

ATMOSPHERIC SCIENCE
GRADUATE GROUP

STUDENT HANDBOOK

NOVEMBER 2014

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INTRODUCTION

This Handbook is designed to help you navigate the usually sunny, sometimes cloudy, skies of graduate study at UC Davis in the Atmospheric Science Graduate Group (ASGG). If you're a prospective student, we hope the Handbook will answer questions that may arise during your application process. For new students, we hope it will serve as a dependable resource to help guide you through the many choices you will be making. For continuing students who encounter the unfamiliar and unexpected along the way, we hope it will serve as a reliable, hip-pocket companion.

The Handbook is a work in progress. As you journey through your academic study and experiences, your questions and challenges will help us determine what revisions might be necessary. We welcome your comments, critiques, and suggestions as we move forward together.

DEPARTMENT AND OFFICE OF GRADUATE STUDIES CONTACTS

Faculty

- Graduate Group Chair: Shuhua Chen, shachen@ucdavis.edu, 235 Hoagland, 530-752-1793
- Graduate Group Adviser: Terry Nathan, trnathan@ucdavis.edu, 239 Hoagland, 530-752-1609
- Graduate Group Admissions Adviser: Christopher Cappa, cdcappa@ucdavis.edu, 3135 ENG III, 530-752-8180)
- Major Professor: ASGG faculty member who guides your research.

Department and Office of Graduate Studies Staff

- Student Affairs Officer: Angie Nguyen, htgnguyen@ucdavis.edu, 1152 PES, 530-752-1669
- Department Business Office Personnel: please check with the Metro Administrative Cluster in PES 1110; 530-752-1406
- Graduate Studies: Shelly Archer, slarcher@ucdavis.edu, 250 Mrak Hall, 530-754-5886

THE GRADUATE GROUP CONCEPT

Many research questions go beyond the traditional academic department. At UC Davis, graduate groups – such as the ASGG – are interdisciplinary groups that include faculty from various departments and Colleges, giving students broad flexibility in areas of research from across campus. The Atmospheric Science Graduate Group's home department is the Department of Land, Air and Water Resources (LAWR), but the group consists of more than 20 faculty members who hold appointments in many departments and units, including LAWR, Civil and Environmental Engineering, Mechanical and

Aeronautical Engineering, Environmental Toxicology, and the Crocker Nuclear Laboratory. LAWR is also the home department of two other graduate groups: Soils & Biogeochemistry and Hydrologic Sciences. The home department of a graduate group provides various forms of administrative support, such as business operations, staff advising, and office space. The departments affiliated with the individual ASGG faculty members may also provide some forms of support, including laboratory and office space, when appropriate and requested by the individual ASGG faculty members on behalf of their students.

The chair of the graduate group is responsible for overseeing the operation of the group; the graduate group adviser guides your academic planning and committee selection; the graduate group admissions adviser oversees the admissions application process. Support staff, including the Student Affairs Officer and departmental business office personnel, and personnel in Graduate Studies, serves as sources of information regarding procedures, records, petitions and applications, campus resources, funding, and fellowships and awards.

APPLICATION FOR ADMISSION

Preparatory Work

Students seeking advanced degrees in the ASGG typically enter the program with an undergraduate degree in a physical science, mathematics, or similar. As part of their undergraduate degree, students are expected to have taken at least a year of calculus, a year of physics and chemistry, and some advanced coursework in some of these subjects. Although students can be accepted into the Atmospheric Science Graduate Group without this preparation, such preparation is strongly encouraged. If accepted, a student is expected to show proficiency in these areas and may be required by his/her guidance committee to take additional preparatory courses.

How to Apply

Application is made through the UC Davis Graduate Studies online application system. Please visit http://gradstudies.ucdavis.edu/prospective/apply_online.cfm.

Admission Requirements

Admission to the Atmospheric Science Graduate Group is based on:

- Academic background and at least a 3.0/4.0 grade point average.
- Preparation and performance in courses that constitute basic preparation for advanced study in soil science. (See Preparatory Work, above.)
- Verbal, quantitative, and analytical Graduate Record Exam (GRE) scores. Subject exams are not required.
- Three letters of recommendation.

- TOEFL or IELTS scores for applicants whose primary language is not English. The minimum TOEFL scores required for admission to graduate study at UC Davis are 550 for the paper test and 80 for the Internet-based test; for the IELTS, the scores must be less than 2 years old, and the overall BAND score must be at least 7 on a 9-point scale.
- Identification of one or more members of the group willing to serve as a major professor.

The final decision on admission is the responsibility of the dean of Graduate Studies upon recommendation of the Atmospheric Science Graduate Group.

SELECTING A MAJOR PROFESSOR

The major professor guides and directs your M.S. or Ph.D. research. You should begin your search for a major professor early, preferably while working on your application, using the following guidelines.

- Consult the ASGG online faculty list and identify faculty members whose research interests align with yours. E-mail them regarding your interests.
- Write a specific statement of purpose that clearly describes your research interests. During the application review process, faculty will choose students on the basis of interests, experience, academic record, GRE scores, letters of recommendation, and other relevant information.
- If possible, consult with graduate students already in the program for ideas about potential major professors.
- If possible, arrange a visit to meet with potential major professors or schedule a phone call to discuss common interests.

