

CHEMICAL & ENVIRONMENTAL ENGINEERING
GRADUATE STUDENT HANDBOOK
2017-2018

TABLE OF CONTENTS

Introduction.....	3
General Information	
Employment, Paycheck, E-mail, UCR Card.....	4
Mail, Copy Codes and Usage, SPEAK Test Requirement.....	5
Unit Requirement, Graduate Student Symposium.....	5
Financial Assistance.....	6
Teaching Assistantship.....	8
Academic Standards.....	9
Areas of Study.....	10
Sample Ph.D. Degree Objective Timeline.....	11
Sample M.S. Plan I Degree Objective Timeline.....	12
Sample M.S. Plan II Degree Objective Timeline.....	13
Master of Science (M.S.) Degree Program	
Plan I.....	14
Plan II.....	14
Thesis Committee.....	14
Time to Degree and Degree Conferral.....	15
Doctor of Philosophy (Ph.D.) Degree Program	
Course Work.....	16
Teaching Requirement.....	16
Written Preliminary Examination.....	17
The Ph.D. Qualifying Committee.....	17
Qualifying Examination and Dissertation Proposal.....	19
Advancement to Candidacy.....	19
Dissertation and Final Oral Examination.....	20
Degree Conferral.....	20
Ph.D. Advancement to Candidacy Process.....	21
Course Registration Process.....	22
Special Topics Courses Listing.....	23
Useful Websites.....	24
Campus Resources.....	25
Important Contacts.....	26
Copyright.....	27
Frequently Asked Questions.....	28

INTRODUCTION

The ABET accredited programs in the Department of Chemical and Environmental Engineering (also known as CEE) are unique in California universities, combining the disciplines of chemical and environmental engineering. We provide students with the right combination of knowledge, skills, and practical experience to prepare them for exciting new careers in chemical and environmental engineering – careers that will lead to the development of new and emerging technologies to improve the quality of life as well as the environment.

Our teaching labs facilitate close student-faculty interaction and emphasize real-world needs rather than abstract problems. Students have abundant opportunities to interact with industrial partners and faculty members on engineering challenges. The department also benefits from its close association with the College of Engineering – Center for Environmental Research and Technology (CE-CERT).

Graduate students deepen their understanding of fundamental principles in chemical and environmental engineering, and increase their knowledge of the needs and directions in their chosen field of study. Our goal is to produce engineers with advanced degrees who will be highly trained in the methods of scientific inquiry and technological discovery through advanced course work and independent research. We want to prepare our graduates for research/development and leadership positions in industry and government, and for research and teaching positions at major research universities.

The information contained in this manual is intended to help graduate students and particularly students new to the UCR campus. Other sources of information that should be consulted by graduate students include:

- ◆ *UCR General Catalog*
- ◆ *Graduate Student Handbook*, Graduate Division
- ◆ *Thesis and Dissertation Format Guide*, Graduate Division
- ◆ *Policies and Regulations Governing Graduate Student Employment*, Graduate Division
- ◆ *Financial Support Regulations*, Graduate Division
- ◆ *UCR Graduate Division Website* (www.graduate.ucr.edu)

The Department may specify more rigorous requirements for the degree than listed in the Graduate Division Graduate Student Handbook. Therefore, when there appears to be a conflict in requirements for the degree, the more rigorous requirements must be satisfied. In addition to degree requirements, this manual also summarizes CEE policies and procedures. Graduate students in these programs should carefully review this document and become familiar with the information so that they may avoid possible difficulties during their graduate studies. The Department reserves the right to modify the departmental procedures and requirements outlined in this manual. Such modifications generally will not be considered retroactive.

GENERAL INFORMATION

Employment

If you are going to be employed as a Graduate Student Researcher (GSR) or Teaching Assistant (TA) you will need to complete hiring paperwork with Polly Beattie, the CEE Contracts and Grants/Payroll Analyst. You will need to bring employment eligibility documents. All 1st Year students will meet with Polly during the Graduate Student Orientation.

Paycheck

CEE PhD students are normally supported by via a combination of fellowship and teaching assistant funding during the first year. As long as students continue to make satisfactory academic progress, they are normally supported by their faculty advisors as graduate student researchers throughout the remainder of the program. Students who receive fellowships are paid via a quarterly stipend. Student who are working as graduate student researchers or teaching assistants are paid a monthly salary.

We highly encourage you to sign up for direct deposit as soon as possible at <http://registrar.ucr.edu/registrar/rweb-self-service/index.html>. This is very important because campus no longer distributes paper checks(employment or stipend) to the departments. Students who choose not to enroll in direct deposit will have paper checks mailed to their local address on file with the campus. **Refund** checks are generated once weekly.

E-mail

All students are provided with a UCR e-mail account (student@ucr.edu) and an Engineering (ENGR) e-mail account (student@engr.ucr.edu). During new Graduate Student Orientation, the process of activating your ENGR e-mail account and linking it to your UCR e-mail account will be presented by Systems Administrator, John Cleary. Once activated, all official CEE e-mail will be sent to your ENGR e-mail account, not to personal or CE-CERT e-mail addresses. It is expected for every student to check their ENGR e-mail account at least once a day.

UCR Card

Upon your arrival you should obtain an UCR Card (Photo identification card). The card allows you to check books out of the library and is used for card access for most of the doors in Bourns Hall. UCR cards can be obtained from the UCR Card office, located in the UCR ID Card Office in Bannockburn Village I-101, between the hours of 9:00am and 4:00pm, Monday through Friday. The cost of the UCR Card is currently \$25.

Card key (UCR Card) access to general student areas is granted when the students first apply for a computer and e-mail account during the CEE Orientation. This access will be continuous as long as a student is in good academic standing. Access to research laboratories must be requested by the faculty member supervising the specific research laboratory. Access to instructional laboratories is granted to TAs on a quarterly basis by the Department Chair.

GENERAL INFORMATION (CONT.)

Mail

Incoming mail and intercampus notices may be picked up from mailboxes in the mailroom, A204 Bourns Hall. Mail is distributed daily at approximately 9:00am and 2:00pm. Outgoing intercampus mail and official university mail can be deposited in the brown bag located in the department suite, A220 Bourns Hall. *Students should send and receive all personal mail at their personal residence.*

Copy Codes and Usage

There is a department copier in A220 Bourns Hall that may be available for students during Department business hours. Students must first receive and be approved copy access code by the student's advisor or TA faculty supervisor.

The copier may be used only by graduate students copying material associated with their duties as a teaching or research assistant. Priority must be given for copier use to Department staff. Personal copying including: copying of notes, homework or exam solutions and journal articles not associated with research or teaching assistant duties, as well as thesis drafts, is not permitted on departmental copiers. Public copy machines are located in the UCR Bookstore, Rivera Library, and the Science Library.

SPEAK Test Requirement

To meet the degree requirements of the Chemical and Environmental Engineering program, all students whose native language is not English must achieve a "Clear Pass" on the SPEAK test before the completion of their first year or they will be asked to leave the program. However, for those who receive a "conditional pass," a departmental committee will evaluate their English Proficiency before a final decision is made. The SPEAK test costs \$50.00 and the student is responsible for this fee when registering for the test.

