



MECHANICAL & AEROSPACE GRADUATE STUDENT HANDBOOK

UNIVERSITY OF CALIFORNIA, DAVIS

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TABLE OF CONTENTS

I.	<u>INTRODUCTION & MISSION</u>	4
	1. <u>Introduction</u>	4
	2. <u>MAE Mission Statement</u>	4
II.	<u>ACADEMIC RESOURCES</u>	4
	1. <u>Advisers</u>	4
	a. <u>Graduate Adviser for Continuing Students</u>	
	b. <u>Graduate Adviser for Admissions</u>	
	c. <u>Major Professor (Faculty Adviser)</u>	
	d. <u>Graduate Program Coordinator</u>	
	e. <u>Advisory Committees</u>	
	2. <u>Faculty Committees</u>	6
	a. <u>Graduate Studies Committee (GSC)</u>	
	b. <u>Graduate Admissions Committee</u>	
	c. <u>Teaching Assistant (TA) Selection Committee</u>	
III.	<u>ADMISSION</u>	6
IV.	<u>REGISTRATION REQUIREMENTS & PROCEDURES</u>	7
	1. <u>University Requirements</u>	7
	2. <u>Academic Residence</u>	7
	3. <u>Part-time Status</u>	7
	4. <u>Registration Procedures</u>	8
	5. <u>Adding/Dropping</u>	8
V.	<u>GRADING & COURSE CREDIT</u>	8
	1. <u>Satisfactory/Unsatisfactory (S/U)</u>	8
	2. <u>Repetition of Courses</u>	9
	3. <u>Incompletes</u>	9
	4. <u>Course Grading and GPA Requirements</u>	9
VI.	<u>WITHDRAWALS, LEAVES & READMISSION</u>	9
	1. <u>Withdrawal from the University</u>	9
	2. <u>Planned Educational Leave Program (PELP)</u>	9
	3. <u>Filing Fee Status</u>	10
	4. <u>PELP/Filing Fee & Student Health Insurance (UCSHIP)</u>	11
	5. <u>Readmission</u>	11
VII.	<u>EMPLOYMENT</u>	11
	1. <u>Employment Regulations</u>	11
	2. <u>Fee Remission Policy</u>	12
	3. <u>Teaching Assistantship (TA)</u>	12
	a. <u>Definition of Teaching Assistantship</u>	
	b. <u>Eligibility for Appointments</u>	
	c. <u>Selection of Teaching Assistants</u>	
	d. <u>Terms of Appointment</u>	
	e. <u>General Duties of Teaching Assistant</u>	
	f. <u>Teaching Assistant Job Descriptions & Applications</u>	
	4. <u>Graduate Student Researcher (GSR)</u>	13
	a. <u>Definition of a Graduate Student Researcher</u>	
	b. <u>Eligibility for Appointments</u>	
	c. <u>Terms of Appointments</u>	

5.	<u>Reader</u>	14
	a. <u>Definition of a Reader</u>	
	b. <u>Eligibility for Appointments</u>	
	c. <u>Selection of Readers</u>	
	d. <u>Terms of Appointments</u>	
6.	<u>SPEAK Test Requirements</u>	14
VIII.	<u>USE OF DEPARTMENT FACILITIES</u>	15
	1. <u>Graduate Student Mailboxes & Department Correspondence</u>	15
	2. <u>Keys</u>	15
	3. <u>Telephones</u>	15
	4. <u>Office Supplies</u>	15
	5. <u>Copy Machines</u>	15
	6. <u>Viewgraph Policy</u>	15
IX.	<u>PURCHASING OF LABORATORY SUPPLIES & MATERIALS</u>	16
	1. <u>Procedures for Purchasing Supplies and Materials</u>	16
X.	<u>TRAVEL & OTHER OUT-OF-POCKET EXPENSES</u>	16
	1. <u>Travel</u>	16
	2. <u>Other Out-of-Pocket Expenses</u>	17
XI.	<u>TECHNICAL SERVICES</u>	17
	1. <u>College of Engineering, Engineering Fabrication Laboratory</u>	17
	2. <u>Biological and Agricultural Engineering Shop</u>	17
XII.	<u>DEPARTMENTAL SAFETY INFORMATION</u>	18
	1. <u>Departmental Safety Rules</u>	18
	2. <u>Departmental Safety Website</u>	19
XIII.	<u>COMPUTER RESOURCES</u>	19
	1. <u>Departmental Computer Resources</u>	19

I. INTRODUCTION & MISSION

1 INTRODUCTION

The faculty and staff of the Department of Mechanical and Aerospace Engineering (MAE) at UC Davis welcome you to the graduate program. We sincerely hope you have a rewarding and successful experience. The purpose of this handbook is to help you become acquainted with the requirements, regulations and procedures affecting your graduate studies.

Graduate students on the UC Davis campus are officially students of the Office of Graduate Studies. Graduate work is performed under the supervision of faculty members who are organized in graduate groups and departments. It is important to point out that the MAE graduate program has degree requirements, policies, procedures, and deadlines that are in some cases more stringent than those of the College of Engineering and the Office of Graduate Studies. It is the responsibility of the student to meet all MAE Graduate Program requirements and deadlines.

This Handbook describes, among other things, the guidelines and step-by-step procedures for each MAE degree program, outlining the requirements of each program, delineating the responsibility of the faculty and students in meeting these requirements, and familiarizing graduate students with departmental policies and procedures.

When you begin the MAE Graduate Program, you should carefully review this handbook and the degree requirements. You are responsible for knowing and adhering to the policies, procedures and regulations detailed here. No handbook, however, can answer all of the questions you have and certainly cannot replace contact with the faculty and staff who are here to help you. If you have any questions about the material in this Handbook or about matters not addressed herein, you should see the Graduate Program Coordinator, Lisa Ronco, 2132A Bainer Hall, or the Graduate Adviser for Continuing Students, Professor Christina Davis, Rm 101 TB 207, or email our Graduate Student Helpline (gmaehelp@ucdavis.edu).

2 MAE MISSION STATEMENT

The MAE Department is committed to educating future engineers so that they may contribute to the economic growth and well-being of both the state and nation and to the advancement of knowledge in the mechanical and aeronautical sciences.

