# Table of Contents

- **Doctoral Program Requirements**
  - Doctoral Degree Completion
    - General Policies
    - Dissertation Submission
  - Doctoral Committee
    - General Process
    - UC San Diego Committee Requirements
    - Four Doctoral Committee Methods
- **Master Program Requirements**
  - Thesis Plan I
  - Comprehensive Examination Plan II
- **Master Degree Completion**
  - General Policies
  - Plan I: Thesis Submission & Defense
  - Plan II: Comprehensive Examination
- **Master's Thesis Committee**
  - General Process
  - UC San Diego Committee Requirements
- **MATS 200: Seminar Course**
- **Admitted Students**
  - What To Do Immediately
  - Before You Arrive On Campus
  - When You Arrive On Campus
- **International Students**
- **Student Health Requirements**
- **Enrollment & Registration**
  - How To Add a Class
  - How To Drop a Class
- **General Quarter Deadlines**
- **Academic Policies**
  - Academic Standing & Probation
  - Grade Changes
  - Leave of Absence/Withdrawal
  - In Absentia
  - Readmission
  - Repetition Of Courses
  - Time To Doctorate Policy
  - Spring Evaluations
- **Faculty Advisor Information**
- **Direct Deposit & Tax Information**
- **Copyright Information**
- **Library Resources**
- **Housing Information**
- **Transportation**
  - Car Information
  - Alternative Transportation
- **Wellness**
- **California State Residency**
- **MATS Conflict Resolution Policy**
- **Important Websites**
The Ph.D. Program is designed to prepare students for a career in research and/or teaching in their area of specialization. After completing the M.S. degree or meeting equivalent requirements in order to be admitted to or continue in the Ph.D. program, a student must:

- **Complete Required M.S. Courses**
  - Students must complete four Mandatory Core Courses and at least two of the ten Elective Core Courses:
    - **Mandatory Core Courses**: MATS 201A, MATS 201B, MATS 201C, MATS 227
    - **Elective Core Courses** (Select at least two): MATS 205A, MATS 251A, MATS 251B, MATS 252, MATS 253, MATS 256, MATS 257, MATS 261A, MATS 261B. See Courses for detailed course information.
  - Enroll in MATS 200 for six quarters. See Courses for requirement details.
  - Complete three advanced graduate courses (in addition to those required for the M.S.) that have been approved by the student’s advisor.
  - Courses must be 4 units each (12 units total), in an engineering-related field, for a letter grade.

- **Meet all University requirements**

- **Pass the Comprehensive Examination and Complete M.S. Degree**
  - The examination consists of twelve questions, two from each of the six core courses. The examination will not exceed six hours in duration. The examination is usually administered two weeks after spring quarter finals in June.
  - PhD students must obtain a passing grade of 70 percent.
  - Typically, students take the exam after one year of full-time enrollment. This exam may only be retaken once before the end of the second year of study.

- **Pass the Literature Review Examination**
  - The examination consists of a presentation by the student on literature and interpretations on a research subject directly or indirectly related to the student’s research topic, in the presence of the student’s advisor.
  - The student must submit a signed Literature Review Exam Form and the review (paper or presentation) to MATS Advising for completion of the requirement. The Literature Review presentation must be a comprehensive review of the field, not a research paper.
  - This requirement must be completed within one year after passing the Comprehensive Examination.

- **Pass the Ph.D. Qualifying (Senate) Examination to Advance to Ph.D Candidacy**
  - The Senate Exam is an oral examination of the student’s research proposal. The student must create a committee of five faculty members associated with the Materials Science and Engineering Program.
  - Please review MATS committee details and resources from Graduate Division for committee compilation information. **You must confirm and obtain approval of your committee from your Faculty Advisor/PI. You must contact and obtain the approval of each committee member serving on your committee.**
  - The student must notify the graduate coordinator of their intent to hold the Senate Exam **four weeks** prior to the exam through the MATS Exam Form.
  - Some PI/Faculty Advisors request a written proposal of the research topic (Word document) or the presentation slides (PowerPoint) at least one week prior to the exam. Please check in with your PI/Faculty Advisor to determine if they would like such documentation.
  - This exam is typically taken at the end of the third year of study, but no later than the end of the fourth year.

- **Complete Dissertation Defense**
  - The Dissertation Defense is the final Ph.D. examination.
Upon completion of the dissertation research project, the student writes a dissertation that must be defended in an oral examination and public presentation conducted by the doctoral committee.

Complete and defend a dissertation which, in the opinion of the dissertation committee, contains original work that should lead to publication of at least one significant article in an appropriate referred journal.

The student must notify the graduate coordinator of the exam approximately four weeks prior to the exam through the MATS Exam Form.

Please plan to send your dissertation to your committee at least four weeks prior to your defense. You must confirm and obtain approval of your committee from your Faculty Advisor/PI. You must contact and obtain the approval of each committee member serving on your committee.

Licensure and Certification Disclosures

Students who transfer with some graduate credit or an M.S. from another institution will have their records reviewed by a faculty advisor, and an appropriate individual course of study may be approved. To have your records reviewed, please complete the MATS Course Waiver Request Form, and review Graduate Division policies.

DOCTORAL DEGREE COMPLETION

A student must have completed 6 quarters of academic residency, of which 3 quarters must be between advancement and the final examination/defense. Residence is established by the satisfactory completion of six units or more per quarter, at least some of which must be at the graduate level. Joint doctoral students meet the UC San Diego academic residency requirement by successfully completing a minimum of thirty-six units of course work at UC San Diego.

GENERAL POLICIES

- A student must maintain a GPA of 3.0 or above in upper division and graduate course work, have no more than 8 units of F or U, and resolve any outstanding grading problems.

- A student must be registered or file a General Petition to pay the filing fee in lieu of registration.

- The doctoral dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination.

- A student must make an appointment with the Graduate Division for a preliminary check of his/her dissertation. At that appointment the format is checked and instructions on the final preparation and submission of the dissertation are given. The dissertation must be formatted according to the requirements explained in the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses."

- The doctoral committee shall supervise and approve the student's dissertation. Academic Senate policy states that the committee conducts the final oral examination/defense, which is to be public and announced as such.

- The preferred means to conduct the final exam is when all committee members are physically present. Graduate Council, however, has determined that a doctoral committee member can participate in one of three ways: 1) physically present (meaning they are in the room), 2) telepresent (meaning they participate by live video teleconference), or 3) in advance (if they must be absent on the exam date, it is permissible to examine the candidate in advance of the exam date).
  - More than half of the doctoral committee must be physically present. No more than two members may be telepresent.
  - The committee chair, or one co-chair, must be physically present.
○ The outside tenured member must be physically present or telepresent. If an emergency situation arises that affects the number of committee members present, the committee chair (or co-chairs) may decide how to proceed. There must be sufficient expertise among present members (either physically or telepresent) to examine the student.

● Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

● The Final Report and the dissertation signature page must have the original signatures of all members of the doctoral committee; the Final Report must also be signed by the program chair. Proxy signatures are not accepted.

● The final version of the thesis must conform to procedures outlined in the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses".

● The student submits the final approved dissertation along with the Final Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree to the Graduate Division at the final appointment (the Final Report form is obtained from the program's graduate coordinator). Final approval and acceptance of the dissertation by the Dean of the Graduate Division (on behalf of the University Archivist and Graduate Council) represents the final step in the completion of all requirements for the doctoral degree.

**DISSERATION SUBMISSION**

The doctoral dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination/defense.

● **Students must make a preliminary appointment with Graduate Division.**
  ○ A student must make an appointment with the Graduate Division for a preliminary check of his/her dissertation/thesis. At that appointment the format is checked and instructions on the final preparation and submission of the dissertation/thesis are given.
  ○ Please print the Dissertation/Thesis Release Form and bring it with you to discuss during your preliminary appointment.

● **Students must make a final appointment with Graduate Division.**
  ○ A student must make a final appointment with the Graduate Division for the submission of all final degree paperwork and the final dissertation/thesis. Please see the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses" for detailed instructions.
  ○ The final version of the dissertation/thesis must conform to procedures outlined in the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses."

● An overview of the dissertation/thesis submission process and formatting guidelines can be found here. Please refer to the full formatting manual for detailed information.

**DOCTORAL COMMITTEE**

A doctoral committee conducts the qualifying examination, supervises the preparation of the dissertation, passes the dissertation, and administers the final defense. An advancement exam or defense must not be scheduled unless the Graduate Division has approved the student's committee. Students are advised to consult the department graduate advisor and/or coordinator at least six weeks prior to the exam.
**GENERAL PROCESS**

Students must submit their committee to the MATS coordinator using the [MATS Exam Form](#) no later than 4 weeks prior to your exam.

- You must confirm and obtain approval of your committee from your Faculty Advisor/PI. • You must contact and obtain the approval of each committee member serving on your committee.