Unit Requirement

All graduate students must be enrolled in a minimum of 12 units per quarter to maintain a full-time student status.

Graduate Student Symposium

The Graduate Student Symposium takes place before the official start of classes in September. The symposium is held over two days to accommodate every student presentation. The symposium is a student organized event and an opportunity for students to learn the various types of research projects that their fellow students are conducting. All students are required to participate in the annual symposium. Second year students are required to prepare a research poster to present. Third year and above students are required to make a 15 minute oral presentation with power point. Abstracts for each presentation are assembled into a CEE Graduate Student Symposium booklet.

FINANCIAL ASSISTANCE

Financial assistance is available through several mechanisms. The Chemical and Environmental Engineering Department has a limited number of Graduate Student Research and Teaching Assistant positions that are used for graduate student support. Most graduate students are supported on a continuing basis by Graduate Student Research Assistantships provided by the individual Professors. In addition, UCR offers several fellowships, which are available on a competitive basis.

Students are strongly encouraged to apply for support through federal agencies and private foundations. This is a valuable experience that will not only assist students financially while in school, but will also help to build up their resume and provide contacts for the future. Organizations that have awarded fellowships and research support to UCR students include the Nation Science Foundation and the Fulbright Program. Students wishing to explore these sources of support should speak to their graduate advisor or consult the Annual Register of Grant Support and other similar directories either at the reference department of the library or through the financial support section at the Graduate Division web page: http://graduate.ucr.edu/fin_aid.html There are also many sites on the World Wide Web devoted to various sources of aid for graduate students.

Dissertation Research Grants: Provide funds to doctoral candidates for research expenses associated with the dissertation. Applicants must be advanced to candidacy and plan to be registered during the period of the award. Proposals may be funded up to a maximum of \$1,000. These funds may not be used for preparing the dissertation copy or as a stipend for personal support. Go to the Grad Division financial support web page to download an application.

Graduate Student Association (GSA) Mini-grants: Provide funds to assist in paying the travel expenses of a student who has been invited to present scholarly papers or posters at a regional and/or national professional conference. This program is administered by the Graduate Student Association and requires the departments to agree to provide matching funds. Contact the GSA or the for the mini-grant applications.

Other Support Definitions

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

Graduate Division Stipend: Usually awarded as part of a larger fellowship package, these dollars go directly from Graduate Division to the student through the Financial Aid System. The student receives stipend payments are processed on the first day of each quarter and are deposited into student bank accounts (for students that signed up for direct deposit) within three business days of processing. Students who receive paper checks will receive refund checks via postal mail at their local address within 10 days of refund processing.

Graduate Student Researcher (GSR): An employment title for graduate students conducting research (either independent or directed). Campus policy prohibits students from working more than 49% during the academic year. GSR appointments are 25% or more during the academic year are entitled to GSHIP and PFR (see below). Financial support for GSR employees is provided by faculty extramural grants and departmental general funds. Students are paid in arrears and receive their first check after their first month of work (i.e. a student who begins work in the fall quarter does not get a pay check until November 1).

Fee Differential: The left-over university mandatory fee amount for a student with a PFR and GSHIP and NRTR entitlements. This dollar amount changes as GSHIP and PFR go up. Most students are required to pay this.

FINANCIAL ASSISTANCE (CONT.)

Teaching Assistant (TA): The employment title is for graduate students who are teaching part of a course (normally labs or discussion sections) under the guidance of a faculty member or instructor. Students may not be appointed at more than 50% during the academic quarter. If appointed at 25% or more time during an academic quarter, GSHIP and PFR will be awarded. There are many rules that are associated with this title, see the United Auto Workers Union Contract for more information. TA funds are distributed to the departments by the College of Engineering Dean's Office. Students are paid in arrears and receive their first check after their first month of work (i.e. A student who begins work in the fall quarter does not get a pay check until November 1.).

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

Graduate Student Health Insurance (GSHIP): Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled to have their GSHIP fees paid for them. The GSAO provides Graduate Division with a list of the students who are eligible for this entitlement before the student bills are printed. If an award is placed on the system after the bills are printed the student's bill will not reflect the correct fees they owe. The actual dollar amount of GSHIP changes as the insurance prices change from year to year. Students who have private Health Insurance comparable to the University's coverage can apply for waivers of the GSHIP fees.

Non-Resident Tuition Remission (NRT or NRTR): Non-residents of California (either domestic or international) who are appointed at 45% or more as a GSR and are Ph.D. students are entitled to have their Non-Resident Tuition paid for them. The GSAO provides Graduate Division with a list of the students who are eligible for this entitlement before the student bills are printed. If an award is placed on the system after the bills are printed the student's bill will not reflect the correct fees they owe. International students cannot ever establish residency and will owe Non-Resident Tuition for their entire student careers. However, when a Ph.D. student advances to candidacy, the Non-Resident Tuition is reduced by 100% for a period of three years. Domestic non-resident students must establish California residency by the second year of study (the student must submit forms).

Department Grant In Aid (DGIA): Departments or individual faculty members with unrestricted funds (many federal grants will not allow payment of student fees) can grant fellowship-like awards to individual students. This is most often used to pay the student's fee differential. The GSAO provides Graduate Division with a list of the students who are to receive these awards indicating the account and fund information. Graduate Division then pulls the money out of the account and awards it to the student through the Financial Aid System.

TEACHING ASSISTANTSHIP

All Ph.D. students must be employed as teaching assistants for at least one quarter. TAs must meet two requirements before starting: the SPEAK test (for non-native English speakers) and TADP training. For additional information regarding teaching titles please visit: http://graduate.ucr.edu/TA_GSR.html

SPEAK TEST

To be appointed as a TA, any student born outside the United States or whose native language is not English must pass the SPEAK test. The purpose of the SPEAK test is to evaluate spoken English proficiency and to measure student comprehensibility in English. The SPEAK test is administered by University Extension when the student first arrives on campus. Ratings based on SPEAK test scores are as follows: Clear Pass (50-60), Conditional Pass (40-45), No Pass (20-35).

Those who score a conditional pass can be appointed as a TA but are required to participate in the appropriate English language classes at University Extension and retake the test. The courses are about \$400.00 and must be taken during the same quarter that the student is a TA. Graduate Division will pay for the first time a student takes these courses. However students will be responsible for the fee if it is determined that they will have to retake the course due to not achieving a Clear Pass on subsequent SPEAK tests. Appointments for students who have not achieved a clear pass on the SPEAK test will only be approved for one quarter at a time so that their progress on the SPEAK test can be monitored. For those students within the probationary range, a determination of their continuing eligibility to serve as TAs will be made by the Graduate Dean on the basis of:

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

All students whose native language is not English must achieve a "Clear Pass" on the SPEAK test before the completion of their first year. However, for those who receive a "conditional pass," a departmental committee will evaluate their English Proficiency before a final decision is made.

There are additional GPA requirements for all Teaching Assistants. Please see the Academic Standards section on page 9 of this handbook for more details.

