

ECE GRADUATE STUDENT HANDBOOK AND GUIDANCE PROCEDURES



ELECTRICAL & COMPUTER ENGINEERING
COLLEGE OF ENGINEERING
UC DAVIS

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1. INTRODUCTION

ECE graduate students should acquaint themselves with the contents of this document as well as the ECE M.S. and Ph.D. Degree Requirements to achieve maximum benefit from the programs available. This handbook contains specific information on registration procedures, program planning, financial aid, academic advisers, examination requirements, and additional items of interest to ECE graduate students.

DEPARTMENT MISSION STATEMENT

Under its land grant status, the University of California has a mission to provide the state with the trained workforce it needs and to advance knowledge and research in directions that contribute to the general welfare of the state and the nation. The Electrical and Computer Engineering Graduate Program (ECEGP) contributes to the mission of the University in three ways. First, its graduate education program seeks to provide students with: an understanding of the fundamental principles of electrical and computer engineering; the skills needed to solve the complex technological problems of modern society; and the ability to continue to learn and develop throughout their careers. Second, through its research programs, the ECEGP contributes to the development and progress of electronics, communications, and computer technology. Finally, the program helps to transfer research results to industry through publication, public service and professional activities.

UC DAVIS PRINCIPLES OF COMMUNITY

The University of California, Davis, is first and foremost an institution of **learning** and teaching, committed to **servi**ng the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the **inherent dignity** in all of us, and we strive to maintain a **climate of justice** marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster **mutual understanding** among the many parts of our whole.

We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of **civility** and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to **express** any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of **courtesy, sensitivity and respect**.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or

outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and **cherish** the richness contributed to our lives by our diversity. We take **pride** in our various achievements, and we **celebrate** our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of **spirit** and purpose based on **mutual respect** and caring.

ECE CONTACT INFORMATION

Department Phone #: 530-752-0583 (Destiny Fassett)

Department Fax #: 530-752-8428

Graduate Program Coordinator: 530-752-8251 or gradinfo@ece.ucdavis.edu (Mandy Bachman)

Department MSO: 530-752-9548 (Linda Potoski)

Department Chair: 530-752-0636 (Prof. Rick Kiehl)

Graduate Chair: 530-752-5825 (Prof. Chen-Nee Chuah)

Computer Support: ece-support@ucdavis.edu or 530-752-2500

Department Website: www.ece.ucdavis.edu

2. ACADEMIC RESOURCES

A. Graduate Advisers (Primary: Prof. Khaled Abdel-Ghaffar, Alternates: Prof. Chen-Nee Chuah, and Prof. Anh-Vu Pham)

The Department Chair will make recommendations to the Associate Dean of Graduate Programs for Graduate Adviser appointments. The appointment will be for at least a two year period. The Graduate Adviser is responsible for the following:

1. Review the Program of Study for every graduate student.
2. Review and take action on each petition submitted by a graduate student to drop or add courses, or to take courses on an S/U basis. Make recommendations on petitions of graduate students to drop or add courses beyond the fifth week of classes.
3. Review and approve student petitions for the Planned Educational Leave Program (PELP).
4. Review and approve petitions for advancement to candidacy for the Master's degree and recommendations for the composition of committees for Master's theses or comprehensive examinations.
5. Make recommendations, after consultation with the student and the student's major professor, for the composition of Qualifying Examination Committees.
6. Make recommendations, after consultation with the student and the student's major professor, for the composition of dissertation committees.
7. Review and approve petitions for advancement to candidacy for the doctoral degree.
8. Periodic review of students' progress towards degree objectives, and, in particular, the filing of annual reports with Graduate Studies concerning each student's progress toward completion of degree requirements.
9. Determine if a programmatic requirement has been met by the completion of an equivalent course taken at another institution.

B. Graduate Program Chair (Prof. Chen-Nee Chuah)

The Department Chair is the Graduate Program Chair but can delegate that responsibility to an ECE Vice-chair who will then serve as Graduate Program Chair. Henceforth in this document, either the Department Chair or ECE Vice-Chair will be referred to as the Graduate Program Chair.

1. The term of service of the Graduate Program Chair will coincide with Department Chair, or can be shorter. The Program Chair is responsible to the Chancellor through the Dean--Graduate Studies, the Dean of the College of Engineering and to the Department Chair.
2. The Program Chair is expected to seek the advice of Program members in a systematic way and to provide for the conduct of Program affairs in an orderly fashion through meetings of the faculty and of standing committees. The chair is also expected to seek student advice on matters of concern to students enrolled in the Program. The chair is assisted in the tasks involved in carrying out his or her responsibilities by the Executive Committee and such other means as specified in the Program Bylaws. However, the responsibilities themselves may not be delegated.
3. As academic leader of the Program, the Program Chair has the following duties:
 - a. The Program chair will be a Graduate Adviser and the only one with admissions authority to recommend to the Dean of Graduate Studies action on applications for

- admission, reentry, filing fee, and changes of major to the graduate program of students in the Program.
- b. The Program Chair is responsible for implementing standards developed by the Program for election to, and continuation of, membership in the Program. He or she is expected to:
 - i. Ensure that prospective Program members are made aware of the criteria for membership.
 - ii. Monitor adherence to standards for continued participation.
 - iii. Participate in the recruitment and selection of faculty whose disciplines are essential to the program.
 - c. The Program Chair will encourage academic excellence in the program.
 - d. The Program Chair is responsible for identifying the faculty, staff, and other resource needs of the Program.
 - e. The Program Chair should be receptive to questions, concerns, and suggestions from members of the Program and from students in the Program, and should take appropriate action.
 - f. The Program Chair is responsible for recruitment of students to the graduate program according to the graduate admission policy and the bylaws of the Program.
 - g. During Graduate Council review of the graduate program, the chair is responsible for:
 - i. Providing the Graduate Council and/or Graduate Studies with any required materials in a timely manner.
 - ii. Implementing any programmatic changes required by the Graduate Council.
4. The Program Chair's administrative duties include the following (special assignments may be added from time to time, and the Chancellor or Dean--Graduate Studies or Dean of the College of Engineering may specify additional duties):
- a. To administer the financial affairs of the Program in accordance with University procedures and in consultation with the chair of the department that provides the administrative home for the Program.
 - b. To arrange at least two meeting per year of Program members.
 - c. To provide orientation for all new students entering the program.
 - d. To maintain records and prepare reports in accordance with University procedures.

C. Major Professor (Faculty Adviser)

A student's major professor is the faculty member who assists the student in preparing a detailed Program of Study and who supervises the research that forms the basis for the thesis, comprehensive exam, 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 EEC 299 and EEC 290C units;
- Serves as the chairperson for 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/Comprehensive Exam/Dissertation Adviser). The selection of a Major

Professor and a research topic requires careful thought because the thesis/comprehensive exam/dissertation research is the principal activity of a graduate student and often defines the future career direction of the student.