**UC SAN DIEGO COMMITTEE REQUIREMENTS**

The following policy is a general one for all doctoral students at UC San Diego. A department may have more specific requirements for appointments (e.g., a departmental ladder rank faculty member on each committee) and the department chair has final departmental authority to recommend a committee.

Membership of the Ph.D. committee must comply with the Manual of the San Diego Division, Academic Senate, Regulation 715, which states:

- A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student’s chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student’s major department.

- The Graduate Council confirms that either of the following Ph.D. committee compositions are in compliance with Regulation 715:
  1. Four members from the student’s department and one tenured or emeritus member from outside the student’s department, as long as two members’ academic specialties differ from the student’s (i.e., a 4+1 committee).
  2. Three members from the student’s department and two members from outside the student’s department, including one tenured or emeritus outside member, as long as two members’ academic specialties differ from the student’s (i.e., a 3+2 committee).

- Departments are responsible for ensuring that a Ph.D. committee complies with Regulation 715 by appointing at least two members differing in academic specialty from the student, regardless of whether these members are from inside or outside the student’s department.

- Departments are advised to refer to the Doctoral Committee Membership Table, which specifies which academic titles may serve on doctoral committees and in what capacity. The faculty titles listed on the chart refer to UC San Diego faculty members only (with the exception of the "Professor from another UC campus" title). Please note: A Research Scientist/Scholar must have a lecturer’s appointment to be eligible to serve on a committee.

- The department chair’s electronic approval of the committee form is certification that the composition of the doctoral committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

**Graduate Council Action Regarding Committee Participation at the Qualifying Examination and/or Final Defense 11/8/18**

- San Diego Senate Regulation 715, Requirements for the PhD Degree at San Diego, requires that the doctoral committee conduct the qualifying examination and final oral examination (the dissertation defense). The preferred means to conduct these examinations is when all members of the doctoral committee are physically present. The Council recognizes, however, that practical exigencies do not always make this possible. Therefore, the Council approves the following rules for conducting PhD qualifying exams and defenses:
1. A doctoral committee member can participate in one of three ways: physically present (meaning they are in the room), telepresent (meaning they participate by live video teleconference), or in advance (if they must be absent on the exam date, it is permissible to examine the candidate in advance of the exam date).
2. More than half of the doctoral committee must be physically present. No more than two members may be telepresent.
3. The committee chair, or one co-chair, must be physically present.
4. The outside tenured member must be physically present or telepresent.
5. If an emergency situation arises that affects the number of committee members present, the committee chair (or co-chairs) may decide how to proceed. There must be sufficient expertise among present members (either physically or telepresent) to examine the student.
6. Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

● Doctoral Committee Membership Table

FOUR DOCTORAL COMMITTEE METHODS

There are four general methods to constitute a Materials Science and Engineering Doctoral committee. You must confirm and obtain approval of your committee from your Faculty Advisor/PI. You must contact and obtain the approval of each committee member serving on your committee.

- The most significant members are your Faculty Advisor/Chair, and the Outside Tenured Member. Note: Tenured means Associate Professor or Professor. Your Faculty Advisor/Chair should be within the Materials Science and Engineering Affiliated Faculty.
- Prior to contacting faculty, you can request to have your committee “checked” to ensure it fulfills all university policies, by emailing MATS Advising.

Method One
- Choose all five members from the Materials Science and Engineering Affiliated Faculty.
- The discipline of your Faculty Advisor/Chair and Outside Tenured Member must be different.
  - Example: Faculty Advisor/Chair- Dr. Smith (Discipline- Mechanical and Aerospace Engineering), Outside Tenured Member- Dr. Frank (Discipline- Electrical and Computer Engineering). This is the most typical committee type used by students.

Method Two (4 + 1)
- Choose four members (including your Faculty Advisor/Chair) from the Materials Science and Engineering Affiliated Faculty.
- Choose your Outside Tenured member from faculty completely outside of Materials Science and Engineering (the faculty member should not be listed in the Materials Science and Engineering Affiliated Faculty.)
- This member will “default” to your Outside Tenured member.
- To ensure that a faculty member is tenured, you may use the “Find Faculty/Staff” tool to search for the faculty member. If the faculty member is listed as Associate Professor or Professor, they are considered tenured.

Method Three (3 +2)
- Choose three members (including your Faculty Advisor/Chair) from the Materials Science and Engineering Affiliated Faculty.
- Choose two members, including your Outside Tenured member, from faculty completely outside of Materials Science and Engineering (the faculty member should not be listed in the Materials Science and Engineering Affiliated Faculty.)
- One of the two members will “default” to your Outside Tenured member.
- To ensure that a faculty member is tenured, you may use the “Find Faculty/Staff” tool to search for the faculty member. If the faculty member is listed as Associate Professor or Professor, they are considered tenured.
Method Four (5 + 1)
- Choose five members from the Materials Science and Engineering Affiliated Faculty.
- The discipline of your Faculty Advisor/Chair and Outside Tenured Member must be different.
  - Example: Faculty Advisor/Chair- Dr. Smith (Discipline- Mechanical and Aerospace Engineering),
    Outside Tenured Member- Dr. Frank (Discipline- Electrical and Computer Engineering).
- Choose a sixth committee member, completely outside of Materials Science and Engineering (the faculty
  member is not listed in the Materials Science and Engineering Affiliated Faculty.)
- A 5+1 committee works with the understanding that the five Materials Science and Engineering faculty
  members are the “core”, and the sixth member is extra. As long as the five core members are approvable, the
  5+1 committee is allowable.

Additional Resources from Graduate Division
- Appointment of Doctoral Committee
- Doctoral Committee Membership Table

MASTER PROGRAM REQUIREMENTS

The UCSD Materials Science and Engineering Program offers the M.S. degree under both the Thesis Plan I and the
Comprehensive Examination Plan II; see the UCSD Catalog for details. The general requirements for the M.S. degree are as
follows:
- Students must either complete a Thesis (Plan I) or pass the Comprehensive Examination (Plan II).
- Students must complete 36 units. Remaining courses to complete the 36 unit requirement may be selected from an
  approved list of graduate courses with the consent of a faculty advisor. MATS course details can be found in the UCSD
  Catalog.
- Students must meet all other requirements established by the University.
- Students may include up to 12 units of 100-level undergraduate courses.

THEESIS PLAN I

- Complete Course Requirements
  - Students in Thesis (Plan I) must complete 6-12 units of MATS 299.
  - Students must complete four Mandatory Core Courses and at least two of the ten Elective Core Courses:
    - Mandatory Core Courses: MATS 201A, MATS 201B, MATS 201C, MATS 227
    - Elective Core Courses (Select at least two): MATS 205A, MATS 251A, MATS 251B, MATS 252, MATS 253, MATS 256, MATS 257, MATS 261A, MATS 261B. See Courses for detailed course information.
  - Enroll in MATS 200 for three quarters. See Courses for requirement details.

- Complete Thesis Defense
  - Upon completion of the thesis research project, the student writes a thesis that must be successfully
    defended in an oral examination and public presentation conducted by the masters committee. The student
    must notify the graduate coordinator of the exam approximately four weeks prior to the exam through the
    MATS Exam Form.
  - Please plan to send your thesis to your committee at least four weeks prior to your defense. You must
    confirm and obtain approval of your committee from your Faculty Advisor/PI. You must contact and obtain
    the approval of each committee member serving on your committee.
  - Licensure and Certification Disclosures
COMPREHENSIVE EXAMINATION PLAN II

● Complete Course Requirements
  ○ Students must complete four Mandatory Core Courses and at least two of the ten Elective Core Courses:
    ■ Mandatory Core Courses: MATS 201A, MATS 201B, MATS 201C, MATS 227
    ■ Elective Core Courses (Select at least two): MATS 205A, MATS 251A, MATS 251B, MATS 252, MATS 253, MATS 256, MATS 257, MATS 261A, MATS 261B. See Courses for detailed course information.
  ○ Enroll in MATS 200 for three quarters. See Courses for requirement details.

● Complete Comprehensive Examination
  ○ The examination consists of twelve questions, two from each of the six core courses.
  ○ MS students will be graded as Pass/Fail, while PhD students must obtain a passing grade of 70 percent.
  ○ The examination will not exceed six hours in duration. The examination is usually administered two weeks after spring quarter finals in June.
  ○ Typically, students take the exam after one year of full-time enrollment. This exam may only be retaken once before the end of the second year of study.

Students who transfer with some graduate credit or an M.S. from another institution will have their records reviewed by a faculty advisor, and an appropriate individual course of study may be approved. To have your records reviewed, please complete the MATS Course Waiver Request Form, and review Graduate Division policies.

MASTER’S DEGREE COMPLETION

The minimum residence requirement is three academic quarters; AT LEAST ONE of which must follow advancement to candidacy. Residence is established by satisfactory completion of six units or more per quarter, some of which must be at the graduate level.