TADP TRAINING

All students will have to take TADP training which consists of an Orientation and two training sessions. The Graduate Student Affairs Assistant will contact you with information regarding TADP training. For additional information about TADP please visit: <http://www.tadp.ucr.edu/>

CEE 302 TEACHING PRACTICUM

Students must enroll in CEE 302 Teaching Practicum for 1 unit during the quarter that they are employed as a TA.

ACADEMIC STANDARDS

Every student was chosen for graduate study in CEE after an extensive selection process. You were chosen because the faculty believes you have the motivational and intellectual qualities needed to perform well in our program. We fully expect every student to perform well and to be successful in their graduate career. There are three standards that all graduate students must adhere to for eligibility in the program. Please contact the Graduate Student Affairs Officer if you have any questions on any of the standards.

STANDARDS OF SCHOLARSHIP

The following is an excerpt from the UCR Graduate Council Policy on Academic Standards. The full policy is on the Office of Graduate Studies website: <http://graduate.ucr.edu/requirements.html>

Only courses in which grades of "A," "B," "C," or "S" are received are counted toward satisfying graduate degree requirements. To continue in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.0. In addition, all students must demonstrate acceptable progress toward their degree objectives. This entails the satisfactory completion of all course work and other degree requirements in a timely fashion.

Students are considered to be making unacceptable progress and become subject to dismissal when:

- ◆ They have 12 or more units of "I" grades outstanding;
- ◆ The overall GPA falls below 3.0;
- ◆ The quarterly GPA falls below 3.0 for two consecutive quarters;
- ◆ They fail to take their oral qualifying exams within five years;
- ◆ They fail to fulfill program requirements such as exams or research in a timely & satisfactory manner;
- ◆ They have not completed their programs within one year after reaching the normative time;
- ◆ They fail to pass comprehensive or qualifying examinations in two attempts.

FELLOWSHIP STANDARDS

All students on Fellowship are required to maintain a 3.0 GPA. If a 3.0 GPA is not maintained, the student will no longer be eligible to receive Fellowship funds.

TEACHING ASSISTANT STANDARDS

All students who hold the Teaching Assistant payroll title must maintain a 3.0 GPA. If a 3.0 GPA is not maintained, student will no longer be eligible for a Teaching Assistant title.

AREAS OF STUDY

The Graduate Program in Chemical and Environmental Engineering offers training leading to the degrees of M.S. and Ph.D. in Chemical and Environmental Engineering. Fields of specialization include biochemical engineering, environmental biotechnology, air quality systems engineering, water quality systems engineering, molecular modeling and theory, advanced materials, and nanotechnology.

Graduate study and research programs can be designed to allow for study in two or more related areas, specialization in one area, or a program of study can be designed for some other specialized or newly evolving area of chemical or environmental engineering. The choice is made by the student along with the student's advisor. Proposed M.S. and Ph.D. programs for other emphases must be approved by the Graduate Studies Committee and must include applicable basic core courses prescribed by the CEE Department.

CEE CORE COURSES

To ensure that advanced degree recipients in the graduate program have advanced knowledge in mathematics and chemical engineering principles that form the foundation for chemical and environmental engineering, a core course program has been implemented. All M.S. or Ph.D. students must participate in the core course program. Students who have completed these (or equivalent) courses elsewhere may petition to have the core-course requirement waived or some of their units transferred (see the graduate division policy for transferring of course units). Competency in these areas will be tested as part of the comprehensive exam for M.S. students and in the written preliminary examination for Ph.D. students. The current core courses are as follows:

CEE 200 (Advanced Engineering Computations)

CEE 202 (Transport Phenomena)

CEE 204 (Advanced Kinetics and Reaction Engineering)

CEE 206 (Advanced Chemical Engineering Thermodynamics)

Incoming students without a B.S. in chemical or environmental engineering must demonstrate competency in these areas either by taking the appropriate undergraduate courses and/or by passing the written preliminary exam. At UCR, the required courses are CHE 100, CHE 110A, CHE 110B, ENVE 171, CHE 114, CHE 116, CHE 120, CHE 130, and ENGR 118. The students may also be required to take some of the above courses to satisfy the prerequisites of the core graduate courses.

CEE 286: Colloquium in Chemical and Environmental Engineering (1 unit):

Each quarter, all M.S. and Ph.D. students in residence must enroll in CEE 286, Colloquium in Chemical and Environmental Engineering. In addition, all M.S. and Ph.D. students are required to participate each year in the CEE Graduate Student Symposium, usually held just before the beginning of the Fall quarter.

SAMPLE TIMELINE (PH.D. AND M.S.)

On pages 11 and 12 you can find a sample timeline for your degree objective. **Please note that these are only meant to be samples and give you an overview of your degree objective.** The Graduate Advisor and your Faculty Advisor/Advisory Committee may have a different timeline for you to follow with additional coursework and requirements.

Sample Ph.D. Degree Objective Timeline

Please note that this is only meant to be a sample and give you an overview of your degree objective. The Graduate Advisor and your Faculty Advisor/Advisory Committee may have a different timeline for you to follow with additional coursework and requirements. Please see the Doctor of Philosophy (Ph.D.) Degree Program on page 15 for more information.

Year 1

Your first year is comprised of the CEE core courses: CEE 200, 202, 204, 206. In addition, you will be taking seminars in areas of your research interest (CEE 250-270), the CEE colloquium series (CEE 286), research units (CEE 297), and completing your 1-2 Quarters of Teaching Assistantship (CEE 302—Teaching Practicum taken concurrently). Additional courses may be required per the Graduate Advisor's guidance. You will also be able to choose a faculty mentor towards the end of Fall quarter. The qualifying examinations take place in the summer.

Fall	Winter	Spring	Notes
CEE 200 /204 (4 units each) Seminars (1-2 units each) CEE 286 (1 unit) *CEE 302 (1 unit)	CEE 202/206 (4 units each) Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) *CEE 302 (1 unit)	Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1 unit) *CEE 302 (1 unit)	Additional required upper division or graduate level coursework can be taken any quarter.
Choose Faculty Mentor			Preliminary Exam (July)

Year 2

Your second year continues coursework in seminars, colloquium and research (CEE 297 or 299). At the start of Fall quarter, all second year students are required to participate in the CEE Graduate Student Symposium and present a poster on their research thus far. All students generally Advance to Candidacy before the start of Spring quarter.

Fall	Winter	Spring	Notes
Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) or CEE 299 (1-12 units)	Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) or CEE 299 (1-12 units)	Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) or CEE 299 (1-12 units)	Additional required upper division or graduate level coursework can be taken any quarter.
CEE Graduate Student Symposium	Advance to Candidacy before Spring quarter		

Years 3-5

The next few years are focused on completing your research for the Dissertation Defense. Coursework will be comprised of seminars, colloquium, and research (CEE 299). All third year and above students are required to participate in the CEE Graduate Student Symposium and have a full 15 minute presentation on their research.