Initially, all students are assigned to the Vice-Chair for Graduate Studies (Prof. Chen-Nee Chuah) as their temporary Faculty Adviser. It is the student's responsibility to identify a Major Professor and file a Change of Major Professor form. Approval of the previous and new Major Professor is required. If a student decides to change again to a different Major Professor, another Change of Major Professor form needs to be completed.

Some students wish to have a faculty member serve as their Co-Adviser. In this case a Major Professor / Co-Adviser Form must be completed. The Major Professor must be a member of the ECE Graduate Group.

D. Graduate Program Coordinator

The ECE 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 ECE Graduate Adviser or the Office of Graduate Studies to address particular issues.

All forms and petitions may be picked up from the ECE Graduate Program Coordinator in 2064A Kemper Hall. All forms are also available at <http://www.ece.ucdavis.edu/Grads/forms/forms.html>. **All forms requiring a signature from the ECE Graduate Adviser must first be submitted to the ECE 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 matters 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 departmental announcements and initiatives;
- Monitors students' registration and status.

E. Advisory Committees

Various advisory committees including the M.S. Thesis, M.S. Comprehensive Exam, or the Ph.D. Qualifying Examination Committee and the Ph.D. Dissertation Committee, will guide each student's progress toward a graduate degree. The Major Professor makes recommendations for such committees based on the student's research area. The student then forms the committee in consultation with the Major Professor. Finally, the Graduate Adviser must approve the committee members and nominate them for approval by the Graduate Council. The Graduate Adviser has the ability to reject the selection of advisory committees if he/she deems that the committee is not appropriately constituted. All committees must follow University guidelines. See M.S./Ph.D. checklists for more information.

3. DEGREE CHECKLISTS

M.S. PLAN I (THESIS) CHECKLIST

First Quarter:

By December 1st: Select a Major Professor (MP) & turn in the Change of MP form to the Graduate Program Coordinator (GPC). Or complete the EEC 290C Form (verifying your meetings with 3 potential Major Professors to discuss their research) and turn it in to the GPC.

International students who hope to TA in Spring: Sign up in December to take the SPEAK test in January.

Second Quarter:

International students who hope to TA in Spring: Take the SPEAK test in January (during the first week of quarter).

Select an MP if you didn't during your first quarter. Fill out the Change of MP form.

Third Quarter:

File an MS Program of Study. Make sure to choose Plan I, or if you are an IDP student, IDP Plan I. If scheduling necessitates that you change your Program of Study later on, you must fill out a revised Program of Study and have it reapproved.

In consultation with your MP, choose your Thesis Committee and turn in the form to the GPC. The committee will be officially approved once you've advanced to candidacy (see below).

Third/Fourth Quarter:

The quarter you complete your coursework, Advance to Candidacy for the M.S. by completing the MS Candidacy form and paying the fee at the cashier's office in Dutton Hall. If you wish to have a non-UC Davis Professor on your committee, you must fill out the External Committee Membership Application form and turn it in along with a CV for the outside professor. Take the form(s) to the Graduate Program Coordinator who will:

- Get Approval from the Graduate Adviser
- Get approval from Graduate Studies

You'll be notified by email when your M.S. Candidacy has been approved.

Nth Quarter:

Choose a research question, conduct research, and write a draft of your thesis. Consider the Filing Fee option (see GPC for details) when you only need one more quarter to finish.

Final Quarter:

- Watch for Commencement Ceremony & Registration emails and sign up by the deadline.
- Make an appointment with your Graduate Studies Student Affairs Office to file your thesis.
 - Review the Information for Degree Candidates:
http://gradstudies.ucdavis.edu/students/degree_candidates.html
 - Make sure you've completed the Master's Degree Checklist provided by graduate studies before your appointment.

File your completed thesis with grad studies during your appointment. (Don't forget to bring your checklist!)

Celebrate!

Obtain forms from GPC or online: <http://www.ece.ucdavis.edu/Grads/forms/forms.html>

M.S. PLAN II (COMPREHENSIVE EXAM) CHECKLIST

First Quarter:

By December 1st: Select a Major Professor (MP) & turn in the Change of MP form to the Graduate Program Coordinator (GPC). Or complete the EEC 290C Form (verifying your meetings with 3 potential Major Professors to discuss their research) and turn it in to the GPC.

International students who hope to TA in Spring: Sign up in December to take the SPEAK test in January.

Second Quarter:

International students who hope to TA in Spring: Take the SPEAK test in January (during the first week of quarter).

Select an MP if you didn't during your first quarter. Fill out the Change of MP form.

Third Quarter:

File an MS Program of Study. Make sure to choose Plan II, or if you are an IDP student, IDP Plan II. If scheduling necessitates that you change your Program of Study, you must fill out a revised Program of Study and have it reapproved.

Nth Quarter:

In consultation with your MP, choose your Comprehensive Exam (CE) topic, conduct the necessary research, and write a draft of your report.

The quarter you complete your coursework, Advance to Candidacy for the M.S. by completing the MS Candidacy form. Take the form to the GPC who will:

- Get Approval from the Graduate Adviser
- Get approval from Graduate Studies

You'll be notified by email when your M.S. Candidacy has been approved.

Final Quarter:

- Watch for Commencement Ceremony & Registration emails and sign up by the deadline.
- In consultation with your MP, choose your Comprehensive Exam committee (your major professor plus two other professors) and schedule your exam. Fill out the Application Form for the CE. Turn it in to the GPC to obtain approval from the Graduate Adviser.
- Practice for the oral presentation of your Comprehensive Exam. Finish your CE (written) report.
- Pass your Comprehensive Exam, submit your written report to the GPC, and submit your Exit Survey to your Office of Graduate Studies Student Affairs Officer (<http://gradstudies.ucdavis.edu/forms/exit.pdf>).
- Celebrate!

Obtain forms from GPC or online: <http://www.ece.ucdavis.edu/Grads/forms/forms.html>

Ph.D. CHECKLIST

First Quarter:

- By December 1st: Select a Major Professor (MP) & turn in the Change of MP form to the Graduate Program Coordinator (GPC). Or complete the EEC 290C Form (verifying your meetings with 3 potential Major Professors to discuss their research) and turn it in to the GPC.
- Apply to take the Preliminary Exam
 - Choose two or three areas on which to be tested
 - Fill out and turn in the form to the Graduate GPC
- International students who will TA in Spring: Sign up in December to take the SPEAK test in January.

Second Quarter:

- Pass the Prelim in January!
- International students who will TA in Spring: Take the SPEAK test in January (during the first week of quarter).
- Select an MP if you didn't during your first quarter. Fill out the Change of MP form and turn it in to the GPC.

Fourth/Fifth Quarter:

In consultation with your MP, choose a Guidance (Dissertation) Committee. The committee will consist of your major professor, plus 2 other professors and will help direct your research & eventually read your dissertation.