GENERAL POLICIES

● A student must maintain a GPA of 3.0 or above in upper division and graduate course work, have no more than 8 units of F or U, and resolve any outstanding grading problems.
● A student must be registered or file a General Petition to pay the filing fee in lieu of registration.
● The deadline to submit final degree paperwork to the Graduate Division is the 11th Friday of each quarter or early September for summer graduation (see our general deadlines and the Registrar’s Enrollment and Registration Calendar for more information on deadlines and specific dates). If the deadline is missed the degree will be awarded in the next quarter.

PLAN I: THESIS SUBMISSION & DEFENSE

Only students completing their MS degree through the Thesis Plan I are required to submit a final thesis to obtain the degree. Please plan to submit your thesis to your committee four weeks prior to your exam.

● Students must make a preliminary appointment with Graduate Division.
  ○ A student must make an appointment with the Graduate Division for a preliminary check of his/her thesis. At that appointment the format is checked and instructions on the final preparation and submission of the thesis are given. The thesis must be formatted according to the requirements explained in the "Preparation and Submission Manual for Doctoral Dissertations and Master's Theses."

● Students must make a final appointment with Graduate Division.
  ○ The student submits the final approved thesis along with the Final Report of the Thesis to
the Graduate Division at the final appointment (Final Report form is obtained from the program’s graduate coordinator). Final approval and acceptance of the thesis by the Dean of the Graduate Division (on behalf of the University Archivist and Graduate Council) represents the final step in the completion of all requirements for the Master’s degree.

- The final version of the thesis must conform to procedures outlined in the "Preparation and Submission Manual for Doctoral Dissertations and Master’s Theses."
- The thesis submission fee must be paid at the cashier’s office prior to the student’s final appointment with the Graduate Division.

○ The thesis committee shall supervise and approve the student's thesis by signing the thesis signature page; signatures must be original. Proxy signatures are not accepted.

○ The deadline to submit final degree paperwork to the Graduate Division is the 11th Friday of each quarter or early September for summer graduation (see general deadlines and the Registrar’s Enrollment and Registration Calendar for more information on deadlines and specific dates). If the deadline is missed the degree will be awarded in the next quarter.

- Defense Requirements
  - The requirement for a thesis defense varies by department; students should check with their committee chair or with the graduate coordinator. For departments that require a defense, the following applies:
    - The preferred means to conduct the defense is when all committee members are physically present. Graduate Council, however, has determined that a master's committee member can participate in one of three ways: 1) physically present (meaning they are in the room), 2) telepresent (meaning they participate by live video teleconference), or 3) in advance (if they must be absent on the exam date, it is permissible to examine the candidate in advance of the exam date).
    - More than half of the master's committee must be physically present. No more than one member may be telepresent.
    - The committee chair, or one co-chair, must be physically present.
    - If an emergency situation arises that affects the number of committee members present, the committee chair (or co-chairs) may decide how to proceed. There must be sufficient expertise among present members (either physically or telepresent) to examine the student.
    - Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

- Final Report Form
  - The Final Report of the Thesis or Comprehensive Examination (Plan I or II) for the Degree of Master of Arts or Science is submitted to the Graduate Division. The Final Report must list the date the examination was completed, and must have original signatures of the program's graduate advisor and the program's chair. The form must indicate if the student will continue at UC San Diego or will terminate. (The Final Report form is obtained from the graduate coordinator).
  - The deadline to submit final degree paperwork to the Graduate Division is the 11th Friday of each quarter or early September for summer graduation. If the deadline is missed the degree will be awarded in the next quarter.

**PLAN II: COMPREHENSIVE EXAMINATION**

- Exam Policies
  - Students will be graded on MATS 201A, MATS 201B, MATS 201C, MATS 227, and 2 pre-selected elective core courses.
  - Each course will have two problems for students to solve. In total, there will be 12 questions on the exam.
The exam will be open note/open book: Students can use textbooks, notes, and other course materials to answer the questions. Calculators are allowed.

- If the exam is not completed with a passing grade, students will be allowed to retake the exam one time as a makeup exam (next opportunity will be June of the following year).
- The exam will be held in person, unless otherwise informed.

**Grading Policies**

- Master Students: Students terminating with an MS degree will be graded as Pass/No Pass.
- Doctoral Students: A grading point scheme system will be used to determine if the student has earned a 70%.

**Final Report Form**

- The Final Report of the Thesis or Comprehensive Examination (Plan I or II) for the Degree of Master of Arts or Science is submitted to the Graduate Division. The Final Report must list the date the examination was completed, and must have original signatures of the program's graduate advisor and the program's chair. The form must indicate if the student will continue at UC San Diego or will terminate. (The Final Report form is obtained from the graduate coordinator).
- The deadline to submit final degree paperwork to the Graduate Division is the 11th Friday of each quarter or early September for summer graduation. If the deadline is missed the degree will be awarded in the next quarter.

---

**MASTER’S THESIS COMMITTEE**

Students completing their degree through the Thesis Plan I are required to secure a committee for their thesis defense. A master's thesis committee consists of three faculty members, at least two of whom must be from the candidate's major department (Graduate Council, January 4, 1991).

**GENERAL PROCESS**

Students must submit their committee to the MATS coordinator using the MATS Exam Form no later than 4 weeks prior to your exam.

- You must confirm and obtain approval of your committee from your Faculty Advisor/PI.
- You must contact and obtain the approval of each committee member serving on your committee.

**UC SAN DIEGO COMMITTEE REQUIREMENTS**

The following policy is a general one for all master’s thesis students at UC San Diego. A department may have more specific requirements for appointments (e.g., a departmental ladder rank faculty member on each committee) and the department chair has final departmental authority to recommend a committee.

- Departments are advised to refer to the Doctoral Committee Membership Table, which specifies which academic titles may serve on graduate student committees (doctoral or thesis). The faculty titles listed on the chart refers to UC San Diego faculty members only (with the exception of the "Professor from another UC campus" title).
- The department chair's electronic approval of the committee form is certification that the composition of the master's committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.
- The Dean of the Graduate Division will consider exceptions to individual committee membership with plausible justification from the graduate program. Requests for exception are submitted electronically via the Committee Membership tool.
Graduate Council Action 4/8/93

- A professor who leaves UC San Diego may continue to be on the committee and may serve as co-chair, but may not continue as chair.
- A committee chair from outside the department may not also serve as the tenured, outside member.
- A professor from another UC campus may be an inside or an outside member.

Graduate Council Action Regarding Committee Participation at the Master's Thesis Defense 11/8/18

- The preferred means to conduct a master's defense is when all members of the committee are physically present. The Council recognizes, however, that practical exigencies do not always make this possible. Therefore, the Council approves the following rules for conducting master's defenses:
  1. A master's committee member can participate in one of three ways: 1) physically present (meaning they are in the room), 2) telepresent (meaning they participate by live video teleconference), or 3) in advance (if they must be absent on the exam date, it is permissible to examine the candidate in advance of the exam date).
  2. More than half of the master's committee must be physically present. No more than one member may be telepresent.
  3. The committee chair, or one co-chair, must be physically present.
  4. If an emergency situation arises that affects the number of committee members present, the committee chair (or co-chairs) may decide how to proceed. There must be sufficient expertise among present members (either physically or telepresent) to examine the student.
  5. Departments and programs may impose more restrictive requirements regarding how to conduct these exams, as they deem appropriate.

MATS 200: SEMINAR COURSE

- **Instructor:** Professor Prabhakar Bandaru

- **Course Requirements**
  - MATS 200 seminar students are expected to attend and listen to 9 seminars per quarter. You can choose the 9 seminars from any seminar held within UCSD's Engineering department or related engineering (chemistry, physics) fields. The 9 seminars should be summarized and the write-ups turned in to Dr. Prab Bandaru as a hard copy no later than the deadline announced towards the end of each quarter.

- **Coursework**
  - The summary for each seminar (**1/2 TO 1-page long, single spaced**) should include the seminar title, speaker's name and affiliation, date of the seminar and a brief description of the seminar. You may optionally comment on the quality of the seminar, analysis and interpretations of the speaker, and discuss whether you agree or disagree with the speaker's analysis/conclusions.
  - The participation in seminars is to improve skills for extracting useful knowledge from a short presentation is a part of your professional training.

- **Reminders**
  - **MS** students must enroll for the MATS 200 for **3 three quarters**.
  - **PHD** students must enroll for **6 six quarters**.
**WHAT TO DO IMMEDIATELY**

- **Accept Your Admission Offer and Submit Your SSN**
  - Please log in to your application portal and indicate your admission decision by completing the "Decision Reply Form." UC San Diego supports the Council of Graduate Schools' Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which states that you are under no obligation to respond to offers of financial support prior to April 15.
  - Your "Decision Reply Form" will also include the submission of your Social Security Number / Taxpayer Identification Number. This is necessary for a number of business processes.

- **Set Up Your UCSD Password**
  - Please wait at least 72 hours after accepting admission to complete this step. In some cases, it may take up to a week to generate your PID.
  - It is important that you set up your password for your Personal Identification number (PID) to enable you to access resources such as class registration and financial tools. You will need your PID which can be found on your application portal.