Fall	Winter	Spring	Notes
Seminar (1-2 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	Seminar (1-2 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	Seminar (1-2 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	
CEE Graduate Student Symposium			

Sample M.S. Plan I (Thesis) Degree Objective Timeline

Please note that this is only meant to be a sample and give you an overview of your degree objective. The Graduate Advisor and your Faculty Advisor/Advisory Committee may have a different timeline for you to follow with additional coursework and requirements. For the M.S. degree objective, a total of 36 units of approved coursework must be taken. Please see the Master of Science (M.S.) Degree Program on page 14 for more information.

Year 1

Your first year is comprised of the CEE core courses: CEE 200, 202, 204, 206. In addition, you will be taking seminars in areas of your research interest (CEE 250-270), the CEE colloquium series (CEE 286), and research units (CEE 297). Additional courses may be required per the Graduate Advisor's guidance. You will also be able to choose a faculty mentor towards the end of Fall quarter.

Fall	Winter	Spring	Notes
CEE 200/204 (4 units each) Seminars (1-2 units each) CEE 286 (1 unit)	CEE 202/206 (4 units each) Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units)	Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1 unit)	Graduate level coursework can be taken any quarter.
Choose Faculty Mentor			

Year 2

Your second year focuses on research towards M.S. Candidacy and/or continued coursework in seminars, colloquium and research (CEE 297 or 299). At the start of Fall quarter, all second year students are required to participate in the CEE Graduate Student Symposium and present a poster on their research thus far. All M.S. students generally finish their M.S. Candidacy before the start of the next Fall quarter.

Fall	Winter	Spring	Notes
Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) or CEE 299 (1-12 units)	Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) or CEE 299 (1-12 units)	Seminars (1-2 units each) CEE 286 (1 unit) CEE 297 (1-6 units) or CEE 299 (1-12 units)	Graduate level coursework can be taken any quarter.
CEE Graduate Student Symposium			Present M.S. Thesis

Sample M.S. Plan II (Exam) Degree Objective Timeline

Please note that this is only meant to be a sample and give you an overview of your degree objective. The Graduate Advisor and your Faculty Advisor/Advisory Committee may have a different timeline for you to follow with additional coursework and requirements. For the M.S. degree objective, a total of 36 units of approved coursework must be taken. Please see the Master of Science (M.S.) Degree Program on page 14 for more information. This timeline also applies to BS/MS students.

Year 1

This year is comprised of the CEE core courses: CEE 200, 202, 204, 206, special topics, graduate level courses, and the CEE colloquium series (CEE 286). Additional courses may be required per the Graduate Advisor's guidance.

Fall	Winter	Spring	Notes
CEE 200/204 (4 units each) Special Topics Course CEE 286 (1 unit)	CEE 202/206 (4 units each) Special Topics Course *Grad Level Course CEE 286 (1 unit)	*Grad Level Course *Grad Level Course Special Topics Course CEE 286 (1 unit)	*Graduate level coursework can be taken any quarter.
	Register for the MS Exam	MS Exam at the end of the quarter	

MASTER OF SCIENCE (M.S.) DEGREE PROGRAM

The M.S. degree in Chemical and Environmental Engineering can be earned by completing a thesis (Plan I), which reports an original investigation of a defined problem, or by passing a comprehensive examination (Plan II).

Plan I (Thesis)

Plan I (Thesis) requires completion of a minimum of 36 units of approved course work including the core courses and submission of an acceptable M.S. thesis. At least 24 of these units must be in regular lecture graduate courses (200 series courses). No more than 4 units of CEE 290 or CEE 297 combined and 6 units of CEE 286 or special topics courses (CEE 250 or CEE 260 series) may apply towards the 36 units. Normative Time to Degree for Plan I is 6 quarters.

Plan II (Comprehensive Examination)

Plan II (Comprehensive Examination) requires completion of a minimum of 36 units of approved course work including the core courses and successful passage of a comprehensive examination. At least 28 of these units must be in regular lecture graduate courses (200-series courses), and none may be in courses numbered CEE 286, 290, 297, 299, or 302. Typically, the examination is a six-hour written, closed-book examination emphasizing fundamental knowledge and breadth of the study area rather than specifics covered in individual courses. An oral follow-up session may be requested by the examination committee following its evaluation of the written exam. No more than two attempts to pass the exam are allowed. Students who fail the exam once and then want to switch to the thesis plan should contact the graduate advisor. Students who fail the exam twice may not switch to the thesis plan.

For the M.S. degree, Students must complete a minimum of three quarters in residence in the UC with a GPA of 3.00 or better in all 100- and 200-level course work related to the degree. The Normative Time to Degree for both Plan II is 3 quarters.

Thesis Committee

The committee consists of three members. The student and advisor nominate the committee before the end of the first year with the concurrence of the graduate committee. After review of the nominations, the dean of the Graduate Division appoints the committee on behalf of the Graduate Council. The committee, once approved by the graduate dean, rather than the department, becomes responsible for the student's academic guidance and evaluation. The chairman of the committee is the director of the candidate's research and is normally a faculty member of the CEE department or a cooperating faculty member. A member may be appointed who is a researcher on campus, from off-campus, or a visiting lecturer within the department; however, a memo indicating the academic degree and affiliation of the nominated member, as well as a curriculum vitae, must accompany such a request. (Memos need not accompany the nomination of an adjunct faculty member). After the committee is formed, the committee must approve the subject of the thesis. A joint meeting of the committee members and the student should be held before work on the thesis is begun to ensure the topic is clear and acceptable to all. Once the thesis is completed, all three members of the committee must approve the thesis and sign the title page. Students must give a departmental seminar presentation of their thesis work to the department and members of the academic community before completing the thesis.

MS Time to Degree and Degree Conferral

Students must be advanced to candidacy for the degree no later than the first week of the quarter in which their degree is expected to be awarded. Deadlines for submission are published each quarter in the Schedule of Classes and in the annual Graduate Division Calendar. If the application is not received by the deadline date, the degree may be deferred until the following quarter. If the Master's degree requires a thesis (Plan I), a thesis committee should be nominated. When the student is formally advanced to candidacy and the thesis committee appointed (if applicable), the student and the academic units are notified.

The Graduate Division certifies the candidacy of the student and checks for the completion of the University and departmental requirements. The student is sent a "Certificate of Candidacy" when certified. All requirements for the degree must be satisfied within a calendar year from the time of completion of the required course work. Should the student be unable to complete the degree requirements within this time, candidacy will lapse. The student must then file a General Graduate Student Petition requesting a reinstatement of Master's Candidacy with the Graduate Division.

The Master's degree is conferred at the end of the academic quarter in which all requirements have been satisfied (the official conferral day is the last day of the quarter). The student must have been formally advanced to candidacy during the quarter in which they finish their degree. Ordinarily, a graduate student will be registered or on Filing Fee status the quarter in which all degree requirements are completed and the degree is to be conferred. However, students may complete the requirements during the quarter break. If they were enrolled or on Filing Fee status the quarter before, they may complete degree requirements before the next quarter officially begins and not be assessed registration fees for that quarter.