Create a Program of Study

- Get approval (signatures) from your Guidance Committee members
- Bring Program of Study form to GPC, who will:
 - Get approval from Graduate Adviser
 - Get approval from the Graduate Study Committee. (They meet only once per quarter... plan ahead!)

Complete the coursework on your approved Program of Study. Note: If scheduling (course cancellations) necessitates that you change your Program of Study, you must submit a revised Program of Study and obtain all of the approvals again.

During the quarter in which you are finishing the coursework in your Program of Study and your dissertation proposal, apply to take the qualifying exam (QE). Submit your application 1 month before your QE.

- In consultation with your MP, choose a committee, the majority of whom are ECE Grad Program Faculty. At least one must not be from the ECE Grad Program Faculty. Your major professor cannot serve as the chair of your QE, but should be on the committee. If any of your members are outside of UC Davis, you must submit their CV and an External Committee Membership Application along with the QE application. You may write the quarter and year where it asks for "Date" on the form.
- If you wish to get an MS II via your QE see the GPC for details/restrictions.
- Bring the Application for Qualifying Exam form to Graduate Coordinator to:
 - Get approval from the Graduate Adviser
 - Get approval from the Office of Graduate Studies
- You will be notified by email once your committee is approved.
- Then, arrange a date for the exam when all members can be present if you haven't already.
- You are encouraged to send your dissertation proposal to your QE committee for review two weeks prior to your exam.

Practice for your QE and check out these "Tips for Acing your QE"
http://gradstudies.ucdavis.edu/students/qualifying_exam.html

Pass your Qualifying Exam – You are encouraged to pass your qualifying exam and advance to candidacy by your 7th quarter and no later than the end of your 9th quarter.

- Upon passing your QE, see the GPC for your Advancement to Ph.D. Candidacy form
 - Complete the Advance to Candidacy form and declare your dissertation committee. Pay the Ph.D. Advance to Candidacy fee at Dutton Hall.

- Bring the Advancement form back to the GPC, who will send the form to the Office of Graduate Studies with your pass report.
- If you are an international student, you will enjoy three years free of NRT starting the quarter after you advance.
- If for some reason you need to change the membership of your dissertation committee later on, make sure to see the GPC for a Request for Reconstitution of Committee Membership form. Reconstitution approvals must be received prior to the submission of your dissertation.

Nth Quarter:

Complete dissertation research and draft. Consider the filing fee option (see GPC for details) when you only need one more quarter to finish.

Final Quarter:

Watch for Commencement Ceremony & Registration emails and sign up by the deadline.

Schedule your Exit Seminar

- When you're in the final stages of your dissertation, schedule your exit seminar.
- Insure members of your committee can attend
- Then send an announcement to the GPC who will forward your seminar offering to grad students & faculty. In the announcement, include: Your name, Department, Major Professor, the Title of your talk, Date, Time, Venue, and Abstract.

Hold your Exit Seminar. Turn in a signed Exit Seminar Completion form to GPC.

Make an appointment with your Graduate Studies Student Affairs Officer to file your dissertation.

- Review the Information for Degree Candidates:
http://gradstudies.ucdavis.edu/students/degree_candidates.html
- Make sure you've completed the Doctoral Degree Checklist provided by graduate studies before your appointment.

File your completed dissertation with grad studies during your appointment. (Don't forget to bring your checklist!)

Celebrate!

Obtain forms from GPC or online: <http://www.ece.ucdavis.edu/Grads/forms/forms.html>

4. FACULTY COMMITTEES

A. Executive Committee

The principal responsibilities of the Executive Committee are:

- a. Assist the Graduate Program Chair in administering the graduate program.
- b. Make fellowship decisions.
- c. Decide on Program graduate admission policies.
- d. Appoint standing and ad hoc committees as it deems necessary to properly administer the activities of the Program.

Membership of the Executive Committee:

- a. Chair: Graduate Program Chair.
- b. Department Chair (if different from the Graduate Program Chair).
- c. Two program members elected by the Program. Each of these members will serve a two-year alternating term.
- d. Graduate staff representative(s) (administrative / non-voting).

B. Membership Committee

The responsibilities of the Membership Committee are to administer the applications for membership and membership renewals (see Article II). The members of the Membership Committee will be identical to the Graduate Study Committee mentioned below with the exception that the Graduate Student Association representative will not serve on this committee.

C. Graduate Study Committee

The responsibilities of the Graduate Study Committee are:

- a. Prepare recommendations, as needed, regarding requirements for graduate degrees and other programmatic proposals for consideration by the faculty of the Program.
- b. Planning the curriculum of the Program and obtaining requisite approvals. This includes, but is not limited to:
 - i. Obtaining approval from the Graduate Council for changes in curriculum.
 - ii. Annually review the Electrical and Computer Engineering graduate curriculum
- c. Review petitions from graduate students.
- d. Assist in the recruitment of graduate students.
- e. Make recommendations to the Program Chair on admissions.
- f. Maintain open communication with the graduate students.
- g. Approve the Program of Study for all doctoral students.
- h. Maintain a quorum to conduct business. In the Graduate Study Committee a quorum will be a majority of the committee. If any voting member is unable to attend a meeting, a replacement Program member selected by that voting member will be scheduled to attend.

Membership of the Graduate Study Committee:

- a. Chair: Graduate Program Chair.
- b. At least twenty percent of the members of the Program. The Graduate Study Committee members will be appointed by the Graduate Program Chair to represent the research areas

of the department as are they currently listed under "research" on the Electrical and Computer Engineering website. The appointments will be for one year.

- c. A graduate student representative (see Article VI).
- d. Graduate Adviser(s).
- e. Department Chair.
- f. Graduate staff representative (s) (administrative / non-voting)

D. PhD Preliminary Evaluation Committee

The responsibility of the PhD Preliminary Evaluation Committee is to administer the PhD evaluation process.

Membership of the PhD Preliminary Evaluation Committee:

- a. Chair: a Program member.
- b. Program members representing each of the examination areas listed in the PhD Degree Requirements will be appointed by the Graduate Program Chair. The appointments will be for one year.
- c. Graduate staff representative(s) (administrative / non-voting).

E. Student Representative

A graduate student, selected by the Electrical and Computer Engineering Graduate Student Association, will be a full voting member of the Graduate Study Committee.

5. ADMISSION

Admission recommendations are made by the Executive Committee with the final admissions decision made by the Dean of Graduate Studies. Admission to graduate standing normally requires a minimum 3.0 GPA (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 the 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 ECE website.

The ECE graduate program has degree requirements, policies, procedures, and deadlines that are more stringent than those of Graduate Studies. It is the responsibility of the student to meet all ECE Graduate Program deadlines.

On all actions regarding graduate affairs, the ECE Graduate Program Coordinator should be consulted first, before Graduate Studies is contacted. The ECE Graduate Program Coordinator is there to assist ECE graduate students. Graduate Studies is not familiar with the College and Departmental procedures.