As part of your discussion with potential major professors, you should discuss topics such as funding, research projects, and expectations.

GRADUATE SHOWCASE – GRADUATE RECRUITMENT EVENT

The Atmospheric Science Graduate Group, along with the other two graduate groups hosted by LAWR (Soils & Biogeochemistry and Hydrologic Sciences) invites a select group of applicants to the Graduate Showcase, an annual two-day recruitment event in early March. This is an opportunity for prospective students to meet faculty and continuing students, visit our programs and research labs, and tour the UC Davis campus and surrounding area. Invitation to the Showcase does not guarantee admission.

REGISTRATION AND COURSE ENROLLMENT

Registered Status

Registered student status requires that you be enrolled in a minimum of 12 units of coursework or SSC 299 (research) units and that you pay fees for the quarter. If you have not enrolled and have not paid fees, you are a non-registered student. If you are on Planned Educational Leave (PELP) or are on Filing Fee status, you also are considered a non-registered student.

How to Register

- Once you obtain your student ID, password, and personal access code (PAC), you may complete your course registration online through SISWeb, the university computer system, <http://sisweb.ucdavis.edu>.
- To learn how to activate your student ID, visit <http://aggiecard.ucdavis.edu>.
- Obtain your e-mail address and Kerberos password by visiting <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>.
- To log onto SISWEB, you will need your Kerberos password and a personal access code (PAC). Initially, your PAC is your six-digit birth date. Once you access the system, be sure to follow the menu prompts to choose a new PAC. You will receive notification of registration dates by mail, and once you have the above identifiers, you can complete registration for classes online.

Course Selection

Contact your major professor and the ASGG Graduate Adviser for guidance in course selection. The area of your intended research, coupled with your academic preparation, will influence the suggested courses.

Class Schedule and Registration Guide

Consult the quarterly *Class Schedule and Registration Guide*, <http://registrar.ucdavis.edu/csrg/>, for registration dates and times, quarterly deadlines, course lists, wait list information, etc.

Late Registration

To avoid late fees and financial support problems, you must enroll, register, and pay fees in a timely manner. Keep in mind:

- If you add or drop a course after the add/drop deadlines, you will be charged a fee.
- Fees that are paid from sources such as fellowships and academic appointments will not be paid until you are registered for a minimum of 12 units. If you do not complete your registration by the last day to pay university fees, you will be charged a late fee.
See <http://registrar.ucdavis.edu/csrg/feepay.html>.

- You may consult *The University Catalog* or *Class Schedule and Registration Guide* for add/drop deadlines, available at the <http://registrar.ucdavis.edu/>.

Units

For full-time status, you must enroll in at least 12 units per quarter, which can be any combination of upper division (100-level) or graduate course units (200-level); Seminar (290), Group Study (298), Research (299) units; or Teaching Assistant Training Practicum (396) units. The graduate group encourages you to enroll in more than 12 units (up to 16 total) of upper division and graduate courses combined, or for more than 12 units (again up to 16 units) of graduate level courses. Enrolling for more than 16 units requires the special approval of the dean of Graduate Studies. Typically for the first quarter, students enroll in one or two formal courses (lecture/discussion/lab) and research (ATM 299), with the research units completing the up-to-16 unit total (see below).

Enrolling in Research (ATM 299)

ATM 299 is the course in which you enroll to receive credit for your research. The course registration number (CRN) is linked directly to the quarter and to your major professor/instructor, the individual with whom you are conducting research. There will be 3 more numbers in the CRN number depending on the faculty member involved (e.g., ATM 299-034). You may receive from 1 to 12 units, depending upon your research activity and course load and based upon the advice of your major professor and adviser. For your CRNs each quarter, contact the ASGG Student Affairs Officer via e-mail (cc: your major professor), letting her/him know with whom you wish your CRN assigned and for which quarter.

Part Time Status

If you meet eligibility criteria, you may apply for part-time status, which is 6 units or fewer, through the Registrar, <http://registrar.ucdavis.edu/>.

Dropping Courses

If you want to drop a course after the 10th day of instruction, you must file a Permission to Drop Petition, available at <http://gradstudies.ucdavis.edu/forms/>.

Late Add

If you wish to add a course after the 12th day of instruction, you must have approval from the instructor or program. If permission is granted, go to the course/program department for a PTR (permission to register) number. Use SISWEB to add the course by using the issued number within three days. You will be charged \$3.00.

Temporary Study at Another UC Campus

If you're in good standing and have completed at least one quarter in residence at Davis, and you wish to study temporarily at another UC campus, you may obtain an application to the Intercampus Exchange Program, at <http://gradstudies.ucdavis.edu/forms/>.

TAKING A BREAK OR LEAVING CAMPUS

If you wish to take a break from your course of study or temporarily leave the UC Campus, you have the options listed below.