If a student wishes to complete degree requirements during the summer months, they must have had student status (be enrolled or on Filing Fee status) every quarter of the previous academic year to complete without paying additional fees. If they were withdrawn or on leave any one of those quarters, they must use Filing Fee status or enroll in two units of Summer Session course work to complete during the summer.

If a student does not complete the necessary courses by the end of the quarter in which degree conferral is expected, or does not attain the required level of scholarship, registration for the next regular academic session is mandatory - otherwise student status will lapse and candidacy for the degree may lapse. Once student status lapses, the degree can be conferred only after readmission of the student, followed by at least one quarter of registration or Filing Fee status.

Students are advised by mail of formal degree award at the end of the quarter in which the degree is conferred. As soon as all degree requirements are completed, the student may request a formal letter of certification of completion bearing the Graduate Dean's signature and University Seal from the Graduate Division. A formal certification of completion is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes.

Once the diploma is ready, the Registrar will notify students by postcard that they may pick-up their diploma at that office. If they want it mailed to them they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office. A graduate student pursuing the Master's degree as a terminal degree may not continue to register as a graduate student once the degree has been awarded unless they have been formally admitted to another program.

DOCTOR OF PHILOSOPHY (PH.D.) DEGREE PROGRAM

The Ph.D. degree provides an opportunity for students to pursue a program of in-depth research in a specialized area. The procedure for satisfying the requirements for the Ph.D. degree in Chemical and Environmental Engineering at UCR consists of four parts:

1. Successful completion of an approved program of course work
2. Passing a written preliminary examination
3. Approval of a dissertation proposal
4. Defense and approval of the dissertation

Course Work

Upon choosing a faculty advisor, each Ph.D. student is appointed a Ph.D. advisory committee consisting of two CEE faculty members and the faculty advisor. This advisory committee is responsible for guiding the students in formulating their research activities and preparing for the preliminary and qualifying exams.

The program of course work is formulated by each student and a faculty advisor in the first or second quarter after admission to the program and must be approved by the student's advisor and advisory committee. Every student must complete a program of study that includes:

1. A major area of study intended to increase the student's depth of knowledge in an engineering research specialty and
2. A minor area of study intended to support and increase the student's breadth of knowledge in the major area

The CEE graduate program requires a coherent program of a minimum of:

1. Sixteen units of core courses and
 2. Eight units of graduate and/or upper-division work approved by the advisory committee
- None of these credits may be in courses numbered between CEE 250 and CEE 270, CEE 286, CEE 290, CEE 297, CEE 299, or CEE 302.

Teaching Requirement

All students must be employed as a Teaching Assistant for at least one quarter. For more information, please refer to the Teaching Assistantship section on page 8 of this handbook.

Written Preliminary Examination

The preliminary examination is taken at the end of the student's first year in the Ph.D. program. The purpose of the preliminary examination is to test students' understanding of the fundamental principles of chemical and environmental engineering at the undergraduate level. The examination will take place around June 13-15th with a re-take (if necessary) taking place around June 27-29th. Please note that these dates are subject to change. An announcement regarding the preliminary exam and official dates/times/location will be sent via e-mail to all students taking the exam in May.

It is important that students who will be taking the preliminary examination to not make any vacation plans during this time period.

The preliminary examination consists of three written tests (2 hours each) given on specific days during the exam week in areas selected from the following five subjects:

1. Water quality engineering and waste management.
2. Transport (heat and mass transfer, fluid dynamics)
3. Air pollution control and engineering
4. Kinetics
5. Thermodynamics

The three subjects selected should be closely connected to the student's undergraduate training and approved by his/her advisory committee. Students who fail any portion of the exam will be granted a final attempt to pass a makeup written examination which includes an oral defense of their answers in front of a faculty committee. Students who fail one or two subjects after the retest are required to enroll in remedial undergraduate courses and pass with a grade of B+ or better. Credits from these remedial courses do not count toward the PhD course-work requirement. Students who fail all three subjects after the retest must leave the PhD program.

The Ph.D. Qualifying Committee

By Academic Senate Regulation and Graduate Council policy, the Qualifying Committee is comprised of five members, a majority of whom, but not all, are affiliated with the program. The Chair of the Qualifying Committee is normally the student's Ph.D. advisor, who must be a voting member of the Academic Senate. All committee members should normally be voting members of the UC Academic Senate. Any exceptions must hold Ph.D. s, be qualified for a UC faculty appointment and must be supported by a memo of justification from the Graduate Adviser. A memo is unnecessary for those holding Adjunct faculty positions.

One member of the Qualifying Committee, designated the "outside member," must be a voting member of the UC Academic Senate who does not hold an appointment in the CEE department. This person represents the faculty at large and acts most importantly, as a "third party ensuring fairness." Special expertise in the area of the student's dissertation is not expected; this member's academic field may be unrelated to the field of study of the student and the other committee members, and this member is expected to be unaffiliated with the department. For the purpose of the qualifying committee, a cooperating member cannot be an "outside member."

The Ph.D. Qualifying Committee (cont.)

The student and their advisor may nominate three committee members with the concurrence of the Department chairperson or Graduate Adviser. Two members must be CEE faculty and the other is a faculty member outside of the CEE department. The remaining members are nominated by the CEE Graduate Committee. After review of the nominations, the Qualifying Committee is appointed by the Dean of the Graduate Division on behalf of the Graduate Council. This Committee, once approved by the Graduate Dean, becomes responsible for the student's academic guidance and evaluation until advanced to candidacy.

The proposed Qualifying Committee and the date set for the exam must be submitted to the Graduate Division Office on the Ph.D. Form 2 (Nomination for Qualifying Examination for the Degree of Doctor of Philosophy) at least two weeks (preferably one month) prior to the date of the final qualifying examination date. If any nominee is not a member of the University of California Academic Senate, a curriculum vitae and a memo justifying the appointment from the Graduate Adviser or Department Chair should be submitted with the Form 2.

Once the committee has been formally appointed, the date and time of the oral proposal presentation/defense will be scheduled. Any changes in the exam date or in the composition of the Committee must be communicated in writing to the Graduate Division not less than twenty-four (24) hours before the oral examination is held.

The qualifying oral dissertation proposal/defense is not open to the general public, but members of the Academic Senate may attend. The recommendation of the committee must be reported to the Graduate Council within forty-eight (48) hours on Ph.D. Form 3 (Report on Qualifying Examination and Nomination of Dissertation Committee) which is provided by the Graduate Division to departments on request. Each committee member must sign the form. No one can sign for them.

A unanimous committee report for or against approval will be accepted for the Graduate Council by the Dean of the Graduate Division. If a student has failed the qualifying examination, the committee is required to make a recommendation for or against a second examination, ordinarily not to be given until at least three months have elapsed. The date of the second oral examination shall be communicated to the Graduate Division in writing at least two weeks prior to its occurrence. A third examination is not permitted. The student will be notified of the results immediately following the exam when a unanimous vote is reached.