New Students

A. Remedial Course Form for Students without a BS in ECE

Students without an undergraduate degree in ECE must meet with an ECE Graduate Adviser during their first quarter of enrollment to determine a plan of study to meet the remedial requirement. The remedial form must be turned in to the ECE Graduate Adviser for approval.

B. Enrollment Requirements for New International Students

New international students must meet with an Adviser at the Services for International Students and Scholars Office (SISS) prior to the start of the quarter and first thing upon arrival to Davis.

Prior to their first quarter of enrollment, students whose native language is not English and who do not have an undergraduate or graduate degree from English-speaking institution(s) are required to take the English examination given by the English as a Second Language (ESL) office on campus. The test is offered during the campus orientation week at the start of the each quarter.

6. REGISTRATION REQUIREMENTS AND PROCEDURES

A. University Requirements

Upon matriculation into 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 Educational Leave Program (PELP) and Filing Fees status. Students failing to register will be regarded as having withdrawn from the University, unless they are in approved PELP or filing fee status. Part-time status is allowed only for domestic M.S. students or domestic Ph.D. students who have not yet advanced to candidacy (see below).

Students must be registered full-time (12 units) 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 by the beginning of the quarter;
- Hold graduate fellowships or scholarships;
- Take the Master's Comprehensive Examination or the Ph.D. Qualifying Examination;
- Use university facilities or make demands upon faculty time (for research guidance, etc.)

B. Departmental Requirements

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

It is against university polity to employ a student who is not enrolled in a minimum of 12 units (with one exception for one quarter while on filing fee or PELP). If a student is not enrolled in 12 units by the third week of the quarter, the department may cancel payroll for an employed student for the remainder of the quarter.

C. Part-Time Status

Part-time status is approved by the Graduate Adviser on a case-by-case basis. Part-time graduate students are required to complete a minimum of three units and a maximum of six units per quarter of residency. If a student in the part-time status enrolls in more than six units, he/she will automatically be assessed full-time fees and will need to re-apply for part-time status.

Students on F-1 or J-1 visas are not eligible for part-time status. A Ph.D. student cannot be on part-time status once he/she has advanced to candidacy.

D. Registration Procedures

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

Course reference numbers (CRN's) for EEC 299 and 290C will be posted on the department website by the Graduate Program Coordinator prior to the beginning of each quarter. All

ECEGP members are assigned a 299 and 290C, so check the website for updated course numbers. The CRN for EEC 396 should be provided to eligible students upon acceptance of a TA position.

E. Adding/Dropping Courses

Adding or dropping courses is done online via SISWEB. Students may drop courses through the second week of instruction and may continue to add courses through the third week of instruction. **Some upper-division undergraduate courses (100 level) have an early 10-day drop deadline. Please refer to the Class Schedule each quarter for drop deadlines. Other courses are on a 20-day drop deadline. The 10-day drop courses are marked with an “^” in the Class Schedule.**

After the third week of instruction, students wishing to drop a course must file a late drop petition from Graduate Studies. On this petition the student must state a legitimate reason for why he/she wishes to drop the class, obtain approval of the Graduate Adviser and submit to the Dean of Graduate Studies for approval. This may be done until the time of the final examination.

A student wishing to add a course after the third week must see the Graduate Program Coordinator for a Petition to Add (PTA) number. PTA #'s are good for 72 hours after creation. Students will enter the PTA # via SISWEB. Please note that adding variable unit courses during a quarter becomes difficult due to the unit load being based on actual time worked.

Students wishing to add or drop a class after the beginning of final examination week must submit a petition to the Registrar's Office for consideration by the Grade Change Committee. Such petitions are approved only in unusual and compelling circumstances.

7. GRADING AND COURSE CREDIT

A. Satisfactory/Unsatisfactory Grading Option (S/U)

Students may consider taking courses for an S/U grading option. These courses are usually exploratory courses outside the College of Engineering. Student petitions are case-by-case basis. Students in their first year are discouraged from taking S/U courses. Some students later in their programs take courses such as a foreign language for an S/U grade. Students are not allowed to take courses for that count toward their Program of Study for an S/U grade, unless the course is only offered with the S/U grading option.

B. 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 for credit in accordance with campus regulations, which allow graduate students to repeat up to nine units of courses in which a grade of C, D, F or U was received. Approval to repeat a course for credit may only be obtained by petition.

C. Incomplete Grades

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" grade.

D. 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 (EEC 290, 299, and 290C).

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 ECE department expects that all Ph.D. students maintain a 3.5 GPA for all courses on the Program of Study. Graduate credit is not allowed for courses in which a grade below "C" is received. Grades received in lower division undergraduate course (1-99) courses are not counted in determining grade-point averages. However, all upper-division undergraduate course (100 series) course grades are included.

8. WITHDRAWALS, LEAVES, CHANGE OF MAJOR AN READMISSION

A. 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. Withdrawing from classes once the quarter begins and up to 35 calendar days after will generate only a partial refund. After 35 days, no refund will be issued. See the office of the registrar's website for a schedule of Fee Refunds. This schedule of fee refunds also applies to PELP applications approved after the quarter has begun.

B. Planned Educational Leave Program (PELP)

The Planned Educational Leave Program is designed to allow students to suspend their programs of study for a good cause (i.e. 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 problems, personal problems), leave the campus, and be guaranteed the right to return later to resume academic work with a minimum of procedural difficulty.

PELP is recommend for those students who are certain of their 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, it is suggested that the Readmission Application be used.

The minimum Planned Educational Leave is one full quarter; 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 concerning VISA issues and additional approvals before submitting an application to the Graduate Adviser.

PELP applications are processed via email through the Graduate Program Coordinator. Once the Graduate Adviser 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 \$60.00 fee. Applications for PELP should be filed no later than the first day of instruction for a full refund of any tuition paid. Applications filed after the tenth day will not be approved. If a PELP is filed 2-7 days late, and if the student has already paid fees, a 90% refund on fees will be paid back. If the PELP application is 9-18 days late, a 50% refund is given and for 19-35 days late, the refund is only 25%. After 35 days, no refund will be issued.

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 for one quarter only
- 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 only be employed on the Davis campus for one quarter of the PELP leave time

A student on PELP cannot Advance to Candidacy (for either the M.S. or Ph.D.) until he/she has returned from PELP to registered status.

C. Filing Fee Status

Normally, candidates for the MS and Ph.D. degrees will file a final approved copy of their thesis or dissertation with the Office of Graduate Studies during their final quarter of residence on campus. Filing Fee status is designed for MS-Plan I (Thesis) or PhD students who have completed all other requirements (coursework, laboratory work/research, draft of the thesis or dissertation, and have Advanced to Candidacy) and who may not require an additional quarter in residence to prepare the final thesis or dissertation manuscript. In this case, filing fee would replace regular registration. It is expected that students on filing fee will make no demands upon faculty time other than the time involved in reading the thesis or dissertation and in holding exit seminars.