II. ACADEMIC RESOURCES

1 ADVISERS

a GRADUATE ADVISER FOR CONTINUING STUDENTS

The Graduate Adviser for Continuing Students for the MAE program is a resource for all graduate students in the department to provide information and advising on academic requirements, policies and procedures. The Graduate Adviser's signature is the only signature recognized as official by the Office of Graduate Studies on a variety of petitions and forms used by graduate students. In particular, the Graduate Adviser for Continuing Students is responsible for the following:

- Serves on the MAE Graduate Study Committee & TA Selection Committee
- Handles all Office of Graduate Studies and MAE Departmental forms
- Performs periodic review of student progress toward degree objectives
- Enforces MAE Graduate Procedures and Requirements
- Has responsibility for the content of MAE Graduate Program Web Pages
- Assists the Graduate Adviser for Admissions in Block Grant allocation decisions

The Graduate Adviser for Continuing Students is available for consultation by direct appointment.

b GRADUATE ADVISER FOR ADMISSIONS

Responsibilities of the Graduate Adviser for Admissions include:

- Acts as Chair of the MAE Graduate Admissions Committee
- Serves on the MAE Graduate Study Committee & TA Selection Committee
- Has responsibility for MAE graduate student recruitment
- Allocates Block Grant funds
- Approves change of major, change of degree objectives, and readmissions applications

c MAJOR PROFESSOR (FACULTY ADVISER)

A student's major professor is the faculty member who assists the student in preparing a detailed study program and who supervises the research that forms the basis for the thesis or dissertation.

Responsibilities of the Major Professor include:

- Assists students with preparation of program of study
- Supervises student thesis or dissertation research
- Assigns grades for MAE-299 (research) and MAE-290C (research conference) units
- Serves as the chairperson of the thesis or dissertation committee

One of the most critical decisions in a graduate student's career is the selection of a Major Professor (Thesis Adviser). The selection of a Major Professor and a research topic requires careful thought because the thesis/dissertation research is the principal activity of a graduate student and often defines the future career directions of the student.

Each student is assigned an initial faculty contact upon admission. The Graduate Program Coordinator must be notified if the student decides on a Major Professor who is different from the initial faculty contact. The Major Professor must be a member of the MAE Graduate Program.

d GRADUATE PROGRAM COORDINATOR

The MAE Graduate Program Coordinator should be the first person consulted on all actions regarding graduate affairs. The Graduate Program Coordinator may advise the student to contact the MAE Graduate Adviser or the Office of Graduate Studies to address particular issues.

All forms and petitions may be picked up from the MAE Graduate Program Coordinator in 2132B Bainer Hall or printed from the Office of Graduate Studies website: <https://grad.ucdavis.edu/current-students/forms-information>. All forms requiring a signature from the MAE Graduate Adviser must first be submitted to the MAE Graduate Program Coordinator, who will acquire the signature and submit the forms to the appropriate office(s).

Responsibilities of the Graduate Program Coordinator include:

- Responsible for various department-level graduate details including prospective student recruitment, new student orientation, and various academic and social functions
- Corresponds with prospective students and reviews applications for admission
- Informs current students of department announcements and initiatives

e ADVISORY COMMITTEES

Various advisory committees including the Ph.D. Qualifying Examination Committee and the M.S. Thesis or Ph.D. Dissertation Committee will guide each student during the progress toward a graduate degree. The Graduate Adviser for Continuing Students must approve of the committee members and nominate them for approval by the Graduate Council. The Graduate Adviser for Continuing Students has the prerogative to reject the selection of advisory committees if the committee is deemed as inappropriately constituted.

2 FACULTY COMMITTEES

a GRADUATE STUDIES COMMITTEE (GSC)

The GSC is chaired by the Chair of the MAE Department. Its members include the Chair, the Graduate Adviser for Continuing Students, the Graduate Adviser for Admissions, and two other faculty members. The Graduate Program Coordinator is an ex-officio member.

Responsibilities include:

- Making recommendations regarding requirements for graduate degrees and other programmatic proposals for consideration by MAE faculty.
- Assisting the MAE Program Chair, Graduate Adviser for Continuing Students, and Graduate Adviser for Admissions in administering the graduate program
- Making fellowship decisions
- Appointing standing and ad hoc committees as necessary to properly administer the activities of the Program

b GRADUATE ADMISSIONS COMMITTEE

The Graduate Admissions Committee is chaired by the Graduate Advisor for Admissions. Its members include the Graduate Adviser for Admissions and two other faculty members. The Graduate Program Coordinator is an ex-officio member. The Graduate Admissions committee is responsible for recruiting and admitting students to the MAE Graduate Program.

c TEACHING ASSISTANT (TA) SELECTION COMMITTEE

The TA Selection Committee is chaired by the Vice Chair of the MAE Department. Its members include the Vice Chair, Department Chair, the Graduate Adviser for Continuing Students and the Graduate Adviser for Admissions. The Graduate Program Coordinator is an ex-officio member. The responsibility of the TA selection committee is to make all TA assignments. See page 12 for information about the TA assignment process.

III. ADMISSION

Admission recommendations are made by the Graduate Admission Committee with the final admission decision made by the Dean of Graduate Studies. Admission to graduate standing normally requires a minimum of 3.0 (out of 4.0) for the M.S. program and a minimum of 3.5 (out of 4.0) for the Ph.D. program. However, admissions decisions are made on a case-by case basis. A student may apply for admission for either an M.S. or a Ph.D. The M.S. is not a prerequisite to the Ph.D., and completing the M.S. requirements does not guarantee admission to the Ph.D. program.

Prospective students must adhere to the application instructions, deadlines and requirements detailed on the MAE website.

Enrollment Requirements for New International Students

New international students must meet with an advisor at the Services for International Students and Scholars Office (SISS) before they can register for classes.

New international graduate students are required to take an English language course (LIN 25 or LIN 26) during their first academic year, unless at least one of the following is true:

- English is the student's first or primary language
- The student has a college degree from an approved English-medium institution – students must confirm this with the Office of Graduate Studies
- The student has a TOEFL(iBT) score of 105 or higher or IELTS score of 7.5 or higher
- The student scored 24 or higher on the TOEFL (iBT) writing and 23 or higher on the TOEFL (iBT) speaking. Students with IELTS scores should contact Dawn Takaoglu at dmtakaoglu@ucdavis.edu.