If there is an initial divided vote, the committee will make every effort to arrive at unanimity. Failing unanimity, a committee report which contains only one negative vote will be deemed a pass, and a committee report which contains two (or more) negative votes will be considered a failure. When the vote is split, the committee or any member of the committee can petition (in writing) the Graduate Council to consider a reversal of the judgment. In that event, the Administrative Committee of the Graduate Council will make the final determination as to whether the student has passed. In such cases no statement is made to the student regarding his/her passing or failure until the final determination has been made. The student shall be informed within forty-eight (48) hours that the vote is split and the final determination will be made by the Graduate Council.

When the Committee meets to conduct the oral Qualifying Examination, it must report the vote and/or action to the Graduate Council via the Graduate Dean. If the Committee decides to reexamine the student at a later date or does not pass the student for any reason, this must be reported. Once a committee convenes an examination, either a pass or fail must be reported by that committee. The Form 3 must be signed by all committee members at the time the qualifying examination is concluded, and submitted even if the examination was failed.

Qualifying Examination and Dissertation Proposal

After successful completion of the written preliminary examination, each student, with advisement from an advisor, prepares a dissertation proposal. Typically, students submit a dissertation proposal to their qualifying committee within two academic quarters after successfully completing the written preliminary examination. The proposal must follow the guidelines outlined here: http://www.cee.ucr.edu/graduate/ATC_Proposal_TemplateRevised.pdf The proposal should clearly demonstrate the student's adequate preparation for the completion of his/her thesis research. This includes, but is not limited to, a thorough review of the pertinent literature, a presentation and discussion of the candidate's own research, and a detailed research plan with sufficient breadth and depth for the completion of the thesis. The qualifying committee chair schedules an oral defense normally within one month of the written proposal submission. The written proposal must be submitted to the entire qualifying committee a minimum of two weeks prior to the oral defense. The presentation is given only to the dissertation committee members.

The oral presentation/defense of the proposal focuses on the dissertation problem. Students should demonstrate considerable depth of knowledge in the student's area of specialization and a clear understanding of the research methods that are needed for successful completion of the dissertation research. The oral presentation/defense begins with a presentation by students on their dissertation topic and is followed by questions and suggestions from the qualifying committee.

On the basis of the written proposal and oral defense, the qualifying committee decides whether the student should be advanced to candidacy, asked to modify and enhance the proposal, or requested to withdraw from the program.

Advancement to Candidacy

After successful completion of the qualifying examinations and completion of all University and departmental requirements, the student is eligible for advancement to candidacy. At that time, the CEE department submits the "Report of Departmental Requirements for Ph.D. Degree" to the Graduate Division to conduct a degree check. The student will be billed the Candidacy Fee after the degree check has been completed. After a successful degree check, the student and CEE department are notified of the formal advancement to candidacy. The Candidacy Fee is later used to pay for microfilming the student's Ph.D. dissertation.

All students who are considered nonresidents for tuition purposes and are advanced to candidacy for the Ph.D. receives a reduction of 100 percent of the non-resident tuition. Each student is eligible for a maximum of three calendar years of non-resident tuition reduction. Time spent not registered (withdrawn, on leave, or on filing fee status) will count toward the three-year total unless the Graduate Dean grants an exception. A student must be advanced by the first day of the academic term to qualify for that quarter.

Candidacy for the Ph.D. will normally lapse if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration. A readmitted student who was a candidate for the Ph.D. may be required to again advance to candidacy and thereafter enroll as a candidate for at least one academic quarter before the Ph.D. will be conferred. If less than three years has passed since the student withdrew, the candidacy will normally remain in effect. If three or more years have passed since Advancement to Candidacy, candidacy status will be determined by consultation between the Dean of the Graduate Division and the department.

Dissertation and Final Oral Examination

Following advancement to candidacy, students formally focus on their dissertation research. The progress of the dissertation is monitored by the student's dissertation committee. Candidates should interact frequently with members of their dissertation committee to insure that dissertation progress is acceptable.

The graduate committee nominates the dissertation committee after consideration of the suggestions made by the student and his/her thesis advisor. The dissertation committee consists of a minimum of three UCR Academic Senate members. The chair and majority of members must be from Chemical and Environmental Engineering. All committee members should be in a position to offer guidance and be able to judge the scholarship of the dissertation work. Upon recommendation of the graduate advisor, doctoral dissertation committees are appointed by the dean of the Graduate Division.

After completing the dissertation research, students must submit a written copy of the dissertation for approval for defense by the student's dissertation committee. Once a draft has been approved, an oral defense of the dissertation is scheduled. The student must submit their written proposal to their entire committee a minimum of two weeks in advance of their oral exam. This defense consists of a seminar open to the entire academic community, followed by a question-and-answer period conducted by the dissertation committee. Students must complete at least six quarters in residence in the UC with a GPA of 3.00 or better in all 100- and 200-level course work related to the degree.

Degree Conferral

Ph.D. degrees are conferred, subject to the final approval of the Graduate Council, as of the last day of the regular academic quarter in which all requirements have been satisfied (the last day of the quarter), including the final positive recommendation of the Doctoral Committee, and the acceptance of the approved dissertation by the Graduate Division on behalf of the University. A graduate student must be registered or on Filing Fee status the quarter in which the dissertation is submitted and the degree is to be conferred. No fee for filing the manuscript itself is required. If a student misses that deadline, he/she has until the day before the next quarter officially begins to file and not pay next quarter's registration fees. Unless payment of a Filing Fee or a Leave of Absence is approved, all graduate students must register each regular academic quarter (excluding Summer Session) until all degree requirements are completed - otherwise, student status and candidacy for the Ph.D. will normally lapse. Once the status lapses, the degree can be conferred only after readmission of the student, followed by at least one quarter of registration or Filing Fee status and possibly re-advancement to candidacy.

Students are advised by mail of formal degree conferral at the end of the quarter in which the degree is completed. As soon as all degree requirements are completed, the student may request a formal letter of certification of completion bearing the Graduate Dean's signature from the Division office. A formal certification of completion is the equivalent of formal degree conferral for faculty and post doctoral appointments and other employment and career advancement purposes.

Once the diploma is ready, the Registrar will notify the student by postcard that they may pick-up their diploma at that office. If they want it mailed to them they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office.

