



August, 2020

Dear New Ph.D. Student:

On **Wednesday, August 17th** we will hold a Ph.D. new student orientation **at 10:00 AM in the small conference room in the Bioscience Center**. At that time, I will discuss with you more specific information regarding the program.

1. **Registration.** We require that all first-year students at SDSU enroll in Biology 795 Seminar in Ecology and Evolutionary Biology offered each semester.

If you have already received registration materials from the SDSU Office of the Registrar, you are responsible for payment of fees. These fees may be paid in part /full by your Dissertation Advisor (discuss with him/her). Official admission material should arrive by the end of the summer. To ensure timely delivery of your admissions information, it is essential that you provide Brenda Godinez and the Office of the Registrar with a local address as soon as you have one.

2. **Teaching Assignment.** You will receive notification of your teaching assignment from Dr. Marshal Hedin if you have not received this already.
3. **Doctoral Committee and Curriculum.** Also, enclosed is the program curriculum, which describes the rules and standards you need to be aware of to become qualified, present your dissertation and graduate.
4. **Department/Campus Procedures.** Please review the enclosed program procedures, which will explain the additional items you need to know to help you in your transition to campus life at SDSU.

If you have any additional questions or concerns about the program curriculum, please let me know, I will be glad to assist you in any way that I can. Finally, I would like to extend a warm welcome to each of you on behalf of SDSU and the Biology Faculty. I look forward to a fulfilling and productive year.

Thank you!

Elizabeth Waters Ph.D.
Coordinator, Joint Doctoral Program in Evolutionary Biology
Phone: (619) 594-7036
Email: ewaters@sdsu.edu



Handbook for Joint Doctoral Program in Evolutionary Biology

Biology Department San Diego State University

and

Department of Ecology, Evolutionary and Organismal Biology

University of California, Riverside

8/16/22

Table of Contents

- I. Welcome to SDSU
 - II. SDSU/UC Riverside JDP Contact Information
 - III. Evolutionary Biology Joint Doctoral Program Information
 - IV. General Information Graduate Education SDSU
 - V. The Academic Program
 - Pathway to a Ph.D. in the Joint Doctoral Program in Evolutionary Biology
 - IV. Doctoral Committees
 - V. Advancing to Candidacy
 - VI. SDSU EB JDP Forms
 - VII. Curriculum
 - VIII Dissertation and Defense
- Appendices:
- 1. *Travel Information for EB Ph.D. Students*
 - 2. *Driving on state business*
 - 3. *California Residency*

I. Welcome to SDSU and congratulations on your acceptance into our Joint Doctoral Evolutionary Biology Program. Below please find important information.

Student Contact Information

If you have not accessed your Web Portal account, please do so right away at the following link:

https://sunspot.sdsu.edu/pls/webapp/web_menu.login/

Follow the steps for [creating a new student portal account](#). Please update your contact information on your Web Portal 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 Office 365 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 Web Portal to update your email address and let Brenda Godinez know the new email address for adding to the Evolutionary Biology JDP Group List.

Here are the instructions for creating your account:

Student SDSUiD Account Activation

To activate your SDSUiD, login with your web portal credentials at <https://getid.sdsu.edu>

Following the three-step process, you will be able to set a new SDSUiD password and complete the SDSUiD/Microsoft Office 365 activation process.

If you need help or would like more information about SDSUiD, visit <http://sdsuid.sdsu.edu>

Please see the following websites for more information regarding housing: <https://housing.sdsu.edu/>

Financial Aid

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

Please direct all financial aid questions to the OFAS.

Orientation Events

1) Please note that there is an additional orientation for international students. **This orientation is mandatory.** Please see more information here:
https://newscenter.sdsu.edu/student_affairs/internationalstudents/isorientationhomepag e.aspx

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

3) EB Welcome Reception. There will be an EB welcome reception with current and new PhD and MS students as well as EB faculty. This will be held on Friday August 26th. Dr. Kevin Burns is hosting this event and will send out the directions to his home via email.

II. SDSU/UCR JOINT DOCTORAL CONTACT INFORMATION

SDSU CONTACT INFORMATION:

Dr. Elizabeth Waters:

**SDSU Joint Doctoral Program
Coordinator/Adviser**
Department of Biology
San Diego State University
5500 Campanile Drive
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Office: North Life Sciences, Room 208B

Phone: (619) 594-7036

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Brenda Godinez

SDSU Joint Doctoral Administrator
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Pat Walls

Doctoral Program Specialist
Division of Graduate Affairs
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-8220

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Office: Student Services East, Room 1410

Phone: (619) 594-2309

FAX: (619) 594-0189

UCR CONTACT INFORMATION:

Dr. David Resnick

Professor
Graduate Advisor for Continuing Students, EEOB Graduate Program
Department of Evolution, Ecology, and Organismal Biology
University of California, Riverside
Spieth 3380
Riverside, CA 92521

EMAIL : david.reznick@ucr.edu

Office: 209 University Laboratory Building

Phone: (951) 827-5820

Katherine Van Horn

Director of Graduate Student Advising
CNAS Graduate Student Affairs Center
Graduate Student Services Advisor
UCR Joint Doctoral Program in Evolutionary Biology
University of California, Riverside
Riverside, CA 92521

EMAIL : katherine.vanhorn@ucr.edu

Phone: (951) 827-4716

Important Web Pages:

SDSU Graduate Studies: <https://grad.sdsu.edu/>

SDSU CTL: <https://ctl.sdsu.edu/>

SDSU College of Sciences: <https://sciences.sdsu.edu/>

SDSU Informational Technology: <https://it.sdsu.edu/help>

SDSU Biology Department: <https://biology.sdsu.edu/>

UCR EEOB Department: <https://eeob.ucr.edu/>

UCR Graduate Division: <https://graduate.ucr.edu/>

UCR Informational Technology: <https://its.ucr.edu/>

III. Evolutionary Biology Joint Doctoral Program Information:

Program Information

Information for Evolutionary Biology Ph.D. students can be found online at: <http://www.bio.sdsu.edu/eb/jdeb.html> Please keep in mind, the page may need to be updated. Please feel free to contact Brenda Godinez at bgodinez@sdsu.edu or Dr. Elizabeth Waters at ewaters@sdsu.edu with any questions.