Admission to the Doctoral Program for a Current MAE Master's Student

MAE M.S. students may continue on to the doctoral program. The Graduate Adviser for Admissions will evaluate these students on a case-by-case basis. For students who wish to change their degree objective to the Ph.D. the Department requires a minimum overall GPA of 3.5 in a minimum of 18 units of graduate coursework. A Petition for Change of Degree Objective must be submitted before the end of the academic quarter in which a candidate intends to complete the Master's program. If submitted late, the student must apply for re-admission to the program for the Ph.D. At the time of completion of the M.S. degree, a Graduate Program Exit Form (which exits the student from the M.S. program) must also be submitted to the Office of Graduate Studies.

In addition, candidates must take the Preliminary Examination the first time it is offered after submitting a Petition for Change of Degree Objective. Acceptance into the doctoral program is not automatic and completion of the M.S. requirements does not in itself guarantee admission to the Ph.D. program.

Admission to the M.S. Program for a Current MAE Doctoral Student

A Ph.D. student may wish to obtain a M.S. degree during the course of his/her doctoral studies. It is necessary to submit a Change of Degree Objective form. The student must Advance to Candidacy for the M.S. degree and fulfill the requirements for either the M.S. Plan I or Plan II degree.

VI. REGISTRATION REQUIREMENTS AND PROCEDURES

1 UNIVERSITY REQUIREMENTS

Upon matriculation in a particular program, students are expected to register continuously from the first quarter to completion of the degree. Full-time students must be enrolled in a minimum of 12 units per quarter. The only exceptions to this rule are Planned Education Leave Program (PELP) and Filing Fee Status. Students failing to register in a quarter are not guaranteed readmission for a later quarter. Students failing to register will be regarded as having withdrawn from the University, unless they are in PELP or Filing Fee status.

Students must be registered to be eligible to:

- Be employed as a Teaching Assistant, Associate In __, Reader, or Graduate Student Researcher. Regardless of employment, students holding these titles must be enrolled in at least 12 units. The units can be a combination of research units, TA practicum units and academic coursework.
- Hold graduate fellowships or scholarships.
- Take the Master's Comprehensive Examination or the Ph.D. Qualifying Examination.
- Use university facilities or faculty time for research or other studies except for final reading of thesis or dissertation.

2 ACADEMIC RESIDENCE

Students working towards a Ph.D. degree must be registered and in University residence for a minimum of six regular quarters of full time enrollment (12 units/quarter minimum). Two consecutive regular summer sessions may be counted as the equivalent of one regular quarter.

Students working towards a Master's degree must be registered and in University residence for a minimum of three regular quarters of full time enrollment (12 units/quarter minimum).

3 PART-TIME STATUS

Students are able to apply for part-time status if they are cannot pursue their studies full-time because of employment (30 hours or more worked per week), health conditions, accommodation for disability, or primary care responsibilities. Part-time status must be approved by the Graduate Adviser for Continuing Students. Part-time graduate students are required to complete a minimum of three units and a maximum of six units of upper division or graduate level units (including 290C and 299) per quarter of

residency. If a student in part-time status enrolls in more than 6 units, he/she will automatically be assessed full-time fees and will need to reapply for part-time status.

Students in part-time status are not eligible for employment as either teaching assistants or a graduate student researchers. International students cannot be part-time. International students seeking exceptions to the full-time enrollment requirement must contact SISS for prior approval. A Ph.D. student cannot be on part-time status once he/she has advanced to candidacy.

4 REGISTRATION PROCEDURES

Registered students can use SISWEB (<http://sisweb.ucdavis.edu>) to enroll in classes, adjust class schedules, view and print class schedules, print unofficial academic records, notify the University of a change of address, view financial aid status, and much more.

Students wishing to add courses which require instructor approval (290C, 299 and 396) must see the Graduate Program Coordinator to obtain the appropriate course reference number (CRN) before adding the units to their schedule.

Students must receive instructor approval before changing the number of 299 (research) units in which they are registered. Failure to secure instructor approval before registering for a variable-unit course or changing units may result in disciplinary action, academic penalty, or both.

5 ADDING/DROPPING

Adding or dropping courses is done on SISWEB via Schedule Builder. Students may add and drop courses until the deadlines listed on the Office of the University Registrar's webpage: <https://registrar.ucdavis.edu/calendar/quarter.cfm>.

Students wishing to drop a course after the deadline must file a late drop petition with Graduate Studies. On this petition the student must state a legitimate reason for dropping the class. Neither academic difficulties nor missed deadlines are acceptable reasons for late drops. The late drop must be reviewed by the Graduate Adviser for Continuing Students and then submitted to the Dean of Graduate Studies for approval. If approved, the student will be issued a Permission to Drop (PTD) number to drop the course through SISWEB/Schedule Builder. A \$3.00 fee will be charged to the student account for using the number. This may be done until the last day of instruction.

To add a course after the 12th day of instruction, approval of the program is required. If approval is given, the department will issue you a Permission to Add (PTA) number to add the course through SISWEB/Schedule Builder. PTAs may be given until the last day of instruction. A \$3.00 fee will be charged to the student account for using the number. This may be done until the last day of instruction.

A student wishing to either add or drop a course after the last day of instruction must submit a retroactive petition to the Registrar's Office for consideration by the Grade Change Committee. Such petitions are approved only in unusual and compelling circumstances.

VII. GRADING AND COURSE CREDIT

1 SATISFACTORY/UNSATISFACTORY (S/U)

The purpose of the S/U option is to encourage students to explore academic coursework in areas unrelated to their academic discipline. Courses that are offered by the student's academic major may not be taken on an S/U basis. With the approval of the Graduate Adviser for Continuing Students, a student may petition to take one graded upper division or graduate course per quarter on an S/U basis.

Under the S/U grading option, a student is assigned a letter grade by the instructor on the same basis as other students in the class. To receive a grade of S in lower or upper division work, a student must earn a C- or better in the course. To receive a grade of S in a graduate course, the student must earn a B- or better. When a program permits a student to take a course under S/U grading, only the officially recorded S or U (not the original letter grade) can be used to determine satisfactory academic progress.