- **Activate and Access Your UCSD E-Mail**
  - For steps on activating and accessing your UCSD e-mail account, please refer to the IT Services web page.

- **Complete the Statement of Legal Residence**
  - Not required for joint doctoral students in the following programs: JDP-AUD, JDP-BENG, JDP-ECE, JDP-LCD, JDP-MSED, JDP-MAE, or JDP-SE.
  - Applicants who accept an offer of admission must complete the Statement of Legal Residence form within 2 weeks of accepting admission.
  - To submit the Statement of Legal Residence, log in to your application portal and complete the Statement of Legal Residence form listed in the "Forms" section. Your registration cannot be completed until this form is on file. If after accepting admission you decide not to enroll, notify your department immediately in writing or by email.
  - More information about residency can be found at the Registrar’s website. Questions about residency status should be addressed to the Residency Deputy. Read about possible exemptions, waivers, and definitions at http://students.ucsd.edu/finances/fees/residence/exemptions.html.
  - To request an AB 540 nonresident waiver, email residencedeputy@ucsd.edu

- **Sign Up For Housing**
  - San Diego is known as America’s Finest City and we are sure you will enjoy living here. UC San Diego provides diverse and affordable housing options just for graduate students. However, the waiting list for on-campus housing is long. We recommend you apply for housing as soon as you receive your admission offer so you can get on the waiting list right away.
  - Learn more about UC San Diego on-campus housing opportunities here.
  - Get on the waitlist by submitting a housing application online.
  - For additional housing options in the area, visit the Off-Campus Housing site.

**BEFORE YOU ARRIVE ON CAMPUS**

- **Complete the TB Questionnaire**
  - Tuberculosis Screening Questionnaire: All incoming students are required to complete a TB risk Assessment
Questionnaire. For more information and deadlines please see Tuberculosis Admission Requirement on the Student Health Services site.

- **Complete the Immunization Requirements**
  - Complete the Immunization Requirements: All incoming students are required to submit proof of specific vaccinations/immunizations as per California Department of Public Health recommendations. For more information and deadlines please see Immunization Requirements (https://wellness.ucsd.edu/studenthealth/health requirements/Pages/default.aspx) on the Student Health Services site.

- **Financial Matters**
  - Sign up for Direct Deposit as soon as possible.
  - Direct deposit electronically transfers your salary or fellowship stipend to your bank account.
  - Direct deposit will ensure you are paid smoothly and in a timely manner.
  - If you do not sign up for direct deposit, paper checks will be prepared and it will take longer to receive your stipend or salary.
  - Learn how to sign up for direct deposit here: https://grad.ucsd.edu/financial/financialfaq.html#How-does-a-student-sign-up-for.
  - Direct deposit for employment will take place after you arrive on campus and have completed hire paperwork with your department.

- **Submit your Pending Admissions Documents**
  - Log into your application portal and submit all documentation listed on your application status page. If you have any coursework currently in progress, please wait until all coursework is completed and degrees have been conferred and posted prior to sending your transcript. All coursework must be completed prior to beginning graduate study at UC San Diego.

- **Learn About Student Health Insurance**
  - Payment of your Tuition and Fees includes a fee payment for the UC Student Health Insurance Plan (UC SHIP). Enrollment in UC SHIP is automatic. Effective dates for UC SHIP can be found on the Student Health Services Website.
  - If you need medical attention prior to the effective date of UC SHIP you will be responsible for the cost of any medical services incurred prior to the start of your student plan. Therefore, if you intend to arrive to the San Diego area before the effective date of UC SHIP it is highly recommended that you purchase your own personal health insurance that will cover you until the effective date of UC SHIP. Short term plans are offered by many different insurance companies. For more information we recommend you research those options to select the short term insurance plan that will meet your needs.
  - Student Health Insurance Waiver: All students are automatically enrolled in UC SHIP each academic year. However, students who are able to demonstrate they have comparable coverage may be able to opt out of UC SHIP. For more information on this option please see How to Waive UC SHIP.
  - Students in joint doctoral programs (JDPs) should check with their department regarding eligibility for UC SHIP.

- **Read the UCSD Policy on Integrity of Scholarship**
  - The Academic Integrity (AI) Office promotes and supports a culture of academic integrity in order to reinforce quality teaching and learning at UC San Diego. It's your responsibility to be aware of the policy on academic integrity. The University expects both faculty and students to honor the policy. For students, this means that all academic work will be done by the individual to whom it's assigned, without unauthorized aid of any kind.

- **Read the Principles of Community**
  - The Principles of Community are vital to the success of the university and the wellbeing of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.
WHEN YOU ARRIVE ON CAMPUS

- **Pick-up your student ID**
  - All students enrolled for the current school quarter are entitled to a Triton ID Card. This is your official university ID card, and you are issued just one active card. https://students.ucsd.edu/finances/campus-cards/how-to-get.html#Graduate students.

- **Update your contact information on TritonLink.**
  - Please make sure to keep your contact information up to date on Triton Link.

- **Attend Graduate Division Welcome Events**

- **Check In With Your Department and Attend Their Orientation**
  - Some departments and programs host their own orientation. Contact your department for more information.

- **Complete the Sexual Assault Prevention and Resource Training**
  - The mandatory training, *Sexual Assault Prevention: Graduate Students*, will be available on August 31st.
  - Please look for an announcement and invitation to the course in your @ucsd.edu email account. The course is hosted externally on the Everfi Foundry Platform, and the invitation will come from automated-message@everfi.net.
  - All students are required to take this online course. The course will give you the tools to identify, prevent and report sexual harassment, sexual assault, dating violence, domestic violence and stalking.

INTERNATIONAL STUDENTS

- **Apply for I-20 or DS-2019**
  - Please wait at least 24 hours after accepting admission to complete this step.
  - International students requiring an F-1 or J-1 visa to study in the USA must request a form I-20 (certificate of eligibility for nonimmigrant F-1 students) or form DS-2019 (certificate of eligibility for non-immigrant J-1 exchange visitors). The I-20 or DS-2019 is required to apply for the F-1 or J-1 visa. International students who are currently in the U.S. in F-1 or J-1 status and plan to transfer their SEVIS record to UC San Diego are also required to submit the I-20 or DS-2019 request.

- **Submit the I-20 or DS-2019 request through iPortal.**
  - To access iPortal, you must first set up a password for your UCSD Personal ID (PID).
  - Please allow at least 24 hours after submitting your Statement of Intent to Register and creating your account and password to access the iPortal. The International Students & Programs Office will begin reviewing I-20 requests on April 2, 2018.

- **Plan To Complete**
  - Pre-Arrival Checklist
  - Make plans to attend the International Student Orientation in September.
  - For questions regarding your I-20/DS-2019 or F-1/J-1 Visa, please visit here: https://ispo.ucsd.edu/submit-request/i20-ds2019-funding.html

- **Attend Orientations**
  - Attend Graduate Student Orientation
  - International Graduate Students must attend the International Student Orientation. This is in addition to the Graduate Division New Graduate Student Orientation.
Meet the English Language Requirement Requirement for International Teaching Assistants (TA)

- International graduate students who are nonnative speakers of English must be certified as having requisite language skills before they can serve as teaching assistants (TAs; UC San Diego Graduate Division policy in compliance with Assembly Concurrent Resolution No. 41).
- **Evidence of English Language Proficiency - Certification as Teaching Assistant Cut Off Scores.** Students may be certified either on the basis of their score on one of the following:
  - have a TOEFL iBT Speaking subscore of 28-30
  - have an IELTS Speaking subscore of 8.5-9.0
  - have a PTE Speaking sub-score of 83-90, and
  - be an international graduate student who serves as language assistants in courses conducted in their native language.
- Those students with TOEFL speaking scores of 23 – 27, IELTS speaking scores of 7-8, or PTE speaking scores of 65-82 are required to take the [English Language Certification Exam](https://grad.ucsd.edu/admissions/admitted-students/international-students.html).
- Students who do not pass the English Language Certification Exam are given the opportunity to improve their language skills.
- Those students who are admitted but have a speaking TOEFL score below 23 will not be allowed to take the certification test. Students who fall into this category may acquire the required English language proficiency skills via courses offered in the English Language Institute and the English for Academic and Professional Development Program.

**Watch ISPO Webinars**

- The Graduate Division and International Students and Programs Office (ISPO) are offering a series of webinars this summer to provide information to incoming international graduate students. Presentations will be posted here after the webinar has ended.
- [https://grad.ucsd.edu/admissions/admitted-students/international-students.html](https://grad.ucsd.edu/admissions/admitted-students/international-students.html).

---

**STUDENT HEALTH REQUIREMENTS**

The health of the individual can affect the health of the campus community, and UCSD is committed to protecting the well-being of all our students. All incoming and re-admitted graduate and undergraduate students are required to meet the UC Immunization and Tuberculosis (TB) Screening Requirements.