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 2 quarters. An extension to a third quarter is considered on a case-by-case basis. 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 it is expected that a student will 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 accorded 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
- Are not eligible for University Housing
- May not take coursework of any kind
- May not make use of faculty time except as noted above
- Optional Health Services – the student may purchase the Student Health Insurance Plan (SHIP) which will entitle him/her to full student health benefits for one quarter only

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 ECE Supplemental Filing Fee signature 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 (currently \$122.50). The complete form, 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. A student who has not enrolled in any coursework or has not in any way incurred registration fees has until the last day of late registration to submit the filing fee application.

D. PELP/Filing Fee & the Graduate Student Health Insurance Program (GSHIP)

The Cowell Student Health Center provides the Student Health Insurance Program (SHIP) to all students as part of their students fees (in-state or out-of-state) payment. Registered students may opt out of SHIP if they have access to an independent health insurance plan that meets certain requirements. Since students on PELP or Filing Fee do not pay fees and tuition, they are not automatically entitled to SHIP and are eligible to purchase SHIP for only one quarter of PELP or Filing Fee status.

Students on PELP or Filing Fee who intend to purchase SHIP for their one quarter of eligibility are required to bring their approved PELP or Filing Fee form to the Cowell Health Center 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 SHIP must file a registration status change before the start of the quarter in order to receive a full refund of the SHIP fee. If the change of registration status is filed on or after the first day of the quarter, the SHIP fee will not be refunded.

To review the Cowell Student Health Center full policy on PELP and Filing Fee, go to their website at: <http://healthcenter.ucdavis.edu/insurance/index.html>.

E. Change of Major

Students wishing to change their major from ECE to a different UCD graduate program must file the Change of Major/Double Major Petition.

F. Double Major

Students wishing to have a double major with ECE and a different UCD graduate program must file the Change of Major/Double Major Petition which will be forwarded to the new program. The student must be registered for a minimum of one quarter in a UCD graduate program before applying to the double major.

G. Readmission

It is necessary for a student to submit an Application for Readmission to return to the ECE 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 or has failed to file the thesis or dissertation and must return to the ECE 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 ECE graduate program

9. EMPLOYMENT

A. Employment Regulations

Teaching Assistants (TAs), Graduate Student Researchers (GSRs), and Readers must meet the eligibility for employment requirements as described below in order to be considered for any of these student positions. The normal payday for TAs, GSRs, and Readers is on the first day of each month.

A student is expected to complete and sign all relevant forms (also known as IDOC) each time an employment status changes. This typically occurs on or before the first day of the quarter. For notification of address changes, students should see the Payroll Administrator and complete a new Personal Data Form for tax purposes.

The total length of service rendered in any one or any combination of the following titles may not exceed three years (9 quarters) prior to passing the Ph.D. Qualifying Examination and Advancement to Candidacy. The total length of service rendered in any one of these titles may not exceed 15 quarters (5 years), excluding summer appointments. A student, upon approval, may apply for an exception for up to an additional three years (6 years total)

B. 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 remission of all 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 in a minimum of 12 units 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://www.ormp.ucdavis.edu/studentfees>.

IMPORTANT REMINDER: REGISTER FOR 12 UNITS AND SIGN EMPLOYMENT PAPERWORK ON or BEFORE the first day of the quarter to be granted fee remission, including health insurance coverage and other applicable benefits.

C. Teaching Assistantship (TA)

1. 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.

2. Eligibility for Appointments

An appointee to the title of Teaching Assistant must be a registered graduate student in full-time residence. Each proposed appointment or reappointment is subject to certification by the ECE 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 to TA
- 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 Teaching Resources Center. The ECE department also requires all new Teaching Assistants to attend the departmental TA Workshop at the beginning of each Fall Quarter. Continuing Teaching Assistants should also attend.

3. Selection of Teaching Assistants

Applications for Teaching Assistant (TA) positions are submitted each quarter. Selection of TAs is done in consultation with course instructors. Factors such as financial commitment to graduate students or GAANN fellowships will be taken into considerations.

4. Terms of Appointment

- Student teachers 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 employment with the University) may not exceed 50% time. Exception to this policy may be granted by the Office of Graduate Studies in extenuating circumstances only and only for domestic students.
- Student teachers 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.

5. 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 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.

6. Teaching Assistant Job Descriptions and Applications

Applications for TA positions are submitted each quarter. A “Call for TA Applications” e-mail is distributed to all continuing ECE graduate students approximately one month before the beginning of each quarter. Applications are due to 2064 Kemper by the specified deadline. Preference will be given to those students who apply by the deadline.

D. Graduate Student Researcher (GSR)

1. 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. The GSR duties are typically closely related to the student’s research within the degree program. GSR appointments are the purview of individual Principal Investigators and not of the ECE Department.

2. 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 PELP or 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.

3. Terms of Appointments

Appointment to the title of Graduate Student Researcher (in sole or in combination with other employment with the University) may not exceed 50% time during the academic year but may be 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 and only for domestic students.

E. Reader

1. Definition of a Reader

Readers are employed to provide diverse services as course assistants. Most commonly, these services involve 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 good academic standing may be hired in exceptional cases.

2. 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 course in which he/she is enrolled.

3. Selection of Readers

Applications for Reader positions are submitted each quarter. A “Call for Reader Applications” e-mail is distributed to all continuing ECE graduate students approximately one month before the beginning of each quarter if reader positions are available. Applications are due to 2064 Kemper by the specified deadline. Preference will be given to those students who apply by the deadline.

4. Terms of Appointments

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

F. SPEAK Test Requirements

The ECE Department **requires** all international graduate students to take the SPEAK test of oral English proficiency before they will be considered for a TA position. It is required that students pre-register in person at the Teaching Resources Center (TRC), 17 Wellman Hall, in order to take the test. TRC schedules several dates throughout the year for the SPEAK tests. Test location will be provided upon registration. International students whose native language is English or who received a degree from a College/University where English is the language of instruction are exempt from taking the SPEAK test.

The test takes approximately 30 minutes and requires no preparation on the part of the student. The testing procedure is explained and a sample test booklet is provided when the student pre-registers. 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 SPEAK test is scored from 20-60 in increments of 5. The TA selection committee expects a score of 45 or better. Students receiving a score of 40 or below may lose funding.

International students who complete the exam will be given “International TA PAF Attachment” vouchers that must be submitted with their Personnel Action Forms (PAFs) to verify that they have completed the SPEAK test requirement. Please be aware that the Office of Graduate Studies may hold the processing of PAFs for International TAs lacking the attachment.

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/international.html>

10. USE OF DEPARTMENT FACILITIES

A. Graduate Student Mailboxes

There are graduate student mail slots in the hallway opposite 2031 Kemper Hall. Students on Filing Fee Status or PELP should provide the ECE Graduate Program Coordinator with a forwarding address. It will be assumed that registered students check mailboxes at least weekly. Personal mail should not be sent to University addresses. General notifications from ECE will be sent by e-mail. It will be assumed that students check e-mail regularly.