A student who has advanced to candidacy for the Ph.D. may, with the approval of the Graduate Adviser for Continuing Students, take an unlimited number of courses on an S/U basis.

Petitions for any course(s) to be taken on an S/U basis must be filed with the Dean of Graduate Studies by the end of the fifth week of instruction. After the fifth week, students must also provide compelling justification explaining the reason for missing the deadline to request optional S/U grading. Late petitions are not normally granted, and no petitions will be approved after the final day of instruction for the term. The S/U grading option petition may be obtained from the Graduate Program Coordinator.

2 REPETITION OF COURSES

The College of Engineering policy does not permit graduate students to repeat a course for credit. In unusual circumstances a student may be permitted to repeat a course in accordance with campus regulations, which allow graduate students to repeat up to three courses in which a grade of C, D, F, or U was received. Degree credit for a repeated course will be given only once, but the grades assigned for both the first and second time a course is taken will appear on the transcript. Approval to repeat a course may only be obtained by petition.

3 INCOMPLETES

The grade of incomplete shall be assigned only when the student's work is of passing quality but incomplete for good cause as determined by the instructor. Students must remove the Incomplete grade before the end of the third succeeding quarter of academic residence. If not removed by the specified time, it will revert to an "F".

4 COURSE GRADING AND GRADE POINT AVERAGE REQUIREMENTS

Students are required to take all courses to be applied towards a graduate degree on a letter grade basis (A, B, C, etc.), except for seminar, research and conference units (297, 290C, 299, 396).

A graduate student is required to maintain a grade point average of at least 3.0 in all courses taken after admission to graduate status. The MAE department expects its doctoral students to maintain an overall GPA of 3.5. Graduate credit is not allowed for courses in which a grade below "C" is received. Grades received in lower division undergraduate (numbered 1 to 99) courses are not counted in determining grade-point averages. However, all upper-division undergraduate (100 series) course grades are included.

VIII. WITHDRAWALS, LEAVES, AND READMISSION

1 WITHDRAWAL FROM THE UNIVERSITY

If a student has enrolled for classes but later decides not to attend UC Davis, the student must request a Withdrawal Form from the Registrar's Office. Failure to withdraw may result in being held liable for fees according to the University Refund Policy and may result in an "F" grade given for each course in which the student is enrolled.

2 PLANNED EDUCATIONAL LEAVE PROGRAM (PELP)

The Planned Educational Leave Program is designed to allow students to suspend their programs of study for good cause to leave the campus, and to be guaranteed the right to return later to resume academic work with a minimum of procedural difficulty. Example of good cause for PELP include illness, temporary departure from the University for employment or research away from campus, preparing for examinations if doing so at a distance from campus, financial hardship, or personal problems. PELP is recommended for those students who are certain of the quarter in which they plan to return and who plan to be away no longer than three quarters. If a student is not certain of the return date, withdrawal and then filing an Application for Readmission is suggested instead. Check the application deadline in the campus General Catalog (available online at the website of the Office of the Registrar).

The minimum Planned Educational Leave is one full quarter and the maximum is three quarters. Readmission is guaranteed assuming the student resumes regular academic work at the agreed-upon date and removes any holds that may have been placed on registration. Students who do not return at the agreed-upon date and who do not officially extend their leave will be automatically withdrawn from the University. International students should consult with SISS Office concerning VISA issues.

PELP applications are processed via email through the Graduate Program Coordinator. Once the Graduate Adviser for Continuing Students approves the petition, it will be forwarded to the Office of Graduate Studies for final approval. The e-mail chain will be sent to the Office of the Registrar and the student will be charged a fee. Applications for PELP should be filed no later than the first day of instruction for a full refund of any fees and tuition paid. Applications filed after the tenth day will not be approved. If a PELP application is filed late, fees will be refunded on a pro-rated basis according to the Office of the University Registrar's schedule.

Students are ineligible for PELP if they are using University facilities to perform their research. A student on PELP shall not be eligible to receive normal University services except as follows:

- Placement and Student Employment Services
- Advising and counseling
- Housing - check with the Housing Office for stipulations
- Financial Aid - grants and other financial aid are discontinued for the period of leave, but financial aid counseling is available
- Optional Health Services - the student may purchase a Health card which will entitle him/her to full student health benefits before the first day of the quarter in which PELP begins
- Academic Credit - students on PELP are not eligible to enroll in concurrent courses on the Davis campus and shall not earn academic credit at Davis during the period of leave
- Employment - a student on PELP may not be employed on the Davis campus while on PELP

Students on PELP cannot Advance to Candidacy (for either the M.S. or Ph.D.), take the Comprehensive Examination or file a thesis until they have returned from PELP to registered status.

3 FILING FEE STATUS

Normally, degree candidates will file a final approved copy of their thesis with the Office of Graduate Studies during their final quarter of residence on campus. Filing Fee status is designed for students who have completed all other requirements (such as coursework, laboratory work/research, preparation of the thesis, and have Advanced to Candidacy), and who may not require an additional quarter in residence to prepare and submit the final thesis or dissertation manuscript. In this case, filing fee would replace regular registration. Students on filing fee are expected to make no demands upon faculty time other than the time involved in reading the thesis.

A student must have been in full-time residence for a minimum of 3 quarters to be eligible. A student will be allowed to stay on filing fee for a maximum of 1 quarter. An extension of an additional quarter is possible under unusual circumstances, but extensions are rarely approved. In order to be a registered student again after being on filing fee status, it will be necessary to file a Readmission application. Please note that a student is expected to graduate once the filing fee period has elapsed. Students in non-registered status, such as Filing Fee, will be allowed one quarter of employment without request for exception. Exceptions beyond this one-quarter period are rarely granted.

Students on Filing Fee are not eligible for the privileges given to regularly enrolled students. In particular, students on Filing Fee:

- May not make use of University educational facilities (such as libraries, laboratories, or computers) or possess keys to University space;

- The student may purchase a health card which will entitle him/her to full student health benefits for the first quarter on Filing Fee; this action must be taken before the first day of the quarter in which Filing Fee begins
- Are not eligible for University Housing;
- May not take coursework of any kind;
- May not make use of faculty time except as noted above.