Planned Education Leave (PELP)

PELP status is available if you wish to take a leave for various reasons, including health issues, family crises, clarification of educational goals, or military service. PELP may be approved for a maximum of three quarters. An extension can be requested, form available at <http://gradstudies.ucdavis.edu/forms/>. International students must have their PELP status approved by the Services for International Students and Scholars (SISS), <http://siss.ucdavis.edu/>, prior to submission of the PELP application. PELP applications must be submitted to Graduate Studies no later than the first day of the quarter in which the PELP status is to begin. If you begin the registration process and then withdraw from registration after the first day of the quarter, you may be billed for fees owed or have to repay funding. The ASGG Student Affairs Officer will help you initiate the application process.

Filing Fee

Filing Fee is a non-registered status available if you have advanced to candidacy for your degree. Filing Fee status maintains your eligibility to complete your degree while not registered. You can use this option when all of your courses and research have been completed and you no longer need to use campus facilities. Filing fee status is for ONE QUARTER ONLY. If you have not filed your thesis/dissertation or taken your final examination by the quarter indicated on your application, you may be required to readmit, register, and pay full fees in order to fulfill all degree requirements. You may hold an academic appointment title (GSR, TA, Associate In__ (AI), and similar titles) for ONE QUARTER ONLY.

Application forms and information are available at <http://gradstudies.ucdavis.edu/forms/>. Requests for a Filing Fee extension are considered by application, available at <http://gradstudies.ucdavis.edu/forms/>.

Registration in Absentia

Graduate students whose research or study requires them to remain outside California for the entire quarter may register *in absentia* and pay a reduced fee. Visit <http://gradstudies.ucdavis.edu/forms/> and click on “*In Absentia*” links. In Absentia Registration Frequently Asked Questions link: http://gradstudies.ucdavis.edu/students/in_absentiaFAQs.html

Withdrawal

If aforementioned options are not appropriate for you, you may withdraw during the quarter by obtaining a withdrawal petition from the Registrar, available at http://registrar.ucdavis.edu/html/office_of_the_registrar_forms.html.

Readmission

If you drop out of the graduate program, but wish to return, you must file an Application for Readmission, available at <http://gradstudies.ucdavis.edu/forms/> at least six weeks prior to the beginning of the quarter in which you plan to enroll. The ATM Graduate Group requires additional documentation for readmission application. Please see the ASGG Student Affairs Officer for details.

HEALTH INSURANCE

UC requires that all registered students have health insurance. The Graduate Student Health Insurance Plan (GSHIP) is designed specifically for UC Davis students, providing medical, dental and vision benefits. Registered students are automatically enrolled in GSHIP. Students with comparable health insurance may waive participation through the online waiver application. GSHIP coverage, fees, policies, and waiver application are available at <http://healthcenter.ucdavis.edu/insurance/gship/index.html>.

Once you submit your waiver application and it is approved, it will remain in effect for the rest of the academic year. If you are enrolled in Davis SHIP for Spring term, your coverage automatically extends through the ends of Summer term at no extra cost. Frequently Asked Questions link: <http://shcs.ucdavis.edu/insurance/ship/faqs.html>

Graduate students who are enrolled in GSHIP have the option to enroll eligible dependents in a voluntary plan. For information, visit <http://shcs.ucdavis.edu/insurance/ship/dependents.html>

ENROLLMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS

If you are a new international student, you will have an immigration hold that must be released by Services for International Students and Scholars (SISS) before you can complete registration. SISS information is available at <http://siss.ucdavis.edu/>.

Prior to your first quarter of enrollment, if your native language is not English and you have an undergraduate degree from an institution at which English is not the primary language of instruction, you are required to take the English examination given by the English as Second Language (ESL) office.

More information is available at <http://esl.ucdavis.edu/>. Results of this exam will determine what, if any, ESL class that you will be required to take.

BILLING, FEES, TUITION

Billing

Here's a list of resources regarding your billing.

- To view your outstanding account balance using SISWeb or MyBill, visit: <http://studentaccounting.ucdavis.edu/bills/mybill.cfm> .
- For up-to-date information on fees, fee payment options, deadlines, late fees, etc., visit the Student Accounting Web site, <http://studentaccounting.ucdavis.edu>.
- You may contact the Student Accounting Office, 530-752-3646 or visit 2100 Dutton Hall.
- Or visit the Registrar's Web site, <http://registrar.ucdavis.edu/csrg/fees.html#Important>.

Fellowship Stipend

If you are to receive a stipend, you will be paid monthly (1st of the month) through the UC Davis Student Accounting Office for domestic students. For international students, you will receive your payment through the Payroll System (checks pick up at the LAWR Admin Office in PES room 1110).

Note that fellowships do not disburse until you enroll in classes. These awards are subject to gubernatorial, legislative and Regental action, and adjustments will be made to your award for actual fee amounts. Unused fee awards will not generate a refund to you. For tax information, please refer to the *Regulations for Graduate Students Receiving Fellowships*. This award also requires the filing of a *Free Application for Federal Student Aid (FAFSA)*. The first payment for Fall Quarter is November 1st, Winter is February 1st, and Spring is May 1st. To save time, you should sign up for direct deposit so that you don't have to stand in line to receive your check.

