants (GA) provide instructionally related services to undergraduate students, or may be assigned duties that directly support faculty research activities. Graduate assistants are available in most San Diego State University departments and schools. Graduate assistants must be admitted to San Diego State University with classified or conditionally classified graduate standing.

Appointments may be for a period of either one semester or the academic year. Reappointment or continuation of an appointment is dependent upon satisfactory performance in graduate studies (as prescribed by the Division of Graduate Affairs), departmental need, and satisfactory completion of assigned duties. Information concerning an appointment as a graduate assistant may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree. For further information, consult the Orientation and Handbook for Graduate Assistants and Graduate Teaching Associates available at http://grad.sdsu.edu/current_grad_students/handbooks_and_links

Instructional Student Assistant (ISA)

Graduate students are eligible for employment as student assistants, who perform a wide variety of tasks supporting faculty and staff across the university. Assistants are paid by the hour and are restricted to assignments not to exceed 20 hours per week. Information concerning an appointment as a student assistant may be obtained from the head of the department, school, or college in which the applicant wishes to obtain the advanced degree. Some available positions may also be listed with the Office of Career Services in Student Services East, Room 1200.

Research Assistant (SDSU Research Foundation)

Some graduate students obtain part-time employment as research assistants. Research assistants work directly with faculty in a laboratory or other research facility in the health, physical, and social sciences. Although research assistants are employees of the SDSU Research Foundation, they are generally hired directly by faculty members seeking assistance for specific research programs. Students may inquire about such appointments through the appropriate faculty in their program, the chair or director of the respective department, or the Office of Human Resources of the SDSU Research Foundation. Those interested in adding their names to a list of candidates for current or future openings may obtain application materials from the San Diego State University Research Foundation, Gateway Building, 5250 Campanile Drive, San Diego, CA 92182-1945. Further information may also be available on faculty and department websites.

Know Your Status

Main Campus vs. College of Extended Studies programs

Most graduate programs are *state-supported Main Campus* programs in which students use the administrative services that are found in various offices in Student Services West. Most courses that apply to graduate degrees are state-supported. Enrollment in state-supported graduate courses requires admission to SDSU in an appropriate graduate program.

The SDSU *College of Extended Studies (CES)* is located in the Extended Studies/Gateway Centers on the southern edge of campus. San Diego State University offers some CES courses that are applicable to graduate degrees, certificates and credentials, and a small number of degrees that include only self-supported CES courses. Students who intend to earn a Master's degree from these programs must be admitted to and matriculate in the program before completing more than nine units. Similarly, students who pursuing an advance certificate must be admitted to and matriculate in the program before completing an excess of non-matriculated units (consult the department for specific unit limits). Students in CES programs that are offered only during summer session must attend a minimum of three summers to earn their degree. Tuition for CES programs and courses differs from tuition and fees for state-supported San Diego State University courses. For more information, see <https://www.ces.sdsu.edu>

Conditional Admission vs. Classified

Every graduate student is admitted to SDSU with a specific classification, which is listed on your unofficial transcript under "Student Standing". Students admitted with *classified standing* have met all university and department requirements for admission. Classified students are fully eligible to proceed with courses for their graduate program of study, and should not be required to take any prerequisites or meet any additional requirements beyond those listed in the Graduate Bulletin for all students in the program. Students *admitted conditionally* have not met all program requirements for admission. Conditionally admitted students are typically required to take prerequisite courses or maintain a minimum GPA during their first 1-2 semesters of attendance. The specific conditions are set by the student's department and approved by Graduate Affairs. If you have been admitted conditionally, your graduate advisor should inform you of your specific conditions and when they must be completed. Students who do not meet their admissions conditions may be dismissed from their graduate program.

As described below, a graduate student's "Standing" will later change from Classified to Advanced to Candidacy, when the necessary conditions have been fulfilled.

(Master's and Doctoral students) Filing the Program of Study

Graduate degrees generally have more flexibility in specific coursework requirements than undergraduate degrees. This allows the Graduate Advisor to customize courses based on each student's needs. The Program of Study (POS) is essentially a contract between the student, the program, and the university. The POS is a list of the specific courses a student will take in order to satisfy the requirements for the degree (as printed in the Graduate Bulletin). It includes both required coursework and electives. The POS can only be submitted for students who have classified graduate standing. Each graduate program permits a limited number of transfer units (usually 3-9) toward the POS. These include graduate courses from other accredited universities, as well as SDSU courses taken through Open University before the student started his or her program.

Students should consult their graduate advisor about their Program of Study, usually during the first semester. The advisor will later submit the POS to Graduate Affairs electronically for review. If the

POS meets all university requirements, it is given final approval by the Graduate Dean and becomes binding.

The POS must be filed at least one semester before graduation. Remember that this will not happen automatically; your graduate advisor must initiate the process. Courses in an approved and filed POS may not be deleted or substituted after they have been completed. Graduate Advisors may petition for other types of POS changes using a Petition for Adjustment of Academic Requirements. The student will complete the Petition with the Graduate Advisor, who will sign it. The signed Petition is submitted to Graduate Affairs in SSE 1410. After approval, a copy will be mailed to the student.

(Master's and Doctoral students): Advancement to Candidacy

Within your my.SDSU record, your “Student Status” must change from Classified to Advanced to Candidacy before you can complete your degree. A student who has been *advanced to candidacy* is officially recognized by the university as a candidate for the degree. In order to be advanced to candidacy, a student must have an approved Program of Study (POS) on file, completed a minimum number of POS units, and meet minimum grade requirements (see *Grade Requirements* below). Students are typically nominated for advancement by their department, and reviewed for advancement by GRA at the time the POS is submitted.

After advancement to candidacy, the student becomes eligible to file the Appointment of Thesis/Project Committee form in preparation for enrollment in thesis (Plan A), or to sit for the comprehensive examination (Plan B). Refer to the Graduate Bulletin for a list of advancement requirements, and exceptions to the rules listed above.

(Master's and Doctoral students): Appointment of Thesis/Project Committee

After advancement to candidacy, Master's and Doctoral students may choose their thesis/dissertation committees and file the Appointment of Thesis/Project Committee form. A very specific set of rules restricts who may (and may not) serve on your committee. A full set of guidelines is provided when you obtain the Appointment of Thesis/Project Committee form from Graduate Affairs (SSE 1410). Refer to your program's Graduate Advisor with questions, and to find out about program-specific guidelines

(Master's students) Plan A or Plan B culminating experiences

All Master's students complete a “culminating experience” at the end of their program. This final step is satisfied through either the Plan A or Plan B option. You will officially declare whether you are on Plan A or B at the time your Program of Study is submitted.

Plan A (Thesis or Project)

Plan A is completed with a thesis that will be published in the San Diego State Library. (A small number of programs require their Plan A students to complete and publish a comprehensive project that does not take the form of a traditional thesis.) A thesis is the written product of a systematic study of a significant problem; it states the major assumptions, explains the significance of the undertaking, sets forth the sources for and the methods of gathering information, and analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization, language, and format, high level of writing competency, and thorough documentation.

Your thesis will be supervised by a faculty committee consisting of two members from your department, and one from another SDSU department. It is never too early to start thinking about your thesis committee! Identify faculty members you work well with, and that specialize in your area of interest.

Plan B (Comprehensive Examination)

Students pursuing Plan B will complete a comprehensive written examination in lieu of the thesis. The comprehensive examination is an assessment of your ability to integrate knowledge of your subject area, show critical and independent thinking, and demonstrate mastery of the subject matter. Your department will administer your comprehensive examination. Examination procedures, dates, and guidelines vary, so consult with your graduate advisor early and often regarding how to prepare.

Registering for culminating experience coursework (790, 795, 797)

In some Master's and Doctoral programs, a specific course is associated with the culminating experience (for example: 790, 795 or 797). Certain departments only allow graduate students who have been advanced to candidacy to register for these courses.

Repeated courses

- Graduate students are not expected to repeat a course if the minimum grade was earned in the first attempt.
- If a course is repeated, both attempts will appear on the student's transcripts.
- If a course is repeated, all grades are counted in all GPA calculations. (The number of units attempted will be increased accordingly in each case.) There is no "course forgiveness" of the first grade, which is a policy for SDSU undergraduates. There are two possible exceptions:
 - Ignoring the first grade for GPA calculations may be possible in very rare situations where the first grade was WU (unauthorized withdrawal), and the program's Graduate Advisor files a successful petition.
 - If the original grade was not deficient, the second grade will not be used in GPA calculations.
- Master's students have a Program of Study (POS), which is a list of courses that will be used for the degree, approved on a student-by-student basis. For Master's students:
 - The minimum grade for each POS course is C, unless the graduate program has a higher requirement (refer to your program's requirements in the Graduate Bulletin). When a POS grade falls below this minimum, the same course must be repeated. A different course may be approved (instead of a repeat) only if the original course is no longer offered.
 - Only one course on the Program of Study may be repeated, and prior approval is needed from the Graduate Advisor.
 - The second attempt for a repeated POS course cannot be taken Credit / No Credit if the original attempt was graded.
- Courses that have been approved for withdrawal are assigned an entry of "W" on the transcripts. Approved withdrawals are not used for any GPA calculations, and do not fulfill any programmatic requirements. Second attempts for these courses are not considered repeats, and are treated as first attempts in every way.

Grade Requirements

There are 6 sets of grade requirements for graduate students:

- Some programs define a "core" set of courses that have their own set of minimum grade requirements.
- 2-4. For graduate programs that have a Program of Study (POS):
 - A Grade Point Average (GPA) of 3.00 or greater for the POS, excluding transfer courses (= "SDSU POS GPA").
 - A GPA of 3.00 or greater for the POS, including transfer courses (= "Total POS GPA").
 - A minimum grade of C for every course in the filed POS. However, some degree programs require higher grades for some or all courses (see the Graduate Bulletin).
- A GPA of 3.00 or greater for 300-level and above courses taken concurrently with, or subsequent to, the earliest course listed on the POS (= "300+1 GPA"). This includes transfer courses. This does not include courses numbered below 300. If your first POS course is not taken in your first semester, it does not include any courses in the semesters before the first POS course.
- A GPA of 2.85 or greater for all SDSU courses on the graduate record (= "Post-baccalaureate Cumulative GPA"). This does not include transfer courses.

Similar GPA calculations

GPA calculations 2-6 will be identical when there are no transfer courses, no courses numbered < 500, and all courses are on the student's POS.

Grade requirements for good academic standing

All students are required to remain in good academic standing by maintaining grade requirement 6 (2.85 post-baccalaureate cumulative grade point average). Failing to do so will result in academic probation. Without immediate improvement, the student will be academically disqualified. Please consult the section of the Graduate Bulletin titled *Probation and Disqualification* for detailed information regarding the specific timeframe and requirements for avoiding disqualification.

Grade requirements for advancement to candidacy

To be advanced to candidacy, all six grade requirements must be met, and 12 minimum POS units must be completed. A few programs require more than 12 units (check the Graduate Bulletin or discuss with our advisor).

Grade requirements for graduation

To graduate, all six grade requirements must be met.

Transfer courses

A limited number of transfer units may be applied to a student's graduate degree. However, "transfer" in this context is defined broadly to include all of the following:

16. SDSU Open University (main campus) courses taken before the student is formally enrolled in a graduate program (i.e., before the student is "matriculated"). Each course must be reviewed and approved by the program's graduate advisor.
17. All SDSU College of Extended Studies courses. (Each must be reviewed and approved by the program's graduate advisor.)
18. Courses from other institutions. (Each must be reviewed and approved by the program's graduate advisor.)

Graduate students must appreciate that outside courses are viewed very differently in graduate vs. undergraduate degree programs. Courses from other universities are generally not used to fulfill graduate degree requirements, acceptance of outside courses must be agreed on by both the graduate advisor and Graduate Affairs, and approval is rare. This is fundamentally different than the way that outside courses are viewed by undergraduate degree programs.

In cases where transfer courses may be applicable, each program's graduate advisor has the primary responsibility in reviewing course content, and making a recommendation to Graduate Affairs.

Leave of Absence (LOA)

One-semester stop outs (no longer available)

Prior to Fall 2016, the university permitted "one-semester stop outs". You could remain a matriculated (active) graduate student for one semester even if you took no classes and did not formally apply for a Leave of Absence (LOA). Graduate students not taking classes only had to apply for LOA every second semester. That policy has now ended. If you are not taking classes during the fall semester or spring semester, and do not file the LOA request, you will lose matriculation.

Do I need to apply for LOA?

- Yes, if you are in a main campus graduate program, are not registered for one or more main campus courses, and wish to remain matriculated (active in your graduate program).
- No, if you are in a graduate program run through the College of Extended Studies.
- No, if you only need to apply for graduation.
- No, if you only need to take the comprehensive exam (or file the exam completion form with Graduate Affairs) AND you will not be taking any more main campus classes before completing your degree. Check with Graduate Affairs if you have questions about this situation.
- No, if you are registered for 799B or 799C through the College of Extended Studies, and will not be taking any more main campus classes before completing your degree. Check with Graduate Affairs if you have questions about this situation.

What if I don't take any classes, and don't apply for LOA?

You will lose matriculation at the beginning of the following semester. You will be required to file an application for readmission in order to take additional main-campus classes (but not 799B through the College of Extended Studies).

How do I apply for LOA?

- Apply for LOA through your my.SDSU account. LOA will be granted if unavoidable circumstances prevent you from making progress in your degree program at this time.
- LOA may be requested for only one semester at a time. Students are generally expected to register for classes and resume their studies in the following semester. If LOA is approved, reapplication to the university is not necessary.
- Students are not eligible for LOA if they are not in good standing with the university (for example: academic disqualification, unpaid debts).

When are LOA applications due?

LOA applications are due by the last day of the add/drop period each fall and spring semester.

Limits to LOA

- You are permitted to take a maximum of four semesters of LOA during your post-baccalaureate/graduate status.
- Each LOA approval applies to only one semester. If an additional LOA is required in the following semester, a new application must be filed.
- Students on LOA are expected to meet with their graduate advisor (and thesis advisor, if applicable) to develop a plan to complete their degree in a timely fashion. It is the student's responsibility to ensure that LOA will not interfere with the requirements for degree completion.
- LOA semesters are included in degree time limits. All requirements for graduation must be completed within 6 consecutive calendar years (not academic years) after initial registration for a graduate program with < 36 units, and within 7 consecutive calendar years for programs with ≥ 36 units. This includes time spent on Leave of Absence and one-semester stop outs. This does not include time spent in compulsory service.

For example, in a 36 unit program, a student beginning with Fall 2015 courses would need to finish by December 2022. Students must submit their thesis to Montezuma Publishing by the end of the 7th calendar year.

Graduation

Graduation is not automatic upon completion of your degree requirements!