PHOTO "ID": 1st year students: Go to the SDSU card Office located at Student Services West 2620. Pay the \$18 fee or present your receipt if you paid the fee at Student Account Services (Student Services West Building, Room 2536). Your photo will be taken right then and your ID will be issued. Information about obtaining your student ID card can be found here. This should be the first thing you do when you come to campus: sdsucard.sdsu.edu/apply.htm#sdsu

1. Registration and Fees

You will have a registration date/time assigned to you and posted on your WebPortal account. You can register any time AFTER your registration appointment time. Please note that the **last day to ADD/DROP a class is September 2nd at 7:59pm – no exceptions.** Since your tuition fees are being paid by the program, please **DO NOT PAY** any registration/tuition fees. **However, you will be responsible for paying the mandatory campus fee of \$1216**

The fall 2022 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 2022 **fee schedule** can be viewed here (look for graduate fees): <https://bfa.sdsu.edu/financial/student/money>

It is expected that all JDPEB students at SDSU enroll in 1 unit of Biology 795 (Ecology & Evolutionary Biology Seminar) each semester. The Joint Doctoral Administrator, Brenda Godinez, will be sending an email to those of you registering at SDSU with schedule number instructions for Biology 897.

PLEASE NOTE THAT THE FIRST DAY OF CLASSES IS **AUGUST 22ND.**

YOU NEED TO REGISTER FOR 6 UNITS EACH SEMESTER. NO MORE, NO LESS!

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.

Please see : <https://sacd.sdsu.edu/> for information on the Division of Student Affairs and Campus Diversity.

2. First Year Joint Doctoral Students Contract Information.

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 the Biology Department with instructions of how and where to sign your contract.

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 in LSN 135A.

3. Your Paycheck

Your stipend is divided into 12 equal payments. Paychecks for a given academic year begin October 1 and end September 1 of the following year. If you wish, you may sign up for direct deposit when you check in at Human Resources. If you sign up for direct deposit you currently will not receive your pay stub due to the given situation. Otherwise, your paycheck will be mailed to you and you will receive it 1 to 2 days after payday.

4. Center for Teaching and Learning: Please see (<https://ctl.sdsu.edu/>) for the programs provided by the Center for Teaching and Learning.

The CTL provides specialized training for Teaching Assistants:
(https://ctl.sdsu.edu/teaching_resources/help_for_tas)

Graduate students can take the CTL's [Flexible Course Design institute for Graduate Students: Canvas course](#). This is a highly informative course that supports and connects TAs / GAs who are teaching or will be teaching in the next semester.

Upon completion of at least 8 modules the of this self-paced course, graduate students can earn a certificate and a digital badge. For more details, please email: avaughn@sdsu.edu Self-enroll [here](#).

5. Academic Calendar

The 2022/2023 Academic Calendar can be viewed here:
<http://arweb.sdsu.edu/es/registrar/academiccalendar.html>

6. 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: <http://shs.sdsu.edu/index.asp>

7. Parking

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/parkingportal.aspx> Tickets are given the first week of school, so please purchase the pass early!. **PARKING**

Semester Parking Permit: The Aztec Parking Portal is now open for your use starting by last name. Through the portal, you can now purchase permits, appeal and/or pay citations and manage your vehicles. We can now link your permit to your vehicle and, if you have more than one vehicle, the system will allow you to add up to two (2) vehicles.

Please follow the instructions carefully. PLEASE DO NOT CREATE A VISITOR ACCOUNT. Your RedID and email are already in the portal. You will be required to start the process by entering your email on file with the University. If you are unsure of what email is on file or if you have any questions, you may call Parking Services at (619) 594-6671. Please note: **Public Safety DOES issue parking tickets the first week of school.**

After-Hours Parking Permit: If you are on campus after hours (after 4:30 p.m.), you are eligible for an After-Hours Inner Core Parking Permit (at no cost to you). You must have a valid SDSU parking permit to be eligible. You can request this from Brenda Godinez.

Summer Parking Permit: You must purchase your own parking permit for the summer months.

8. KEYS

Please contact Brenda Godinez via email “bgodinez@sdsu.edu” for keys. Let her know your name, RED ID, faculty member approving your key request, and the list of keys you will need. List the building (usually North Life Sciences) and all room numbers you will need. You will need your SDSU ID to obtain your keys at Key Issue located at Department of Public Safety, Room 102 (across the street from the Aztec Rec Center on 55th Street).

9. LIBRARY

Your Doctoral ID will allow you to register at the library as faculty.

10. E-MAIL ADDRESS

The group email address for Ph.D. students is: eb-phd@sdsu.edu and already includes whatever email address you provided at the time you applied to the program. For various reasons,

Evolutionary Biology JDP Handbook

we strongly suggest that you apply for and use a @sdsu.edu email address for your official email correspondence.

11. MAIL

Outgoing mail slots are located to the right of the mailboxes in the foyer inside the main entrance to the Life Sciences North building. The top slot is for stamped mail, and may be used for personal mail as long as it has appropriate postage. Unstamped mail (second and third slots) must bear the name of a Biology Department faculty member (typically your laboratory supervisor) on the return address and must be business related. Campus mail does not require postage and can be deposited in the bottom slot.

12. PHONE

Campus phone numbers (594-XXXX) can be dialed from any campus phone as a five-digit extension (4XXXX). To place a local call (1-619), you must first dial 8 then the number. Calls in the 858 area code must include the area code (8-1-858-XXX-XXXX). Long distance calls or faxes require a *long distance authorization code* that must be entered prior to the number. Graduate students are not typically issued these codes. If you must make a long-distance call, you should obtain one from your lab supervisor.

13. XEROXING / DUPLICATING MATERIALS

The photocopier in the hallway outside the Biology Offices requires a Password to use. Request this from Brenda Godinez. Begin by entering the password number on the keypad, then touch the "OK" button on the screen. The copy options should then show up on the screen.

If you are teaching a course you can use the same password for course-related copy needs. **Please pay attention to your copy volume!**

14. PURCHASING SUPPLIES

Most research supplies will be provided by your lab supervisor through non-state funds.

15. TRAVEL

Permission for research travel needs to start with your PI or major advisor. Forms (T-2) must be filled out prior to the start of travel. This is very important if you will be reimbursed for your travel.

IV. GENERAL INFORMATION AND HELP FOR SDSU STUDENTS

1. 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.

2. Personal Problems?

Counseling and Psychological Services [<https://sacd.sdsu.edu/cps>] 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.

3. Money Problems?

Please visit the **Office of Financial Aid and Scholarships** (OFAS) [<http://starter.sdsu.edu/fao/>] 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 <http://www.sa.sdsu.edu/scholarship/index.html>. Also, financial aid counselors are available Monday through Friday by phone at (619) 594-6323 or in person at Student Services West 3605.