Filing Fee application

To apply for Filing Fee status, a student must submit the Filing Fee request form with the Major Professor's signature to the Graduate Program Coordinator. Accompanying this form must be the College of Engineering Supplemental Filing Fee form with signatures of all members of the committee stating that they have read a draft of the thesis or dissertation. The student will be charged a one-time fee. The completed forms, with appropriate signatures and payment, must be submitted to the Office of Graduate Studies by no later than the first day of the quarter filing fee is to become effective.

4 PELP/FILING FEE & STUDENT HEALTH INSURANCE (UC SHIP)

Student Health and Counseling Services (SHCS) provides the Student Health Insurance Program (UC SHIP) to all students as part of their student fees (in-state or out-of-state) payment. Registered students may opt out of UC SHIP if they have access to an independent health insurance plan. Since students on PELP or Filing Fee do not pay fees and tuition, they are not automatically entitled to UC SHIP and are eligible to enroll in voluntary coverage (up to two quarters while on PELP and only one quarter on Filing Fee status).

Students on PELP or Filing Fee who intend to voluntarily enroll in UC SHIP for their period of eligibility are required to bring their approved PELP or Filing Fee form to the SHCS as notification of the change in registration status within five days of the beginning of the quarter in which the change is to be effective. Students on PELP or Filing Fee who do not wish to continue their UC SHIP must file a registration status change before the start of the quarter in order to receive a full refund of the UC SHIP fee. If the change of registration status is filed on or after the first day of the quarter, the UC SHIP fee will not be refunded.

To review the SHCS full policy on PELP and Filing Fee, go to their web site at:

<https://shcs.ucdavis.edu/insurance/ship-benefits-information>.

5 READMISSION

It is necessary for a student to submit an Application for Readmission to return to the MAE graduate program if any of the following occurs:

- The student neglected to register for a quarter and has consequently lost student status.
- The student has exceeded the filing fee limit and has failed to file the thesis or dissertation and must return to the MAE program.
- The student has NOT Advanced to Candidacy and registration is broken. If a student HAS Advanced to Candidacy, is not on filing fee or PELP, and registration is broken, the student must file an Application for Admission with Graduate Studies in order to return to the MAE graduate program.

IX. EMPLOYMENT

1 EMPLOYMENT REGULATIONS

In order to be eligible for academic employment as a Teaching Assistant (TA), Graduate Student Researcher (GSR), and Reader, a student must maintain minimum GPA of 3.0 and be enrolled in full-time units (12 units) for the entire quarter. Also, a student on Filing Fee may be employed in any of these positions for one quarter only, without any approval from the Office of Graduate Studies, during the student's academic career. See additional eligibility requirements below. These appointments do not require submission of time sheets, with the exception of GSRs funded by work-study grant. TAs, GSRs, and Readers are paid on the 1st day of the month following the period worked.

A student is expected to complete and sign all relevant employment forms, including a Graduate Student Eligibility Form, and a document called IDOC that summarizes the student's employment information. Employment paperwork is typically processed on or before the first day of the quarter. For change of name, address or citizenship status, a student should see the Payroll Administrator and complete a new Personal Data Form for tax purposes.

Students may work 15 academic quarters in teaching titles and 18 academic quarters in research titles.

2 FEE REMISSION POLICY

UC Davis policy provides for payment (from the funding source) of full in-state fees for GSRs appointed at 25% time or higher for the entire quarter. TAs and Readers who are appointed for at least 25% time for an entire quarter are eligible for partial remission of in-state fees, except for local campus fees which include GSA fees, Memorial Union fees, facility and campus enhancement fees, and student facilities fees. In any of these titles, the student must also be registered full-time (12 units minimum) by the fee deadline date to avoid paying a late fee. The 12-unit registration must be maintained for the entire quarter. For a current fee schedule and breakdown of fees: <http://budget.ucdavis.edu/studentfees/>.

IMPORTANT REMINDER: REGISTER FOR 12 UNITS AND SIGN EMPLOYMENT PAPERWORK ON or BEFORE the REGISTRATION FEE PAYMENT DEADLINE to be granted fee remission, including health insurance coverage and other applicable benefits.

3 TEACHING ASSISTANTSHIP (TA)

a DEFINITION OF TEACHING ASSISTANTSHIP

A Teaching Assistant is a registered full-time graduate student chosen for excellent scholarship and for promise as a teacher, and serving as student teacher under the active tutelage and supervision of a regular faculty member.

b ELIGIBILITY FOR APPOINTMENTS

A Teaching Assistant must be a registered graduate student in full-time residence. Each proposed appointment or reappointment is subject to certification by the MAE Department that the following conditions have been met:

- Student must be enrolled in a minimum of 12 units.
- Student must maintain a minimum overall GPA of 3.0.
- Student must have received a grade of "B" or better in the course for which he/she is applying for a TAship.
- Student must be in full compliance with all equal opportunity, affirmative action policies and Union Contract rules.
- International students are required to take the SPEAK test.

All new Teaching Assistants are expected to attend a campus-wide training orientation prior to beginning their duties at UC Davis. All students are required to attend this workshop at least once during their time as a TA. Students will receive additional information on the orientation schedule from the Center for Educational Effectiveness.

c SELECTION OF TEACHING ASSISTANTS

Teaching Assistants are selected by a committee that consists of the Department Chair, the Vice Chair, the Graduate Adviser for Continuing Students, and the Graduate Adviser for Admissions. Due to the limited TA budget and in an attempt to fund as many students as possible, TA positions will typically not be awarded to a student with a fellowship or GSR position for the quarter. Instructor input is also factored into the selection process. In general, the TA committee uses the following order of priority in the selection of TAs:

- PhD students who have advanced to candidacy
- PhD students who have not advanced to candidacy and have a GPA of at least 3.5
- MS students with a GPA of at least 3.5

Normally, international students are expected to obtain a minimum score of 55 on the SPEAK test in order to be eligible for a TA appointment.