Information about **Direct Deposit**: <http://accounting.ucdavis.edu/directdep.cfm>

Quarterly Fees/Tuition

As a full-time graduate student you pay various fees for such services as the Graduate Student Association (GSA), campus improvement, safety, your health insurance (SHIP), and, of course, your education. To learn exactly what your fees are and where they go, visit <http://budget.ucdavis.edu/studentfees>. If you're a part-time student, you receive a 50 % reduction of the educational fee. If you're a part-time nonresident student, you also receive a 50 % reduction in nonresident tuition. If your status is Registration *in Absentia* , which means your study requires you to remain outside California, visit http://www.gradstudies.ucdavis.edu/students/in_absentiaFAQs.html .

If you are a nonresident and are not able to establish California residency, you must pay nonresident tuition each quarter. Nonresident doctoral students who have advanced to candidacy by the first day of the term will receive 100 % nonresident tuition remission. A Ph.D. candidate or professional doctoral student may receive the reduced nonresident tuition rate for a maximum of three years and after that must pay the full amount. Visit http://gradstudies.ucdavis.edu/facstaff/nrt_remission.html for more information.

One-time Fees

One-time fees include application for admission fee, readmission fee, PELP, candidacy fee, Filing Fee. These fees change periodically; consult the ASGG Student Affairs Officer or Graduate Studies, <http://gradstudies.ucdavis.edu/index.cfm>, or the Registrar, <http://registrar.ucdavis.edu/>, for current fee amounts.

Establishing California Residency

As a California resident, you will not have to pay nonresident tuition. Therefore, it is to your advantage if you are a US citizen or have a green card to investigate the steps necessary to becoming a legal resident.

Begin the process as soon as you arrive and at least one full year before the start of the quarter in which you wish to be classified as a resident. This is especially important because this process takes more than a full year. For tuition purposes, physical presence and intent must be demonstrated for more than one year. Intent includes, but is not limited to, having a California driver's license or ID card, registering to vote and voting, using a California permanent address on all records, and paying state income tax as a resident.

During the quarter preceding the one for which you seek reclassification, obtain a petition from the Residence Deputy located in the Registrar's office, 12 Mrak Hall, 530-752-5029, <http://registrar.ucdavis.edu/html/slr.html#WhoResident>. Return the completed petition at least two weeks before the start of the quarter (refer to the Registrar's Office for the exact deadline).

FINANCING GRADUATE SCHOOL

Details of financial support and research funding are listed below.

Free Application for Federal Student Aid (FAFSA)

Annually, all graduate students who are US citizens, permanent residents, or immigrants are required to file a FAFSA, preferably by the priority filing date of March 2. This form is submitted directly to the US Department of Education and determines your financial need. It is used for consideration of fellowships, block grants, stipends, loans, and Work Study funds that pay some GSR salaries. FAFSA is available at the

UC Davis Office Financial Aid in Dutton Hall or online at <http://www.fafsa.ed.gov>. Include UC Davis School Code 001313 on the FAFSA.

International Student Requirements

International students are advised to consult Services for International Students and Scholars (SISS), at <http://siss.ucdavis.edu/>, regarding immigration status and employment.

Academic Appointments

By working as a GSR, TA, or Reader, you gain professional experience while earning a paycheck and obtaining fee remissions. As an entering student, you may receive an appointment as a GSR under the direction of your major professor, and as such, you are eligible for a remission of in-state and nonresident tuition and fees. Students receive electronic notification of TA and Reader positions each quarter with instructions on application. TAs and Readers employed at a minimum of 25 % of full time receive a partial remission of their fees.

For more information, visit <http://budget.ucdavis.edu/studentfees>.

Other Employment

The ASGG Student Affairs Officer will distribute employment information to students as positions are advertised. For more information about employment opportunities or professional development services, you can meet with a coordinator in the Graduate Student and Postdoctoral Career Services program area of the Internship and Career Center, located in South Hall, or call 530-752-7841 to schedule an appointment. Online resources and a calendar of workshops and events for graduate students are also available at <http://gsps.ucdavis.edu/pds>. Also, as part of Financial Aid, the Student Employment Center coordinates employment opportunities, including community service jobs. Visit <http://jobs.ucdavis.edu>, or call 530-752-0502.

Fellowships and Scholarships

Graduate Studies (internal) fellowships and graduate scholarships are awarded once a year for the following year, beginning in the fall quarter. New students apply online at the time of application for admission; continuing students also apply on-line and will be sent instructions for on-line application during the fall quarter.

Graduate Program Fellowship Allocations (formerly called Block Grants) for Departmental Stipends, Fee and Tuition Support

For these awards, continuing students apply during spring quarter for the following academic year. Awards are made to entering students on a case-by-case basis.

Henry A. Jastro Research Scholarship Awards

These awards are made through the College of Environmental and Agricultural Sciences and by the Atmospheric Science Graduate Group in recognition of students' potential to carry out research. The

ASGG scholarship committee and ASGG Student Affairs Officer will notify students of the application process and submission deadlines during the spring quarter for the following academic year.

External Grants and Fellowships

As a graduate student, you will be notified about external grants and fellowships as they become available. The ASGG Student Affairs Officer will distribute external grant and fellowship information as it is advertised by Graduate Studies and other sources.