4. Disability Help?

Disabled Student Services (https://newscenter.sdsu.edu/student_affairs/sds/services-overview.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.

5. Illness?

Student Health Services [<https://sacd.sdsu.edu/student-health-services>] 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.

6. Library Research?

Go to <https://library.sdsu.edu/> for help with your research needs, to access the catalog, develop a research strategy or to ask questions.

7. Computing Issues?

The Library & Information Access Student Computing Center at San Diego State University is located on the 2nd floor of the Malcolm A. Love Library building and is available for Help Desk consulting or call 594-3189. Go to <http://library.sdsu.edu/scc>

The Student Computing Center's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the internet, course specific software, file transfers, PC & Mac Operating Systems, and Microsoft Office software. We also offer a wide range of support to assist students with computer problems relating to Blackboard support, web page creation and troubleshooting, and virus protection.

8. 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

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

9. 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** [<http://police.sdsu.edu/dps/>] 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.

10. 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: Conrad Prebys Aztec Student Union, Student Life & Leadership Office (Second floor) – Suite 210. **Telephone:** (619) 594-5221.

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

V. The Academic Program

The Ph.D. degree in Evolutionary Biology requires demonstration of broad knowledge of Evolutionary Biology and substantive ability in original research. The Evolutionary Biology Joint Doctoral Program requirements are the same regardless of individual students' research specializations and include:

- completion of basic coursework
- completion of two semesters of teaching
- passing the Historical and Conceptual Review
- passing the Oral Qualifying Examination
- completion of research and preparation of the PhD Dissertation
- successful defense of the Dissertation through a final Oral Defense

This is a joint Doctoral Program. You will conduct research in the under the supervision and in the lab of a San Diego State University Evolutionary Biology Faculty member.

Your Written and Oral exams and your Ph.D. Dissertation will follow the procedures in our partner department, Ecology, Evolutionary and Organismal Biology at the University of California, Riverside. Additional requirements and information is provided by UCR Graduate Division, <https://graduate.ucr.edu/>, and in the General Catalog, <https://registrar.ucr.edu/registering/catalog>

Faculty who can serve on your committees without special permission can be found at the following web sites. These include faculty with primary appointments in the EEOB Department and those faculty who are cooperating faculty.

UCR: <https://eeob.ucr.edu/people/faculty> and <https://eeob.ucr.edu/people/cooperating-faculty>

The list of current SDSU Evolutionary Biology faculty can be found here: <https://biology.sdsu.edu/eb/faculty.html>.

2. FINANCIAL SUPPORT

Students admitted into the Ph.D. program are typically guaranteed five (5) years of support, provisional on remaining in good academic standing (please see section on Good Academic Standing). Financial support comes in the form of employment (as a Graduate Student Researcher), fellowships, teaching assistantships, and other funding sources.

Students should be aware of their source of funding. A student's source of funding may change, often several times, during their tenure. Students are funded by a combination of SDSU funds requiring teaching assistant duties, and their advisor's research. Students should refer to their offer letter or contact the SDSU Evolutionary Biology JDP administrator and their advisor if they have questions about funding.

Evolutionary Biology JDP Handbook

Students are eligible for funding for 5 years, provided that the student is in good academic standing. Self-generated fellowships, such as the NSF GRFP, are considered support, and count towards the five-year funding guarantee, as full or supplemental support throughout the duration of these awards.

The JDP agreement at SDSU includes funding from SDSU to cover tuition at SDSU (up to 6 units per semester), cost of required course load during Year 2 at UC Riverside. The JDP student's advisor may provide additional funding for the stipend amount. Finally, a campus fee is that is currently @\$ 1200 is the responsibility of the student but may be covered by the JDP student's advisor. Please address questions about possible funds to cover these fees with your graduate advisor.

3. Pathway to a Ph.D. in the Joint Doctoral Program in Evolutionary Biology

Year 1

- Meet with Guidance Committee in the Fall
- Explore dissertation projects
- Complete at least 1 disciplinary course
- Enroll in a Colloquium/Seminar course each term
- Meet with Guidance Committee and submit Annual Progress Report in the Spring

Year 2 (at UCR)

- Lab rotation at UCR each term
- Define dissertation project and collect preliminary data
- Complete EEOB 216 (Theory of Evolution) and at least 1 other disciplinary course
- Enroll in a Colloquium/Seminar course each term
- Written Qualifying Examination in the Spring
- Meet with Guidance Committee and submit Annual Progress Report in the Spring
- Nomination of Qualifying Exam Committee for the oral exam

Year 3

- Complete the Oral Qualifying Examination before the end of Fall
- Nomination of Dissertation Committee
- Dissertation research
- Enroll in a Colloquium/Seminar course each term
- Meet with Dissertation Committee and submit Annual Progress Report in the Spring

Year 4

- Dissertation research
- Enroll in a Colloquium/Seminar course each term
- Meet with Dissertation Committee and submit Annual Progress Report in the Spring

Year 5

Dissertation research
Enroll in a Colloquium/Seminar course each term
Communicate regularly with Dissertation Committee
Submit dissertation to Committee
Dissertation defense

All students MUST teach two semesters during their graduate education.

Forms underlined in the Pathway

Annual Progress Report (JDP Form 6)
Nomination of Qualifying Examination Committee (JDP Form 2)
Oral Qualifying Examination Report (JDP Form 3)
Nomination of Dissertation Committee (JDP Form 4)
Dissertation Defense Report (JDP Form 5)

4. Academic Standing.

Students must remain in good academic standing by meeting departmental and university standards. This include:

- 1) Maintaining a minimum cumulative GPA of 3.0 or above and enrolling in at least 6 units of graduate level (600 series) and/or upper division (500 series) courses each semester. Students who do not maintain a cumulative GPA of 3.0 or above are placed on academic probation by the UCSD Graduate Division and are subject to academic disqualification and removal from the program.
- 2) JDP students must earn a B or better in any required core course. Students must enroll for the letter grade option in all required courses, unless the course is only offered for satisfactory/unsatisfactory S/U.
- 3) Having no more than a total of eight units of “F” and/or “U” grades.
- 4) Obtain satisfactory annual Spring Evaluation. This includes filling out the annual report form, obtaining committee as well as SDSU and UCR graduate advisor signatures. Once all have signed the annual evaluation, this form ([JDP 6 Form](#)) is filed at both the SDSU and UCR Graduate Schools. *See more information below.*
- 5) Advance to Ph.D. candidacy through successful completion of the Written and Oral Qualifying Exam by the end of the student’s third year. Good academic standing is required to be eligible for funding, to advance to candidacy, to continue registering for courses, and obtain a graduate degree from the JDP.