d TERMS OF APPOINTMENT

- TAs are appointed quarterly; the appointment is self-terminating unless the appointee is otherwise notified.
- During the academic year, appointment to the title of Teaching Assistant (in sole or in combination with other University employment) may not exceed 50% time. Exception to this policy may be granted by the Office of Graduate Studies, in extenuating circumstances only.
- TAs employed 50% time are expected to devote 20 hours per week during instructional and examination periods to their TA duties. This includes time spent in preparation, classroom and laboratory teaching, office consultation and reading student papers. If appointed at 25% time, a total of 10 hours of work per week is expected. In the majority of cases, TA appointments are at 25% time.
- A TA commitment cannot be changed to another appointment the two weeks prior to the beginning of the quarter. If a student cannot accept a TA offer, the student is expected to inform the department at least two weeks before the beginning of the academic quarter.
- The TA position does not accrue vacation.

e GENERAL DUTIES OF TEACHING ASSISTANT

Teaching Assistants are not responsible for the instructional content of a course, for selection of student assignments, for the planning of examinations, or for determining the term grade for students. The Teaching Assistant is responsible for the conduct of recitation, laboratory, or quiz discussion sections as well as grading. The Teaching Assistant performs these duties under the active direction and supervision of the regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of Teaching Assistants, has been assigned.

f TEACHING ASSISTANT APPLICATIONS

Applications for TA positions are normally submitted two to three months prior to the beginning of the quarter. Preference will be given to those students who apply by the deadline. An electronic call for TA application will be circulated to all new and incoming students twice a year: mid-July for Fall TA applications and mid-November for Winter and Spring TA applications. TA applications may be obtained from the MAE graduate program coordinator.

Other TA employment listings are posted on the Office of Graduate Studies webpage (<https://grad.ucdavis.edu/resources-services/student-employment/job-listings>).

4 GRADUATE STUDENT RESEARCHER (GSR)

a DEFINITION OF A GRADUATE STUDENT RESEARCHER

A Graduate Student Researcher (GSR) is a graduate student who performs research in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

GSR positions are typically funded through grants or contracts. The GSR duties are typically closely related to the student's research within the degree program. Hiring of a GSR is primarily within the purview of individual Principal Investigators.

b ELIGIBILITY FOR APPOINTMENTS

Hiring departments are responsible for certifying that appropriate conditions relating to student status have been met before graduate students are appointed to academic positions.

- Appointee must be a registered, full-time (minimum of 12 units) graduate student during the period of appointment.
- The minimum overall GPA for graduate student academic appointees is 3.0.
- Students on Filing Fee status may be appointed for only one quarter while in that status. Otherwise, graduate students holding academic titles must be registered full-time.

c TERMS OF APPOINTMENTS

In compliance with the MAE GSR compensation plan, appointment to the title of a GSR (in sole or in combination with other University employment) may not typically exceed 50% time per quarter during the academic year but may be appointed up to 100% during the summer or inter-session breaks. Exception to this policy may be granted by the Office of Graduate Studies in extenuating circumstances only. Only GSRs with a 50% appointment for 12 consecutive months accrue vacation.

5 READER

a DEFINITION OF A READER

Readers are employed to provide diverse services as course assistants; most commonly, involved in grading of student assignments. Customary responsibilities of a Teaching Assistant will not be assigned to a Reader. Only specific courses, determined by the TA committee, require Readers.

Reader positions are typically assigned to graduate students; however, undergraduate students who are in good academic standing may be hired in exceptional cases.

b ELIGIBILITY FOR APPOINTMENTS

Minimum qualifications for being employed as a Reader are:

- Full-time registered student in good academic standing (minimum overall GPA of 3.00)
- Student must have received a grade of B or better in the course for which they apply.
- Student may not serve as a Reader in a course in which he/she is enrolled.

c SELECTION OF READERS

An electronic call for reader applications is distributed to all new and continuing MAE graduate students as needed. Applications are due to the Graduate Program Coordinator in Bainer 2132B by the specified deadline. Preference will be given to those students who apply by the deadline. Readers are selected by the course instructor.

d TERMS OF APPOINTMENTS

Appointment to the title of Reader (in sole or in combination with other University employment) may typically not exceed 50% time per quarter during the academic year. Exception to this policy may be granted by the Office of Graduate Studies, in extenuating circumstances only.

6 SPEAK TEST REQUIREMENTS

The MAE Department requires all international graduate students to take the SPEAK test of oral English proficiency before they will be appointed in a TA position. It is required that students pre-register for this test either in person at the Center for Educational Effectiveness which is located at 1313 The Grove or via email: bjmills@ucdavis.edu.

Exam scores are sent to departments for consideration in making TA hiring and assignment decisions; therefore, the earlier the test is taken, the more useful it can be. A low test score does not necessarily indicate that an international student will not make a successful TA, but it does suggest that the individual may need additional support from the department or might benefit from some of the campus language programs available to international graduate students.

The TA selection committee requires a score of 50 or better. Students receiving a score of 50 or below require further testing.

International students who complete the exam will be given "International TA PAF Attachment" vouchers that must be submitted to the Graduate Program Coordinator for verification of TA eligibility.

If you have questions regarding the SPEAK test, please contact the TRC at 752-6050 or trc@ucdavis.edu. Schedules and additional information about the SPEAK test are available on the TRC website at <http://trc.ucdavis.edu/trc/ta/international.html>

X. USE OF DEPARTMENT FACILITIES

1 GRADUATE STUDENT MAILBOXES AND DEPARTMENT CORRESPONDENCE

Graduate student mail slots are available in 2015A Bainer Hall. This mailroom is open 24 hours a day. Every student will be assigned a mailbox that should be used exclusively for school-related matters. Campus mail service cannot be used for personal business. Check your mailbox daily for departmental notices, messages, etc. FAX messages may be picked up in the MAE Business Office, 2132 Bainer Hall. Like the campus mail service, the department FAX machine is also for official university business only.

General notifications from MAE are typically sent by e-mail and graduate students are expected to check their e-mail regularly. Occasionally, mail may be sent to a student's home address. Submit home address changes through SISWEB. In addition, please notify the Graduate Program Coordinator of any address or phone number changes for departmental records.