Work Study

The federal government pays for a percentage of the costs of research employment, including wages and fee remission. You must complete the application for various types of financial aid, available on the Financial Aid Web site at <http://financialaid.ucdavis.edu>. You must also have submitted a FAFSA, <http://www.fafsa.ed.gov>. The Graduate Group determines recipients of Work Study awards.

Loans

Information available at Financial Aid, <http://financialaid.ucdavis.edu/graduate/Types/Loans.html>

Travel Grants

Graduate Studies offers a limited number of travel awards twice per year for travel to professional meetings. You will be notified of application due dates throughout the year. The amount of the award varies depending on how far you are traveling. You are only eligible to receive this award once. For more information, visit http://gradstudies.ucdavis.edu/ssupport/internal_travel.html.

Travel Grants through the Graduate Student Association (GSA)

The GSA also offers a limited number of travel awards twice per year. (You cannot receive a GSA travel award if you have received an award from Graduate Studies for the same instance of travel.) Visit the GSA Web site, http://gsa.ucdavis.edu/Travel_Awards.

Online Funding Resources

- Community of Sciences, <http://www.cos.com>
- The Foundation Center, <http://foundationcenter.org>
- UC Davis External Fellowship Programs and Grant Announcements, http://gradstudies.ucdavis.edu/ssupport/external_fellowships_pol_proc.html
- Search Engines for Extramural Support, http://gradstudies.ucdavis.edu/ssupport/external_fellowships.cfm
- Graduate Student and Postdoctoral Extramural Grant and Fellowship Application Procedures, http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html
- The Office of Research Web site, <http://research.ucdavis.edu/home.cfm>

- General financial aid, see also the Graduate Studies Student Support Web page, <http://gradstudies.ucdavis.edu/support>

Online Grant Writing Resources

- The Foundation Center, <http://foundationcenter.org>
- The Social Sciences Research Council, <http://www.ssrc.org>
- The University of California, Berkeley article, The Making of a Successful Proposal, <http://ls.berkeley.edu/graduate/grant-writing-resources>
- The University of California, Berkeley Dissertation Proposal Workshop, <http://globetrotter.berkeley.edu/DissPropWorkshop>
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COMMITTEES

Informal Guidance Committee

Your major professor and the graduate group adviser will help guide your academic planning in areas such as course selection and timing. Your course of study is subject to the approval of the adviser and your major professor and must meet the curricular requirements of the group (see below).

MS Thesis Committee

The MS thesis committee consists of your major professor and at least two other faculty members. Members of the committee are selected through consultation among you, your major professor, and perhaps with input from the graduate adviser. You complete the Candidacy for the Master's Degree – Thesis Plan I available at <http://www.gradstudies.ucdavis.edu/forms/>, secure appropriate program approvals, pay the candidacy fee at the Cashier's Office, and file it with Graduate Studies; the dean of Graduate Studies makes the official committee appointment. For a general calendar of deadline and filing dates, visit <http://www.gradstudies.ucdavis.edu/students/calendar.html>.

The MS thesis committee supervises your research and has the final authority to review and approve your thesis. It is your responsibility to keep the thesis committee informed of your progress.

Ph.D. Qualifying Exam Committee

Typically, five members of the faculty serve on the QE committee; at least one member must be from outside of the Atmospheric Science Graduate Group, while at least three members must be ASGG faculty. Your major professor can serve on the examination committee but cannot be chair. Members of the committee are selected through consultation among you, your major professor, and perhaps with input from the graduate adviser. **YOU MAY NOT TAKE THE EXAM UNTIL YOU HAVE BEEN APPROVED BY GRADUATE STUDIES! DO NOT PROCEED UNTIL YOU HAVE THIS PAPERWORK COMPLETED AND MAKE**

SURE YOU HAND IT IN TO THE ASGG STUDENT AFFAIRS OFFICER. You complete the Qualifying Exam Application, available at <http://www.gradstudies.ucdavis.edu/forms/> , obtain the appropriate program approvals, and file it with Graduate Studies; the dean of Graduate Studies makes the official committee appointment.

For a general calendar of deadline and filing dates, visit <http://www.gradstudies.ucdavis.edu/students/calendar.html> . The QE consists of three parts: (1) a written exam, (2) a prospectus describing your proposed research and its relevance to past work, and (3) an oral exam.

Ph.D. Dissertation Committee

This committee is composed of three members that will help guide the candidate's dissertation research (and sign the approved dissertation) and two additional members that will participate in the Final Exam. Members of the committee are selected through consultation among you, your major professor, and your adviser. The student's major professor will be chair of this committee. At least one committee member must be from outside of the ASGG. If the proposed committee member is not a faculty member at UCD, he or she must be approved by Graduate Studies before serving on the committee. Following successful completion of the QE, the examination committee chair will complete the form for Candidacy for the Degree of Doctor of Philosophy, Plan A. After the form is signed, your dissertation committee appointed, and the fee paid to the Cashier's Office, you will submit it to Graduate Studies for approval by the dean of Graduate Studies, which officially advances you to candidacy. International students must advance to candidacy before the first day of the quarter to qualify for reduced nonresident tuition.