Ph.D. ANNUAL EVALUATIONS

Each spring the graduate student will submit a written summary of research progress and hold a meeting the dissertation committee. A satisfactory evaluation is necessary for continued financial support in the following academic year.

Spring Evaluations are a substantive progress review. Students are required to convene a yearly committee meeting. Students are required to meet with their Dissertation Committee. A Committee meeting should be held prior to the submission of the Spring Evaluation. The annual report ([JDP 6 Form](#)) needs to be signed by the Dissertation committee, and the student and will be submitted to both the SDSU and UCR Graduate Advisors for their signatures.

IV. Doctoral Committees

The committee works with the student to design a plan for an appropriate academic course of study and provides guidance on other issues, including initiation of first year research. The Initial Guidance Committee also reviews the student's Historical and Conceptual Review (see Historical and Conceptual Review Section below for additional detail).

1. Initial Guidance Committee

This committee will consist of four faculty members, two chosen from each institution. From SDSU, the committee must include the student's prospective dissertation advisor and an additional, programmatically appropriate, member. From UCR, the committee members will be drawn from participating faculty in the JDP EB. In consultation with the student, the Guidance Committee plans the student's program through Advancement to Candidacy. The committee works with the student to design a plan for an appropriate academic course of study and provides guidance on other issues, including initiation of first year research. The Initial Guidance Committee also reviews the student's Historical and Conceptual Review (see Historical and Conceptual Review Section below for additional detail).

2. Qualifying Committee

This Oral Examination Committee normally consists of five faculty members: a minimum of 2 UCR JDP EB faculty, a UCR outside committee member, and a minimum of 2 SDSU EB faculty. The SDSU major advisor cannot be a member of the Oral Exam Committee.

3. Dissertation Committee

This committee consists of at least four faculty members, including the major advisor. In all, at least two members must be from the UCR JDP EB faculty and at least two members must be from the EB faculty of SDSU. After passing the Written and Oral Exams, students file for Advancement to Candidacy with the Graduate Divisions at UCR and SDSU. On the petitions, the student states the topic of their dissertation and names the members of the

Dissertation Committee, which is approved by the Graduate Divisions. The Dissertation Committee is responsible for advising the student on the research and provides final approval of the dissertation.

V. Advancing to Candidacy

Advancing to candidacy is a key step towards completion of the Doctoral Degree. According to Graduate Division rules, students must complete all University and program requirements and then pass an Oral Qualifying Examination. Complete requirements for advancing to candidacy are found here: (https://graduate.ucr.edu/regulations-and-procedures#advancement_to_candidacy).

Preparation for the Oral Qualifying Examination consists of *two phases*. The **first phase involves** submission and revision of a Historical and Conceptual Review of the overarching conceptual framework of the dissertation. The second phase involves submission of a Doctoral Dissertation Proposal that details the dissertation research to be conducted.

1. Historical and Conceptual Review

Fundamental to all research is the ability to synthesize scientific literature to identify meaningful and novel research questions. The purpose of the Historical and Conceptual Review is to evaluate if a student has the background knowledge and ability to synthesize relevant scientific literature, which are important prerequisites to conducting meaningful dissertation research. The Historical and Conceptual Review consists of a synthetic review that details how the conceptual framework for the student's dissertation topic has developed and changed over time, paying attention to both the historical background and the current state of the research area. The synthetic review is not merely a summary of papers, but a focused synthesis and critical review of the accomplishments in the area that emphasizes unanswered questions and thus defines the area of dissertation research. The review should be understandable by scientists in all fields of evolution, ecology, and organismal biology, as would be expected for many grant proposals.

The review should explicitly address the following questions:

1. What is the overarching conceptual framework of the dissertation? This introductory section describes the conceptual/theoretical framework that justifies and informs the big questions being asked in the dissertation. (~1.0-1.5 pages).

2. How has the conceptual framework developed over time? This should emphasize the historical development of the conceptual framework focusing on how the framework was initially conceived, citing original references that have been read by the student, and how the major empirical, observational, mathematical, and/or theoretical studies have advanced the conceptual framework over time. Key controversies, debates, and syntheses should be explored. A synthesis of the development of the framework must connect historical developments with the current state of the field. (~5 pages).

Evolutionary Biology JDP Handbook

3. What gaps in knowledge need to be addressed to advance the conceptual framework? This should consist of a critical review of the accomplishments in the area of research and should emphasize unanswered questions. (~2-3 pages).

4. How will the student's dissertation advance the conceptual framework? This section should include a discussion of the overarching research question(s) that will be addressed by the dissertation, with an explicit connection to the current status of the field and the gaps in knowledge addressed above. Detailed methods are not needed. (~1.0-1.5 pages).

The review should explicitly address these four questions, and students are strongly encouraged to use them as the major section headings. Do not include detailed methods or preliminary results (these will be included in the Doctoral Dissertation Proposal). The review does not need to outline the chapters of the dissertation, but must connect the current status of the field with the broad research questions being asked by the student. For students whose research areas span multiple disciplines, the scope of the review should be discussed with the Initial Guidance Committee.

Formatting. The Historical and Conceptual Review will be no more than 10 pages, double-spaced, excluding tables, figures, and reference list, and should be prepared in Times New Roman 12-point font, left-justified, with 1" margins all around. Give citations in the text by name and date (i.e., Jekyll and Hyde 2015), not by number. The document file should be in a common file format (e.g. Word or Google doc), which should be agreed upon by the student and their Initial Guidance Committee.

Submission. The Historical and Conceptual Review must be submitted no later than the end of the tenth week of the Winter Quarter of the second year in the Ph.D. program (due Friday, 11:59 PM). Missing this strict deadline without prior approval of both the student's Initial Guidance Committee and the EEOB Graduate Advisor for Continuing Students will be considered "Unsatisfactory Progress" in the student's annual progress report. Although the final deadline is strict, students may submit the exam earlier, at any point during the Winter Quarter of the second year in the Ph.D. program. Students submit the exam by emailing it to their Initial Guidance Committee and must copy the EEOB Graduate Advisor of Continuing Students and the EEOB Student Affairs Officer. Students must inform their Initial Guidance Committee, the EEOB Graduate Advisor of Continuing Students, and the Student Affairs Officer of their intention to submit their synthetic review during Winter Quarter; this communication must occur during Week 1 of Winter Quarter.