Occasionally, mail will be sent to a student's home address. Home address changes can be completed at the Office of the Registrar web site.

B. Telephone

The ECE Department does not assign telephone service to individual graduate students. Most research facilities under the direction of a faculty member provide telephone access to graduate students. Graduate students should discuss with their Major Professor the policy in place for long distance calls. The fax machine in the main office is for work purposes only.

C. Office Supplies

Office supplies needed by Teaching or Research Assistants in connection with their official duties may be obtained from faculty or staff members.

D. Copying

All students are issued a personal copy card for the Canon machine located near the mailboxes. This copy card can be obtained by contacting the Receptionist in 2064 Kemper Hall. Students are expected to adhere to all copyright laws and policies. Four hundred free copies are allocated to each graduate student (one-time, not each year). For additional copies, students need to contact their Major Professor. In accordance with University policy, students, while on PELP or Filing Fee status, will not have access to the department's graduate student copy machine.

E. Keys

Keys will be furnished for graduate student offices and for entrance to Kemper Hall. Keys to other rooms and/or laboratories will be assigned according to individual need on a quarterly basis only. Keys need to be renewed at the end of each quarter. A new application is required at the start of summer period. To obtain a key, apply to the Receptionist. There is a \$5.00 deposit required for each key checked out. In some cases a safety course is required prior to issuing a key. Please check with reception to find out if this is the case.

F. Room Reservations

There are 4 rooms available to graduate students:

Room # **2101** (conf. room) – Requires presence of a faculty member. Seats approx. 10-12 people

Room # **1127** (conf. room) – Seats approx. 30-50 people

Room # **120** (TB207 conf. room) – Available in the morning. (Use by the MAE dept. in the afternoon.) Seats approx. 15-20

Room # **3087** (conf. room) – Not available for weekly meetings/events. Seats approx. 10-12 people

Reservations can be made for each of these rooms at reception.

Reservations can also be made for projectors and a laser pointer.

G. Textbooks

Textbooks that are available in ECE office can be checked out from the front desk staff. You will be asked to sign your name on a blue card inserted inside the front cover of each book. Please make sure to give the front desk staff the blue card. Textbooks need to be re-checked out every quarter.

H. Paychecks

Paychecks can be picked up at the front desk. They are available after 2 pm on the day they are issued. For those paid monthly, the checks are issued on the first of every month. If the first of the month falls on a weekend, the check is available on the Friday before. Please be sure to bring identification in order to pick up check. Alternately, you may sign up for direct deposit. Processing of direct deposit applications takes 1-2 months, so you may still have to pick up your first check(s) from the front desk.

11. TRAVEL AND OTHER OUT OF POCKET EXPENSES

The information below is designed to comply with University policy concerning travel and travel reimbursement. If you have any questions, please contact Department Business Manager.

A. Travel Advances

A travel advance (reimbursement before travel) request may be submitted to cover the cost of an item such as registration fees. If you are a frequent traveler, you should consider applying for the UCD US Bank Visa Corporate Card. Please go to <http://travel.ucdavis.edu/corpcard.cfm> for more information.

B. Transportation Note

The choice of how you reach your destination is your decision. However, University policy states that you need to travel by the most economical means. If you fly somewhere within driving distance, or drive somewhere that it would have been cheaper to fly, your reimbursement will be based on the costs associated with the more economical means of travel. If reasonable justification can be provided, then exceptions may be requested to this policy. All exception requests should be submitted in advance of the travel.

C. Airfare

Travelers have the option to use the University's Central Travel System (CTS) for purchasing tickets. If you prefer to pay for airfare with your own credit card you may do so and you will be reimbursed after the travel is complete and all of your reimbursable expenses are turned in. Original receipts should be submitted when you return from travel. Domestic airlines must be used whenever possible.

D. CTS

When using the University CTS to purchase your tickets, you must make your reservations through one of the authorized agencies. A list of authorized agencies can be found at <http://travel.ucdavis.edu/agencies.cfm> . Please have the travel agency email a copy of the itinerary to Stella Heydon (smheydon@ece.ucdavis.edu) for our records. You must retain a copy of the itinerary and/or receipt to turn in with the reimbursement request following the conclusion of your trip.

E. Travel Packages from Internet Vendors

Electronic receipts for travel packages from Internet vendors (Expedia, Orbitz, etc.) are acceptable only when the detail contains the level that is acceptable in a paper record. The lack of detail hinders the University's ability to meet IRS substantiation requirements and prevents the tracking of travel-related spending categories critical to strategic sourcing efforts. Therefore, no business-related travel should be booked through Internet vendors unless each aspect of the package will be separately itemized (e.g., itemized hotel charges, airfare, etc.) and assures appropriate documentation can be submitted for reimbursement. Any travel documents submitted to Accounts Payable without detailed receipts will be returned to the department and not processed. In this case, a Declaration of Lost Evidence form will not be accepted.

F. Auto

The University maintains automobile rental agreements with various automobile rental companies for use by University faculty and staff on business-related travel. When using University agreements, liability and physical damage insurance on the rental automobile is provided by the rental companies if:

- a. A University rental agreement is used – see list at <http://travel.ucdavis.edu/agreements/carrental.cfm> ;
- b. The driver gives the University agreement number (each company has its own number) to the rental company and identifies herself/himself as a University employee; and
- c. The automobile is used on University business.

If these conditions are met, the employee need not purchase the collision damage waiver (CDW) or other optional insurance coverage from the rental company. The rental company has already provided the appropriate coverage as part of the University rental agreement.

University insurance will not pay liability or property damage claims arising from use of a rental automobile, except if the conditions in a, b and c above are met. The University's liability insurance will cover the portion of a liability claim that exceeds the rental company's limits.

Reimbursement of fuel purchases will only occur when driving a rental vehicle. If driving a personal vehicle, the mileage reimbursement includes any gas purchases.

G. Meals

For domestic travel, the maximum cost allowable for meals per day is \$64.00 and for travel between 12 and 24 hours the maximum cost allowable is \$42.00. THESE ARE NOT A PER DIEM. This is for *actual costs* up to the allowable amounts. Expenses above the maximum amounts will not be reimbursed. Beverages containing alcohol are not eligible for reimbursement.

H. Registration Costs

These costs may be paid with a travel advance. If you wish to have your registration fees paid up front, please be sure to submit the registration form to the office as far in advance of your trip as possible, but no less than two weeks from the registration due date. This is to allow time for a check to be cut and mailed before the deadline.

I. Combining Business and Personal Travel

If you take a few personal days in conjunction with department-related travel, you will not be reimbursed for personal costs. This includes extra nights of lodging, out-of-the-way mileage, extra legs of your air travel, personal phone calls, meals, extra rental car days, expenses of a travel companion, etc. If your trip includes personal travel, please ask the travel agent for an alternate itinerary that shows only the business portion of your trip. Turn both itineraries in with your expenses at the end of the travel. If accommodating personal business means the airfare is more expensive than the business portion requires, you must pay the difference.