PH.D. ADVANCEMENT TO CANDIDACY PROCESS

1. Request a meeting with Adrienne Thomas in A222 Bourns for a degree/coursework check. This should be done one quarter prior to advancement.
2. Work with your Faculty Advisor to nominate three faculty members for your Oral Qualifying Exam committee. Your advisor will be Chair of the committee and the other committee member must be from within the CEE department. The third faculty member must be from another department and will act as an Outside Committee Member.
3. Once you have these members identified, e-mail Adrienne at adrienne@engr.ucr.edu with 1) the names of your committee members, 2) the approximate date you plan to take the qualifying exam, 3) the title of your presentation for the qualifying exam, and 4) a copy of your abstract. The information will be sent for approval to the CEE Graduate Committee.
4. The Graduate Committee will approve or disapprove of the three nominated members, and will also choose two additional members for your committee. The names of all five members for your committee will be sent to you.
5. Confirm all members are willing to serve on your committee. Then download Form 2 from the Graduate Division website and turn in the completed form to Adrienne a minimum of one month prior to your exam. Form 2 can be found here: <http://graduate.ucr.edu/forms/Form%202.pdf>
6. It will be your responsibility to coordinate an appropriate date and time for the exam with your committee and inform Adrienne of the final date and time. Adrienne can help you reserve a room for your exam.
7. After Graduate Division approves your committee, prepare the Form 3. Form 3 is available at the link below and should be submitted to Adrienne Thomas in A220Bourns a minimum of two weeks prior to your exam: <http://graduate.ucr.edu/forms/Form%203.pdf>
8. You're required to follow the Advancement to Candidacy Proposal Template guidelines explained here: http://www.cee.ucr.edu/graduate/ATC_Proposal_TemplateRevised.pdf **You must send your proposal to your entire committee a minimum of two weeks in advance of your exam. If you fail to adhere to these proposal template guidelines and the deadline explained above, you may fail your exam.**

Timeline	Fall	Winter
	<ul style="list-style-type: none"> • Degree/coursework check with Adrienne • Nomination of committee members • Form 2 	<ul style="list-style-type: none"> • Schedule ATC exam • Reserve room • Form 3 • Take ATC exam

- ◆ What happens if I fail the exam?
- ⇒ If the committee determines that you did not pass the exam, they will then decide if you are eligible for a second examination. The second examination will take place at least three months after the original exam date. A third examination is not allowed.

COURSE REGISTRATION PROCESS

The minimum amount of units required to be a full time student is 12.0 units per quarter. Please make sure your enrollment is at least 12.0 units. Justification may be required if you are below 12.0 units.

Instructions for enrollment:

1. As of **Winter 2018** students will be responsible for enrolling themselves.
2. Consult with your faculty advisor review courses you plan on taking and sign the form.
3. You may now sign up for courses via R'Web. For instructions on courses with variable units please go to <http://registrar.ucr.edu/registrar/registering-for-classes/index.html> and follow the step-by-step instructions.
4. During the first three weeks of the quarter, Graduate Division sends out a list detailing all graduate student enroll. As stated earlier, all graduate students must be enrolled in 12 units. If student is enrolled in less than 12 units (and not approved for part-time status), the SAO and graduate advisor will contact the student.

Undergraduate Courses/Non-CEE Courses:

1. You will be enrolled in undergraduate engineering courses by Kimberly Wolf. You must complete an enrollment assist so that she can enroll you <https://bcoe.wufoo.com/forms/bcoe-enrollment-assistance-form/>.
2. For graduate level engineering courses not in CEE (e.g. EE 200), please contact the instructor of the course for permission to enroll. Please forward the approval to Adrienne Thomas via e-mail and you will be enrolled.
3. For non-engineering undergraduate courses and graduate level courses, please contact the Student Affairs Officer for the college that is in charge of the course for permission to enroll.

Which research course should you take, 297 or 299?

⇒ You can take up to 6 units of 297 Directed Research and up to 12 units of 299 Thesis/Dissertation Research. Prior to Advancement to Candidacy 297 research is recommended. Afterwards, 299 is taken. Other factors may require that you take 299 even if you have not Advanced to Candidacy such as amount of units and co-advisors. Please see the Graduate Student Affairs Officer if you have any questions.

How many units of research should you take?

⇒ You need a minimum of 12 units to be considered a full time student. Once you have the amount of units calculated from required courses, research units would make up the difference. For example, if you have 8 units of required courses, you would take 4 units of 297 or 299 research to make the minimum of 12 units.

SPECIAL TOPICS COURSES LISTING

Faculty	Special Topics	Course Name
Cocker, David	CEE 256 001	Special Topics in Particulate Measurement and Air Quality
Ge, Xin	CEE 250 94G	Biomolecular and Cellular Engineering
Guo, Juchen	CEE 250 99G	Materials for Electrochemical Energy Storage and Conversion
Kisailus, David	CEE 267 001	Special Topics in Bionanotechnology
Liu, Haizhou	CEE 250 L17	Water Quality Engineering
Mulchandani, Ashok	CEE 258 001	Biosensing and Biodetoxification
Myung, Nosang	CEE 259 001	Special Topics in Materials Electrochemistry
Walker, Sharon	CEE 265 001	Microbial Fate and Transport in Aquatic Environments
Wheeldon, Ian	CEE 250 93W	Protein and Biomolecular Engineering
Wong, Bryan	CEE 250 99W	TBA
Wu, Jianzhong	CEE 260 001	Structural Ordering in Colloidal Dispersions
Wyman, Charles	CEE 266 001	Special Topics in Biological Conversion of Biomass
Yan, Ruoxue	CEE 250 25Y	TBA

USEFUL WEBSITES

Chemical and Environmental Engineering Homepage

<http://www.cee.ucr.edu>

Chemical and Environmental Engineering Seminar Schedule

<http://www.cee.ucr.edu/seminars/sched2017-2018.html>

General Catalog Online

<http://www.catalog.ucr.edu/>

Graduate Division Student Handbook

<http://graduate.ucr.edu/forms/Grad%20Student%20Handbook%202015.pdf>

UCR Graduate Student Association

<http://www.gsa.ucr.edu/>

Schedule of Classes Online

<https://registrationsb.ucr.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

R'Web Online Registration

<http://registrar.ucr.edu/registrar/registering-for-classes/index.html>

UCR Libraries

<http://library.ucr.edu>

UCR Highlander Union Building (HUB)

<http://www.highlanderunionbuilding.ucr.edu/pages/default.aspx>

UCR Housing Office

<http://www.housing.ucr.edu>

City of Riverside (information about the city and surrounding areas)

<http://www.riversideca.gov/>

CAMPUS RESOURCES

Campus Police

<http://www.police.ucr.edu/>

(951) 827-5222

Adding the campus police's phone number to a cell phone will aid in getting emergency assistance to your classroom quickly.

Campus Escort

<http://www.escortservice.ucr.edu/>

(951) 827-3772

Campus escort can walk you to your car after night classes.

Graduate Division

<http://www.graduate.ucr.edu>

For assistance with financial aid, enrolled students, etc.

Counseling Center

<http://www.counseling.ucr.edu>

Psychological counseling, stress management, and vocational testing. The center makes actual appointments or TAs can refer students for appointments.

Career Center

<http://www.careers.ucr.edu/Pages/default.aspx>

Career counseling, assessment, workshops, and job search assistance.

Ombudsman

<http://www.ombudsperson.ucr.edu>

For assistance in resolving various conflicts (sexual harassment, fee disputes, instructor-student) on campus.

Student Business Services

<http://www.sbs.ucr.edu>

Deferred tuition payments plans, loans and loan counseling, registrar.

International Students and Scholars Office

<http://www.internationalcenter.ucr.edu>

Assistance for international students, instructors and faculty. Also offers opportunities abroad.

Dean of Students Family of Departments

<http://deanofstudents.ucr.edu/>

Access to student resources including Students Special Services, Women's Resource Center, LGBT Resource Center, and the Student Recreation Center.