**Important Reminders**

- Please complete these requirements early to avoid delays. **Clearance can take 7-10 days** after receipt, so please start this process early! **FAILURE TO COMPLETE REQUIREMENTS WILL RESULT IN AN INABILITY TO ENROLL IN CLASSES.**
- To complete your Health Requirements, you will first need to activate your online health portal (using your Student AD) in [My Student Chart](https://my.ucsd.edu). You can communicate with the Nursing team here also by going to Ask-A-Nurse in messages.

**Complete the TB Risk Screening Questionnaire**

- All incoming students are required to complete a TB Risk Screening Questionnaire. For those at higher risk, TB testing will also be required. Please begin this process early to avoid delays. Take the following form to your Healthcare provider if you are directed to do so after completing the TB risk screening questionnaire: [TB Assessment Questionnaire](https://my.ucsd.edu/)
- Please refer to the Student Health Services website for the deadline in mid-July: [https://studenthealth.ucsd.edu/resources/health-requirements/index.html](https://studenthealth.ucsd.edu/resources/health-requirements/index.html).
• **Complete the Immunization Requirements**
  ○ All incoming students are required to submit proof of specific vaccinations/immunizations as per the University of California mandate. You are required to obtain records OR have your healthcare provider fill out the [Immunization Form](https://studenthealth.ucsd.edu/resources/health-requirements/index.html).
  ○ Please refer to the Student Health Services website for the deadline in **late September**: [https://studenthealth.ucsd.edu/resources/health-requirements/index.html](https://studenthealth.ucsd.edu/resources/health-requirements/index.html).

---

**ENROLLMENT & REGISTRATION**

**HOW TO ADD A CLASS**

• **Adding Classes before classes begin, through Week 2**
  ○ 1. **To add a class that's open**, follow the regular enrollment procedure in WebReg. **If you wish to switch sections of course**, it is considered a drop and add transaction, and **all drop/ add/ change deadlines apply**.
  ○ 2. **If a class is full**, you may add your name to the waitlist via WebReg, and follow the waitlist procedures.
  ○ 3. **Graduate students**, work with your graduate coordinators when altering your quarter class schedule to ensure you are meeting all campus, graduate program, and field area requirements and standards.
  ○ **Note**: The official university deadline to add classes (including Special Studies classes) is Friday of **Week 2**.

• **Week 3 through Week 10**
  ○ 1. Requests to add classes after Week 2 are not guaranteed. Check with the academic department offering the course for specific guidelines.
  ○ 2. Submit a request through EASy, giving enough time to be approved by 4 p.m. on Friday of the **final week of instruction**.

**HOW TO DROP A CLASS**

• **Dropping Classes before the start of the quarter, through Friday of Week 2**
  ○ Use WebReg to drop the class. (You may not use WebReg to drop a class after the first 2 weeks of the quarter.)
  ○ You may not drop below 12 units if you hold an appointment at 50% time or are receiving a fellowship, traineeship, or scholarship.
  ○ If you are enrolled in fewer than 12 units, then you are eligible for a 25% time appointment at the discretion of your graduate department.

• **Weeks 3 to 9**
  ○ **If you want to drop a class after the end of Week 2**, you must receive approval from both your advisor/department and the Graduate Division.
  ○ To drop a class, you must submit a request through the Enrollment Authorization System (EASy).
  ○ If you drop a class by the end of Week 4, it will not appear on your transcript.
  ○ If you drop a class after the end of Week 4, it will appear on your transcript with a "W" grade. A student may receive a maximum of one “W” per course.
  ○ **Warning**: Drops made after Week 2 are reviewed by the Graduate Division for potential impact on financial support.

• **After Week 9**
  ○ You are not permitted to drop a class after Week 9.
GENERAL QUARTER DEADLINES

The deadlines are specific to graduate students and are consistent throughout all three quarters. The Friday of each week shown below is the deadline to submit the following requests.

Please Note: Fully completed forms and requests must be received in the Graduate Division by the stated deadline date. The MATS department may set earlier submission deadlines for internal purposes to ensure your paperwork is processed on time.

| WEEK 2                        | ● Add/drop course without Graduate Division’s approval  
  |                              | ● Half-time Study requests  
  |                              | ● Leave of Absence requests  
  |                              | ● In Absentia requests  
  |                              | ● Applications to Candidacy for the Master’s degree (in order to receive the Master’s in the same quarter)  
| WEEK 4                        | ● Change a grading option  
  |                              | ● Change number of units  
  |                              | ● Drop a course without a W  
| WEEK 9                        | ● Drop requests  
| WEEK 10                       | ● Add requests  
| WEEK 11                       | ● Final Paperwork for degree completion  

ACADEMIC POLICIES

ACADEMIC STANDING & PROBATION

● Good Academic Standing
  ○ Good academic standing is determined by meeting departmental and graduate studies standards; a GPA of 3.0 or above, in upper-division, graduate and professional course work; satisfactory spring evaluation; and having no more than a total of eight units of "F" and/or "U" grades. Some departments specify more stringent grade requirements.
  ○ Good Academic Standing is a requirement for:
    1. Holding academic and staff appointments.
    2. Receiving fellowship, scholarship, or traineeship appointments.
    3. Advancing to candidacy for a graduate degree.
    4. Going on a leave of absence.
    5. Obtaining a graduate degree from UC San Diego.
  ○ Graduate students who are not in good academic standing for any reason are subject to probation and/or disqualification from further graduate study.

● Probation Process
  ○ Graduate students who do not meet the requirements for good academic standing are notified of their poor
academic standing by a letter from the Dean of the Graduate Division. Letters are available to students via the Graduate Division’s Student Portal and to staff via the Student Database.

- If it is a student’s first instance of academic difficulty and the GPA is above 2.0, the letter serves as a warning and advises the student of the academic situation, its consequences, and the next steps in subsequent quarters if the student:
  1. Raises the GPA above a 3.0, no further action is taken
  2. Raises the GPA but not to a 3.0, student may have probation extended either by Graduate Division decision or by request of the program faculty with a plan for improvement
  3. Shows no change, then student may have probation extended either by Graduate Division decision or by request of the program faculty with a plan for improvement; however, this is dependent on the overall GPA
  4. Lowers the GPA further, a hold is placed on the student’s registration

- Depending on the student’s academic progress during the quarter following an academic probation notice, the Dean of the Graduate Division will advise the student of any further academic action via letter posted to the Graduate Division’s Student Portal. Staff access is through the Student Database.

- Any student with more than 8 units of “U” and/or “F” grades or a GPA less than a 2.0 will have a hold placed on his/her registration for the next available quarter.

- Note: due to the processing of grades after the next quarter has begun, registration holds are usually placed on the 2nd quarter after the problem arises (i.e. Fall quarter problem, registration hold placed on Spring registration. During the Summer, however, registration holds may be placed on students for Fall quarter.

- Regardless of the severity of the problem, students are advised to maintain communication with the department. It is the department and student’s responsibility to monitor the student’s quarterly academic progress.

### GRADE CHANGES

- **Clerical Errors**
  - Grade changes due to clerical errors may be corrected by the instructor of record via eGrades (for a course taken within one calendar year). This includes such errors as the incorrect grade was assigned or no grade was assigned and the course has lapsed to a U or F. In these cases nothing is submitted to the Graduate Division.

- **Incomplete that has lapsed to a U or F**
  - If the deadline to replace an “I” with a grade is missed (the last day of the quarter), the “I” will lapse to a U or F; the program chair and instructor must petition the Dean of the Graduate Division and the Educational Policy Committee (EPC) to retroactively assign the grade. The following items must be submitted to the Graduate Division for the Dean’s review. If approval is recommended, the Graduate Division will forward the request to EPC for their final decision.
    1. General Petition with the “other” section filled out with ALL course information (grade to be assigned, course number, section, section id, number of units, and quarter the course was taken).
    2. Official supporting documentation explaining circumstances that prevented the grade from being assigned prior to the deadline.
  - After the Dean’s review, the Graduate Division will submit the request to the EPC for their final decision.

- **Extension of an Incomplete Grade**
  - Extensions are not granted due to a leave of absence. Senate policy requires that an incomplete be completed by the end of the immediately subsequent quarter, regardless of the student’s registration status in that quarter. Extensions are considered ONLY in extenuating circumstances beyond the student’s control; health reasons require verification from the health care provider. Requests must be filed before the incomplete lapses to an F or U.
1. General Petition with the “other” section filled out with ALL course information (course number, section, section id, number of units, and quarter the course was taken). Petition must be signed by the instructor and the Chair of the student’s home department.
2. Official supporting documentation addressing the student’s inability to complete the pending work by the deadline.
   - After the Dean’s review, the Graduate Division will submit the request to the EPC for their final decision.