The Historical and Conceptual Review is evaluated by the student's Initial Guidance Committee, including their Major Professor, and will be based on how successfully the review addresses the four questions delineated above. The writing of the first submission of the synthetic review must be primarily in the hands of the student, without the benefit of editing by faculty or other students. Thus, faculty (including the advisor) should not edit the initial submission of the written review or closely associated student writing, including a written outline. This restriction is intended to provide the Initial Guidance Committee with a clear perspective on the student's understanding of their field of research and their writing ability. However, oral discussion of ideas or concept maps are acceptable. In fact, the student is encouraged to discuss and develop their ideas in consultation with faculty (including their advisor) and with other students. It is also acceptable for the student to obtain writing assistance from the UCR Graduate Writing Center at any point.

Once the student has provided the initial submission, the Initial Guidance Committee will provide written feedback on all aspects of the review, including conceptual and historical background, proposed research directions, and writing. This feedback should occur within 2-3 weeks of the student's initial submission. The student can also meet with members of the Initial Guidance Committee to get clarification on the written feedback if they so choose. The student will then edit and resubmit the review in response to the comments, again within 2-3 weeks of receiving feedback, or as agreed upon by the student and the committee. This process is both an evaluation and a training exercise, and is expected to be iterative, collaborative, and instructive. Only in exceptional circumstances should the student or the Guidance Committee take more than 2-3 weeks to return expected items to the other party, and these circumstances should be agreed upon beforehand. Once the Initial Guidance Committee is satisfied with the Historical and Conceptual Review document, they will inform the EEOB Graduate Advisor of Continuing Students and the EEOB Student Affairs Officer. This notification will serve as a note of "pass" under the "Written Exam" requirement as listed in the UCR General Catalog. This process must be concluded by the end of Spring Quarter. If a majority of the Guidance Committee determines at the end of Spring Quarter that the student was unable to meet the expectations of the committee, then this will count as a "fail" and unsatisfactory progress towards the Written Examination will be noted on the student's Annual Progress Report. The student will then be allowed to repeat this process over the course of the following Fall Quarter. At the end of the Fall Quarter, the Initial Guidance Committee will either determine that the student has satisfied the committee's expectations and the student passes or, if a second "fail" is noted, the student will be recommended for dismissal from the program.

2. Oral Qualifying Examination: Once all course requirements are complete and the Historical and Conceptual Review has been approved by the Initial Guidance Committee, students are ready to move to the next phase of preparation for the Oral Qualifying Examination, and then to the exam itself.

Many rules for the Oral Qualifying Examination are determined by the Graduate Division. For more information on committee composition, remote participation, and participation of non-UC Academic Senate members, please contact the EEOB Graduate Student Services Advisor and consult the Graduate Division Regulations and Procedures: https://graduate.ucr.edu/regulations-andprocedures#form_2_nomination_for_qualifying_examination_for_the_degree_of_doctor_of_philosophy_

Preparing for the Oral Qualifying Examination. When the student begins preparing for the Oral Qualifying Examination, the first step should be to discuss the procedures with the EEOB Graduate Student Services Advisor. The Advisor will help the student with navigating the rules of the exam, and will prepare the appropriate paperwork for committee approval and the exam itself. Next, the student will need to work with their Major Professor to identify an Oral Qualifying Exam Committee (see below). Once committee members have been asked by the student and have agreed to participate, the student will fill out [JDP 2 Form](#) which will forward the information to the SDSU and EEOB Graduate Student Services Advisor. The EEOB Graduate Advisor will then formally nominate the committee to Graduate Division.

Evolutionary Biology JDP Handbook

The Oral Exam Qualifying Committee should be appointed as soon as is reasonably possible after passing the Historical and Conceptual review, and the committee must be appointed no later than 2 weeks prior to the start of the exam; otherwise, the student risks having their exam results rendered void by Graduate Division. The student will also need to identify the time and date of the exam, reserve a room, and ensure all technical (audio and visual) aspects of the exam work ahead of time.

Oral Exam Qualifying Committee. The exam is administered by the Oral Exam Qualifying Committee, whose makeup must conform to Graduate Division Regulations. Per these regulations, the committee typically has five members, the majority of which must be members from within the EEOB Graduate Program (both EEOB Departmental members and EEOB Cooperating Faculty Members are eligible). This includes the Committee Chair, who must be an EEOB Graduate Program member, and an outside member, who must be a UC Academic Senate member that is not part of the EEOB Graduate Program and does not have any formal affiliation with EEOB. The Committee Chair is responsible for working with the student to set and communicate expectations for the Oral Exam. The Chair is also responsible for "running" the exam, which includes ensuring that questions are kept within order and time and that the student is being treated in a fair and respectful manner. The primary role of the outside member is to act as a "third party ensuring fairness," according to Graduate Division Regulations.

Special expertise in the area of the student's dissertation is not required of the outside member; however, nominating an outside member who brings expertise not normally available in the EEOB program is encouraged. Exceptions to the membership requirements above can be granted if compelling needs arise; these exceptions are granted by the Graduate Division. The student should meet with individual members of the Oral Exam Committee beforehand to make sure they understand examiner expectations.

The Major Professor of the student does not serve on the Oral Exam Qualifying Committee. To avoid actual and perceived conflicts of interest, spouses or domestic partners may not make up the majority of any committee. For the Oral Exam, this means that only one pair of spouses or domestic partners may be included in the committee, and any member of the committee being a spouse or domestic partner of the student's major advisor counts towards this total.

Doctoral Dissertation Proposal. As part of the Oral Qualifying Exam, the student will submit a Doctoral Dissertation Proposal to the Oral Qualifying Exam Committee that outlines the chapters of the student's proposed dissertation. The Proposed Dissertation Research should include the hypotheses or central questions, predictions, and methods for each chapter as appropriate for the discipline. Unlike the Historical and Conceptual Review, preliminary results are strongly encouraged, although not required. The outline of the chapters should be 15-20 pages (double spaced), including tables and figures but excluding references, and must follow the same formatting as the Historical and Conceptual Review. The Historical and Conceptual Review will also be provided to the Oral Qualifying Exam Committee for reference. The number of chapters to be described and content of the description will be variable depending on the student's research area and should be agreed upon based on discussion between the student, their Major advisor, and the Oral Qualifying Exam Committee. The Doctoral Dissertation Proposal should be submitted directly to the Oral Qualifying Exam Committee no less than 4 weeks before the exam is to take

place. The student is strongly encouraged to submit the proposal before this deadline to allow more time to prepare for the exam.