IMPORTANT CONTACTS

The administrative suite is located in A242 Bourns Hall. A listing of key contact personnel in the CEE Department and the College of Engineering with whom continuing graduate students may interact is given below.

Faculty					
Ian Wheeldon	Assoc. Professor and Graduate Advisor for continuing students	Bourns B319	827-2271	iwheeldon@engr.ucr.edu	Responsible for advising graduate students until they pick a faculty advisor. Also approves committee nominations, course waivers, and curriculum changes.
Charles Wyman	Professor and Chair	Bourns 215	827-7710	cewyman@engr.ucr.edu	Responsible for all the department functions.
Administrative Staff					
Sabrina Schuster	Financial and Administrative Officer (FAO)	Bourns A233	827-4655	sabrina@engr.ucr.edu	Oversees all financial and administrative affairs.
Kathy Cocker	Assoc. Development Engineer (Lab. Manager)	Bourns A229	827-2097 (office)	ksmihula@engr.ucr.edu	In charge of safety in the labs and set up of the instructional labs.
Kevin Schulte	Purchasing and Travel Coordinator	Bourns A220	827-6460	kshulte@engr.ucr.edu	Handles purchasing activities for labs and processes reimbursements.
Polly Beattie	Contracts and Grants/Payroll and Personnel Analyst	Bourns A232	827-4654	polly@engr.ucr.edu	Responsible for payroll and contracts & grants activities.
Adrienne Thomas	Grad. Student Affairs Officer (GSAO)	Bourns A220	827-2859	adrienne@engr.ucr.edu	Supports graduate program and student affairs.
John Cleary	Systems Administrator	Bourns A315	827-2638	systems@engr.ucr.edu	Provides computer systems support.
CE-CERT College of Engineering Center of Environmental Research and Technology)					1084 Columbia Ave. 781-5791

COPYRIGHT

Copyright is an issue that many graduate students come across during their academic career; whether for their thesis dissertation or copying pages from a textbook for a course. To find out more about copyright issues and how they might affect you please visit the two websites below.

<http://learn.copyright.com/page.aspx?QS=773ed3059447707d329d70250963fa772c9614113a1a9c3d181ffaedc54972c2>

This website includes a video that goes over copyright basics.

http://printing.ucr.edu/copyright_faqs.html

This website has links to official UC policies on copyright.

The following is an excerpt from the UCR Policies and Procedures manual section 550-20. The full manual can be viewed at: <http://fboapps.ucr.edu/policies/>

A. GENERAL POLICY

It is the policy of the University that copyrightable material in the form of books, musical or dramatic compositions, architectural designs, paintings, sculptures, or other works of comparable type developed by employees either in conjunction with or aside from their University employment, will be the property of the author unless the material is prepared by means of special contractual arrangements or as a specific part of their University assignment. A faculty member's general obligation to produce scholarly works does not constitute such a specific University assignment.

1. University Owned copyrights

Copyrightable material, other than mentioned above, developed by employees either in conjunction with or aside from their University employment utilizing University funds, or the staff, equipment, and facilities of the Learning Resources, Media, and Computer Centers or other University production facilities, shall be the property of the University and shall, at the University's option, be copyrighted in the name of The Regents. However, the University shall provide for the disclosure of appropriate credits and shall consider the comments of participating employees regarding subsequent presentation of the material.

2. Sharing of Royalties

The University may allow employees who develop copyrightable material, other than that mentioned above, using University resources, to share in any royalties which accrue from the sale or lease of such material outside the University, provided an appropriate agreement is entered into prior to the beginning of a project. Any such agreement shall take into account the employee's effort and contribution as well as the extent of the University's development costs (and any conditions on the recoupment of such costs imposed by extramural funding sources) in setting the employee's royalty, the University's income share, and the recoupment of the University's costs. See [Policy 550-70](#).

3. Employee Copyrights Developed in Conjunction with University Employment

Copyrightable material prepared without use of University funds and facilities by employees in conjunction with their University employment shall be the property of the author unless the material was prepared through special contractual arrangements. However, the University shall reserve the right to receive a free and irrevocable license to use such material in connection with its educational, research, and public service functions. It shall be the policy of the University to acquire only such license right, leaving authors free to establish copyrights in their own names, if they wish. The University shall not profit from the use of such material, and authors shall have the right to periodically comment on the material as provided above.

4. Copyright Agreements With Outside Individuals And Organizations

In all cases in which persons or organizations other than University employees prepare copyrightable material with the support of University resources or facilities, exclusive of libraries, an agreement shall be executed in advance setting forth the understanding regarding the use of facilities, ownership rights, and financial arrangements.

FREQUENTLY ASKED QUESTIONS

- ◆ Can I get a M.S. degree on my way towards the Ph.D.?
 - ⇒ Yes, you can however both degrees are treated separately. Although classes double count, you would still have to pursue either a M.S. Plan I (thesis) or Plan II (comprehensive exam) while still making satisfactory progress towards your Ph.D. A Ph.D. student pursuing a M.S. Plan I would have to do the following: Course requirements, Preliminary Exam (Ph.D.), M.S. Thesis Candidacy, M.S. Thesis Defense, Advancement to Candidacy (Ph.D.), Ph.D. Thesis Defense. A Ph.D. student pursuing a M.S. Plan II would have to do the following: Course requirements, Preliminary Exam (Ph.D.), Comprehensive Exam (M.S.), Advancement to Candidacy (Ph.D.), Ph.D. Thesis Defense.

- ◆ What is a Filing Fee Petition and when should I complete one?
 - ⇒ In a special circumstance, a student who has completed all course requirements for their degree may find that they will not finish their dissertation before the quarter ends. In that situation, the student may elect to use some time the following quarter to complete their dissertation without taking courses. This is when a Filing Fee Petition is completed: to have the student avoid paying full tuition and fees for a quarter in which they will only be working on their dissertation. For more information on the Filing Fee Petition, please visit: <http://graduate.ucr.edu/forms/Filing%20Fee-PhD.pdf> Go to the Forms for Student Use Section and choose the appropriate filing fee petition for your degree. Due dates are dependent on the quarter in which you will need a filing fee.

- ◆ What is the deadline for the Filing Fee Petition?
 - ⇒ Fall quarter: September 1
 - ⇒ Winter quarter: December 1
 - ⇒ Spring quarter: March 1

- ◆ What are the steps I should take for Ph.D. completion?
 1. Your Oral Qualifying Exam committee will have nominated a committee for your Defense of Dissertation Committee (see Ph.D. Advancement to Candidacy process). You would work with your nominated members to schedule a date for your defense.
 2. Once a date has been determined, e-mail the Graduate Student Affairs Officer (GSAO) to reserve a room and create a flyer. The GSAO will also need a copy of your abstract and title to create the flyer for distribution.
 3. You would provide copies of your dissertation to your committee at least two weeks before your defense.
 4. Once your defense is completed and all members have approved, you will bring a draft of your dissertation to the Grad Division for format review. The Graduate Division will provide you with forms to complete in order to graduate.
 5. You will also need to provide the Grad Division final copies of your dissertation on or before the last day of the quarter in which you defended.