Applying for graduation

You must declare your intention to graduate by filing an Application for Graduation with an Advanced Degree. The application is due 3-6 months before the official diploma date. Application deadlines are posted in the Graduate Affairs office and on the web page: <http://gra.sdsu.edu>

Applications are submitted through your my.SDSU account, and a \$100 fee is required (subject to changes). If you do not graduate in the term that you applied for, you must reapply in a future term. If you have missed the deadline for graduation applications, visit Graduate Affairs to determine whether it is possible to petition for a late application.

Plan A Master's students and Doctoral students

1. Most Doctoral and Plan A Master's degree programs require a thesis or dissertation defense (format varies by program).
2. 799A and 799B registration for Plan A Master's students and Doctoral students:
 - Plan A Master's students and Doctoral students must be registered in 799A or 799B when they submit their formatted thesis to Montezuma Publishing.
 - Credit is issued for 799A if the final version of the thesis (approved by Montezuma Publishing) is submitted, paid for and published by that semester's publishing deadline. If the thesis is not published by the deadline, a grade of "RP" is assigned. RP means "Report in Progress".
 - If a 799A student doesn't submit their thesis to Montezuma Publishing by the semester deadline, they must register for 799B in a subsequent semester. Otherwise their thesis submission won't be accepted.
 - Although 799A or 799B registration is required for thesis submission, a continuous string of 799B registrations is not necessary in order to remain a matriculated (active) graduate student. Students who are not registered for courses may request a one-semester Leave of Absence. Students are permitted up to 4 semesters of Leave of Absence in total.
 - Credit is issued for 799B if the final version of the thesis (approved by Montezuma Publishing) is submitted, paid for and published by the publishing deadline that semester. If this does not happen, the 799B course has not been completed and a grade of NC (No Credit) is issued. After receiving an NC grade in 799B, students can register again for 799B in a future semester. A grade of NC is issued each time a 799B student does not get their thesis submitted to Montezuma Publishing by that semester's deadline.
 - When credit is eventually issued for 799B (as described above), credit is also given retroactively for the outstanding RP in 799A that is on the transcripts. However, any 799B NC grades from previous semesters remain NC, since the 799B requirement (thesis approval) was not met in those semesters.
 - There is one final possibility. Rarely, a 799B student will get their thesis submitted before the semester's publishing deadline ... but it doesn't get published until after that deadline. In this case, the 799B grade will be NC, but an additional 799B registration in the next semester isn't required. The outstanding 799A grade will be updated to Credit when the thesis is published.
3. The final version of thesis must be approved by the student's thesis committee and the cover page signed by all committee members.
4. Some Plan A programs require the *Report for Final Exam or Thesis Defense form* to be filed with Graduate Affairs. Most do not. Ask your Graduate Advisor if your program requires this.
5. The signed thesis signature page, an electronic copy of the appropriately formatted thesis, and a thesis review fee must be submitted to Montezuma Publishing for formatting review (located in

ED 107). Information is available at:

<https://www.montezumapublishing.com/sdsuthesisdissertation>

Montezuma Publishing can only guarantee graduation if you submit your thesis at least 6 weeks before the official graduation date on the diploma. If your thesis is submitted after that time, it is possible that your diploma will be issued in the following semester. (Diplomas are issued only three times per year, not continuously.)

6. Your thesis will be returned to you if formatting changes are needed. Additional fees are required if 3 or more reviews are needed.
7. Montezuma Publishing has a strict publication deadline at precisely noon, approximately two weeks before the official diploma date (the exact date varies by semester). Your thesis must be approved, paid for and published before noon on this day, or the degree cannot be issued until the following semester. This is a strict deadline without exceptions.

Thesis fees for Master's Plan A and Doctoral students (subject to annual revision)

- ◆ Montezuma Publishing requires a \$50 thesis review fee at the time that the thesis is submitted. Additional fees are required if three or more reviews are needed by Montezuma Publishing.
- ◆ Montezuma Publishing requires a minimum \$45 thesis publication fee. This fee covers ProQuest submission, an electronic file, metadata file, and abstract for SDSU Library. Additional publication fees will be also required if you, your department and/or your committee members require a physical copy for their own libraries. Verify whether a copy of your thesis is required by your department, thesis chair and other committee members prior to submission.

Plan B Master's students

Plan B students must pass their comprehensive examination after they have been advanced to candidacy. After passing your comprehensive examination, submit the *Report for Final Exam or Thesis Defense form* to Graduate Affairs.

Campus Services and Facilities

Graduate Student Association

See the flyer on the last page!

Research with safety concerns, hazardous waste or ethical considerations

Many types of research require additional safety protocols, the generation of hazardous waste or ethical considerations. This includes research with carcinogenic chemicals, human subjects research, animal research, export control, and intellectual property. In these cases, your research protocols must be vetted and approved before you begin your project. Without proper review and documentation, you may put yourself and the university at legal risk.

- Do not assume that your research is so insignificant that proper review is unnecessary.
- Do not assume that your thesis advisor or faculty mentor has conducted the proper protocol reviews for you. Discuss all details with them in your first semester as a graduate student.
- If you change your protocols after approval, obtain new approval.

For environmental hazards (including chemical handling and disposal), discuss with your department or building manager and visit the Environmental Health and Safety website:

<http://bfa.sdsu.edu/ehs/>

Research with human subjects must be approved in advance by the Institutional Review Board (IRB). You will need IRB review and approval if you will obtain information from people (survey, interview, observation or experimentation), or you will analyze human information, records, tissues or samples previously collected by someone else. Visit <https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx/>. Submit your protocol and obtain approval in advance of subject recruitment or analysis of existing data. After submission, you will be sent an email verifying that the review is underway. Print this email and submit it with your thesis committee form and 799A registration. These forms can be processed simultaneously with the review. But note that all human subjects activities associated with theses, dissertations or intended for publication require approval by the IRB in advance of subject recruitment or analysis of existing data. If you do not obtain prior approval, your thesis cannot be published, and your degree will not be issued.

Allow 4-6 weeks for IRB review. Contact the IRB at <irb@sdsu.edu> or 619-594-6622.

Research involving vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Prior approval of protocol is required in advance of any work in the field or laboratory. This includes handling or observing vertebrate animals or their tissues. It may include research with vertebrate tissue samples, even if you did not personally collect them. Together with your research mentor/thesis advisor, submit your protocol for advanced review, and complete training modules. For initial inquiries, email <iacuc@sdsu.edu> email a brief description of your project including what you propose to do with vertebrate animals or their tissues, the reason for animal use, species, whether wild or laboratory, number of individuals, timeframe for the project and who your faculty sponsor/mentor/thesis advisor will be. See <https://newscenter.sdsu.edu/researchaffairs/animalcare.aspx> for additional information. Protocol approval and all necessary training must be completed prior to beginning work. Allow 4-8 weeks for IACUC review and approval. Contact the Animal Care and Use Program at 619-594-0905 with additional questions.

For other research-related issues including export control and intellectual property, see the Division of Research Affairs website: <http://newscenter.sdsu.edu/researchaffairs/default.aspx>

Student Health Services (non-emergency)

All regularly enrolled students prepay a health fee that is included in their registration fees. This entitles you to basic medical services through Student Health Services. Student Health Services (SHS) is staffed by fully licensed and certified health professionals who are dedicated to the college community. No-cost or low-cost medical services include outpatient evaluation and treatment of common medical problems, preventive care, health counseling, immunizations and psychiatric treatment. Specialty care services including Dentistry, Optometry and Orthopedics are available for additional fees. All services are provided at their offices in the Calpulli Center (located near Viejas Arena). Appointments can be made by calling 619-594-4325. For information on available services, see their web site: <http://shs.sdsu.edu/index.asp>

Student Health Services is a primary care medical center but does not provide any inpatient services or other specialty services. You are strongly advised to stay on your parents or your own medical insurance/hospitalization policy if possible.

Teaching Associates appointed half time or more for an academic year are eligible for high quality off-campus health benefits. Teaching Associates must enroll in benefits within 60 days of hire. Contact the Center for Human Resources to attend a benefits orientation at the start of your employment. For more information, see the Unit 11 Benefits Summary at the CSU web site: <http://www.calstate.edu/hr/benefits/benefits-summaries.shtml>

Counseling and Psychological Services (non-emergency)

Students may obtain services from Counseling and Psychological Service, located in Calpulli Center 4401 (619-594-5220). For more information, see their web site:

http://go.sdsu.edu/student_affairs/cps/Default.aspx

Emergency Health Services

Students who require immediate psychological help should call 619-594-5220 during business hours. After hours, students can call the San Diego Access and Crisis 24-hour Hotline at 800-479-3339, or the Student Health Services Nurse Advisory Line at 888-594-5281.

For all other medical emergencies, call 911 from a campus phone. Student Health Services does NOT have an emergency room or trauma center.

Student Disability Services

Student Disability Services (SDS) is the campus office responsible for determining and providing appropriate academic accommodations for students with disabilities. Support services are available to students with certified visual limitations, hearing and communication impairments, learning disabilities, mobility, and other functional limitations. For more detailed information, consult the SDS website or contact Student Disability Services at (619) 594-6473.

Public Safety

In addition to providing law enforcement and promoting a safe and secure environment, SDSU Public Safety offers services such as bike registration, Live Scan services, and training for crises, crime prevention and safety awareness. Additionally:

- Emergency blue light "duress phones" located throughout campus will give you immediate access to the SDSU police communication center in an emergency.
- The Red and Black Shuttle drives a loop around campus Monday through Thursday, 5 PM - 10 PM during the fall and spring semesters. The Library Shuttle operates Sunday through Thursday, 10:45 PM - 2:30 AM during the fall and spring semesters.
- Students who are alone at night and need safe passage on campus can request safety escort from a duress phone, or by calling (619) 594-6659.
- Students who have accessibility needs may use the Red & Black and Library Shuttles. For more information, call (619) 594-6659 during the normal hours of shuttle operation. Student Disability Services may also be to assist students needing transportation to and from classes.

Library and Information Access

Library and Information Access supports the information, curricular and research needs of the university's diverse community through the widest possible range of resources. This includes information literacy, lifelong learning, and creative endeavors in a welcoming environment. The six-story Love Library, named after former SDSU President Malcolm A. Love, holds more than 6.4 million items among its collections. The library features student study rooms, computing center, media center and much more.

Career Services

Through partnerships, education, and programming, Career Services empowers students and alumni to build bridges to their future careers. Career Services provides current Aztecs and Aztec alumni with many opportunities to define, develop and realize their career potential. They also work closely with employers and community partners to fill important staffing and internship positions from

within the diverse and talented Aztec student body. See their website for more information:

<https://sacd.sdsu.edu/career>

International Student Center

The International Student Center (ISC) provides support and assistance to international students at San Diego State University. The ISC offers a full range of programs and services to foster student success, global perspectives, intercultural awareness and international cooperation. ISC has advisors to help guide students through immigration issues, so that they can maintain legal visa status and progress in their studies. For more information about the ISC services, see their website:

<https://www.sdsu.edu/international-student-center>

Veterans Center

The Veterans Center provides support and services to military, military veterans, military spouses, and dependent children. These include outreach/admission, GI Bill benefits, academic success, graduation, and career services. For more information, visit the Veterans Center in Student Services West 1661, or see their website: http://arweb.sdsu.edu/es/veterans/resources_campus.html

Center for Intercultural relations

The Center for Intercultural Relations researches, designs and implements unique programs that promote the appreciation of cultural diversity, and fosters intercultural and cross cultural understanding. They work with other university departments and colleges to conduct programs related to recruitment, orientation, retention and graduation of underrepresented student populations in addition to academic, personal, professional and cultural development. The Center for Intercultural Relations is located in the Conrad Prebys Aztec Student Union, Suite 250. See their website for more information: http://go.sdsu.edu/student_affairs/intercultural/

Pride Center

The Pride Center creates, sustains, and strengthens an open, inclusive, safe, and affirming gathering space and campus environment for persons of all sexual and gender identities and their allies. For more information about the Pride Center, see their website:

https://go.sdsu.edu/student_affairs/pridecenter/

Housing Administration and Residential Education

SDSU on-campus housing options generally cater to undergraduates. Contact the Office of Housing Administration and Residential Education to find out about the current availability (if any) for graduate students at (619) 594-5742 or oha@sdsu.edu. See their website:

<https://go.sdsu.edu/housing/>

Grievance Procedures

Grievances related to a specific course

Students with grievances related to a specific course should first attempt to resolve them with the instructor. Both student and instructor are advised to document the request and response in writing (email is usually appropriate). If an agreeable solution is not found, the student should appeal to the instructor's supervisor (for a multi-section course) or the department's Chair. For graduate students, further appeals are directed to the Assistant Dean or Associate Dean of the College, as directed by the Department Chair or School Director. After that, the Assistant Dean of Graduate Affairs. Final appeals may be made to the university Ombudsman.

Grievances not course-related

Graduate students should see the Ombudsman in SSE 1105 (or email ombuds@sdsu.edu) for grievances concerning employment, sexual harassment, discrimination, fees/Student Account Services, or other offices within Student Services/Enrollment Services. The Ombudsman acts as the student liaison or mediator, and is a confidential, independent, and neutral resource for students. The Ombudsman will direct students appropriately, depending on the specific issues.

Graduate students with grievances that do not fall into these special categories and are not course-related should first attempt to resolve the issue directly with the relevant faculty or staff member. A clearly articulated request sent by email will establish a written record. If there is no resolution, students may appeal to the Graduate Advisor, as appropriate. After that, students may appeal to the Assistant Dean or Associate Dean of their College. The Assistant Dean of Graduate Affairs will review further appeals. Final appeals may be made to the university Ombudsman. Students who are concerned about conflicts of interest or retribution may direct their appeal to the next highest level, or the Assistant Dean of Graduate Affairs <AsstDeanGRA@sdsu.edu>.

Additional information about grievance review may be found on the Ombudsman's website: http://go.sdsu.edu/student_affairs/ombudsman/Default.aspx

Frequently Asked Questions

2. What is the contact information for Graduate Affairs?

Division of Graduate Affairs
5500 Campanile Drive
San Diego, CA 92182-8220

Campus office: SSE 1410
Phone: (619) 594-5213
Fax: (619) 594-0189
gra@sdsu.edu

3. What are the most important things a graduate student can do to be successful?

- Understand your degree requirements. Read through your degree requirements in the Graduate Bulletin, and confirm them with your Graduate Advisor.
- Forge a positive and collegial relationship with at least one faculty member (usually your thesis advisor or the program's Graduate Advisor), who can act as your mentor.

4. How do I register for classes?

Registration for classes is completed online through the Web Portal. Prior to registration, your required fees must be paid. Payment may be made in the cashier's office, or through the Online Student Account Services at this website: <https://student-accounts.sdsu.edu/>

5. What if my research involves hazardous materials, animals or humans (including surveys)?

See the above section titled Research with safety concerns, hazardous waste or ethical considerations on page 11.

6. What does it mean to be conditionally admitted?

See the above section titled Conditional Admission vs. Classified on page 5.

7. What is a Program of Study (POS), and can it be changed?

See the above section titled (Master's and Doctoral students) Filing the Program of Study on page 5.