2 KEYS

Keys to appropriate laboratories will be issued by the department to graduate students, with the recommendation and approval of a Faculty Supervisor (research adviser/principal investigator). See Jennifer Young in 2132 Bainer Hall for permission slips and key issue. A \$10.00 cash deposit is required for each key issued. Keys must be returned to the departmental office when work in the department is complete before filing for Planned Educational Leave or Filing Fee or when a student's employment ends. Key deposit will be refunded upon key return (via mailed check). Keys to the outer doors of Bainer Hall are also available for graduate students with the required \$10.00 cash deposit.

3 TELEPHONES

Department telephones must be used for official university business only. A student may arrange with his/her Faculty Supervisor (research adviser/principal investigator) to obtain an authorization code for placing business-related telephone calls (long distance or local). These calls should be placed from the Faculty Supervisor's office or laboratory phone.

4 OFFICE SUPPLIES

Office services associated with a student's research and project should be arranged through the student's Faculty Supervisor (research adviser/principal investigator). Costs for office supplies (paper, envelopes, laboratory notebooks, etc.) for research activities are charged to the faculty's appropriate research account. See Jennifer Young in 2132 Bainer Hall.

5 COPY MACHINES

Two copiers located in Room 2151 Bainer Hall are available to students for research, teaching or other official departmental business only. **No personal copying is permitted.** If use of the copier is for research, obtain a copy card from 2132 Bainer Hall. Teaching Assistants who must copy homework assignments or other class materials should check out the copy card from the MAE main office in 2132 Bainer Hall. A card user must list on the log sheet his/her name, the course number and the number of copies made. For personal copying, self-service copier machines are available in any campus library.

6 VIEWGRAPH POLICY

Transparency supplies used for research will be charged to a faculty's funded grant or contract. Transparencies for teaching may be obtained directly from the course instructor. If transparencies are unavailable from the instructor, see the receptionist in the main office and provide the course # for which transparencies will be used. The Department does not supply students with transparencies for their own personal use; e.g., class work or thesis presentation.

XI. PURCHASING OF LABORATORY SUPPLIES & MATERIALS

1 PROCEDURE FOR PURCHASING SUPPLIES AND MATERIALS

Purchase of materials, supplies and equipment for research must be authorized by the faculty supervisor. Please follow the purchasing guidelines below:

1. Obtain an OPS (Online Purchasing System) account from the business office staff in 2132 Bainer Hall.
2. Complete the purchase request, including initiators contact information (phone number and email address); the vendor's address, phone and fax numbers, and any contact person; item(s) description; catalog number(s); current price(s); date needed and applicable shipping requirements; attach any quotes associated with the order.
3. Indicate a valid account number to be charged, which you will receive from your Faculty Supervisor.
4. Submit the form, forwarding it to the Faculty Supervisor for approval.
5. The order will go to the College of Engineering's Shared Service Center for processing. Orders are placed on a first come, first served basis. Plan ahead when ordering lab supplies to avoid unnecessary shipping charges.
6. For equipment and large orders costing more than \$5,000, ALLOW AT LEAST THREE WEEKS for processing and delivery. These orders are processed through the Campus Purchasing Office that is responsible for final review, approval and order placement.
7. The Campus Purchasing Office discourages out-of-pocket purchases, unless strongly justified.

XII. TRAVEL AND OTHER OUT-OF-POCKET EXPENSES

1 TRAVEL

All official travel must be pre-authorized by a Faculty Supervisor. Typical travel expenses include transportation (air, car rental), lodging, meals, conference/meeting registration fees, and tolls. Any unusual expenses (e.g., repair/damage costs) require proper justification and approval by the supervisor.

Travel advances may be requested with Faculty Supervisor's approval. Students should obtain a valid billing ID or account number from their supervisor. Any excess travel advance must be returned to the University, with a check payable to the UC Regents. See Jennifer Young in 2132 Bainer Hall for assistance. Refer to the following website for travel for details: <http://afs.ucdavis.edu/systems/aggie-travel/index.html>

UCD travelers must submit travel expenses within 21 days of the end of the trip. To get reimbursed, keep all original receipts, including electronic receipts. Particularly for ticketless airfare provide one of the following documents: An invoice or itinerary showing the cost and form of payment; a written receipt (requested by the traveler at the airport); or a passenger receipt coupon (requested by the traveler when making reservations). To request for reimbursement, please follow these guidelines:

1. Complete a Travel Reimbursement form (available in the business office - 2132 Bainer Hall).
2. Itemize daily expenses on a sheet of paper and attach all original receipts. For lost receipts, complete a "Declaration of Lost Receipt" form which can be downloaded from the following website: http://afs.ucdavis.edu/our_services/account_payable/forms/index.html.
3. Obtain Faculty Supervisor's approval and a valid billing ID or account number.
4. Submit these documents to the business office for processing.

Processing of travel reimbursements may take up to three weeks, depending on the campus Accounting Office's backlog. Pick up reimbursement check(s) from the main office.

Refer to UCD travel policy & related resources: http://afs.ucdavis.edu/our_services/travel-e-entertainment/policies/index.html.

OTHER OUT-OF-POCKET REIMBURSEMENTS

Out-of pocket reimbursements for University business (teaching or research) must be pre-authorized by a Faculty Supervisor. Typical out-of-pocket expenses may include purchase of miscellaneous project supplies, computer supplies, hardware, lumber, and copying (e.g., Kinko's). Although extenuating circumstances may justify or necessitate the purchase of supplies and materials, obtain pre-approval from Faculty Supervisor. Out-of-pocket purchases for supplies, including emergency purchases made over the weekend, must not exceed \$499 on a single receipt. The University strictly enforces this policy on out-of-pocket expenses and may disallow reimbursement of any expense(s) over the limit.

To request reimbursement:

- 1) Complete a "Request for Reimbursement" form (pink form) which is available at the website; <http://mae.ucdavis.edu/general/internal/forms/reimbursementcheckrequest.pdf>
- 2) Obtain Faculty Supervisor's approval and a valid billing ID or account #;
- 3) Attach all original receipts and submit relevant documents to Jennifer Young in 2132 Bainer Hall.

REMINDER: INDIVIDUALS WILL BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED PURCHASES OR EXPENSES.