**Grade Changes Beyond One Calendar Year**
- **Grade changes beyond one calendar year require the following:**
  1. General Petition with the “other” section filled out with ALL course information (grade to be assigned, course number, section, section id, number of units, and quarter the course was taken). Petition must be signed by the instructor and the Chair of the student’s home department.
  2. A Clerical Error form recording the grade for the course and signed by the instructor.
  3. Official supporting documentation explaining circumstances that resulted in the assignment of an incorrect grade.
- After the Dean’s review, the Graduate Division will submit the request to the EPC for their final decision.
- Academic Senate: Procedures for Requesting Exceptions to Senate Regulations

**LEAVE OF ABSENCE & WITHDRAWAL**

Graduate students are eligible for a maximum 3 quarters leave of absence with department approval. Students access the online form through the Graduate Division’s Student Portal. Graduate Coordinators access the online form through the Graduate Division’s Student Database. A graduate student who is bearing a child, who has primary responsibility for the care of an infant or child under the age of five, and is in good academic standing may request an additional 3 quarters leave of absence (follow the same procedures below but specify "parenting" or "maternity" on the leave form as the reason).

**Leave of Absence**
- A student who does not continue graduate study with the intention of resuming during a later quarter files a "Leave of Absence / Extension" form prior to leaving the campus.
- A graduate student must have completed at least one quarter of academic residence and be in good academic standing (GPA of 3.0, and no more than 8 units of "F" or "U") to be granted a leave.
- Online form must be filed no later than the end of the second week of instruction of the quarter in which the leave is to begin.
- International students must also obtain approval from the International Center.
- A student who has registered, paid fees and enrolled for the quarter in which a leave is being requested, is subject to the refund schedule published in the Schedule of Classes. Students are only eligible for a 100% refund if withdrawing from graduate studies on/by the 1st day of instruction.
- A student seeking to maintain health coverage must contact the Student Health Center to purchase insurance.
- While on leave, a student may not be employed by UCSD, UCSD Extension, or UCSD Medical Center or hold a fellowship, traineeship, or similar appointment administered by the University. Students may not use any University facilities or place demands on faculty.
- A leave of absence or withdrawal does not extend the period during which an “Incomplete” or No Record of a grade must be resolved.

**Extension of a Leave of Absence**
- To extend an approved leave of absence, a student must notify the major department or group graduate coordinator at least two weeks prior to the end of the quarter in which the leave terminates.
- An extension requires approval of the department. The International Center must approve a Leave of Absence extension for all international students.

**Returning from a Leave of Absence**
- When planning on returning from a Leave of Absence, a student must notify the graduate coordinator of the quarter in which s/he intends to register. This notification can be sent to the graduate coordinator via the Leave of Absence tool in the Student Portal. The coordinator notifies Graduate Division who then reinstates the student.
The student cannot register until this is done. Notification of return from a leave can only be given to the Graduate Division by the department.

○ When returning from a leave of absence of two quarters or more, a student must file a Statement of Legal residence with the Office of the Registrar prior to registering. The form can be obtained from the Graduate Coordinator or the Registrar's Office. For readmission refer to the section on the General Petition.

● **Withdrawal**
  ○ A student leaving the University and not planning to return must return all borrowed library material, set up an exit interview with the Student Business Services Office, and obtain all other clearances listed on the on-line form.
  ○ A student withdrawing during the first thirty-five calendar days of a quarter will receive a refund of fees according to the Schedule of Refunds for Tuition, Educational Fee, University Registration Fee, and other Student Fees. The date of withdrawal used in calculating a refund will be the date on which the form is submitted to the Graduate Division. Refer to the Schedule of Classes for refund information.
  ○ A student on a leave of absence who subsequently withdraws must obtain all clearance signatures for the withdrawal.

● **Withdrawn Student Returning to Defend**
  ○ A withdrawn student who returns only to defend and submit the dissertation may need to reconstitute the doctoral committee and will need to pay the following fees:
    1. Readmission fee
    2. (Re)advancement fee if the original advancement was more than 5 years ago
    3. Filing fee, in lieu of registration
  ○ Students are advised to discuss and coordinate the above with their graduate coordinator well in advance of the scheduled defense.

**IN ABSENTIA**

● **When to Use**
  ○ Used if research or coursework is conducted outside the state of California during a given quarter.

● **Fees**
  ○ Student to remain enrolled in full-time study with the University while paying 15 percent of the combined Educational and Registration Fees, and paying all the campus based fees.
  ○ The fee for UC Student Health Insurance Plan (UCSHIP) is included as a campus based fee; however, students may waive UC SHIP with qualifying coverage: https://wellness.ucsd.edu/studenthealth/insurance/waive-ucship/Pages/default.aspx

● **Study Off Campus**
  ○ A student who holds a fellowship, traineeship, or a research assistantship and desires to study off campus may do so under the following circumstances:
    1. Master’s and graduate professional students must have completed at least one year of coursework by the time the In Absentia status would begin.
    2. Academic doctoral students must have advanced to candidacy by the time the In Absentia status would begin.
    3. Agree to comply with the rules and regulations governing the In Absentia Guidelines
  ○ Fill out and submit online form listing where the student will be studying (Be as specific as possible. For example: City, State/Country; or Name of Institution/archive and City, State/Country).
  ○ Must be signed by department chair and student's faculty advisor
  ○ Student or department must submit a separate request for each quarter. Eligibility is the following:
    1. Up to 3 quarters for master’s and graduate professional students.
    2. Up to 6 quarters for academic doctoral students.
**READMISSION**

- **Readmission (to the same program)**
  - A student, not on an approved leave of absence, whose status has lapsed due to an interruption in registration, must petition for readmission.
  - Student obtains a General Petition for readmission from the program and must pay a readmission fee at the Cashier’s office ($105). Submit the General Petition, with the readmit fee paid, to the Graduate Division’s Academic Affairs unit.
  - Students must submit supplementary transcripts of all academic work undertaken since last enrollment at UC San Diego.
  - A **Statement of Legal Residence** is required by the Office of the Registrar for any student returning from an absence of two or more quarters.
  - The program may be required to submit a request for re-calculation of time limits if the student is a returning doctoral student.
  - After an absence in excess of 3 quarters, previous doctoral candidates may be required to re-advance to candidacy ($50).
  - Petitioners must have been in good academic standing (GPA 3.0 or higher with no more than 8 units of U or F) at time of withdrawal.

- **Readmission (to a different program)**
  - Students who have previously enrolled in a graduate program at UC San Diego must also go through the readmission process if they wish to begin a different graduate program. This process is coordinated by the new program, the original program, and the Graduate Division’s Academic Affairs unit.
  - Students should contact the program of interest to check the requirements for readmission. Programs may choose to have students apply for readmission by using the application portal in order to review the application materials along with all other applicants. After the application is complete, the readmit candidate is directed to inform the program in lieu of submitting the application and paying the application fee.
  - Regardless of whether the application portal is used, once the program decides to readmit the student, the final step is to submit a completed General Petition to the Graduate Division’s Academic Affairs unit (with the readmission fee of $105 paid). The General Petition is obtained from the new program.
  - The new program may be required to submit a request for recalculation of time limits if the student is entering a doctoral program.

- **Withdrawn Student Returning to Defend**
  - A withdrawn student who returns only to defend and submit the dissertation may need to reconstitute the doctoral committee and will need to pay the following fees:
    1. Readmission fee
    2. (Re)advancement fee if the original advancement was more than 5 years ago or Filing fee, in lieu of registration
  - Students are advised to discuss and coordinate the above with their graduate coordinator well in advance of the scheduled defense.

**REPETITION OF COURSES**

- A graduate student assigned a grade of D, F, or U only may request to repeat the course on the same grading basis for which it was first taken.
- Degree credit for the course will be given only once, but the grade assigned for each enrollment shall be permanently recorded.
- Both the original grade and the grade received in the repetition will be used in calculating the student’s cumulative GPA.
• ill out and submit online form to the Graduate Division prior to enrollment in course to be repeated.

**TIME TO DOCTORATE POLICY**

In Spring 1988 the Graduate Council approved the establishment of a new policy on doctoral time limits which became effective Winter 1990. The goal of this policy is to encourage students to complete their doctorates and to stimulate faculty to guide their students so they can advance to candidacy and complete dissertations of high quality in a timely manner.

Basic provisions of the policy are given below. The complete text of the policy may be obtained from departmental graduate offices. Time limits vary by department. Students may consult their department graduate coordinators for their department’s specific time limits. At the end of their first year of study, doctoral students will receive a letter from the Graduate Division explaining their time limits. Another notification of time limits will be sent when a student advances to candidacy. Students may log on to the Graduate Division’s Student Portal to access their letters. This policy applies to all students in the Doctoral programs.

- Each doctoral program has three time limits:
  - Pre-candidacy limit (PCTL) - Maximum registered time in which a student must advance to doctoral candidacy.
  - Support limit (SUTL) - Maximum time during which a doctoral student is eligible for financial support.
  - Total time limit (TRTL) - Maximum registered time in which a student must complete all doctoral requirements.
  - In addition, each program has a Normative Time, the period within which students, under normal circumstances, are expected to complete requirements for the doctorate. Students may not remain in campus housing after the expiration of normative time plus one year. Normative Time cannot be extended.
  - Departments may establish earlier doctoral time limits which are administered solely by the department.