8. What does it mean to be advanced to candidacy?

See the above section titled (Master's students): Advancement to Candidacy on page 6.

9. How are formal complaints handled at the university?

See the above section titled **Grievance Procedures** on page 16.

10. Is graduation automatic once all degree requirements are completed?

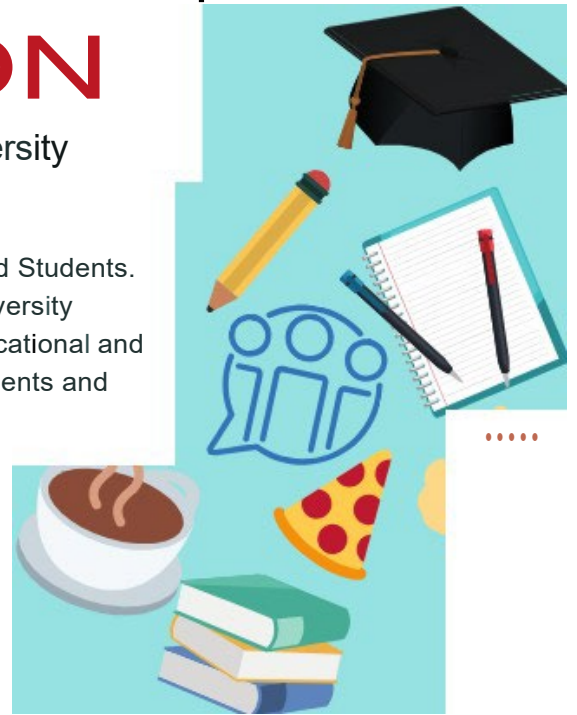
No! See the above section titled **Graduation** on page 10.

GRADUATE STUDENT ASSOCIATION

Associated Students | San Diego State University

MISSION

The Graduate Student Association (GSA) is a council of Associated Students. We are the voice of graduate students on the San Diego State University Campus. Our goal is to serve graduate students by developing educational and entertaining programs, while advocating on behalf of graduate students and promoting visibility of the graduate student population.



COMMUNITY BUILDING

GSA hosts a range of community building activities that engage students in a setting that promotes student well-being and inclusiveness. Our most common events are our monthly socials, study sessions, end of semester and holiday gatherings all with free food!

2 PROFESSIONAL & ACADEMIC SUPPORT

A variety of professional and academic development opportunities are offered to graduate students such as graduate student orientation, networking events, workshops and series on topics related to graduate school.

3 GENERAL BODY MEETINGS

General body meetings occur on a monthly basis and cover current issues and opportunities for graduate students. The main topic varies each month but has included presentations on how to write a literature review, thesis writing do's and don'ts, destressing activities, etc.

4 GSA OFFICE

The GSA office provides a space for graduate students to study and socialize. Open from 8am-8pm, the office can be reserved by graduate students for small meetings. Weekly "Coffee with GSA leaders" are hosted to invite students to visit the space and get to know the board members.

5 FUNDING

GSA has a budget in unallocated funds waiting to be awarded to graduate students and graduate student organizations. Graduate students and student organizations will need to demonstrate need and good use of the funds with a presentation to the GSA Board.

6 UNIVERSITY REPRESENTATION

GSA serves as the representative and advocate for all graduate students on campus. This includes, but is not limited to, representation within Associated Students, University Senate, University Senate Councils and the community.

GENERAL INFORMATION AND HELP FOR STUDENTS

This information has been prepared to help students learn about campus resources that support learning. They are listed according to the kinds of needs students often experience. Doctoral students should note that both campuses have lots of information available on their websites. If a doctoral student still can't find what they need, they should contact the JDP staff at the appropriate campus or their advisor for further assistance.

Problem Resolution

From time to time, students face problems related to their academic program or personal affairs. There are many channels available to students for addressing these. With regard to academic issues, it is always advisable to discuss issues with your research advisor or if related to a particular class, with the faculty instructor. However, the doctoral program coordinators may be consulted at any time for general or specific issues and can serve as a resource for finding resolution within the program, college or campus. Each university also has specific procedures and policies for addressing student grievances if these can't be resolved internally within the program or with a particular faculty member. The important issue is to seek advice early on and know that we are here to help.

SDSU Help

Personal Problems?

Counseling and Psychological Services [http://go.sdsu.edu/student_affairs/cps/Default.aspx] can help with these kinds of worries. To make an appointment with a Counselor, call 594-5220. Office hours are Monday - Friday, 8:00 AM - 4:30 PM, in Calpulli Center 4401.

Money Problems?

Please visit the **Office of Financial Aid and Scholarships** (OFAS) <https://sacd.sdsu.edu/financial-aid> for information about grants, work study, and loans. From this site students can also log on to AidLink, the OFAS's online student information system, to view the status of your financial aid application, download necessary documents, and activate student loans. For information about available scholarships please visit <https://sacd.sdsu.edu/financial-aid>. Also, financial aid counselors are available Monday through Friday by phone at (619) 594-6323 or in person at Student Services West 3605.

Disability Help?

Disabled Student Services http://go.sdsu.edu/student_affairs/sds/Default.aspx? can provide support services for students with mobility limitations, learning disabilities, hearing or visual impairments and for students in programs for the disabled. They are located in Calpulli Center Suit 3101 (third floor); Hours: Monday - Friday, 8:00am - 4:30pm. Their phone number is (619) 594-6473.

Illness?

Student Health Services [<http://shs.sdsu.edu/index.asp>] is located in Calpulli Center and is open Monday, Tuesday, Wednesday, Friday 8:30-4:30 and Thursday 9:30-4:30. The Clinic is open on a walk-in basis, appointments are available as well. For weekend emergencies call 1-888-594-5281 from off campus or 8-1-888-594-5281 from on campus for information on local emergency care. Advanced Appointments- (619) 594- 4736 or (619) 594-4737. Same day Appointments- (619) 594-5058.

Library Research?

San Diego State University Library is an essential learning space outside the classroom. We provide collaboration spaces where students can work together using state-of-the-art multimedia equipment and computer technology, supported by various journals, databases, and books in both print and electronic formats. Research help is available to help you identify materials for your research needs and find articles and books, both print and electronic. Librarians provide one-to-one in-depth Research Consultations. The Library is a significant contributor to student success featuring tutoring centers and comfortable, quiet spaces that are conducive to student learning and well-being.

Go to <https://library.sdsu.edu/help-services/research-instruction> for additional information.

Computing Issues?

The SDSU Library Computing Hub is the largest computer lab on campus, with 267 PCs and 34 MACs equipped with Microsoft Office, Adobe Creative Suite, and other software programs to support student success! At the HELP DESK, there is student support for Canvas, SDSUid, my.SDSU, and Wi-Fi, and technical support is provided for minor computer issues for student personal computers and our computers. https://library.sdsu.edu/computers-technology#libchat_hub

Student Grievances and Rights and Responsibilities

Center for Student Rights and Responsibilities Office location:

Student Services West, Room 1604 Telephone: (619) 594-3069

Fax: (619) 594-3081

<https://sacd.sdsu.edu/student-rights>

Safety

Please use common sense when you are at either campus, particularly after dark. Be alert! Look around you; be aware of who else is around. If you think someone is following you, turn around and check. The surprise of a hostile look or aggressive words might avoid problems. If you feel you are in danger, make as much noise as possible and run. Trust your instincts - if you feel uneasy, get out of the situation as quickly as possible.

SDSU's **Department of Public Safety** [<https://police.sdsu.edu/crime-prevention-safety>] provides an Escort Service for the campus. The service can be accessed by calling (619) 594-6659. The service operates from dusk to dawn, seven days a week.

Want to make new friends?

Come visit us in **Student Life & Leadership** [<http://sll.sdsu.edu/>] where opportunities for involvement are waiting for you. Make the most of your experiences at San Diego State University by getting involved. Balance your time for learning, leading and living by participating in activities with other students who share your same interests. Build your skills, create friendships and become a part of the exciting things happening on our campus.

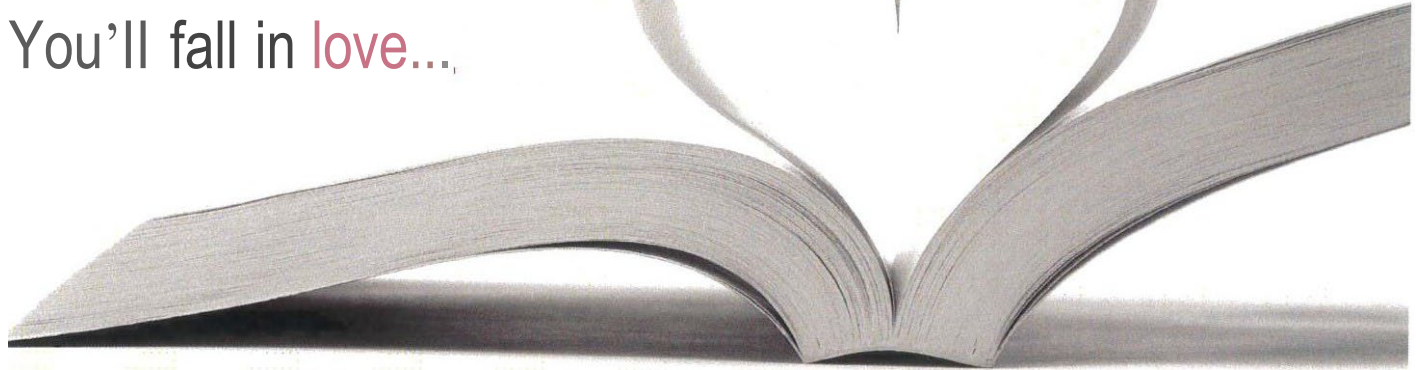
Location: Aztec Student Union, Student Life & Leadership (second floor) - Room 210

Telephone: (619) 594-5221

Fax: (619) 594-1045

Office Hours: Monday - Friday: 8 am - 4:30 pm

You'll fall in love...



10 THINGS YOU WISH YOU KNEW ABOUT THE SDSU LIBRARY



- 1. TEXT THE LIBRARY**
On the go and need a question answered from the Library? **Text your question** to (619)-567-9743, Monday through Friday from 8:00 AM - 7:00 PM.
- 2. CAMPUS ESCORT SERVICE**
Would you like someone from Public Safety to escort you to your car or residence hall late at night? Call the **Escort Service** at (619)-594-6659 from dusk to dawn 7 days a week!
- 3. DUPLEX PRINTING**
Save money and stay green by **printing double-sided** at the Student Computing Center and 24/7 Study Area Desk.
- 4. WIRELESS PRINTING**
Send your **print job** from your laptop/phone by e-mailing an attached document to goprint@library.sdsu.edu and pick up your documents from **any** Library print station.
- 5. eBOOK DEVICES**
The library offers access to **Nook Devices and eReader Collections** at your convenience! For more information, please visit: library.sdsu.edu/technology-update/borrow-ebook-reader
- 6. COMPUTER ASSISTANCE**
Need **software/hardware assistance**? Visit the Student Computing Center on the 2nd floor of the Love Library.
- 7. iGOOGLE TAB**
Get the **iGoogle** tab for convenient information about the Library from <http://library.sdsu.edu/google/>!
- 8. TECHNOLOGY ADVANCED ROOMS**
Upgrade your groups' experience by **reserving a technology advanced study room** in person at the 24/7 Study Area Desk!
- 9. MEDIA CENTER**
Students can borrow DVD's, cameras, and more electronic and media devices for free at our **Media Center**. For more information, please visit: <http://library.sdsu.edu/media-center/locating-media>
- 10. SPECIAL COLLECTIONS**
Rare archives and tons of interesting items can be found in our **Special Collections**, Library Addition, 4410.

SDSU Library & Information Access (619) 594-6728

SDSU 24/7 (619) 594-3446

SDSU Computing Center (619) 594-3189

SDSU Library & Media Center (619) 594-6757

SDSU Special Collections (619) 594-6791

SDSU Circulation/Course Reserves (619) 594-6793

Connect with SDSU Library



Love Library, Library Addition, & Library Computing Hub

Open 7 days a week

library.sdsu.edu/hours



GETTING STARTED WITH THE LIBRARY

Your SDSU card is your library card. Use it to check out books, add money to print, and photocopy. Find journal articles online and borrow books from other libraries.

FIND YOUR FAVORITE STUDY SPACE

- Study rooms for groups of 3+
- Advanced technology rooms with online reservation
- Tables for individuals and groups
- Quiet study areas
- 24/7 Study Area with coffee cart

FIND NEW TECHNOLOGY IN BUILD IT AND DIGITAL HUMANITIES CENTER

- 3D printers, CNC machines, electronics, and more
- Podcasting
- Virtual Reality
- One-on-one project help

TUTORING CENTERS

Drop-in or by appointment:

- Math and Stats Learning Center
- Writing Center
- Supplemental Instruction

USE LIBRARY COMPUTERS OR PLUG IN

- WIFI – inside and out
- Library Computing Hub and Help Desk
- PCs and Macs with advanced software

OTHER SERVICES

- Borrow DVDs, cameras, laptops, tablets and more
- Listening and viewing equipment
- Multimedia software on Macs and PCs
- Print and copy center
- High Tech Center for Students with Disabilities



1587 is a painted mural in the 24/7 Study Area that “[...] depicts a visual history of the relationship between the United States, Filipinos, and Filipino Americans.”

GETTING STARTED WITH RESEARCH

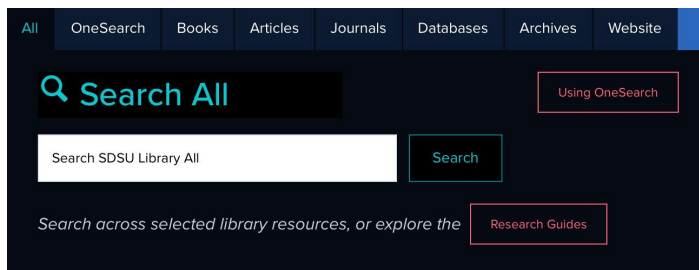
SO MUCH INFO – SO LITTLE TIME

LIBRARY.SDSU.EDU

- Over 80,000 online full-text journals
- Over 1,000,000 ebooks
- Access to online articles from 300+ databases
- Materials placed on reserve (check for availability)
- Books and media from other libraries
- Books on Love Library floors 3 - 5

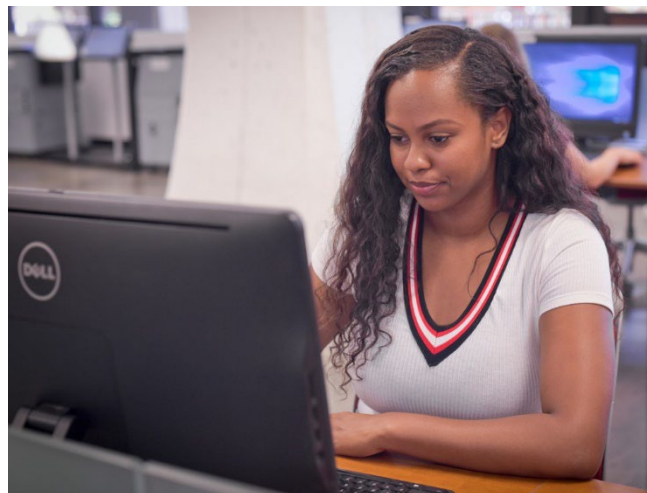
FINDING JOURNAL ARTICLES OR BOOKS

To look for research materials, go to the library website and enter your search into the ‘Search All’ box.