Oral Qualifying Exam Procedures. The Oral Exam Qualifying Committee is charged by UCR's Graduate Division with examining the student's knowledge of the general field of study as well as the related fields and areas of special interest, and with substantiating the adequacy of the student's preparation and qualifications to be advanced to candidacy for the doctorate. Thus, questioning should test the candidate's knowledge and ability to successfully complete the proposed research. This includes questions on the details of the student's proposed dissertation research as well as questions on the relevant conceptual background, history of the field, and the broader relevance of the proposed work.

The student and committee convene for the exam at the agreed time, date, and location. At this point, the oral exam has begun and must be completed on that date and cannot exceed three hours from start to finish.

The student may be asked at the beginning of the exam to leave the room for a brief period so that the Oral Exam Committee can discuss areas and order of questioning, as well as the student's background and training. The student then returns and gives a presentation to the committee, normally lasting 15-20 minutes. The content of the presentation should be a brief summary of the conceptual justification and design of the dissertation research that is described in the Doctoral Dissertation Proposal document. The committee should allow the student to present uninterrupted except for brief questions of clarification.

Following the presentation, the exam committee will ask the student questions. The length of time allocated to questions from each committee member and their order are to be agreed upon by the Oral Exam Committee, subject to Graduate Division Policies and Procedures.

Outcomes of the Oral Qualifying Exam and Retakes. Upon evaluating the student, the Oral Exam Qualifying Committee must vote to determine whether or not the student has passed the exam. One negative vote is deemed a pass, two or more negative votes is a failure. If the student does not pass the qualifying examination, then the committee should recommend whether or not the student should be allowed to retake the exam on a second date. If a second exam is not allowed, the EEOB Graduate Program will request the student be dismissed from the program. The rationale for either retaking the exam or dismissal must be clearly communicated to the student, the student's Major Professor, and the SDSU and EEOB Graduate Advisor for Continuing Students. The results of the exam must be reported via the Report of the Results of the Oral Qualifying Exam [JDP 3 Form](#) within 48 hours of the conclusion of the exam. If the student passes the exam, they will need to nominate their dissertation committee on JDP 4 Form (see Dissertation Committee below). Registration holds will be placed upon the student's account if this is not done in a timely manner. The student will likely also be charged a fee by the Office of the Registrar when the Dissertation Committee is approved and the student officially advances to candidacy.

The exam retake must take place as a meeting between the student and the Oral Exam Qualifying Committee, although the content and focus of the second exam will be flexible to fit the needs of the particular situation. The form of the second exam should be agreed upon by the student and

Oral Exam Qualifying Committee and does not need to follow the procedures for the first exam, save for those required by Graduate Division. The Oral Exam Qualifying Committee should clearly explain to the student the exam structure and expectations and rationale for the retake, including additional written material if needed. These expectations must clearly be communicated to the student in writing by the Oral Exam Committee Chair, with the agreement of the rest committee. Expectations must also be communicated to the student's major advisor and the EEOB Graduate Advisor for Continuing Students. In accordance with Graduate Division regulations, a second examination should ordinarily not be given until at least three months have elapsed. The date of the second oral examination should be communicated to the Graduate Division in writing at least two weeks prior to its occurrence. A student is encouraged to follow up with the chair of the Qualifying Committee and individual members as they prepare for the second examination. A third examination is not permitted; if the student does not pass the second examination the EEOB Graduate Program will request that the student be dismissed from the program. The rationale for dismissal must be clearly communicated to the student, the student's Major Professor, and the EEOB Graduate Advisor for Continuing Students.

Details on Graduate Division Regulations and Procedures are found here:

https://graduate.ucr.edu/regulations-and-procedures#form_3_report_on_qualifying_examination_for_the_degree_of_doctor_of_philosophy_nomination_of_dissertation_committee_

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

3. Timeline for Advancement to Candidacy.

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

International Students: MUST advance to candidacy by the end of the seventh quarter of residence (normally Fall quarter of the third year). Failure to do so could jeopardize the student's visa status. Therefore, international students should schedule their oral exam well in advance of this deadline in case a re-take is warranted.

VI. SDSU EB JDP Forms

JDP 1 Form: Admission to the PhD Program. Fill out the form and obtain signatures from SDSU JDP EB Program Coordinator (currently Elizabeth Waters) and UCR JDP EB Graduate Advisor (currently David Resnick).

JDP 2 Form: Nomination of the Doctoral Committee for Qualifying Examinations for the Degree of Doctor of Philosophy. Fill out the form and return to Brenda Godinez to set up ADOBE sign for the other signatures.

Evolutionary Biology JDP Handbook

Addendum to JDP 2 Form: Report of Program Requirements for the Degree of Doctor of Philosophy in Evolutionary Biology. Fill out the form and return to Brenda Godinez to set up ADOBE sign for the other signatures.

JDP 3 Form: Report of the Qualifying Examination and Advancement to Candidacy Committee For the Degree of Doctor of Philosophy in Biology. Fill out the form and obtain your committee members' and SDSU JDP EB Coordinator's signatures **on the day of your Qualifying Exam**. Fill out the form and return to Brenda Godinez to set up ADOBE sign for the other signatures.

JDP 4 Form: Nomination of the Doctoral Dissertation Committee for the Degree of Doctor of Philosophy in Biology. Fill out the form and return to Brenda Godinez to set up ADOBE sign for the other signatures.

JDP 5 Form: Report of the Final Examination and Filing of the Dissertation for the Degree of Doctor of Philosophy in Biology. Fill out the form and obtain your committee members' and Elizabeth Waters signatures **on the day of your Dissertation Defense**. Obtain UCR JDP EB Advisor's signature. This can be done via ADOBE Sign. Take form to your final appointment with UCR Office of Graduate Studies

JDP 6 Form: Annual Progress Report; report of research progress. Fill out the form and return to Brenda Godinez to set up ADOBE sign for the other signatures.

NOTE: Due to delays in the graduate offices, the appointment process often takes UP TO two months. Thus, to assure the committee is appropriately appointed prior to a qualifying exam or dissertation defense, it is essential that the student begin this process well in advance.

VII. Curriculum

Course Requirements. Required coursework as follows:

a. Introduction to the EEOB Graduate Program UCR EEOB 400.

b. Disciplinary Courses: You **MUST** take three disciplinary courses. One of these courses **MUST** be the UCR Core Course: The Theory of Evolution (UCR Biol 216). The other two courses must cover different disciplines; **AND** at least one must be taken at UCR).