MASTER'S DEGREE

Degree Requirements

A master's degree may be awarded upon completion of one or two basic plans in which either a thesis or a comprehensive exam is required. The Atmospheric Science Graduate Group's MS degree requirements are available at http://atm.ucdavis.edu/student_resources/master_requirements.php.

You must maintain an average GPA of 3.0 in all upper division and graduate courses during residence. Courses graded S/U will not be used to determine GPA. You may apply for advancement to candidacy if your GPA is slightly below 3.0 and if you are currently enrolled in course work, the successful completion of which will give you the required 3.0 GPA. Even if you've advanced to candidacy, you must attain a minimum GPA of 3.0 before your degree will be awarded.

Advancement to Candidacy

After completing one-half of your course requirements and at least one quarter before completing all degree requirements, you must file an official application for Candidacy for Degree of Master of Science

before completing all degree requirements. The Candidacy for the Master's Degree – Thesis Plan I form and the Candidacy for the Master's Degree – Comprehensive Exam Plan II form are each available online at <http://www.gradstudies.ucdavis.edu/forms/>.

Thesis Plan I and Instructions

If your candidacy is approved, Graduate Studies will send a copy to your thesis committee chair, the ASGG Student Affairs Officer, and to you. If Graduate Studies determines that you are not eligible for advancement, you will be told the reason for your deferral, which may include low GPA, outstanding Incomplete grades, a grade of U, or D+ or below in required courses, or insufficient units.

Once you have advanced to candidacy under Thesis Plan I, you will write your thesis and present it to your committee for review and approval. All committee members must sign the thesis title page to certify their satisfaction with the thesis. If the quality of your thesis is unacceptable, the committee will give you a clearly specified period of time to improve your thesis, usually one quarter or more. If, after that period of time, the thesis is still unacceptable, the majority may recommend to the dean of Graduate Studies that you be disqualified from further graduate study.

You are responsible for filing your thesis on the appropriate filing dates according to the proper format. The following Web sites will assist you:

- Instructions for electronic submission are located at http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.
- For instructions on thesis preparation, visit <http://www.gradstudies.ucdavis.edu/students/filing.html>.
- For a general calendar of deadline and filing dates, visit <http://www.gradstudies.ucdavis.edu/students/calendar.html>.

The following two documents must accompany the thesis and can be found online:

- University Library Release Form, <http://gradstudies.ucdavis.edu/students/filing.html>
- Graduate Program Exit Information, http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.

Exam Plan II

If you have opted for Plan II, you will take the equivalent of the written portion of the Ph.D. qualifying exam, which is based on your coursework. Students who do not pass the exam may take it one additional time. When you take the exam, you must be registered or on Filing Fee status. The results of the examination must be reported to Graduate Studies by your committee chair, using the Master's Exam Report Form, available at <http://www.gradstudies.ucdavis.edu/forms/>.

Second Master's Degree

You may work toward a second master's degree as long as the adviser and the dean of Graduate Studies determine that your second degree will not be a duplication of your previous degree. You may share up to 12 units from one UC Davis program with another and you must spend at least two quarters in regular graduate standing in your second master's program. You must also complete a separate thesis or examination. See the ASGG Student Affairs Officer for the application.

THE DOCTORAL DEGREE

Degree Requirements

The Ph.D. degree requirements for the Atmospheric Science Graduate Group are available at http://atm.ucdavis.edu/student_resources/phd_requirements.php.

You must pass a qualifying examination (QE) for the Ph.D. degree. All required courses must be completed before admission to the QE.

Qualifying Exam (QE)

The Application for Qualifying Examination is available at <http://www.gradstudies.ucdavis.edu/forms/> and should be submitted at least four weeks prior to the examination date. YOU MAY NOT TAKE THE EXAM WITHOUT THIS FORM HAVING BEEN APPROVED. As part of the QE application, you need to pick a chair for your committee, usually the member in the discipline most closely aligned with your primary focus.

The ASGG QE has three components: (1) a written examination, (2) a written prospectus describing the proposed Ph.D. research, and (3) an oral examination.

1. Written Examination

The written examination will take no more than 8 hours to complete and its general contents are set by your Qualifying Examination Committee at least four weeks before the exam. The exam will focus on preliminary research results and Depth course work. This exam, which is graded by the Qualifying Exam Committee, must be passed before you may progress to steps (2) and (3) below.

2. Prospectus

Your Ph. D. Prospectus should be written in the style of an NSF proposal and should be approximately 10 pages of double-spaced text, not including references. The prospectus should include: an introduction to the topic (including a survey of the relevant literature), a hypothesis or set of questions to be addressed, methods to be used to address your hypothesis/questions, any preliminary results, cited references, and a biographical sketch (e.g., in the NSF style). The biographical sketch, reference list, figures, and tables

do not count towards the 10-page guideline. You must submit your Prospectus to your Qualifying Examination Committee at least two weeks prior to the date of your Oral Exam.

3. Oral Examination

The oral QE includes two parts. The first part is your presentation of your prospectus, which should be prepared as approximately a 20 – 30 minute talk. Your actual presentation will take longer because of questions from the committee. The second part of the exam will be oral questions by the Committee regarding your prospectus, general knowledge of atmospheric science, depth area of study, and any follow-up questions related to the Written Exam. The Oral Examination is run by the QE Committee Chair with only you and entire QE committee present. Non-voting faculty observers may be invited with the unanimous consent of the Committee and student. The total length of the Exam should be no more than three (3) hours. You should not provide any refreshments to the Committee during the Exam.