LIBRARY LOVERS – COOL FACTS

- Wireless and double-sided printing
- Digital collections with photos and sound clips
- Free library events and guest speakers
- Exhibits featuring library materials
- Mind, Body, and Spirit room for contemplation
- Over 100,000 comic books in Special Collections
- Latinx Resource Center



LIBRARIANS CAN HELP YOU

- Visit the Research Services help desk
- Text a librarian at (619) 304-1820
- Email a librarian at eref@sdsu.edu
- Chat 24/7 with a librarian via homepage
- Talk to the subject specialist for your major
- Find primary source materials in Special Collections

HIGHLIGHTED COLLECTIONS

- Asian Collection
- Black Studies Collections (coming Fall 2022)
- Chicana and Chicano Collection
- Comic Arts Collection
- SDSU Center for Public and Oral History
- Social Justice Collection
- Special Collections and University Archives



Comics Corner Sponsored by Jack Sword

Classification: Determination of Residency

Initial Determination

A student seeking to pay in-state tuition at a California State University campus as a first-time freshman, transfer, or as a post-baccalaureate/graduate student must have an eligible immigration status to establish residency (see [Immigration Information](#)), meet physical presence by the Residence Determination Date, and demonstrate intent to indefinitely remain in the State of California for more than one year immediately preceding the Residence Determination Date. If the student is under the age of 19 (with limited exceptions), the student's residence status is derived from that of the parent or from that of the legal guardian.

Generally speaking, to be eligible for classification as a California resident for tuition purposes, the student or if the student is a minor, the parent/guardian must provide verification that these requirements are satisfied:

1. Physical Presence: The student or parent/guardian must be physically present in California for more than one year immediately preceding the Residence Determination Date in which enrollment is contemplated. For example, if a student plans to attend the CSU for the Fall 2021 academic term, and the Residence Determination Date for that term is September 20, 2021, the student must establish physical presence in California no later than September 19, 2020.

Residence Determination Dates

Quarterly Calendars

- Fall.....September 20
- Winter.....January 5
- Spring.....April 1
- Summer.....July 1

Semester Calendars

- Fall.....September 20
- Winter.....January 5

(Stanislaus Only)

- Spring.....January 25
- Summer.....June 1

CalState Teach

- Stage 1.....September 20
- Stage 2.....January 5

- Stage 3.....June 1
- Stage 4.....September 20

2. Intent: California law stipulates the burden of proof rests with the student, and merely living in California for a year does not support a claim for residency for tuition purposes. The student, or in some cases a parent or legal guardian, must demonstrate intent to remain indefinitely in the state for more than one year immediately preceding the **Residence Determination Date (RDD)** and sever all residential ties with the former state or country of residence. If the student is under the age of 19, the student's residence status is derived from that of the parent or legal guardian unless an exception applies. There must be sufficient documentation to demonstrate that intent was established more than one year (a minimum of one year and one day) before the RDD.

Documents must include the student's name, the student's California address, and a date at least one year and one day prior or on the RDD for the term. For students under the age of 19, documents must be in the parent or legal guardian's name unless an exception applies. Also, a parent or legal guardian's immigration status does not preclude a student from establishing residency; therefore, the parent or legal guardian is not required to provide any immigration documents to demonstrate intent.

Documents Required:

A minimum of three documents is required. At least one document must be from list A, and the remaining documents may be selected from either List A or List B.

Options to meet the requirement:

- Option 1: One document from list A and two documents from List B
- Option 2: Two documents from list A and one document from List B
- Option 3: All three documents from list A (for example, CA driver's license, CA vehicle registration, and CA Voter Registration card)

Please note: The campus residency specialist may require additional documents in addition to the documents listed in List A and B to determine the residence status.

List A:

- California State Income Tax Return
- Ownership of residential property as a primary residence in California (must meet RDD)
- **Continuous** occupancy of rented or leased property in California (must meet RDD)
- Obtaining a California Driver's License or Identification Card (must meet RDD)
- Registering To Vote and Voting history (must meet RDD)
- Registering a Motor Vehicle Operated in California (must meet RDD)
- Permanent Military Address or Home of Record on Military Records
- Receipt of California state services (e.g., unemployment, disability, CalFresh) (must meet RDD)
- Payment of nonresident tuition at an out-of-state institution if attended within the past year

List B:

- Federal Income Tax Return with a California address
- Utility bill (e.g., cell phone, gas, electrical) with same California address (must meet RDD, and only one utility bill will be accepted)

- Maintaining Active Resident Memberships in Professional Organizations (e.g., police union, teacher's union) (must meet RDD)
- Maintaining an Active Bank Account with a California address (must meet RDD)
- Employment in California (e.g., verification of employment, W-2, pay stubs) (must meet RDD)
- Vehicle insurance with a California address (student must be listed in the policy) (must meet RDD)
- Selective Service Registration with a California address
- Court documents (e.g., ward of the court, divorce decree, or child support)

Actions and/or documents that show residential ties to a State or country other than California may cause a denial of residency.

For more information about an initial residency classification in California, see [California Education Code Section 68017](#) and [California Code of Regulations Title 5](#), Sections [41904](#) and [41905](#).

Immigration Information

A student seeking to pay in-state tuition at a California State University campus as a first-time freshman, transfer, or as a post-baccalaureate/graduate student must have an eligible [immigration status](#) to establish residency. Therefore, the student must be a United States citizen, a permanent resident (Green Card holder), or hold an eligible visa status (see list). If a student does not qualify as a California resident, the student may be eligible for certain [exceptions and exemptions](#).

Nonimmigrant Statuses and Other Categories that are Eligible to Establish California Residency for Tuition Purposes

The Immigration and Nationality Act allows individuals in certain nonimmigrant statuses to establish permanent residency in the United States. Therefore, they are entitled to establish California residency for tuition purposes. For a complete list of eligible visas and other eligible categories, review the Nonimmigrant list. Students must hold an eligible visa status at least one year before the [Residence Determination Date](#) to be eligible to establish California residency for tuition purposes.

Students in the category of Deferred Action for Childhood Arrivals (DACA) or Temporary Protected Status (TPS) are also eligible to establish residency for tuition purposes. Also, students who are adjusting their immigration status, such as asylum, may qualify for residency depending on where they are in the application process.

Most nonimmigrant visa holders, such as an F-1 or J-1 visa holder, are not eligible to establish California residency for tuition purposes. Students with a visa or without an immigration status should contact the campus Admissions Office.

California Nonresident Tuition Exemption (AB 540 Exemption)

Nonresident students (including U.S. citizens, permanent residents, and undocumented individuals, including students with a T visa U visa, DACA, or TPS) may be exempted from paying nonresident tuition. Students seeking the [AB 540 Exemption](#) must satisfy attendance and graduation/transfer requirements from a California school (e.g., K-12, adult school, and community college).

The [California Dream Act](#) allows certain students, who have been granted the AB 540 Exemption, to qualify for California financial aid. Students wanting to be eligible for the California Dream Act must have an AB 540 Exemption affidavit on file and remain classified as nonresidents. It is encouraged for students, particularly students with DACA or TPS, to review the eligibility requirements and seek financial aid advice from the campus Financial Aid Office to learn more about the California Dream Act.

The California State University reserves the right to update or remove this page as necessary for clarity and to reflect changes to residency law or university policies. The laws governing residency for tuition purposes at the California State University are California Education Code Sections 68000 et seq. and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, Sections 41900-41916. This website is intended as guidance only, and students are advised to refer to their Campus Admissions Office, if they have questions about determining California residency status for tuition purposes.

Reclassification After Initial Residency Determination (only applies for continuing students)

A student classified as a nonresident for a prior term may seek reclassification in any subsequent term; however, reclassification requires that, in addition to satisfying the requirements of **physical presence** and **intent** to remain indefinitely in the state, the student must also satisfy the requirement of **financial independence** as outlined in Title 5 CCR § 41905.5. To do so, the student must contact the appropriate person in the campus admissions office and complete the approved Residence Questionnaire Form and provide supporting documents.

41905.5. Residence Reclassification - Financial Independence Requirement

- Any nonresident student requesting reclassification to resident for tuition purposes must demonstrate financial independence
- Student has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application
- Student has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application
- Student has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application

Note: Students who receive a government scholarship and/or financial assistance should be viewed the same as state and federal financial aid, and athletics grants-is-aid; and should not be counted as parental support.

Effective Fall 2020 academic term, if the student meets at least one of the following criteria, the student does not have to meet the financial independence requirement. Student must provide the campus admissions office supporting documents (e.g. state income tax returns, court documents, marriage certificate, military order form) that demonstrate they meet the criteria.

- Dependent on a parent who has California residence for more than one year immediately preceding the residence determination date;
- Enrolled in a graduate or post-baccalaureate program, regardless of age;
- Turned 24 years of age by the residence determination date;
- Married or registered domestic partner as of the residence determination date;
- Active duty members serving in the U.S Armed Forces
- Veteran of the U.S. Armed Forces
- Legal dependent other than spouse or registered domestic partner
- Former ward of the court, foster youth or both parents are deceased
- Declared by a court to be an emancipated minor
- Unaccompanied youth who is homeless or at risk of becoming homeless

Students financially dependent on nonresident parents are not eligible for reclassification. As with the initial residence classification, the campus must review the information presented by the student in connection with any subsequent reclassification request and notify the student of its decision. If reclassification is denied, the student has the right to appeal if they meet the criteria for appeals.

CALIFORNIA STATE UNIVERSITY NONRESIDENT TUITION EXEMPTION

GENERAL INFORMATION

The California State University (CSU) Nonresident Tuition Exemption is available for certain nonresident students (including U.S. citizens, permanent residents, and undocumented individuals) who have attended, graduated, or achieved the equivalent from a California school. These students may be exempted from paying nonresident tuition but must remain classified as “nonresidents” for residence classification and financial aid eligibility purposes. The exemption originated with the passage of Assembly Bill 540, Assembly Bill 2000, and Senate Bill 68.

ELIGIBILITY

The CSU Nonresident Tuition Exemption is open to CSU students enrolled as undergraduate or graduate students who are:

- U.S. Citizens
- Permanent Residents
- Undocumented Students
- T and U Visa Holders Only

MUST MEET THE EXEMPTION REQUIREMENTS (Attendance and Graduation Requirements)

Attendance requirement (must meet one)

- Attended a high school (public or private) in California for three or more years, OR
- Attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.
- Attended or attained credits at a combination of California high school, California adult school*, and California community college for the equivalent of (3) years or more.

*A year’s equivalence of attendance at a California community college is either a minimum of 24 semester units of credit or 36 quarter units. Only two

(2) years of full time attendance in credit courses at the California community colleges will count towards the three (3) or more years of attendance. Full time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.

Graduation/Degree Requirement (must meet one)

- The student must have graduated from a California high school or attained the equivalent from a California high school prior to the start of the term (for example, passing the GED or California High School Proficiency exam) or
- Completed or will complete (before the first term of enrollment at the CSU) an associate’s degree from a California community college; or
- Completed or will complete (before the first term of enrollment at the CSU) the minimum requirements at a California community college for transfer to the California State University. The student must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- The student must file an exemption request including a signed affidavit with the campus that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

CALIFORNIA STATE UNIVERSITY NONRESIDENT TUITION EXEMPTION

ADDITIONAL INFORMATION

- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents.”
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.
- Undocumented students who are eligible for AB540 will remain ineligible for federal financial aid.

It is important to note that students who take adult school or community college courses while concurrently enrolled in a CSU to qualify for the AB540/ SB68 exemption will continue to be charged out of state tuition as nonresidents until the exemption requirements are fulfilled. In addition students who already earned a high school diploma or the equivalent from another state may not take courses to obtain a California high school diploma or the equivalent in order to be granted the exemption.

FREQUENTLY ASKED

Below is a list of frequently asked questions. Please note that while the term AB540 is used it also refers to AB2000 and SB68 all of which are based on California Education Code Section 68130.5.

Is the AB540 exemption only for undocumented students?

NO. The AB540 exemption is available for U.S. citizens, permanent residents, undocumented students and T or U Visa holders.

I am a DACA student. Is the exemption available for me?

Yes, the exemption is available for DACA students that meet the exemption requirements.

If a student was in a visa status other than T or U during attendance at a California school, can that attendance and/or graduation count towards fulfillment of the exemption requirements?

Yes; however, with the exception of students holding a T or U visa, the visa status (e.g. F-1) cannot be active at the time the student applies for the exemption.

What documents do I need to apply for the exemption?

Students must complete and submit the California Nonresident Tuition Exemption Request (affidavit) and provide supporting documentation (e.g. transcripts).

Where can I find the Nonresident Tuition Exemption Request (affidavit)?

This form may be obtained from the Office of Admissions at the campus of planned attendance or from the CSU website www.calstate.edu/residency under Find Forms. Supporting documentation such as official school transcripts should be submitted with the form.

Where should I submit the form?

The completed form should be submitted to the Office of Admissions at the campus of planned attendance.

How many forms do I submit?

You must submit one form with supporting documentation for each campus of planned attendance.

Who determines whether a student qualifies for the exemption?

The campus Office of Admission.

Once approved, do I need to submit a new form for each semester?

NO. Once you have been approved for the exemption, it continues for subsequent terms as long as continuous enrollment is maintained.

FREQUENTLY ASKED

Does AB540 status mean that I am a California resident?

NO. AB540 students are still classified as nonresidents. AB540 status merely exempts students from the payment of nonresident (out of state) tuition so that students pay in-state tuition.

Can I be both AB540 and California resident?

NO. While you may be a California resident who qualifies for AB540, you may hold only one classification in the system at a time; therefore, for tuition purposes you will be classified as either AB540 or California resident.

Can I change from California resident to AB540 or vice versa?

YES. However, the campus Office of Admissions cannot advise you of which status to choose. As each status determines your eligibility for certain types of financial aid, it is strongly suggested that you consult with the campus financial aid department in order to understand how such a change will affect you.

If I am not approved for the exemption can I appeal the decision?

NO. There is no appeal process for a denial of the AB540 exemption.

Can a student who has 3 years of attendance at a California school but left California and obtained a high school diploma or equivalent from another state, take courses to obtain a California high school diploma or equivalent to meet AB540 requirements?

NO. Once a student has a diploma, the student cannot earn a duplicate in California in order to be granted the AB540 exemption.

If a student attends a California Community College for 3 years is that attendance alone sufficient to fulfill the attendance requirement for the exemption?

NO. Only two years of community college attendance may be used to meet the attendance requirement. An additional year must be drawn from attendance at a California K-12 school or a California adult school.