- Time limits are affected by the following:
  - Up to three quarters time spent on approved leave of absence from the graduate program will not count in the above limits.
  - Time spent withdrawn from the graduate program will count toward all time limits (pre candidacy, support, total, and normative) for a student who is readmitted to the graduate program.
  - Time spent at UC San Diego as a master's, non-degree graduate, or intercampus exchange student will count in the above time limits.
  - Adjustment to the time limits for students who change departments or enroll for one year or more of half-time study may be made upon departmental recommendation and approval by the Graduate Dean (normative time is not adjusted for quarters registered at half-time status). Students who withdrew from the University prior to Winter 1989 and who have subsequently been readmitted will not have periods of withdrawal in excess of three quarters counted against their support time limit.

Students will not be permitted to continue in doctoral status if they have not advanced to candidacy before the expiration of the pre-candidacy time limit or if they have not completed their program before the expiration of the total time limit. Students will not be permitted to receive UC San Diego administered financial support after the expiration of their support time limit.

**SPRING EVALUATIONS**

Graduate Council policy requires that all doctoral and MFA students be evaluated every Spring. A satisfactory evaluation on file in Graduate Division is necessary for future support to be approved. The following are exempt from Spring evaluations:

1. A student advancing to Doctoral or MFA candidacy during Winter or Spring of the current academic year.
2. A student on an approved leave of absence during Spring of the current academic year. In this instance an evaluation must be submitted by the end of the first quarter of return to continue support.
• **Requirements**
  ○ Students are advised to work with their advisor and graduate coordinator for the timely submission of their evaluation so that student support for the future is not jeopardized.
  ○ The student signature is required on every evaluation. Student signature does not indicate agreement with the evaluation and student comments are encouraged. Each student should receive a copy of his/her evaluation.
  ○ **ALL REQUESTS FOR EXCEPTION, INCLUDING TIME LIMITS OR PERCENTAGE OF SUPPORT, MAY ONLY BE REQUESTED IF A CURRENT SPRING/ANNUAL EVALUATION IS ON FILE AT the Graduate Division.**

• **Policy for Pre-Candidacy Student**
  ○ [The] evaluation [is to] be made available to students who will sign it to indicate that they have read it, whether or not they agree with it; ... a copy of this evaluation shall be sent to the Graduate Division, to be made part of the student's permanent file. This evaluation will indicate: the degree to which students are, over-all, progressing satisfactorily in their studies; their strengths and weaknesses as students and, where applicable, as teaching and/or research assistants. These evaluations should contain cogent and clear advice to students.

• **Policy for In-Candidacy Students**
  ○ Each student in doctoral candidacy is to receive an annual substantive progress review. At least three members of the student's doctoral committee are to participate in the review. The review should cover the student's progress to date, recommend the modifications to the dissertation's scope or methodology, timetable for completion, and recommendation for support in the following year.
  ○ The doctoral committee chair shall write up the results of the review and discuss them with the student. All members of the doctoral committee participating in the review, the student, and department chair are to sign the progress review.

• **Procedures**
  ○ It is expected that an evaluation will include a face-to-face meeting between the faculty member(s) and the student, and also that the student will feel free to make comments on the evaluation.
  ○ It is important to note that Spring/Annual evaluations affect not only future support but are required before any exception can be requested of the Graduate Council, and, if there are academic difficulties, will be relied upon heavily in the Dean's action. In many instances, they are the only narrative documentation of a student's progress, other than the transcript.
  ○ Graduate Division monitors the receipt of Spring evaluations by program.

---

**FACULTY ADVISOR INFORMATION**

• **How To Select An Advisor**
  ○ Doctoral students and Master's students completing the degree through the Thesis Plan I are responsible for contacting and securing a faculty advisor.
  ○ Students can begin contacting MATS affiliated faculty members as soon as they are admitted to the program.
  ○ We recommend students to send an email to the faculty member in order to inform them of their research interests, experience, and to explain why they would be a good fit for the faculty's research group. Students may include their CV, resume or research articles.
  ○ MATS affiliated faculty members can be found on the department website: [https://mae.ucsd.edu/matsci/faculty/professors](https://mae.ucsd.edu/matsci/faculty/professors).

• **Student Commitment**
  ○ The student will work on a research project approved by the advisor. The student will regularly meet with the advisor and provide written/oral presentation updates on his or her progress.
- The student will maintain “good academic standing,” which involves maintaining a minimum of 12 units; a GPA of 3.0 or above; scheduling and passing the Comprehensive Exam at the end of the first year; and the Literature Review by the end of Spring quarter of the second year; scheduling and passing the Senate Exam by the end of the third year.

- Advisor Commitment
  - The advisor will guide the work of the student. The advisor will regularly meet with the student to provide guidance, and provide feedback to the Program and Program Director via annual spring evaluations.

---

**DIRECT DEPOSIT & TAX INFORMATION**

- **Types of Direct Deposit for Students**
  - There are 3 offices on campus that provide direct deposit for graduate students:
    1. Student Financial Solutions (stipend payments for domestic students)
    2. Payroll (TA and GSR employment checks)
    3. Disbursements (travel and other personal reimbursement)

- **Stipend and Taxes**
  - Students must pay taxes.
  - UCSD pays you after you work. Therefore your first paycheck or stipend may not come until November. Plan to arrive with at least two months’ worth of income to get you through until then.
  - International students will have their stipends taxed.
  - For more information, please see the Graduate Division site on taxes: https://grad.ucsd.edu/financial/tax-information.html

---

**COPYRIGHT INFORMATION**

Copyright agencies continue to target universities, including UC San Diego, and the end recipients are no longer primarily residential students, but non-residential students, and an ever growing number of staff and faculty. We have already received hundreds of copyright violation notices this year. Using peer-to-peer programs such as uTorrent, Popcorn Time, FrostWire, Transmission, Vuze, etc. to share copyrighted files opens you to serious risks, including:

- **Lawsuits**
  - Although most notices delivered to UC San Diego are straightforward “cease and desist” notices, each carries with it the potential for a lawsuit and the penalty of thousands of dollars. While we have not received a lawsuit in the last few years, over 100 UC San Diego students have been sued for copyright violations in the past, some for the first time they shared a copyrighted file. Even early out-of-court settlements cost thousands of dollars and involve a substantial time investment.

- **Malware Infection**
  - Hundreds of users each year unknowingly download infected files from peer-to-peer programs. Malware disguised as media and legitimate software is designed to steal your personal information, including usernames and passwords for bank accounts and credit card numbers. This is a multi-billion dollar business.
Identity Theft
- In 2009, studies concluded that file sharing software carries significant risk of identity theft. After only a few hours of perusing the Gnutella network (FrostWire), researchers were able to find 45 birth certificates, 42 passports, and 208 tax returns. As we store more and more data on our computers, using these networks increases the risk of identity theft and can cost you thousands.

University Sanctions
- Students who receive a notice have their network devices temporarily blocked (often at inopportune times) and are required to attend a presentation on file sharing and copyright violations. Repeat violations for students result in referral to the Office of Student Conduct for sanctions imposed by their college Dean’s office, which may include fines of $150 - $300. Sanctions for staff and faculty are determined by their department.

Facts Regarding Peer-to-Peer Programs

**MYTH:** You can only get caught if you download the whole file.

**FACT:** With any torrenting program, you are simultaneously distributing pieces of a file while you are downloading it, and the act itself is what is illegal, not the amount shared.

**MYTH:** If you only download one file, you won’t get a copyright violation.

**FACT:** Whether it’s 1 file or 200, distributing content without authorization is illegal and can result in a copyright violation.

**MYTH:** You will not get sued for a copyright violation without first getting a "cease and desist" notice.

**FACT:** For over 100 UC San Diego students, a lawsuit was the first notice they received.

**MYTH:** You cannot get a copyright violation if you have purchased all the media files on your computer.

**FACT:** It is illegal to distribute any media without authorization from the copyright owner, even if you purchased it.

**MYTH:** If the material is not available in the U.S., it is not copyright protected.

**FACT:** U.S. law may apply when the uploading and downloading takes place in the U.S., even if the material isn’t available in the U.S. Media companies frequently purchase the rights to material not yet available in the U.S.

**MYTH:** You will not get caught if you share files illegally on the wireless or VPN networks.

**FACT:** You can get caught on any of the UC San Diego networks, including UCSD PROTECTED, ResNet, UCSD-Guest, Eduroam, and VPN.

**MYTH:** All streaming is legal.

**FACT:** Some streaming websites (for example, Popcorn Time) are illegal. These sites download a BitTorrent client that runs in the background, allowing you to watch a movie or TV show on the website. Make sure your streaming sources are legal.