J. Other

Each traveler is responsible for his or her own expenses, even when traveling with other university personnel.

If you must pay expenses of other travelers, a Group Leader designation by the department head is required. Go to <http://travel.ucdavis.edu/groupleader.cfm> for more information.

A “Guide to Domestic Travel” with more information and links regarding university travel policy is available at: <http://travel.ucdavis.edu/TravelPamph2006.pdf>

K. Travel Reimbursement

Upon your return from travel, you must submit a request for travel reimbursement form (http://www.ece.ucdavis.edu/forms/Travel_Reimbursement.pdf). All original receipts are required.

12. PURCHASING POLICES

A. University Policies

Purchasing of university supplies and equipment need to follow approved policies and procedures and must be acquired through such means as an approved department purchase order, UCD Buy order, Bookstore order, campus purchase requisition, or the departmental purchasing card. The intent is to ensure that procurements meet the mandates applicable by law for balancing quality and price. Materials purchased through the use of personal funds or personal credit cards bypass this process and therefore, by default, fall under the category of unauthorized purchases as outlined in the campus Policy and Procedure Manual section 350-10 and as such there is no guarantee that these costs would be reimbursed. (Note: Purchases related to travel and entertainment fall under a separate policy and are treated differently.) Additional information with regard to campus purchasing polices may be found at PPM 350-10 (<http://manuals.ucdavis.edu/ppm/350/350-10.htm>).

In 2004, Accounts Payable began to enforce a campus policy that reimbursements to employees over \$500 be processed through a purchase requisition submitted to Purchasing. Since these purchase requisitions will be submitted after the fact, they will be treated as confirming orders and will therefore require a request for exception to policy that must be signed by the department head and concurred by the Dean before being approved by the head of the Purchasing Department.

B. Purchasing Procedures

- Check with Computer Support prior to submitting requests for departmental supported computer-related purchases.
- For all other purchase items, please complete our online order request form (http://www.ece.ucdavis.edu/forms/Outside_Vendor.pdf) and submit to Stella in 2064 Kemper Hall for processing. Purchase requests under \$5,000 are submitted through the departmental purchaser and processed as departmental purchase orders or, if determined appropriate, through the UC Davis purchasing card program. Requests are normally turned around within two business days and will be received pending availability from the vendor. It is important that you provide as much information about the vendor as possible. If you have any communication with a company representative, please submit a copy of the email, web quote, etc.
- University policy requires that any purchases over \$5,000 be processed through the Purchasing Department on campus via a purchase requisition. Due to federal and university bidding policy, this can be a lengthy process that may take up to three weeks just to place the order with the vendor. You can help expedite these orders by providing as much information as possible with your order request. Please be sure to plan ahead.
- *Packages:* When you pick up a package please note that the contents of the package are compared to the packing slip upon delivery and a copy of the packing slip placed back in the box for your records. This is to streamline the payment process, as payment cannot be finalized without a signed and dated packing slip.

- *Reimbursements:* Whenever possible, all purchases should be processed within university policy through the ECE office. We recognize, however, that this is not always possible. On those rare occasions when you have an immediate need (**and the cost is below \$500**), you may go to a local store, make the purchase, and submit a request for payment. Reimbursing your out-of-pocket expenses does not bypass or exempt you from any of the above requirements. There is no guarantee that these expenditures will be reimbursed. Original receipts are required by Accounts Payable and actual expenses are paid when supported by appropriate documentation. On those rare occasions when a receipt is lost, you must complete a Declaration of Lost Evidence Form (http://www.ece.ucdavis.edu/forms/Lost_Receipt_Form.pdf). **Purchases such as equipment, computers, theft-sensitive items, furniture and purchases requiring special approvals do not qualify for reimbursement.**
- All dollar limits include taxes, shipping and handling.

C. Sources of Supplies

- *UCD Buy:* The UCD Buy website includes catalogs from various vendors that the University has purchasing agreements with, including Office Max, VWR, and various furniture vendors. These online catalogs (<http://ucdbuy.ucdavis.edu/mm/catalog.cfm>) are available for you to look at with your Kerberos login and password, or you may look at the catalog in 2064 Kemper Hall. Requests for items from these catalogs can be completed with our online form (http://www.ece.ucdavis.edu/forms/UCD_Buy.pdf) and submitted to Stella. Turn around is usually 1-2 days.
- *UC Davis Bookstore:* The bookstore carries a much smaller offering but may have items you are looking for. An approved UC Davis Bookstore Purchase Order is required. Please see Renee, Judy or Stella for the form before visiting the bookstore.
- *Off-campus vendors:* If you cannot get your supply needs met on campus, then you can submit an order request using the approved purchasing procedures above.

If you have any questions regarding purchasing policies and procedures, please see your appropriate staff member (Major Professor whose last name begins with A-G & Ben Yoo – *vacant*, Major Professor whose last name begins H-Z – Renee).

13. DEPARTMENTAL SAFETY INFORMATION

Safety is to be a high priority for all faculty, students and staff in departmental teaching and research laboratories and other departmental facilities. Any safety concerns should be brought to the attention of at least one of the following: the professor in charge of the lab, the ECE Safety Coordinator, Lance Halsted (752-8959, halsted@ece.ucdavis.edu) or the ECE Department Manager, Linda Potoski (752-9548, lrpotoski@ucdavis.edu).

You may also discuss safety concerns with Jeff Feerer, the College of Engineering Safety Director (754-6593, jlfeerer@ucdavis.edu) or Jim Aborn, the College's Safety Adviser (752-8589, jlaborn@ucdavis.edu) from the campus' Office of Environmental Health and Safety (EH&S).

For emergencies requiring immediate assistance such as fire or severe personal injury, use the following phone numbers:

From a campus phone:	911
From a cell phone:	530-752-1230 (Police)
	530-752-1234 (Fire)

Students will be required to complete appropriate safety training courses before beginning work in a laboratory. **California law requires this safety training for every graduate student before work can begin.** Yearly refresher courses are also required.

The department maintains a safety web page that has up-to-date information on safety-related matters. All department personnel should become familiar with the resources available on this website. Its web address is (<http://www.ece.ucdavis.edu/safety/>).

All departmental personnel should read the Department's Injury and Illness Prevention Plan (IIPP), available on the department's safety website and sign the Job Safety Analysis (JSA) associated with their specific job function. For example, all graduate students must sign the JSA associated with their laboratory before they begin working in the laboratory.