After enrolling at a CSU should a student take adult school courses to meet exemption attendance requirements in order to use the exemption for the next term of enrollment at a CSU?

The purpose of the exemption is to save the student money by allowing the student to pay in-state (resident) fees. Enrolling at the CSU prior to completion of all exemption requirements is not a good idea for it means that the student will be responsible for out of state tuition (nonresident) fees until all exemption requirements are met.

If I have the AB 540 nonresident status can I apply for financial aid?

Yes, students who are Permanent Residents and US Citizens may apply for the Free Application for Federal Student Aid (FASFA). Undocumented students may apply for the Dream Act.

CALIFORNIA NONRESIDENT TUITION EXEMPTION REQUEST
 Education Code § 68130.5, as amended, commonly known as AB 540
 Effective January 1, 2018

INSTRUCTIONS

Complete and sign this form to request exemption from nonresident tuition charged to nonresident students. Once determined to be eligible, you will continue to receive the exemption as long as you fulfill eligibility requirements or until the University no longer offers this exemption. Applying for this exemption does not alter your responsibility to pay, by the campus deadline, any nonresident tuition and associated fees that may be due before your eligibility is determined. Complete and return this form to the Campus Office of Admissions and Records.

APPLICATION

I, the undersigned, am applying for the California Nonresident Tuition Exemption at California State University (specify campus) _____ and declare that the following apply to me.

• **Check one box only:**

I have a current nonimmigrant visa (not including a T or U visa) as defined by federal law.

Nonimmigrants have been admitted to the U.S. on a temporary visa and include, but are not limited to, foreign students (holding F visas) and exchange visitors (holding J visas).

I have a current nonimmigrant T or U visa as defined by federal law.

I do NOT have a current, nonimmigrant visa as defined by federal law.

This includes, among others, U.S. citizens, permanent residents, DACA recipients, and individuals without a current or valid immigration status.

• **Select all items that apply to you from each column:**

Column A

I have 3 years of attendance at a California high school.

I have 3 or more years of high school coursework and 3 years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

I attended or attained credits at a combination of California high school, California adult school, and California Community College for the equivalent of (3) years or more.*

Column B

I have graduated or will graduate (before the first term of enrollment at the CSU) with a California high school diploma or the equivalent (i.e., California-issued GED, CHSPE).

I completed or will complete (before the first term of enrollment at the CSU) an associate's degree from a California Community College

I completed or will complete (before the first term of enrollment at the CSU) the minimum requirements at a California Community College for transfer to the California State University.

*A year's equivalence at a California community college is either a minimum of 24 semester units of credit or 36 quarter units. Only two (2) years of full time attendance in credit courses at the California community colleges will count towards the three (3) or more years of attendance. Full-time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.

CALIFORNIA NONRESIDENT TUITION EXEMPTION REQUEST
 Education Code § 68130.5, as amended, commonly known as **AB 540**
 Effective **January 1, 2018**

Please provide information on the schools you attended and referenced, including the dates you attended and the number of credits or hours obtained:

Name of California School	City	From (Month/Year)	To (Month/Year)	Number of Credits or Hours

Applicant must submit, as part of this form, official transcripts/attendance records that validate any of the information above as requested by the campus residence official.

AFFIDAVIT:

If you are a non-citizen without a current or valid immigration status, your signature below serves as your affidavit of the following: I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so.

DECLARATION OF TRUE AND ACCURATE INFORMATION:

I, the undersigned, declare under penalty of perjury that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the California Nonresident Tuition Exemption. I further understand that if any of the above information is found to be false, I will be liable for payment of all nonresident tuition charges from which I was exempted and may be subject to disciplinary action by the University.

FULL NAME	STUDENT ID NUMBER	EMAIL ADDRESS

SIGNATURE	DATE

CSU RESIDENCE QUESTIONNAIRE

SUBMIT THE COMPLETED FORM TO THE CAMPUS OFFICE OF ADMISSIONS AND RECORDS

The information requested is deemed relevant and necessary to a proper determination of your residency status for tuition purposes pursuant to the California Education Code Section 68000 et seq. and California Code of Regulations 41900 et seq. Your completed application will help us determine your eligibility. Failure to answer all questions may cause you to be classified as a nonresident. You may submit additional information you believe will establish your California residency. Questions about residency requirements should be referred to a campus residence specialist. For CSU residency requirements, please visit the CSU Residency for Tuition Purpose website, www.calstate.edu/residency.

Instructions: Please complete a separate questionnaire for each campus. Only one term and one campus may be selected per questionnaire and all appropriate fields must be completed or questionnaire will be returned to you unprocessed. **To successfully view and complete this fillable form, download the form and enter all the required information.**

Classified as a nonresident for a previous term Yes. Please complete Part A, B, C, D (if applicable), and E (Continuing Student - a student enrolled in a previous term) No. Please complete Sections A, B, D (if applicable), and E (Newly admitted students only)

Term: Fall Winter Spring Summer Year _____ **Campus** _____

PART A: STUDENT INFORMATION

Name _____ StudentID _____
 Last Name _____ First _____ Middle _____

Phone Number _____ E-mail _____

Birthdate ____/____/____ Birthplace _____
 Month Day Year

Permanent Legal Address _____

City _____ State _____ ZIP _____

Did you attend a California school? Yes No (If yes, you may be exempt from payment of nonresident tuition under AB 540.)

Did you attend an online school offered in another state, but continued to reside in California?
 Yes No please list school _____ State _____

Did you attend an out-of-state school? Yes No

Did you pay non-resident fees? Yes No

PART B: RESIDENCE DETERMINATION DATE

Check the box that applies to you and provide the requested information

If you will be 19 years of age or older by the residence determination date, check here and answer 1 through 11 as it applies to you.

If you will be younger than 19 years of age by the residence determination date, check here and answer 1 through 11 as it applies to the natural or adopted parent with whom you most recently resided and whose name and whereabouts you will provide below.

Name _____

Relationship _____

Does your parent/legal guardian currently live in California? Yes _____ No _____

Foster Youth Please check the box that applies to you and complete Part A (answer 1 through 11 as it applies to you), B, C, D (if applicable) and E. List the State where you were under the care of the Department of Social Services (e.g. California): _____

I have been in the foster care for at least 12 consecutive months after reaching the age of 10.

I am in a current foster care out-of-home placement order by a juvenile dependency court.

I was still in a foster care out-of-home placement, ordered by the juvenile dependency court when I reached my 18th birthday.

Residence Determination Dates

Quarter Calendars	Semester Calendars
FallSeptember 20	FallSeptember 20
Winter January 5	Winter January 5
SpringApril 1	(Stanislaus only)
SummerJuly 1	SpringJanuary 25
Summer.....June 1	

Provide the following information: (a) a copy of a juvenile dependency court document indicating foster care in the child welfare system; or (b) documentation from county social services confirming you were under the care of the Department of Social Services.

QUESTIONS 1 THROUGH 11

First-time applicants under 19 years of age should have their natural or legal guardians answer questions 1 through 11. If you have a special circumstance (e.g., foster youth, parents deceased, unaccompanied minor, married) and you are independent of your parents, answer questions 1 through 11 with your personal information.

- What state do you regard as your permanent home? _____
 - If California, when did your present stay begin ____/____/____
Month Day Year
 - Employed in California in the past year? Yes No
- Employer(s) _____ From ____/____/____ To ____/____/____
Month Day Year Month Day Year
- Employer(s) _____ From ____/____/____ To ____/____/____
Month Day Year Month Day Year
- Have you ever registered to vote? Yes No (List all states where registered and date of registration)
- State _____ Date registered ____/____/____ Last Voted ____/____/____
Month Day Year Month Day Year
- State _____ Date registered ____/____/____ Last Voted ____/____/____
Month Day Year Month Day Year
- Do you possess a driver's license and/or ID Card? Yes No (If yes, list state and issue dates)
- State _____ Date Issued ____/____/____ Previous State _____ Date Issued ____/____/____
Month Day Year Month Day Year
- Current registration of all vehicles owned or operated
- State _____ Date Issued ____/____/____ State _____ Date Issued ____/____/____
Month Day Year Month Day Year
- Are all personal effects located in California? Yes No If "no," attach explanation on a separate piece of paper.
 - State where last three state income tax returns fled on total income and year covered by each.
State _____ Year _____ State _____ Year _____ State _____ Year _____
 - Address shown on most current W-2 _____

Please answer the following questions if you currently or previously owned, rented or leased a residence. Please list all residences during the past three years.

- Purchased, leased or rented
- Date ____/____/____ to Date ____/____/____ Location _____
Month Day Year Month Day Year City and State
- Date ____/____/____ to Date ____/____/____ Location _____
Month Day Year Month Day Year City and State
- Date ____/____/____ to Date ____/____/____ Location _____
Month Day Year Month Day Year City and State
- Active California Bank(s) Name _____ Opened ____/____/____
Month Day Year
 - _____ Opened ____/____/____
Month Day Year

Please note, do not include bank account numbers.

If you provide the campus with copies of your bank statements or copies of your tax returns, for your security, do not include the bank account number(s) or Social Security Number(s).

Student Name

Student ID

PART D: EXCEPTIONS/EXEMPTIONS Military AB 540 *Other Exemptions/Exceptions _____ (choose applicable exception)

from www.calstate.edu/residency). If you are not eligible for resident classification, you still may be eligible for an exemption or exception from payment of nonresident tuition. *Other exceptions/exemptions are limited to those listed at www.calstate.edu/residency

Military

Have you ever served in the United States military? Yes No

Are you a dependent (child/spouse) of a person who served in or is currently serving in the U.S. Armed Forces? Yes No

If yes,

Date joined _____ / _____ / _____ From which state _____ Date separated from active duty, if any _____ / _____ / _____
Month Day Year Month Day Year

What is your home of record? _____

What was your last permanent duty station? _____ From _____ / _____ / _____ To _____ / _____ / _____
Month Day Year Month Day Year

I served in the U.S. Armed Forces and am eligible to receive educational assistance under either the Montgomery GI Bill® or Post-9/11 GI Bill® educational benefits program. I reside in California.

Provide: (a) a copy of your DD Form 214 (DD214) and (b) a copy of a Certificate of Eligibility from the Department of Veterans Affairs (VA).

I am a dependent of a person who served in the U.S. Armed Forces and am eligible to receive educational assistance under the Post-9/11 GI Bill educational benefits program (Chapter 35). I reside in California.

Provide: Certificate of Eligibility from the VA.

I am a dependent of an active duty service member of the U.S. Armed Forces. I reside in California and have received transferred benefits under the Post-9/11 GI Bill.

Provide: Certificate of Eligibility from the VA.

I am a dependent of a service member of the U.S. Armed Forces who died in the line of duty after September 10, 2001. I reside in California and am eligible to receive veteran's educational assistance.

Provide: Certificate of Eligibility from the VA.

I am a service member or the dependent of a service member of the U.S. Armed Forces who is stationed in California.

Provide: Permanent Change of Station orders or a statement from the service member's commanding officer.

I served in the U.S. Armed Forces on active duty in California for more than one year and am enrolling within two years of discharge from a California military base. **Provide:** (a) copy of your DD214; (b) evidence of being station in California upon separation from service; an affidavit to the institution at which you are enrolling stating your intent to establish residency in California as soon as possible.

I currently participate or will participate in the VA's Veterans Readiness and Employment (formerly called Vocational Rehabilitation).

Provide: DD-214 (Certificate of Release or Discharge from Active Duty), and Tungsten Purchase Order.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S government Web site at <https://www.benefits.va.gov/gibill>.

Note: If you currently do not have the necessary documentation to show that you qualify for a military exemption, you will be charged nonresident fees. Once the CSU campus receives and reviews your documentation, fees will be adjusted as appropriate.

Education Code § 68130.5, as amended, commonly known as AB 540

Certain nonresident students (including U.S. citizens, permanent residents, and undocumented individuals, TPS, DACA) who have attended, graduated, or achieved the equivalent from a California school (elementary school, secondary school, adult education, community college) may be exempted from paying nonresident tuition. Such students must remain classified as “nonresidents” for residency classification and financial aid eligibility purposes.

You must meet the Attendance Requirement and Graduation/Degree requirements (check boxes that apply). Attendance requirement (must meet one):

- I have 3 years of attendance at a California high school.
- I have 3 or more years of high school coursework and 3 years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.
- I attended or attained credits at a combination of California high school, California adult school, and California Community College for the equivalent of (3) years or more.

Graduation/Degree Requirement (must meet one)

- I have graduated or will graduate (before the first term of enrollment at the CSU) with a California high school diploma or the equivalent (i.e., California-issued GED, CHSPE).
- I completed or will complete (before the first term of enrollment at the CSU) an associate’s degree from a California Community College.
- I completed or will complete (before the first term of enrollment at the CSU) the minimum requirements at a California Community College for transfer to the California State University.

If you checked at least one box in the Attendance and Graduation requirement questions, you may be eligible for California nonresident tuition exemption.

Please complete and submit the [California Nonresident Tuition Exemption Request](#) (commonly known as the affidavit). Please complete a separate form for each campus Each campus will request additional information (e.g. high school transcripts).

PART E: CERTIFICATION – to be read and signed by all students completing this form

The burden of proof is on the student to clearly demonstrate both physical presence and intent to remain indefinitely in California. Students seeking reclassification of nonresident status must also demonstrate financial independence. You are required to present evidence in accordance with the Education Code and Code of Regulations referenced above.

Certification – To be read and signed by all applicants to certify the accuracy of the information provided.

I certify under penalty of perjury that the foregoing statements and any other information submitted by me in connection with the determination of my residency are true, complete, and accurate. I understand that my residency determination will be based on the facts stated in this questionnaire and the documents I provide. If I receive classification as a California resident or an exception or exemption, I promise to notify the residence specialist if any of the facts stated in this questionnaire change. I authorize release of any information submitted by me in connection with my application for admission and determination of residency to any person, firm, corporation, association or government, whether federal, state, local, or foreign, but only as necessary to verify or explain the information, to obtain pertinent records, or in connection with perjury proceedings.

Signed at

City and County

Applicant Signature

Date

FOR CSU CAMPUS USE ONLY

Form Processed By: _____ Date _____ Approved


Denied Notes: _____

Residency Appeal Application Instructions

An appeal will ONLY be accepted from the student and must be submitted through the CSU Residency website. Appeals via email, fax, and U.S. mail will not be accepted.

To submit a residency appeal, please follow the steps below:

- Go to [CalState.edu/Residency](https://calstate.edu/residency)
- Click on Learn About Appeals to get started
- Once the student meets the criteria for a residency appeal, then the student submits an appeal by clicking on the red button



Submit an Appeal

A student with a documented disability that prohibits the student from submitting an appeal should contact residencyappeals@calstate.edu.