The two possible disciplinary courses here at **SDSU** are:

Population Genetics Biol 624

Phylogenetic Systematics Biol 740

The list of courses currently in the EEOB graduate catalog are listed below. Each year the exact courses offered and faculty instructors may change. You can contact the EEOB department for information on what courses are offered next year in the spring, prior to registration.

Foundations of Ecology (UCR EEOB 211)

Organismal Biology (EEOB 210)

Ecological Systems in Space and Time (UCR EEOB 212)

Behavioral Ecology (UCR EEOB 213)

Population Genetics (UCR EEOB 214 or SDSU Biol 624)

Population and Community Ecology (UCR EEOB 217)

Theory of Systematics (UCR EEOB 219) or Phylogenetic Systematics (SDSU Biol 740)

Evolutionary Physiology (UCR EEOB 220)

The Plant Genome (PBSC231)

The UC Riverside course schedule can be found here: <https://classes.ucr.edu>

You may request an alternate disciplinary course, **BUT** this course cannot be a statistics or methods course. The distinction is that methods are what we use to study an organismal trait or process. Disciplinary courses are those that inform us about biological processes and organization. For example, Bioinformatics, Statistics are methods courses. Ecology, Evolution are each considered disciplines. This is not to state that methods are not important or that you

Evolutionary Biology JDP Handbook

are not expected to take methods courses or be fully informed concerning modern methods, just that there is a clear distinction between these types of classes. **The three disciplinary courses are a minimum number of courses, not a maximum number of courses you can take.**

c. Current Research Topics: in each quarter/semester of residence at UCR and SDSU

While at UCR, you will take EEOB 252 General Colloquium in Biology (or another disciplinary colloquium) and EEOB 265 Advances in Population and Evolutionary Biology (lunch bunch). During your time at UC Riverside you will give a presentation on your research topic/progress in EEOB 265 in the Fall quarter.

While at SDSU, the students will take a comparable colloquium/seminar course (i.e., Seminar in Ecology and Evolutionary Biology (each semester; SDSU Biol 795).

VIII Dissertation and Defense

For the written dissertation please look at the most current information for deadlines, forms and formatting at: UC Riverside Graduate School:

<https://graduate.ucr.edu/dissertation-and-thesis-submission>. And SDSU Graduate Studies: <https://grad.sdsu.edu/>

The written dissertation should follow UC Riverside formatting polices. Deadlines for defense also follow UC Riverside deadlines. UC Riverside is currently on a quarter-system. They start the academic year in late September and end in mid-June. All members of your dissertation committee, as well as both the SDSU and UCR Graduate Advisors must sign off on your dissertation. When planning your defense please keep this in mind and make sure that SDSU faculty are available if you defend after the SDSU academic year ends.

The Defense can take place at either campus. The Defense is basically a research seminar, typically about 45 minutes in length, with time for public questions. The student and the dissertation committee either remain in the room or move to another room and closed-door discussions take place for about 30 minutes to an hour. The committee discussions/questions are usually specific, page by page details about what, if any, edits should be made to the dissertation to satisfy every member of the committee.

UCR Grad Division rule: If a thesis defense is required all members must be physically present. In exceptional circumstances, determined in advance of examination scheduling and approved by Dean of the Graduate Division, one member of the examining committee (not the chair) may participate via video (Zoom) or telephone conferencing. Exceptional circumstances may include but are not limited to: travel for research, or permanent residence, outside of the United States; participation in academic or research travel within the United States that cannot be shifted to accommodate the intended date of the oral examination or defense; hospitalization or other medical conditions that make it impossible to be physically present.

You must submit the complete **[JDP 5 Form](#) with signatures.**

You will submit your thesis for approval to UC Riverside (<https://graduate.ucr.edu/dissertation-and-thesis-submission>) and SDSU (<https://grad.sdsu.edu/>).

Appendices

1. Travel Information for EB Ph.D. Students

A **T-2 form** must be filled out **30 days BEFORE** you go on your trip and left with The Graduate Programs Coordinator, Jamie Rhine in LSN 135A for processing (see detailed information below).

A **Travel Expense Claim** should be filled out **AFTER** you return from your trip. Everything will need to be broken down by day (hotel and meals). Please keep all of your receipts and airline boarding passes (see detailed information below).

There are travel funds within the university that you can apply for. Please contact the Graduate Studies office and the College of Sciences for information on these funds.

The CSUPERB program also has a competitive program for funding graduate student travel.

Your PI may have funds to pay all or part of you travel to a meeting. Please contact them directly to learn if they are able to do so.

Please refer to the complete manual on SDSU travel policies and procedures for more detailed information. <http://bfa.sdsu.edu/ap/index.htm> Current travel forms may be obtained from the SDSU Accounts Payable web site. <http://bfa.sdsu.edu/financial/travel/forms.aspx>

Before you travel...

If you are traveling off campus for work related reasons, you **MUST** complete a travel form (T-2) and submit it to the Brenda Godinez in the Biology office for approval **30 days before traveling**. **You must complete a T-2 form even if you are not requesting reimbursement**. This rule applies to all employees of SDSU, including TA's and GA's.

You can also use a T2 to request an advance or a direct payment. An advance may not exceed 80% of estimated out of pocket expenses. Provide documentation of any expenses you have already incurred (conference registration, airline ticket) including a copy of your credit card showing the payments made (please redact all personal information on your statement).

International Travel

It is especially important to submit your T2 for international travel to the Biology Department at least 30 days in advance, as it requires additional signatures that must be obtained before your trip will be approved.

International travel to areas on the State Departments Travel Warning list requires additional scrutiny and signatures so plan ahead!

<https://travel.state.gov/content/travel.html>

Foreign travel insurance is available at no cost for faculty and staff. Complete the following form and submit it with your T2. http://www.calstate.edu/risk_management/rm/.

For meal reimbursement during international travel, refer to the published Federal Government Meal Per Diem for your specific location. <http://www.defensetravel.dod.mil/site/perdiem.cfm>

Evolutionary Biology JDP Handbook

2. Driving on state business

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 online. Public Safety's website for Defensive Driving requirements and forms is located at <https://sdsuedu.sharepoint.com/sites/bfa/park/sitepages/home.aspx>

You must complete a waiver and an Authorization for Release of Driver Record Information. <https://sdsuedu.sharepoint.com/sites/bfa/park/sitepages/home.aspx>

You must take the online Defensive Driving Course <http://centralstationu.skillport.com/skillportfe/login.action>

If you are driving a personal car for state business, you must submit an Authorization to Use Privately Owned Vehicles on State Business to the Biology Office, please see Brenda Godinez. This form must be renewed annually and is kept in the Biology office.