You should schedule the date and time for the Oral Examination in consultation with your committee members at least one month in advance. You are responsible for reserving a room for your Exam.

The QE Committee shall evaluate your oral portion of the qualifying exam based upon the following expectations: (i) a clear presentation that includes background information and the significance of the research area, clearly stated research goals, methods for addressing these goals, and any preliminary results, (ii) a mastery of the material related to the prospectus as well as material from Breadth and Depth course work and general atmospheric science, and (iii) the ability to answer questions to the satisfaction of the committee members.

Following completion of the Oral and Written portions of the Examination, the QE Committee will assign a grade of Pass, Not Pass, or Fail for your overall Qualifying Exam. If the grade is Pass, the chair of the Qualifying Examination Committee will provide you with an Application for Advancement to Candidacy (Plan A). You need to fill out this form – including naming your Dissertation Committee (in consultation with your major professor and the graduate adviser) – and then have it signed by the QE Chair, the Graduate Adviser and your major professor. You will then pay a candidacy fee at the Cashier's Office and submit the form to Graduate Studies for approval by the dean of Graduate Studies. If you are an international student, you must advance to candidacy before the first day of the quarter to qualify for reduced nonresident tuition.

Dissertation and Instructions

Your Ph.D. dissertation must be an original and substantial contribution to knowledge in your major field. The dissertation must demonstrate your ability to carry out a program of advanced research, relying extensively upon your initiative and skills, and must report the results in accordance with standards observed in recognized scientific journals. Your dissertation must be written in accordance with the rules issued by Graduate Studies and must be approved by the three members of the Dissertation Committee that helped guide your dissertation research. Prior to submitting the

Dissertation to your committee, you should have numerous rounds of writing and revisions with your major professor.

After submitting the Dissertation to your committee, you will have a Ph.D. Dissertation Defense composed of two parts: (1) a public exit seminar open to all students and faculty, and (2) a closed oral examination administered and evaluated by the five members of the Dissertation Committee. The oral examination will focus on the dissertation and the relationship of the candidate's research to the overall discipline. It is your responsibility to schedule the Defense, to reserve a room (plan for 3 hours, although most do not take this long), and – in conjunction with the Graduate Adviser – to advertise your seminar to the Graduate Group, LAWR, and other interested parties.

After your committee accepts and signs your dissertation, you are responsible for filing your dissertation on the appropriate filing dates according to the proper format.

The following Web sites will to assist you:

- For instructions on electronic submission, visit http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.
- For instructions on preparation, visit <http://www.gradstudies.ucdavis.edu/students/filing.html>.
- For a general calendar of deadline and filing dates, visit <http://www.gradstudies.ucdavis.edu/students/calendar.html>.

You must complete the following four forms when you submit your dissertation.

- UMI/PQIL Doctoral Dissertation Agreement form, <http://www.gradstudies.ucdavis.edu/forms/>
- Confidential Questionnaire, <http://www.gradstudies.ucdavis.edu/exitsurvey>
- Survey of Earned Doctorates: <http://www.gradstudies.ucdavis.edu/exitsurvey/index.cfm>
- Graduate Program Exit Information, http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.

Time to Complete Doctoral Degree

You will have four calendar years after the date you pass your qualifying examination to submit your dissertation. For details, visit <http://gradstudies.ucdavis.edu/gradcouncil/timetodegree.pdf>.

GRADES

Repeating a Course for Improvement

With the consent of the adviser and the dean of Graduate Studies, you may repeat a course in which you received a grade of C, D, F or U up to a maximum of nine units for all courses repeated. In such repeated courses, only the most recently received grade and corresponding grade points shall be used in

calculating your GPA, but all units attempted and grades received shall remain part of your permanent record.

Opting for S/U Grading

You may elect to take one normally graded course per quarter on an S/U basis provided the course is used to explore an area unrelated to your academic discipline and cannot be used to fulfill any of your graduate program course requirements or prerequisites. To receive an S grade in lower or upper division work, you must achieve at least a C-. To receive an S grade in a graduate course, you must receive a B- or better. S/U petitions must be filed with Graduate Studies by the end of the fifth week of the quarter. For more information, visit <http://gradstudies.ucdavis.edu/gradcouncil/su.pdf>. The form is available at <http://gradstudies.ucdavis.edu/forms/>.

Incomplete (I) Grade

If you are doing well in a course but are unable to complete the work because of illness, personal emergency, or other good cause, an Incomplete is appropriate. You must remove the Incomplete grade before the end of the third succeeding quarter, otherwise the grade will revert to an F.

PROBATION AND DISQUALIFICATION

If your performance is less than satisfactory or you are not meeting program requirements, you are placed on academic probation and given a timeline for removing your deficiencies. Academic probation can result in disqualification, which means you are no longer eligible to continue graduate study at UC Davis. (The term “disqualification” should not be confused with “dismissal.” Dismissal is removal from graduate study based on behavior or conduct.) If you are subject to disqualification, you may submit an appeal within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council.