BASIS FOR APPEAL

A student, following a final campus decision concerning the student's residence classification or reclassification, may submit an appeal to the Chancellor's Office within 30 calendar days of the issuance of the notification of the final campus decision. The campus decision may be appealed only if at least one of the following applies:

- The decision was based on:
 - a significant error of fact;
 - a significant procedural error; or
 - an incorrect application of law which, if corrected, would require that the student be reclassified as a resident; and/or,
- Significant new information, not previously known or available to the student, became available after the date of the campus decision classifying the student as a nonresident and based on the new information, the classification as a nonresident is incorrect.

A student must explain why the appeal meets one or more of the above appeal criteria and provide relevant supporting documentation. For example, a “significant error of fact” could be demonstrated by stating that the campus incorrectly determined that a specific document, such as a driver’s license, was untimely and by providing a copy of the document establishing the error. An appeal that only states “a significant error of fact,” without supporting documentation will be denied.

FINAL DETERMINATION

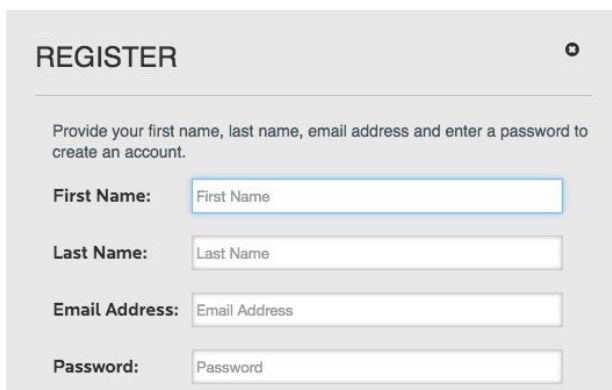
The Chancellor's Office appeal decision is final and there is no right to further appeal within the California State University system. A student who wishes to be reconsidered for residence reclassification for any future term, must contact the campus to discuss the proper steps to request a resident reclassification for a future term within campus deadlines.

INSTRUCTIONS TO SUBMIT CSU RESIDENCY APPEAL APPLICATION VIA INFOREADY

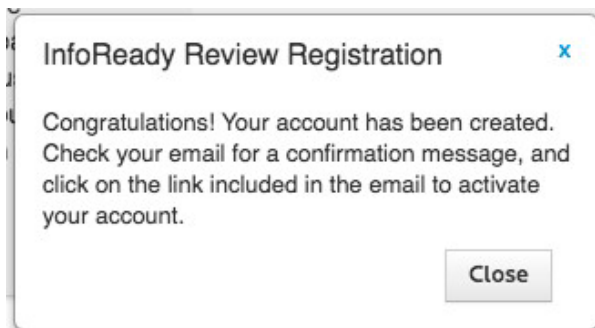
1. Click on the **Register** button located at the bottom of the homepage.



2. To create your account, fill out the information requested on the *Register* pop-up window, then click **Create Account**. (Please only use your assigned campus email address.)

A screenshot of a registration form titled "REGISTER" in the top left corner. Below the title is a small circular icon. The form contains the following text: "Provide your first name, last name, email address and enter a password to create an account." Below this are four input fields, each with a label and a text box: "First Name:" with a text box containing "First Name"; "Last Name:" with a text box containing "Last Name"; "Email Address:" with a text box containing "Email Address"; and "Password:" with a text box containing "Password".

3. **Verify your registration.** A verification link will be sent to your assigned campus email you provided in the registration window.



4. **Log in.** After you click the verification link, you will be logged into the InfoReady system.

Email Address:
Email Address

Password:
Password

[Forgot your password?](#)

Remember Me

Log In

Please note: If the verification link does not log you automatically into the system, you need to manually log in through the *Login for Registered User* section of the homepage (you need to provide your assigned campus email and the password you used to set up your InfoReady account).

5. Click on the **Residence Appeal Form** link at the bottom of the page.

Title	Due Date	Category	Award Cycle
		All	All
Residence Appeal Form	12/31/2017	Application	Academic Year 17-18

6. Read the Residence Appeal Form message to ensure that you meet the criteria before submitting an application.
7. If you meet the criteria, click on **Apply** under **Application Tools**.

Application Tools

Apply

8. Fill out **Application Form Details** in its entirety.

Details ▾

* Indicates required

Application ID: (not yet assigned)


*First Name:

Middle Name:

*Last Name:

*Title: ?

9. Upload supporting documents. Please use only PDF or Word formats. If more than one document is required, each document can be included as a page using only one PDF or Word file.

Upload Files 

Please upload your campus denial letter classifying you as a nonresident. * indicates required
Please upload the campus denial letter that you received.

Please do not use any special characters [!@#%&/?] in the file name of your uploads.

File Input: No file chosen

Upload any additional Information

Upload any additional information or documents that you received that became available after the date of the campus decision for you as a nonresident.

Please do not use any special characters [!@#%&/?] in the file name of your uploads.

File Input: No file chosen

10. **Save** or **Submit**:

Save: You have the option to *save* your application as a draft and revisit at a later time to complete and submit.

Please note: You must **complete and submit** the Residency Appeal Application within 30 days of the date posted on your campus denial letter. If you fail to complete and submit your application within the allotted time, your Residency Appeal Application for reclassification will be automatically denied.

Submit: If you're ready to submit upon completion of your Residency Appeal Application, click the **Submit** button.

11. To revisit your application draft, click on the **Applications** tab and then on the **blue arrow**.



12. Once you're ready to submit your completed application, click on the **Submit Application** button.



Student

Handbook & Program Requirements

Graduate Group in Ecology, UC Davis

Fall 2015

INTRODUCTION

Welcome to the Graduate Group in Ecology (GGE) and the University of California at Davis. This handbook is a written record of the materials we will be covering during the orientation meeting. Please keep this handbook handy during your time at UC Davis so that you can refer to this as necessary.

Please remember, it is your responsibility to register for the required courses and to meet program requirements in a timely fashion.

Before we start, we would like to clarify any confusion about what a graduate group is and how it differs from a departmentally based graduate program. The GGE is often mistakenly called the “Ecology Department,” even though Ecology is a graduate group. A graduate group is a formally established, degree-granting unit composed of faculty from different departments all over campus. While the differences may seem arcane, they are important for two reasons.

One is physical co-location: you will not be housed with most of your GGE student colleagues. This can be both an advantage and a disadvantage. It is a disadvantage because you may not get to know other GGE faculty as well as you might if you were all housed in the same department. An advantage of the graduate group structure is that you will have access to a larger collection of high quality, diverse students and faculty than you would normally find in a typical academic department.

An innovative approach to graduate education, the graduate group structure fosters a highly interdisciplinary approach to the study of Ecology. Graduate groups award degrees, staff courses, and monitor your progress toward your degree, so groups focus on curriculum planning. Your home department (where your Major Professor is housed, where you should have an office and receive mail) supplies access to non-fellowship funding, facilities and interaction with students and professors within the department’s discipline(s). Spend some time to learn about facilities and opportunities through your home department (e.g., teaching assistantships, greenhouse or lab space, other facilities). The easiest way to do this is in consultation with your Major Professor. Services and business procedures vary, sometimes dramatically, between departments. This is especially true when it comes to technical support and internet access. Check with your home department to determine what type of operating system they support before you purchase a computer.

AN OVERVIEW OF THE REGISTRATION PROCESS

Earlier this summer you received a letter from the GGE outlining preliminary courses in which you should enroll. It also specified any course work entrance deficiencies. Please note you **must complete deficiencies** as soon as possible, and no later than the **first year** of residence in the program.

After enrolling in courses, you should have received a fee statement either via My Bill or SIS web, and paid your fees by the deadline. If you were not able to enroll in all of the courses you want to take your first quarter, there is a course adjustment period in which you may add or drop courses via SIS web. Please check the inside cover of the "Class Schedule and Registration Guide" (hereafter called CSRG) for deadlines and the process to add and drop (please note that courses have varying drop deadlines). This publication is available each quarter at the UC Davis Bookstore or on the UC Davis webpage listed below. If the scheduled meeting times of any of your courses overlap, the system won't allow you to register, so you must obtain a Permission to Add number (PTA) from the department that offers the course.

You must also obtain a PTA for any course that is full. This sometimes requires obtaining permission from the instructor, be sure to check with the administrative department prior to requesting a PTA.

After your first quarter, the registration process should be relatively simple. You will get the best start if you pay attention to the early steps in the process. In practice, curriculum planning is a matter of defining the courses your Guidance Committee (GC) requires of you, while preserving the option of revising your curriculum as experience or schedule changes dictates. While we cannot specify curriculum planning completely in advance, we can help you by showing you how to proceed. This is the subject matter in the remainder of this section of the handbook.

Course Catalog:

<http://registrar.ucdavis.edu/UCDWebCatalog/>

Class Schedule:

<http://registrar.ucdavis.edu/csrg/>

Forms:

<https://grad.ucdavis.edu/forms>

**STEPS IN CURRICULUM PLANNING
WHAT TO DO AND NOT DO, AND A LITTLE BIT OF GRADING
POLICY**

FIRST PRIORITY: FULFILL ENTRANCE DEFICIENCIES

Your orientation letter included a list of any existing entrance deficiencies.

Deficiencies must be completed during your first year of residence. If you have any deficiencies listed in your letter that you feel you have met previously, please provide official written verification, we will evaluate it and your record will be updated.

Completing entrance requirements is your highest priority. If you have missing entrance requirements, you have one of several alternatives:

- You may be able to show evidence that you have met the requirement. Either a course was overlooked, or you have met it in a way that was not obvious (e.g.,

You were given credit by your undergraduate institution for a requirement, **there must be an AP notation on your undergraduate transcript or you may provide a copy of the AP exam results. AP credit will only be allowed if your AP score is met at the required UCD minimum standard to receive credit, or at the corresponding level for your undergraduate college.**)

- You may submit an updated transcript showing courses taken during your last term of your previous degree program, or courses taken during the summer.
- You have been a TA for a course equivalent to the missing prerequisite. Verification from the instructor will be required to use this option.
- take the course.

ECL 200 A and B are usually taken in your first year of residence, but should not be attempted until most prerequisites have been met. This is especially true if you have not taken an upper division Introduction to Ecology course, or have been advised not to enroll in 200A. Acceptable courses to satisfy the Introduction to Ecology requirement at UC Davis are ESP 100 and EVE 101. Substitutions are not allowed, but passing an entry exam for 200A allows registration for 200A/B).

You must complete all entrance requirements, and they must be met as quickly as possible. Your Major Professor or GC cannot waive entrance requirements, nor approve substitutions that are not already pre-approved by the GGE. If you have entrance deficiencies, you are required to submit a proposed plan to satisfy them. The form is included in your orientation packet. **The Deadline to submit a proposal to satisfy entrance requirements is: October 30th.** Once submitted to the GGE graduate program coordinator, it will be reviewed and submitted to the GGE Graduate Adviser/Program Chair for a decision.

SOLICIT ADVICE FROM YOUR MAJOR PROFESSOR AND STUDENTS IN YOUR LAB OR AREA OF EMPHASIS (AOE)

In most circumstances, fellow students and Major Professors form relationships because of shared interests. Shared interests also extend to other students in your laboratory, and to students with similar interests in other laboratories or within your AOE. Therefore, it makes sense to consult your Major Professor, your AOE adviser, and fellow students for advice about courses you might consider taking. Not only can your colleagues help you identify useful courses, they can also help you with course scheduling and proper sequencing. The Ecology Graduate Student Association (EGSA) is also available for consultation. Please contact the EGSA via e-mail (addresses are listed under egsa.ucdavis.edu).

In addition, each AOE has a student representative as a resource. A list of AOE personnel, including student representatives, is available at the end of this handbook. One note of caution in this regard: it is advisable to consider that program requirements may have changed since a more senior student colleague has completed their requirements. Be sure to verify any advice given with the GGE graduate program coordinator.

BE AWARE OF, AND ALLOW TIME FOR, REQUIRED COURSES

The following are courses that are required your first and second terms of residence (fall and winter):

- ECL 200 A, ECL 200B (unless deficiencies mean postponement until the second year of residence). (5 units)
- ECL 296 “Topics in Ecology” (the Ecology and Evolution Seminar Series, 4:10 -5 pm on Thursdays). A schedule of seminars is available on the GGE website (www.ecology.ucdavis.edu) under courses and seminars. This seminar series is attendance only. (1 unit)
- Any missing prerequisites, as available, to be taken in your first or subsequent quarters.
- JDPE students will enroll in BIO 645 and BIO 745 in fall and spring terms, and will not enroll in ECL 200A/B when registered at UCD (unless deficiencies mean postponement until the second year of residence).

Spring: only ECL 296 is required by the group. JDPE students will enroll in ECL 296 the entire year of residence at UCD, and often take ECL 290s and the field course. All students are required to complete 1-3 ECL 290s (participatory seminar classes; these have a different number at SDSU) depending on your degree objective, plus a field course. These may be taken in the first or second years. See p. 10 for details.

Other courses required of all students in the first 2 years include an upper-division Evolution course, a Field Methods course, and participatory seminars.

For Fall, if you have registered in ECL 200A and 296, you may need only one other course, teaching or research credits to complete your schedule. In general, it is a good idea to restrict your load to no more than 8-9 graded units of your 12 units per quarter (beyond ECL

296, research units - 299's, and any ECL 290's you may elect). Graduate students must enroll in at least 12 units of coursework, but may register for up to 16 units in total that may be a combination of up to 12 units of graduate courses, plus undergraduate units and research units.

Don't forget - you must enroll in a minimum of 12 units to be considered a full-time student. Be sure to meet this requirement! If you are not considered a full-time student it will affect your eligibility for university employment and fellowships. If after enrolling in regular courses and seminars, you find that you still do not have 12 units you should complete your schedule with research units. Graduate students enroll in research units (299's) through their Major Professors' home department. Please contact the individual department staff person that deals with courses for the proper section and CRN (course registration number) for your Major Professor. Please note that 299 CRN's change each quarter and you will need to repeat this process each term.

If you enroll in research units (299's) be sure that you discuss research expectations with your Major Professor prior to starting the quarter.

WHAT YOU MUST DO VERSUS WHAT YOU SHOULD BE DOING

The preceding sections describe what you are required to do in your first year. Your GC will help you decide what courses will be required during your first two years. After completing these requirements, participation in courses and seminars is up to you. Although it is not always helpful to your progress to take regular classes routinely throughout your graduate career, attending seminars can be of immense value. Acting as a professional scientist entails being able to discuss general topics in ecology with your colleagues and being up to date on recent advances in your field. The Ecology and Evolution Seminar Series (ECL 296, Thursday, 4:10) is an outstanding way to stay current as well as gain experience with seeing how others present themselves as scientists. Each year this seminar invites ~25 leading ecologists from around the world. It is well worth your time to attend their seminars. For those speakers that are in your sub-discipline, contact the speaker host and sign up to talk to them, or go to the graduate student lunch. This is an excellent opportunity to develop contacts. Please register for ECL 296 if you will be attending the series. Other resources are reading and discussion seminars that are integral to your professional development. The GGE requires that you take three quarters of ECL 290, student participatory seminars, for the PhD and one for the MS. In practice, however, most academic ecologists will engage in a weekly topical discussion group throughout their careers. Finally, requirements force you to get involved. It is up to you to stay involved to make the most of your graduate education and professional development as a scientist.