XIII. TECHNICAL SERVICES

1 COLLEGE OF ENGINEERING, ENGINEERING FABRICATION LABORATORY

The College of Engineering's (COE) Engineering Student Design Center (ESDC) has a machine shop in 1220 Bainer Hall (known as the Student Shop) available for "hands-on" usage by students and faculty under the supervision Michael Akahori of the Engineering Dean's Office. In addition a student project area in 1230 Bainer Hall is available and used primarily for extra-curricular team competition projects. The EFL is a supervised facility that provides students with opportunities for hands-on manufacturing and fabrication in a safe environment. They offer instructional support to students, faculty and staff of the College of Engineering as they work on projects for classes, independent study, research, and student design competition clubs. The ESDC website (<http://engineering.ucdavis.edu/esdc/>) has information on their safety policy, schedule for orientation classes, etc.

2 BIOLOGICAL AND AGRICULTURAL ENGINEERING SHOP

Biological and Agricultural Engineering (BAE) has a well-equipped machine shop in 1329 Bainer Hall staffed by professional machinists working under the supervision of Tom Bell, 530-752-2737, twbell@ucdavis.edu. This is a recharge facility. Graduate students and faculty are not allowed to use these facilities in a "hands-on" fashion but may have work done there by the staff if funded by a research grant. With appropriate qualifications and under special circumstances, the shop will allow "hands-on" usage to accommodate certain project needs; however, this is very unusual. Visit the BAE Shop web page for more information (<http://bae.engineering.ucdavis.edu/bae-shop>). A service request (form available online at above website) accompanied by appropriate specifications (usually engineering drawings or sketches) is required. The Department Chair, the Department Manager, or the Principal Investigator must approve all service requests. Shop costs will be recharged to a research grant. Do not expect the shop to have all the necessary materials needed for a particular project. If research funding is not available, the shop services cannot be used. Any exception to this rule must have the Chair's approval and must be arranged through a faculty member. If the work is required as part of your role as a Teaching Assistant for a course, approval must be obtained from the department's Academic Administrator through the instructor of record.

XIV. DEPARTMENTAL SAFETY INFORMATION

High priority should be given by all personnel to maintaining maximum safety in laboratories and all other departmental facilities. Any concerns should be brought to the attention of at least one of the following: the Principle Investigator, the Major Professor, the Lab Manager, the Department Safety Coordinator, Loan-Anh Nguyen (longuyen@ucdavis.edu) or the Department Office.

For emergencies requiring immediate action (e.g., fire or severe personal injury), call 911 or 530-752-1230 to contact on-campus emergency services.

- Students will be notified by their Major Professor of safety training courses that are required before beginning any work in a laboratory. California law and campus policy requires this safety training for every graduate student before work can begin.

At a minimum, all new graduate students must attend the MAE Safety Orientation offered in September. If you will be working in a wet chemistry lab or an industrial lab, you must attend the UC Laboratory Safety Fundamentals. Other training is provided either by your Principle Investigator or our campus EH&S unit. Visit <http://safetyservices.ucdavis.edu/training>.

Students must also read a copy of the department's Injury and Illness Prevention Program (IIPP) that explain the health and safety policies in detail. In addition, the Emergency Action Plan (EAP) describes the building emergency notification methods and the evacuation procedures. Visit <http://mae.ucdavis.edu/resources/safety-information/> for more information. Students using chemicals or hazardous materials in their research should read the Safety Data Sheet (SDS) for each material used.

1 DEPARTMENTAL SAFETY RULES

1. Long pants and closed-toe shoes must be worn at all times in the research and teaching laboratories.
2. Ear protection must be used when appropriate.
3. Appropriate eye protection must be used for all machining operations, wet laboratory activities, and working with laser sources.
4. Prior to getting unescorted access to a laboratory, you must take the UC Laboratory Safety Fundamentals (Initial) course (<http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-fundamentals>). The refresher course is required every three years thereafter (<http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-refresher>).
5. Annual training on chemical spill control, IIPP and EAP is mandatory.
6. Report any hazardous chemical spills immediately to EH&S at 752-1493 or 911, your Principle Investigator and the Department Safety Officer as soon as possible.
7. Wearing in-line roller skates or riding bicycles and/or skateboards in the hallways is not permitted at any time.
9. UC Davis is a 100% smoke and tobacco free campus. (PPM 290-10)
10. Certification by Environmental Health and Safety is required for students who will be working with radiation equipment.

Should an injury occur, notify your Principle Investigator/supervisor immediately to get assistance and to have an injury report completed as needed. A student who is a University employee can receive treatment at the Occupational Health Clinic. A student, who is not employed, can receive treatment at the Student Health and Wellness Center. Note that serious injuries must be reported immediately by the Principle Investigator/supervisor and/or the Department Safety Coordinator to EH&S. During normal business hours **immediately** contact EH&S at (530)752-1493. Outside of normal business hours **immediately** call the UC Police/Fire Dispatch Center at (530)752-1230 who will in-turn contact an Environmental Health & Safety representative.

2 DEPARTMENTAL SAFETY WEB SITE

The department maintains a safety web page that has up-to-date information on safety-related matters. It can be found at <http://mae.ucdavis.edu/resources/safety-information/>.

XV. COMPUTER RESOURCES

DEPARTMENTAL COMPUTER RESOURCES

Graduate computer facilities are located primarily in 2121B and 2129 Bainer Hall. Operating systems include Microsoft Windows and Linux. These workstations are maintained with engineering programs, compilers, and general use applications. A Computational Fluid Dynamics computer lab is located in Academic Surge Building room 2120. Additional workstations are also typically available in faculty labs once students are working on projects with an advising professor. As well, there is undergraduate computer space located in 2071 and 2121A Bainer Hall, a Labview Measurement and Instrumentation Lab in 1071 Bainer, and additional facilities are available in the College of Engineering laboratories.

Jacob Kitada handles the department's IT needs. Applications for MAE computer accounts, as well as suggestions for new software or hardware should be directed to him (mae-it@ucdavis.edu) or 752-1834.

The Department strictly adheres to University computer policy and software licensing. We generally do not have any "site-licensed" software available for students to put on their own personal computers, although some packages can be run remotely, or may be available for use in your advising professor's lab. Obviously, copying applications to or from any Department computers is prohibited. See my.ucdavis.edu/software and the department web pages for more on software availability.