For a full explanation of disqualification, visit http://gradstudies.ucdavis.edu/facstaff/policies/disqual_appeal.pdf.

MENTORING GUIDELINES

The Atmospheric Science Graduate Group (ASGG) recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. Faculty mentoring is broader than advising a student as to the program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline.

Mentoring encompasses more than serving as a role model. Because of the uncertainty as to the nature of mentoring, the ASGG has outlined the following mentoring roles to guide the relationship between faculty and graduate students. Faculty and graduate students must realize that, while the major professor will be the primary mentor during a student's career at UCD, many of the mentoring "functions" defined below may be performed by program faculty other than the major professor. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important mentoring component to it, and that the graduate student population has become increasingly diverse, both ethnically and in terms of gender. As indicated below, graduate students also have responsibilities to insure successful mentoring.

Faculty have a responsibility to mentor graduate students. Mentoring has been defined as:

I. Guiding students through degree requirements. This means:

1. Providing a clear map of program requirements from the beginning, making clear the nature of the coursework requirements and qualifying examination, and defining a timeline for their completion.
2. Providing clear guidelines for starting and finishing dissertation or thesis work, including encouraging the timely initiation of the dissertation or thesis research.

II. Guiding students through thesis or dissertation research. This means:

1. Evaluating clearly the strengths and weaknesses of the student's research.
2. Encouraging an open exchange of ideas, including pursuit of the student's ideas.
3. Checking regularly on progress.
4. Critiquing written work.
5. Providing and discussing clear criteria for authorship of collaborative research.
6. Assisting in finding sources to support dissertation research; such as, teaching assistantships, research assistantships, fellowships, etc.
7. Being aware of student's research needs and providing assistance in obtaining required resources. For example, serve as the student's advocate for necessary desk and/or laboratory space.

III. Guiding students through professional development. This means:

1. Providing guidance and serving as a role model for upholding the highest ethical standards.
2. Treating students respectfully, especially in light of the increasing diversity of the student population; adhering to the Principles of Community.
3. Encouraging and critiquing oral and written presentations.
4. Encouraging participation in professional meetings of regional groups as well as of learned societies.
5. Facilitating interactions with other scholars, on campus and in the wider professional community.
6. Assistance with applications for research funding, fellowship applications, and other applications as appropriate for the respective discipline.
7. Being the student's advocate in academic and professional communities.
8. Providing career guidance, specifically assistance in preparation of CV and job interviews, and writing letters of recommendation in a timely manner.
9. Recognizing and giving value to the idea that there are a variety of career options available to the student in her/his/your field of interest and accepting that the student's choice of career options is worthy of your support. Guiding the student to opportunities in line with the student's goals, such as positions in teaching schools, consulting, industry, or state and federal agencies.

As partners in the mentoring relationship, graduate students have responsibilities. As mentees, students should:

- I. Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss these changing needs with their mentors.
- II. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.
- III. Recognize that their mentoring needs must respect their mentor's other responsibilities and time commitments.
- IV. Maintain and seek regular communication with their mentors, especially their major professor.

V. Recognize the increased ethnic, gender and other diversity amongst mentors, fellow graduate students, undergraduate students, and staff, and adhere to the Principles of Community.

For detailed explanations of these guidelines,

visit <http://www.gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf> .

GRADUATE STUDENT ASSOCIATION (GSA)

The UC Davis GSA is the officially recognized student government for the entire campus and serves to build community through activities and advocacy. Visit <http://gsa.ucdavis.edu/> or network with your fellow graduate students to identify your current ASGG representative.

THE COMMENCEMENT CEREMONY

If you receive your graduate degree in September, December, March or June, you are eligible to participate in the annual commencement ceremony held in June. Immediately following the ceremony is a reception for degree recipients and their guests. In April, Graduate Studies will send you information about commencement.

ADDITIONAL CAMPUS RESOURCES

- Graduate Studies: <http://gradstudies.ucdavis.edu/index.cfm>
- Union for Academic Student
Employees: http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/index.html
- Library : <http://www.lib.ucdavis.edu/>
- Internship and Career Center: <http://iccweb.ucdavis.edu/>
- Center for Excellence in Teaching and Learning: <http://cetlrm.ocp.ucdavis.edu/fspapplication/home.php>
- Student Health Center: <http://shcs.ucdavis.edu/>
- Counseling and Psychological Services (CAPS): <http://shcs.ucdavis.edu/services/caps.html>
- Student Disability Center: <http://drc.ucdavis.edu/>
- Teaching Resources Center: <http://trc.ucdavis.edu/>
- Housing: <http://housing.ucdavis.edu/>

- Transportation and Parking Services (TAPS): <http://www.taps.ucdavis.edu/>
- Recreation: <http://cru.ucdavis.edu>

PRINCIPLES OF COMMUNITY

Please visit <http://principles.ucdavis.edu/>, for the UC Davis Principles of Community.

GRADUATE STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Please visit http://www.gradstudies.ucdavis.edu/forms/GS401_StudentRightsResponsibilities.pdf.