SATISFACTORY/UNSATISFACTORY GRADING POLICY:

GGE students are allowed to take ONE course per quarter on an S/U basis, but there are restrictions on which courses can be taken for an S/U grade. A course may be taken S/U if it is intended to broaden the educational experience, and if:

- It is NOT a GGE or AOE required course and/or entrance deficiency listed on your GC form;
- It is NOT an ecology course;
- It does not relate directly to the program or area of research for the degree;
- It is approved by the Guidance Committee
- If it approved by the Dean of Graduate Studies
- If only an S/U grading option is available for the course
- Ph.D. students who have advanced to Candidacy may take any course S/U

A petition to take a course using the S/U grading option must be approved by the GGE Chair/Adviser before classes start. Only under exceptional circumstances will students be allowed to change to S/U after the 10th day of instruction. (The GGE Chair/Adviser will follow the same Graduate Studies policy for approving a late drop.)

THE GUIDANCE COMMITTEE (GC): PLANNING YOUR CURRICULUM FOR FUTURE REGISTRATION:

ASSEMBLE YOUR GUIDANCE COMMITTEE AND MEET WITH THEM AS QUICKLY AS POSSIBLE, AND NO LATER THAN THE END OF YOUR FIRST QUARTER OF RESIDENCE. Deadline is December 18, 2015.

The GC has primary responsibility for assisting you with curriculum planning. After you meet with your GC to establish your course work plan, the completed GC report is your official GGE course work requirements, which you must complete before you can take the oral qualifying examination (PhD), after which you formally advance to candidacy. Additional details on this topic follow. <https://ecology.ucdavis.edu/forms>

FUNCTIONS AND REPORTS OF THE GC

Your GC is charged with analyzing your record and interests. Based on this analysis and the course work requirements of the GGE and your AOE, the committee specifies the required and recommended course work that will form your program of study. Once approved by the Chair of the GGE (hereafter Group Chair), the GC report is filed with the GGE. Course work must be completed before you can take your oral qualifying examination (PhD students only) and then advance to candidacy. MS students may advance to candidacy prior to completing course work.

It is useful to regard the first report of the GC as an initial report that can be altered later since early course work may sharpen your focus and eventually lead to changes in your course work requirements. However, because we check your GC report as part of the process of advancement to candidacy for the MS student, and prior to taking the qualifying examination for the PhD, **you are required to file a record of all changes in your GC report** if and when the committee agrees to change them. In the event that this becomes necessary check with the GGE office for the correct procedure.

NOTE: Meet with your GC as a group. In recent years, some students have filed reports by getting individual signatures without the GC ever having met. This is not to your benefit: please be sure to meet with your committee as a group before filing the GC report. If you have problems in getting your committee assembled, please ask your Major Professor for assistance. **Important reminder: The GC cannot waive or substitute entrance requirements!**

FORMATION OF THE GUIDANCE COMMITTEE

The following is the composition of the Guidance Committee:

MS Students (Plan I and II): Chair
= Major Professor Adviser = AOE
Adviser

PhD Students:

Chair = Major Professor Adviser =
AOE Adviser

GC Member = a GGE faculty member of your choosing in consultation with your Major Professor. This should be someone who is familiar with your field of interest.

JDPE Students:

Chair = Major Professor Adviser =
AOE Adviser

GC Member = a GGE faculty member who will also serve as your UC Davis host the year you are registered at the Davis campus. This should be someone who is familiar with your field of interest.

PROGRAM REQUIREMENTS
MORE OF WHAT YOU CAN AND CANNOT DO, BUT MOSTLY WHAT YOU
NEED TO DO

Details of program requirements for the program and the Area of Emphasis (AOE) that you were admitted to can be found on the GGE webpage; the latter should be listed on your GC form under AOE requirements. Additional important details are outlined as reminders.

OVERALL UNIT REQUIREMENTS

MS Plan I requires completion of 30 units: 1.) a combination of upper division undergraduate (100 series); 2.) graduate level (200 series); and 3.) submission of a thesis. At least 12 of the 30 units must be graduate work in ecology or related discipline.

MS Plan II requires completion of 36 units of upper division undergraduate and graduate level courses, as well as satisfactory performance on a comprehensive final oral examination. At least 18 of the 36 units must be graduate level course work in ecology or related discipline. No more than 9 units of research credit (299 courses) may be counted toward the unit requirement for Plan II. Students who were in a UCD undergraduate program prior to entering the MS program in the GGE may use

previous course work to fulfill course work requirements. However, they may not use these courses to fulfill the UCD unit requirement.

The PhD degree does not have a minimum unit requirement other than the units associated with the required course work as determined by the GC. Required course work will also include any AOE course requirements and other courses to prepare you to successfully defend examination topics for the PhD qualifying examination.

All course work must be taken for a letter grade, unless a letter grade is not an option for the course.

COURSEWORK THAT MAY BE SATISFIED ELSEWHERE

There are certain courses that may be completed prior to enrolling at UC Davis, *e.g.*, the evolution and/or field course requirement, as well as the entrance requirements. If a course is not clearly labeled with the specific course titles used at UCD or SDSU, you will be asked to provide documentation to show that the course you've taken in fact fulfills the requirement. If this applies to you, please check with the GGE graduate program coordinator for details. With your committee's approval, upper division undergraduate courses or graduate courses taken elsewhere may be used for AOE requirements.

MEETING THE ECL 290 REQUIREMENT

An Ecology 290 is a student participatory seminar. Each ECL 290 is usually organized by a GGE faculty member based on a specific topic which must be ecological. In addition, students must make at least one presentation during the course of the seminar. Each presentation must be at least 25 minutes in length to receive credit. ECL 290 seminars should be chosen for breadth and not limited to topics related to your area of research.

- ✓ MS students must take one ECL 290
- ✓ PhD students must take three ECL 290's

A number of Ecology 290 seminars are offered each term. A list of ECL 290's for each term can be found on the GGE webpage: <http://ecology.ucdavis.edu>

There may be other ECL 290's organized after the start of the quarter. Be sure to monitor the list server or the Ecology webpage for updates. For subsequent quarters, the schedule is available the first week of the quarter.

Other departmental 290 seminars are not allowed for ECL 290 credit, you must take ECL 290's. If there is a 290 being offered by another graduate program, but led by a GGE faculty member, the faculty member may request that it be cross-listed as an ECL 290. The faculty member/instructor must request approval of the seminar prior to the term starting, and the seminar must conform to the content and structure of an ECL 290 in order to be approved. JDPE students may complete one pre-approved 290 seminar at SDSU and these will also be listed on the GGE website. **Post approval of a seminar is not allowed**, and the requirements for format and content are the same as an ECL 290.

FIELD COURSE REQUIREMENT

The field course requirement may be met in advance of starting the Ecology program. The field course requirement may be met by any of the following, as long as the essential component of learning to perform field studies is fulfilled:

- ✓ Special study or individual research course (such as an OTS course)
- ✓ Previous MS thesis research (for PhD students only)
- ✓ During employment or an internship in an agency or firm (a justification or explanation should be attached to the GC outlining how this previous experience fulfills the requirement and should be compared to ECL 225)
- ✓ Field course, for instance ECL 225

The requirement for a field course can be met in several ways. The essential consideration is that a course used to meet this requirement must have included actual field experience: the student must collect data independently or as part of a group and create a report of the results of a study undertaken to examine the structure, dynamics, or behavior of a natural ecological system. The

requirement can be met as part of a special study course or individual research course that contains the essential component, as part of employment or an internship in an agency or firm, or in one or more regular courses that include field work, including summer field station courses. Any experience not containing the essential component as specified will not be considered as meeting the requirement. Please note that courses taken that include field trips do not necessarily meet this requirement. If you feel that you have satisfied this requirement in a non-classroom setting, please attach an explanation to your GC form outlining your request.

CHOOSING EXAMINATION TOPICS

All degrees requiring an oral examination (MS Plan II and PhD) have two mandatory subjects for the examination: “Principles of Ecology” and “Research Methods/Quantitative Skills”. Although the first is based primarily on ECL 200 A and B or BIO 645 and BIO 745, it represents a comprehensive area that assumes a broad knowledge of Ecology. The second often corresponds to statistics, but may cover a range of quantitative and experimental methods that are appropriate to your research specialization.

MS Plan II students have one elective examination topic area, and PhD qualifying examinations include three. The topic areas selected should be relatively broad. The topic areas should be chosen carefully with the assistance of your GC, and must be approved by the Group Chair. Many students define their areas too narrowly with the expectation that the choice corresponds to the thesis or dissertation research. These areas should reflect your expertise in general areas related to your research (e.g., plant ecology for plant ecologists, and perhaps for landscape ecologists as well; population ecology rather than population viability analysis for a conservation biology student). They should cover broad areas relevant to the program and your AOE, and should not be narrowly focused on the thesis, dissertation topic, or area of special interest. Consult the document for this purpose entitled “Guidelines for Preparation and Taking Qualifying and Masters Plan II Examinations in the Graduate Group in Ecology” which can be found on the Ecology webpage. Oral examination committees consist of three faculty members for MS Plan II and five for the PhD; the Chair and Research Methods examiners must be GGE members.

If you receive a “low pass” or “marginal pass” on the final examinations for ECL 200A and B or BIO 645 and BIO 745, please make sure that you discuss this with the

instructors, as appropriate. Failure to pass the final exams will require remedial work and re-examination prior to taking the qualifying examination.

Oral examination topics must follow the elective areas identified and approved on the GC report. Should a change to the examination topics become necessary, you will need to seek approval from your GC and the GGE Chair/Adviser in advance of submitting the GGE petition to take the oral examination.

ADVANCING TO CANDIDACY

Prompt advancement to candidacy is very important, and delays must be justified (e.g., unavoidable scheduling conflicts, strong personal reasons, part time status).

MS Plan I (Thesis) and Plan II (Final Oral Examination):

The petition to advance to candidacy can be printed from the following website:

<http://gradstudies.ucdavis.edu/forms/>

MS: If you are an MS student, you should advance to candidacy when at least half of your course work for the degree has been completed (usually by the end of the first academic year). Your GC will also assist you in selecting the members for your thesis or MS final examination committee. Your major professor is **always** the Chair of either of these committees. The remaining two members are chosen with the consent of your GC. Once you advance to candidacy, the GC is automatically dissolved.

PhD: When you have completed your course work (normally by the end of the second year, you file the formal petition to take the PhD qualifying examination. The petition officially nominates the members of your qualifying examination committee, and the members are approved by the Group Chair and the Office of Graduate Studies. The necessary GGE petition can be obtained from the GGE office. Guidelines concerning the composition and procedures for the examination are enclosed in your orientation packet and are also available on the Ecology webpage. Your Major Professor cannot serve on your qualifying examination committee (a difference from the MS final examination). You should also consult with your GC in selecting a dissertation committee. Your Major Professor always serves as the Chair of your dissertation committee. Once you have advanced to candidacy, the GC is automatically dissolved.

JDPE: All of the above for the PhD. Your UCD research host may not serve on your examination committee. The examination committee must have two GGE members from each campus.

Only *one member* may be nominated from outside the GGE faculty membership to serve on any of the committees mentioned above. A proposed member who is not faculty with the Academic Senate must have a Lecturer, Adjunct Professor or equivalent appointment if from UC Davis, and an external member requires approval of the Dean of Graduate Studies with additional required documentation (a petition plus a Ph.D. and CV showing peer-reviewed publications in the topic area). Please check with the GGE office for further details of these requirements. If you have sought and received advice from additional people outside the GGE faculty, you may want to consider adding them as an extra member of your thesis/dissertation committee.

YEARLY PROGRESS REPORTS

The Dean of Graduate Studies **requires** that graduate students be evaluated annually for progress toward the degree. Graduate students are responsible for taking the leadership in completing this yearly evaluation, so you should initiate it and obtain the approval of your GC or appropriate committee (see below). The evaluation will usually be requested during the spring quarter each year, and **must** be turned in to the GGE office by the deadline. Generally, if your grades are satisfactory, you are meeting required benchmarks by each deadline (see the timelines provided below), and you are making progress with your research (if applicable), your GC will give you a satisfactory progress report. If a progress report is not received in a timely fashion the GGE may file an unsatisfactory progress report with the Dean of Graduate Studies.

You will remain in good standing as long as your cumulative GPA remains above 3.0 on a 4 point scale. If your GPA is less than 3.0 in any quarter, you will be placed on academic probation by the Office of the University Registrar. If your overall GPA falls below 3.0 you will not be eligible to advance to candidacy and this may affect your eligibility for University employment or fellowship support. In addition, if you are a full-time student, failure to complete 12 units each quarter will lead to an unsatisfactory “minimum progress” designation. Finally, be careful about accumulating incomplete (I) grades. These automatically convert to an “F” grade after one academic year. Students who accumulate more than 8 units of “I” and/or “U” grades will also be placed on academic probation. If personal issues affect or are likely to affect your progress, please see the GGE program coordinator and/or your major professor ASAP to discuss options for protecting your academic record.

As part of the yearly progress report process we highly recommend that you schedule an annual consultation with your Major Professor to discuss your funding for the following academic year. You will complete a progress report form and also a funding form each year. The forms must be completed and turned in as part of your permanent file.

In addition, the GGE office conducts an annual evaluation of your progress towards completing requirements for your degree which is completed at the same time. To get a sense for what will be evaluated, a list of appropriate benchmarks are listed below:

Checklist of Program Requirements:

MS Students Plan I and II: MS Plan I students must complete 30 units, MS Plan II must complete 36 units of course work.

- ✓ Year 1: Submit the plan to satisfy existing entrance deficiencies by October_{th} 30th.
- Complete an approved Guidance Committee Form by December 18
 - Spring of Year 1 or fall of Year 2: File for Advancement to Candidacy
 - Spring of Year 2: MS Plan II students should be taking the final exam

- Spring of Year 3: MS Plan I students should be nearing completion of the thesis
- MS students should be graduated by summer of Year 3.

PhD and JDPE Students:

- ✓ *Year 1:* Submit the plan to satisfy existing entrance deficiencies by October 30th.
Complete an approved Guidance Committee Form December by 18th
- ✓ By the end of spring of *Year 2:* course work requirements should be completed
- ✓ Early in Fall of *Year 3:* file to take the oral qualifying examination, no later than 60 days prior to proposed examination date, being sure to follow the qualifying examination guidelines/deadlines
- ✓ Winter of *Year 3:* take the qualifying examination, and advance to candidacy
- ✓ Within six months of passing the qualifying examination, students must submit a dissertation proposal that has been finalized with the dissertation committee and signed by them to the GGE office for approval
- ✓ *Year 5:* PhD students should be nearing completion of the dissertation
- ✓ PhD students should be graduated no later than spring of *Year 6.*
- ✓ Complete Exit Seminar prior to submitting dissertation to Graduate Studies.