Please note the cost of gas for a private vehicle is not reimbursable. Instead, you will be reimbursed for the miles driven on an approved trip. If you submit a reimbursement for travel by personal car, please include a Google Map (or a similar web site) printout of your trip that indicates the distance traveled. On the Travel Expense Claim, you will then calculate the reimbursed amount (currently \$54.5 cents/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 must 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 within the county of San Diego that are covered under a **blanket T2**, you must submit a Monthly Report of Official Mileage by Private Car with your Travel Expense Claim. <http://bfa.sdsu.edu/financial/travel/forms.aspx>

3.CALIFORNIA RESIDENCY for Tuition Purposes

The law governing California residency for tuition purposes at the California State University is established by State Law and the California Code of Regulations. Despite the length of time you attend a California State University or live in California, you might not qualify for California residency for tuition purposes. SDSU cannot alter or waive the eligibility criteria for any reason.

The term "California resident" for tuition purposes may differ from other definitions of California residency. A person who has a California driver's license, vehicle registration, or who is a California resident for tax, voting, or welfare purposes may have established legal residence in the state but might not necessarily be considered a resident for tuition purposes.

Resident Classification

Under California law, SDSU must determine the residence status of all new and returning students. Your residence status is determined by the Office of Admissions according to your responses on the admission application, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by you. If you do not submit requested information verifying eligibility for a

Evolutionary Biology JDP Handbook

resident classification, you will be classified as a non-resident for tuition purposes. Nonresidents are required to pay nonresident tuition and meet other conditions.

Non-resident applicants seeking reclassification are required to complete a supplemental questionnaire concerning their financial independence, which will be considered along with physical presence and intent during the reclassification review. Non-citizens establish residence in the same manner as citizens unless precluded by federal law from establishing domicile in the United States. Students that come from out-of-state will most likely remain nonresident while enrolled at SDSU.

Residency reclassification applications and all supporting documentation must be submitted prior to or during the term in which reclassification is requested.

The SDSU residence determination dates are:

Fall semester: September 20

Spring semester: January 25

Summer term: June 1

Establishing CA Residency

To be eligible for resident classification, you must have established and maintained permanent residence in California at least one full year prior to the residence determination date. You are not eligible if you moved to California primarily to attend a California higher education institution or because you have financial hardship. You must prove that you have moved to California permanently and are not merely living in California temporarily while you attend SDSU.

If you are a student being claimed on taxes, lived with or supported by parents during any of the past three years, you most likely will not be classified as a California resident for tuition purposes. SDSU is a tax-supported institution and expects the student to be self-supporting and to be filing California income taxes. You are expected to establish California residency separate from both of your parents and your enrollment in school. If it appears that you could not be self-supporting, it will be determined that you are most likely in California for educational purposes.

Residency determination of students and applicants under the age of 19 on the residency determination date is based on the residency status of the parent they are living with or has most recently lived with.

Evidence of Permanent Residency

Establishing residence in California for tuition purposes requires that, for at least one full year prior to the residence determination date, you have official and/or legal documents showing that you have been physically present in the state and that you intend to remain in California indefinitely. Living in California or attending SDSU for 12 months is not sufficient to fulfill the requirements. Students that come from out-of-state will most likely remain nonresident while enrolled at SDSU.

To show your intent to remain in California, acceptable evidence includes, but is not limited to:

- A valid visa that allows you to establish residency, if not a U.S. citizen
- California voter registration and voting in California elections
- California vehicle registration and driver's license or I.D. card
- California state income taxes being filed the previous year
- Active California bank account
- Employment (or proof of support for the past year) with copies of W-2 form(s)

Evolutionary Biology JDP Handbook

- Active membership in California professional or social organizations
- A permanent military address and home of record in California
- Mortgage/lease/rental agreement of a residence where permanent belongings are kept
- Additionally, there may be other criteria that prevents residency reclassification. Please consult the CA Education Code and the CA Code of Regulations.

Exceptions for Special Populations

Members of the military and their dependents and certain credentialed employees of school districts and certain high school students who have attended three full years of high school in California and attained the equivalent to high school graduation may be considered exceptions to non-resident classification. Exceptions cannot be determined without the submission of an admission application and necessary supporting documentation.

Changes to Residency Status

If you believe you are eligible for residency reclassification or if your personal registration information in the WebPortal does not indicate the correct residency status, contact the Office of the Registrar during normal business hours.

It is your responsibility to notify the Office of the Registrar of any changes in residency status. This includes changes from non-resident to resident and from resident to non-resident. Resident students who become non-residents, or who no longer meet the criteria for an exception, must immediately notify the Office of the Registrar.

If you are incorrectly classified as a resident or incorrectly granted an exception from non-resident tuition, you are subject to reclassification as a non-resident and payment of non-resident tuition in arrears. If incorrect classification results from false or concealed facts, you are subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Changes may be made in the rate of non-resident tuition and in the statutes and regulations governing California residence for tuition purposes between the time this information is published and the relevant residence determination date. You are urged to review the following statutes and regulations: California Education Code sections 68000- 68084, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, sections 41900-41916.

CALIFORNIA RESIDENCY RECLASSIFICATION REQUEST

If you are currently classified as a non-resident of California for tuition purposes and believe you meet the requirements for California residency, follow the steps below to submit the documentation necessary for a review of your residency status.

1. Answer all of the questions on the Reclassification Request form.
2. Attach a photocopy of each relevant document that substantiates your California residency. Do not submit original documents as evidence.
3. Submit your Reclassification Request as soon as possible, before registration for the next semester. If you personally deliver your form, note that we cannot make copies of documents for you.

Evolutionary Biology JDP Handbook

Forms are accepted in person in the Office of the Registrar, Student Services West 1641, or by mail at the following address:

San Diego State University Office of the Registrar/Legal Residency 5500 Campanile Drive San Diego, CA 92182-7453

The reclassification review process may take three to four weeks, depending upon the volume of requests received. Requests will be processed in the order they are received.

Contact

Kim Macias
Office of the Registrar
San Diego State University
(619) 594-3279
macias@mail.sdsu.edu

More information about California residency can be found at:
www2.calstate.edu/apply/pages/determining-california-residency.aspx

NOTE: San Diego State University nor Chancellor's Office staff are able to give advice on the application of these California residence laws. You are strongly urged to review the material and consult with a legal advisor if necessary.

CALIFORNIA RESIDENCY for Tuition Purposes at UC Riverside
<https://registrar.ucr.edu/tuition-fees/residency-for-tuition>