Departmental Safety Rules

1. In the case of a fire alarm, all personnel must evacuate the building and gather at the designated meeting place away from the building.
2. Appropriate personal protective equipment must be worn in all laboratories. Appropriate eye protection must be used for all work with lasers, chemicals, hazardous waste, or power tools. Appropriate gloves must be worn for all work with chemicals and hazardous waste
3. Students who work with any chemicals must take EH&S' **Chemical/Laboratory Safety** course (<http://ehs.ucdavis.edu/train/classes/index.cfm#chemsafety>) and a yearly refresher course. Training on chemical spills is mandatory.

4. Students who work in a laboratory that generates hazardous waste must complete EH&S' **Hazardous Waste Management and Minimization** course (<http://ehs.ucdavis.edu/train/classes/index.cfm#Hazwaste>) and a yearly refresher course.
5. Students using lasers in their research or working in a laboratory where lasers are used must take EH&S' **Laser Safety** class (<http://ehs.ucdavis.edu/train/classes/index.cfm#lasersafety>) and a yearly refresher course.
6. If an accident or injury occurs, a student should immediately receive treatment at the Cowell Health Center, notify one of the Safety Officers and have an injury report completed in the Department Office within 24 hours. Any University employee who is injured on the job should notify his/her supervisor immediately.
7. No equipment, furniture, packaging material (crates, boxes, etc.) can be stored in hallways at any time. The University Fire Code requires that hallways be kept clear at all times.
8. Extension cords must not be used for permanent wiring. Surge protectors and power strips are permissible for computer equipment. Cords should not be run across walkways since they create a trip hazard.
9. Portable space heaters must be the fail-safe type, which are equipped with an automatic tip-over safety shut-off switch. Heaters should not be left on while unattended.
10. Shoes must be worn at all times in the laboratories. When working with chemicals, machinery, or other hazards, closed-toe shoes are required.
11. Wearing in-line roller skates or riding bicycles and/or skateboards in the building is not permitted at any time.
12. Campus policy does not allow smoking in any building (PP 290-10) or within 20 feet of an entrance of a building or operable window.

14. COMPUTER RESOURCES

A. Departmental Computer Resources

Graduate computer facilities are located in 2206 Kemper Hall. Operating systems include RedHat Linux & Microsoft Windows. Instructional software is available on the Linux workstations and general use applications are available on the Windows workstations. Up to date information can be found on the Computer Support section of the ECE website (<http://www.ece.ucdavis.edu/support>).

Additional workstations are also typically available in faculty research labs once students are working on projects with an advising professor. Undergraduate instructional computer labs are also available and are located in 2107 and 2110 Kemper Hall. Additional facilities are available in the College of Engineering ACS laboratories.

Access to all department maintained workstations requires an ECE Unix account. ECE Unix accounts can only be created for users that have an active UC Davis computer account. Students who do not yet have a UC Davis computer account can get one at the Information Technology office located in Shields Library. This will provide UC Davis email, access to other campus computer facilities, and access to campus internet services such as wireless and the my.ucdavis.edu web portal.

Note: Students on PELP or Filing Fee status are not permitted to use UC Davis or ECE computing resources. ECE Unix accounts for students on PELP or Filing Fee status are marked inactive, but are not deleted until the corresponding campus account is removed.

Departmental IT staff includes Phil Young and a small number of student assistants. IT support is administered through a ticket system provided by the College of Engineering (ece-support@ucdavis.edu). Most services offered by the IT staff are listed on the Computer Support section of the ECE website. Answers to most questions can be found on the website, but additional questions & requests for computer support should be directed to ece-support@ucdavis.edu.

B. Academic Computing Services (ACS)

The College of Engineering Academic Computing Services provides engineering faculty, staff, and students with computing capabilities and technical support for program development in research and instructional software. Up to date information on the services & facilities provided by ACS can be found on their website (<http://engineering.ucdavis.edu/pages/administration/eacs/>).

15. IMPORTANT CAMPUS SERVICES

A. Student ID Cards

Once you've enrolled in classes, you may obtain a UC Davis Student ID Card. You can obtain an ID Card year-round in 12 Mrak Hall (the registrar's office). During Orientation, ID cards can be obtained at other special locations. See <http://registrar.ucdavis.edu/html/photoid.html> for details.

B. Library Services

Your Student ID Card is your library card. For information on library hours and locations, see <http://library.ucdavis.edu/>. When contacting a reference librarian specific to your research, it's a good idea to get in contact with someone from the Physical Sciences & Engineering Library since they will have specialized knowledge different from Librarians at the main Shields branch of the library. See <http://library.ucdavis.edu/dept/pse/> for PSE Library information and contacts.

C. Health Insurance and the Cowell Student Health Center

All enrolled graduate students are required to have health insurance. Your student fees include the services of SHIP (the Student Health Insurance Plan). If you already have health insurance and wish to waive out of SHIP, please see <http://healthcenter.ucdavis.edu/insurance/index.html> for related information and instructions.

Student Health Services (SHS) provides UC Davis students with wellness, illness, and injury care. Services are available to all registered students, regardless of insurance. The Cowell Student Health Center (home to SHS) is located on California Ave. across from Russell Field. See <http://healthcenter.ucdavis.edu/> for more information.

D. Services for International Students and Scholars (SISS)

The SISS office is an important source for information for international students. The SISS staff are experts on various policies pertaining to international students. New international students will check in with SISS when they first arrive on campus and attend a mandatory orientation. International students traveling abroad, looking for information on Curricular Practical Training (CPT), Optional Practical Training (OPT), and considering the Planned Educational Leave Program (PELP) should consult their SISS adviser. See <http://siss.ucdavis.edu/> for more information and contacts.

E. Counseling and Psychological Services (CAPS)

CAPS offers free, confidential services that are available to all students. They provide individual counseling, group counseling, and more. See <http://caps.ucdavis.edu> for more information.

F. University Housing Services

If you are a full-time student, you are eligible to live in Orchard and Solano Park apartments. These apartments are University-operated one- and two-bedroom unfurnished units. Vacancies are filled from chronological waiting lists and students with children are given first priority to move into vacant apartments, students with spouses/domestic partners are given next priority. For more information or to request an application, please call 752-2033, e-mail studenthousing@ucdavis.edu, or visit www.housing.ucdavis.edu.

Additional on-campus, privately-owned and managed housing is available. Russell Park offers one-, two-, and three-bedroom unfurnished apartments for student with families. The complex includes a child-care facility for student families. The Atriums offers studio and two- bedroom unfurnished units for single graduate students. Call 753-7322 for more information on Russell Park or The Atriums.

Finally, the Community Housing Listing service is offered by the ASUCD (undergraduate student government) but is available to all UC Davis students and other Davis community members. You can access the service at <http://chl.ucdavis.edu/>.

G. Childcare

UC Davis offers a number of child care options and resources, including child care grants. For information about community and campus child care, early education programs, services for school-age children, financial assistance, health insurance, breast-feeding support, and other family services, see the Child Care and Family Services section of the General Catalog, or visit: http://www.hr.ucdavis.edu/Work_Life/Life/childcare/childcare.