Your progress in meeting these requirements will be monitored. Should you not meet them, a “hold” on your future registration may be requested from the Office of Graduate Studies until the necessary requirements are completed.

THESIS, QUALIFYING EXAMINATION AND DISSERTATION COMMITTEES

As you progress towards completion of your degree, other committees will succeed the GC. Students have been confused about which committee is in effect at what time, so an explanation of this process is provided below.

MS COMMITTEE

After advancing to candidacy, the final oral examination or thesis committee is formed. The nomination of this committee is done on the candidacy application. Your Major Professor is chair of the examination committee, and GC members may serve. The proposed committee must be approved by the Group Chair. MS examination committee members must be members of the GGE. After passing the examination or turning in an approved thesis, the MS student graduates. Three committee members are required for both Plan I and II.

PHD QUALIFYING EXAMINATION COMMITTEE

After finishing all required course work, PhD students are required to take an oral qualifying examination. The Major Professor may not serve on this examination committee. Four of the other five members should be members of the GGE; exceptions to this rule must be approved by the GGE Executive Committee. Research Methods/Quantitative Skills examiners must be a GGE member. At least three members must be Academic Senate Faculty. The committee becomes official and the examination may be administered only after the Office of Graduate Studies approves it. You must be a registered student to take the examination. After passing the examination, the qualifying examination committee is dissolved. Instructions for taking the qualifying examination are included in your orientation packet and available on the GGE webpage. The petition may be obtained from the GGE office. JDPE students are not allowed to invite their UCD research host to serve on this committee. JDPE qualifying examination committees must include two SDSU JDPE faculty and two UC Davis GGE faculty.

Please **note that 60 days are required** to process the petition to take the qualifying examination. Failure to allow the necessary time will result in having to reschedule the exam date. It can also take a lot of time to schedule your committee into a mutually agreeable time slot and book a room. JDPE: the petition to advance to candidacy must be processed by both Universities, so please plan ahead. Begin this whole process early!

PHD DISSERTATION COMMITTEE

After passing the oral qualifying examination, PhD students may advance to candidacy. The application to advance to candidacy is given to the student by the chair of the oral examination committee after successful completion of the examination. The application includes the formal nomination of the dissertation committee as submitted by the GC and approved by the Graduate Adviser (GGE Chair). The chair of the three-member dissertation committee is always your Major Professor. One member may be outside the Group, or even outside the University, subject to approval by the Graduate Adviser (GGE Chair) and Dean of Graduate Studies. If nominating a non-Academic Senate member, please submit a *Curriculum vitae* for the nominee and a Graduate Studies External Committee Membership Application which is available on the web: <http://gradstudies.ucdavis.edu/current-students/forms-information>

Justification for such a request would be for a reason such as: the prospective member is an expert in an area that is not represented by a UCD faculty member. The petition for external committee membership, CV and petition to Advance to Candidacy must all be turned in as a package to the GGE office. Final approval rests with the Dean of Graduate Studies. **Note:** You do not have to wait until you pass your qualifying examination to establish your research committee. The sooner you do this, the sooner they can help you plan your dissertation research. JDPE students may invite their UCD research host to serve on their dissertation committee. The petition to advance to candidacy must be processed by both Universities, so please plan ahead.

NORMATIVE TIME TO DEGREE

The official “Time to Degree” for PhD students in Ecology is five years. The unofficial “Time to Degree” or average for a PhD is six years, and for MS Plan I (Thesis) is three years, for a Plan II (Exam) it is two years.

Note: Graduate Studies keeps track of students’ time to degree, and how well students progress in the program. Benchmarks are used, such as advancing to candidacy to monitor a programs’ success in this area. This information is used in determining “program quality” and funding. In addition, your progress will affect your eligibility for UCD employment and GGE block grant eligibility. <https://ecology.ucdavis.edu/policies-documents>

FILING FEE STATUS (FF)

Filing Fee status means that a student has completed **all** program and University requirements including course work, qualifying examination, collection and analysis of data. This status substantially reduces costs. A student may file for this status when they are writing the final draft of the thesis or dissertation and **they no longer need or use any University services**. The dissertation chair must certify that it is appropriate for the student to file for Filing Fee status, which requires that a final draft be submitted to the dissertation committee.

This decision should not be taken lightly; your University employment eligibility will also be affected. You will be allowed to work for the University only one quarter after enrolling in Filing Fee status. The Graduate Studies limit for FF status is one quarter.

Because the policies and procedures for these rules, regulations and limitations may change and/or be confusing please discuss this process with the GGE office if you decide to apply for FF status.

Note: Students may **NOT** apply for FF status if they are currently on, or returning from the Planned Educational Leave Program (PELP). Students must have an approved and appropriate student status to file the thesis, complete the MS oral examination, or file the dissertation. Filing Fee does not apply to JDPE students. <https://grad.ucdavis.edu/preparing-filing-your-thesis-or-dissertation>

IN ABSENTIA REGISTRATION

UC Davis students who are conducting research outside of California for a full quarter or up to one year may register ‘*in absentia*’, which provides a substantial fee reduction. Such students will pay just 15% of the combined educational and registration fees, however they must still pay full campus fees, health insurance, and non-resident tuition, if applicable. If you have an external fellowship and are eligible for *In Absentia*, please apply for this status because any extra tuition money from your funder benefits Graduate Studies, which uses it for student support.

Funding Information

There are numerous sources of monetary support (stipend and research) for your time at UC Davis. Funding for JDPE students works differently and JDPE students should consult the Program Coordinator and Staff for details. The information is not located in a single location and you are encouraged to tap the following three primary resources:

19. Discuss your financial situation with your Major Professor early and frankly. You and your Major Professor have agreed to work together to develop an appropriate program of study and support for you. Discuss what is expected from you and what help your Major Professor can provide.
20. Discuss with senior students in the program what has worked for them. They are a rich source of information regarding funding possibilities.
21. Use the web to find sources of support both at UCD and outside UCD.

Below we describe some of the sources of funding available at UCD.

Ecology Fellowship & UCD Fellowships

*****Follow Directions or forfeit consideration*****

Each year the Graduate Group in Ecology receives an allocation of fellowship funds from the Office of Graduate Studies in the form of a "GGE Fellowship". The application deadline for the Ecology Fellowship is December 1st. Exceptions to the deadline will NOT be made. Late or incomplete applications will not be accepted. JDPE students are not eligible for UCD Fellowships and are supported primarily by SDSU.

Please note that the following Ecology application requirements:

- ✓ GPA: You must have a cumulative GPA of 3.50 at the end of fall quarter in the current year for fellowship consideration.
- ✓ Fellowship application. Pay close attention to additional requirements if you are applying for a UCD fellowship that is discipline or research based. Answers to questions regarding specific conditions for these fellowships may be found on the Student Support section of the Office of Graduate Studies webpage.
- ✓ A research proposal is required for all applications for funding.
- ✓ Three letters of recommendation. One must be from your major professor.
- ✓ Your academic record. Copies of your previous and UCD transcripts will be provided by the program.
- ✓ A *curriculum vitae*.
- ✓ If you are selected for a GGE Fellowship your Major Professor will be asked to

match the award in the form of at least one quarter of support.

✓ You must submit a FAFSA (Free Application for Federal Student Aid) in order for the University to process your fellowship should you be selected to receive an award. It is a good idea to submit the FAFSA regardless of the source of support you expect to receive.

Additional Information for International Students

The GGE requires that you submit all of the materials listed above in order to be considered for a GGE Fellowship which also includes non-resident tuition fellowships. If these materials are not received, your application will be determined incomplete and will not be considered for fellowship support.

Additional Fellowship and Extramural Support Information

A listing of University fellowships and extramural support can be found at the following website: <http://gradstudies.ucdavis.edu/current-students/financial-support>. GGE students have been successfully awarded these external fellowships:

- National Science Foundation
- Environmental Protection Agency (STAR)
- Ford Fellowship
- American Association of University Women
- Switzer Environmental Fellowships
- Nancy Foster Fellowship
- Fulbright

Graduate Student Researcher

Graduate student researcher positions are primarily provided by your Major Professor. However, these positions may be available through other faculty as well.

You must be a full-time student (enrolled in 12 units), and be in academic good standing (minimum cumulative GPA of 3.00) to maintain employment eligibility. Information regarding academic appointment of students and post-doctoral researchers can be found (including salary information):

<http://gradstudies.ucdavis.edu/employment/index.html> The Graduate Group in Ecology has elected to use the UC recommended default compensation plan. The Step that you are hired will be determined by your level of education and where you are in the program.

Teaching Assistantships

The GGE does not hire teaching assistants. However, GGE students are hired by individual departments. A listing of these departments, contacts and deadlines are available here:

<http://ecology.ucdavis.edu>. When you apply for a TA position, please let the GGE graduate program coordinator know what materials the department requires from your file and they will be provided. Apply early and often. Many deadlines fall in Winter or Spring of the previous academic year.

Work-Study Graduate Student Researcher

The GGE is allocated a limited “GGE Fellowship” of federal work-study funding each year. Work-study funding will fund a graduate student research position with either your Major Professor or another UCD faculty member for either a 25 or 50% appointment. This funding may be used for the fall, winter and spring quarters. Summer work-study is not allowed. This funding is considered financial aid and you must file a FAFSA (Free Application for Federal Student Aid) to be considered. To be awarded work-study funding you must do the following:

- ✓ Submit a FAFSA. <https://studentaid.gov/h/apply-for-aid/fafsa>
- ✓ Have sufficient financial aid eligibility to be awarded work-study
- ✓ Your Major Professor, or other hiring faculty member, must confirm and/or request the allocation in writing. E-mail is fine
- ✓ You must be a US Permanent Resident or Citizen to be eligible
- ✓ A call for work-study allocations will be sent to the faculty in the spring, the request for a work-study allocation must be made by a faculty member

Work-study funding covers 75% of the salary plus registration fees at Step I, the remaining 25% is covered by the hiring faculty member. Work-study funding will not cover non-resident tuition.

Financial Aid: <http://financialaid.ucdavis.edu/graduate/index.html>

Funding to Support Your Research

There are two UC Davis fellowships available to support your research: The Henry A. Jastro Research Fellowship and the Humanities Graduate Fellowship. The University Fellowship application includes the Humanities Graduate Research, and you can apply for this funding by the December 1st deadline by “checking the appropriate box”. You may also indicate your interest in being considered for the Jastro research fellowship on the GGE Fellowship application. To be eligible you must be working with a faculty member who carries an appointment in the College of Agricultural and Environmental Science. There are an additional number of limited GGE fellowships for students whose major professors reside outside of CA&ES. Another source of information regarding support for teaching and research is: <http://research.ucdavis.edu/>.

Other Useful Information

California Residency

It is very important to pay early and close attention to requirements for establishing residency in California (for US citizens and permanent residents only). You are considered a non-California resident for a full calendar year (or more if you have not taken steps to establish residency).

There is an opportunity to apply for reclassification to a California resident each term.

Additional information can be found: <https://gradstudies.ucdavis.edu/california-residency>, or you can contact the Residency Deputy in the Office of the University Registrar. International students are not eligible to file for California residency, and will always be considered non-residents. However out-of-state tuition waivers are available for international students who are past the first year and within normative time.

Changing AOE's and Degree Objective

Changing AOE's requires completion of a petition that can be obtained from the GGE office. Students are required to submit a brief statement of purpose that helps justify the AOE change and a letter of support from the Major Professor, along with the petition. Review and approval of the petition will be the responsibility of the AOE and GGE Chairs. Additional letters or information justifying the change in AOE may be requested. Students may submit an application to change from the MS to PhD degree option after completing at least two quarters in the program. Petitions from the PhD to MS may be submitted at any time. To change from the MS to the PhD, the following is required: a new statement of purpose outlining the PhD project you propose, a letter of support from your Major Professor that includes student funding information, and two additional letters of recommendation.

Graduate Student Health Insurance Program (GSHIP)

GSHIP fees are covered for any quarter in which you hold a fellowship, graduate student research position or teaching assistantship of 25% or greater. If you are on PELP or Filing Fee you should make arrangements to continue your health insurance coverage with the Student Health Center. Information regarding the Cowell Student Health Center can be found: <http://shcs.ucdavis.edu>. If you have outside health coverage you have the option to waive the student health insurance.

Graduate Student Leaves including for Maternity and Family; Child Care Support

Regularly-enrolled UC Davis graduate students are eligible for paid maternity leave, family leave, some other kinds of leave, and monetary assistance for child care is available regardless of financial need. Please see this site for details: <https://gradstudies.ucdavis.edu/current-students/employment/leave-accommodation>

Graduate Student Associations: Campus: <http://gsa.ucdavis.edu/>

Group: gsa.ucdavis.edu www.facebook.com/ucdavisegsa

Internship and Career Center:<http://icc.ucdavis.edu/>

Ecology Graduate Student Association: <http://egsa.ucdavis.edu/>

Tax Policies Affecting Graduate Students

Fellowships: Refer to Internal Revenue Service Publication 520. Fellowships and scholarships are taxable, except for the amount paid for tuition, required fees, books and course-related expenses. The university will neither withhold taxes nor reports such payments to the IRS or State Franchise Tax Board for U.S. citizens and permanent residents. Individuals are required to report this income themselves and to make arrangements with the federal and state tax services to make estimated quarterly tax payments on fellowship income. Information on tax reporting is available in the Government Documents section of the University library.

International students receiving fellowships are paid through the payroll system; awards are reported to the Internal Revenue (IRS) and State Franchise Tax Board, and taxes are withheld, as prescribed by the home country tax treaty and the IRS tax code. Individual circumstances will vary.

Nonresidents of California receiving stipends of \$1,000 or more per month are paid through Payroll. California taxes must be withheld. The University will report to both federal and state tax services.

Social Security (FICA) and Medicare: Services performed by a student in the employment of a college or university are exempt from FICA taxes while the student is enrolled and regularly attending classes at the school. Internal Revenue Service interpretation stipulates that a student employee will be exempted from FICA taxes only if the student's course of study is substantial and the services performed are incidental to the course of study. Thus, a course work test AND an employment test must be satisfied for a student to achieve exempt status.

As outlined in Directive No. 95-038, during the academic year graduate students who are appointed at 50% or less, and are enrolled in a minimum of six units, for each pay period will be exempt from DCP (FICA) and Medicare withholding. While the IRS interprets that graduate students enrolled and approved for advancement to doctoral candidacy are not subject to a units requirement during the academic year, this does not take into consideration that University of California policy requires students advanced to candidacy to maintain minimum enrollment status (12units) to be eligible for an academic appointment. Students on Filing Fee do not meet the registered/enrolled student test, and are therefore non-exempt. Students must meet both the appointment percent and minimum unit test. If not, they will be required to contribute 7.5% of their total earnings to the Defined Contribution Plan, and 1.45% to Medicare. Additional Tax Information

The Internal Revenue Service has two publications that are particularly relevant to students: Publication 4: Student Guide to Federal Income Tax; Publication 520: Scholarships and Fellowships.