**MYTH:** If my friend uses my computer to download copyrighted material, they will be held responsible.

**FACT:** You are responsible for all activity tied to your UC San Diego username. For the latest information on copyright law, the University’s policies regarding file sharing, the risks outlined above, and legal alternatives visit http://p2p.ucsd.edu

Remember
- Remember, if you are trying to get the latest songs, movies, anime, software, or other copyrighted content for free: beware. A copyright agency is probably watching. What is "free" at the time may end up costing you thousands of dollars. The Academic Computing & Media Services (ACMS) Help Desk
maintains a list of free alternatives to popular software such as Adobe Photoshop and Final Cut Pro. See Legal Alternatives at [http://p2p.ucsd.edu](http://p2p.ucsd.edu).

- Be careful, know what’s on your computer, and if you have questions or concerns regarding safe computing practices and university policies concerning illegal file sharing, feel free to contact the ACMS Help Desk (acms-help@ucsd.edu).

## LIBRARY RESOURCES

### Set Up UC San Diego VPN
- **The UCSD VPN creates a virtual private connection over public networks** using encryption and other security checks to help protect against computer data transmission interception. It also helps ensure only authorized users can access campus networks. With VPN, network computing traffic between your remote machine (off-campus or wireless) and campus passes over a single, encrypted connection, and your remote machine has a UCSD IP address.

- **VPN Services**
  - AnyConnect - Cisco software VPN client which offers the maximum capabilities and performance.
  - EasyConnect - web-based VPN portal at [https://vpn.ucsd.edu](https://vpn.ucsd.edu), which allows secure access to many campus services, electronic library resources, and remote desktop computing without requiring the installation of a software client.

### VPN Services and Benefits
- Searching the best databases—Web of Science, SciFinder, PubMed, and more—for relevant journal articles, patents, and conference papers in your research area, as well as advanced search strategies and accessing full-text articles.
- Locating more specialized information, including chemical reactions, physical property data, and crystallographic data.
- Finding the books you need from our collection, as well as encyclopedias and other reference works for more background information on your research topics.
- Setting up VPN to access journals and other licensed electronic resources from off campus, and using My Library Account to request and renew books online.
- Requesting materials we do not have, including interlibrary loan and purchase recommendations.
- Keeping current with the latest research in your field using search alerts and BrowZine.
- Additional resources to support your professional development: bibliographic management tools like EndNote; guidance on managing your data; understanding authors’ rights and open access; presenting and communicating your work to others; and increasing the visibility and impact of your research.

### Resources for Research
- **Getting Started Guides** Provides starting points for your research and handouts with discipline-specific links and contacts.
- **Subject & Course Guides** Locate customized guides of research resources by topic or course.
- **Databases A-Z** Link directly to specialized databases by name.
- **Data & GIS Lab** Learn about the Library's dedicated lab space, services, software programs, hardware, and datasets that can help with your data and Geographic Information System (GIS) needs.
- **Getting Full-Text of Articles** Provides details about using UC-eLinks in our databases.
- **Recommend a Purchase** Tell us about items you would like to see in the Library collection.
- **Systematic Review Service** (Pilot): Learn how health sciences librarians can help your team with systematic searches of the literature.
○ Your Subject Librarian Find the librarian who covers a specific subject area and links for resources and contact information.

● Managing Your Research
  ○ Browzine: Keeping Current on Scholarly Journals Keep up with the latest articles from your favorite academic journals, easily receive alerts for new content, and save or manage article content, all from a web browser or your mobile device.
  ○ Citation Management software programs and comparisons Contains side-by-side comparisons of EndNote, Mendeley, & Zotero features.
  ○ Copyright and Fair Use Answers your questions about Library policy regarding copyright, your intellectual property rights, and related topics.
  ○ Creating Scholarly Posters in PowerPoint Gain tips on visual communication concepts and technical production, so you can summarize and display your research effectively.
  ○ Dissertations & Theses Locate doctoral dissertations and master’s theses from UC San Diego, and at other institutions in the U.S. and abroad. Most UC dissertations available online from 1996-now.
  ○ eScholarship: upload your articles to UC’s open access repository Describes our one-stop platform for UC-wide Open Access browsing & depositing of your scholarly publications.
  ○ Research Data Management Learn basic data management and curation concepts, and about the Library’s services for planning, preparing and preserving your research data.

● Special Services for Graduate Students
  ○ Digital Media Lab Visit the Lab for assistance with media creation & editing. Services include 3D printing, video & audio editing, image manipulations, and website creation. Use the reservation system for specialized equipment access or consultations with experts.
  ○ Online Course Guides Locate customized guides for classes you may be taking. Contact your subject librarian for help finding course guides in your field.
  ○ Library Workshops Attend Library offered workshops on citation management tools, databases, and research data curation.
  ○ Graduate Student Lockers Details on Library lockers with links to policies and form to reserve a locker.
  ○ Graduate Study Lounge Learn about this quiet, individual, study space located at the Biomedical Library Building.

● Library Orientation For New Graduate Students
  ○ Schedule a consultation with Teri Vogel (Librarian for Materials Science & Engineering) to learn more about the library resources and services available to you as a UC San Diego graduate student.
  ○ Contact Teri at tmvogel@ucsd.edu, or https://calendly.com/tmvogel.

HOUSING INFORMATION

● On Campus
  ○ https://hdhgradfamilyhousing.ucsd.edu/
  ○ Phone: 858.534.4723

● Off Campus
  ○ https://offcampushousing.ucsd.edu/

● Beach communities
  ○ La Jolla: Technically it stretches from the beach to the grad student housing.
  ○ Del Mar: The beach community just north of campus. Some places in our budget range, but far from the grad-student friendly fun.
○ Pacific Beach (“PB”): The beach community just south of La Jolla. College atmosphere, young area. Traffic in and out is an issue during rush hour, but it’s a cool neighborhood with lots of bars and restaurants and housing deals.
○ Mission Beach, Ocean Beach (“OB”) and Point Loma: OB and Loma might have some good deals, but they are definitely harder to get in and out of. The commute might not be worth the deal!

● Inland Communities
○ UTC/University City: The area directly south and southeast of campus. Mostly apartments, on the pricey side. Close, convenient, but might be lacking in fun. • Clairemont – Lots of cheap, great houses and apartments, but a few not-so-great areas (check out the place before you commit). Close and easy to get to school!
○ Hillcrest and North Park: These trendy urban neighborhoods are just north of downtown and have a lot to offer. A little further, but a little cooler.

● Setting Up Housing Utilities
○ If you are living in UCSD On-campus Grad Housing some of the utilities will be set up for you. If not, be sure to check with your landlord on what will be provided.
○ Electricity: San Diego Gas and Electric
  ■ https://www.sdge.com/
  ■ (800) 411-7343
○ Cable/Internet (There are a couple others but these are the main ones)
  ■ Spectrum : https://www.spectrum.com/
  ■ AT&T UVerse/Internet: http://www.att.com/
○ Some locations will only let you install Direct TV with AT&T cable. If you are in graduate housing, and have only this option, there is a good chance you won’t be able to get a signal due to the trees around the neighborhood.
  ■ Direct TV: https://www.directv.com/
  ■ (888) 795-9488

TRANSPORTATION

CAR INFORMATION

● Driver’s License
○ You are supposed to get a driver’s license within 10 days of being here. Do it! REGISTER FOR AN APPOINTMENT ONLINE…this will significantly cut down on wait time.

● California Car Registration Fees
○ You are supposed to register your car within 20 days. You might as well do it at the same appointment to get your driver’s license. It is a California state requirement to have a new Smog Certificate upon initial registration, so make sure you do it before you go to the DMV. The DMV website has more details: (https://www.dmv.ca.gov/portal/dmv/detail/vr/smogs)
○ If you don’t have a car you will probably want one. Many people attempt to live here without a car, and while it is possible, it makes life pretty difficult. If you are thinking of buying a car, the best option would be to buy it once you arrive in San Diego. Parking on campus: http://transportation.ucsd.edu/
○ It is expensive to register a car in California. If you have NOT had your car (in your name) for a full year, you will be forced to pay taxes on the worth of the car. This is to try to keep people from buying cars out of state and driving them over the border to avoid California taxes. If you paid taxes on the car in another state, you will pay the difference between the CA sales tax, and the cost of sales tax where you bought the car (since California will most likely be higher!). You are not exempt if you get the car for “free” or if it is a “gift” from
parents, etc. You still have to pay sales tax.

○ If you want to figure out what your registration would cost, you can use the DMV's handy calculator: https://mv.dmv.ca.gov/FeeCalculatorWeb/index.jsp
○ Find the DMV’s around San Diego and look up all the official rules here: https://www.dmv.ca.gov/portal/dmv/dmv/fof

**ALTERNATIVE TRANSPORTATION**

● **Free Public Buses**
  ○ After you get your campus ID, go to the Parking Services office (in the Gilman parking structure, or the Hillcrest parking office) to get your FREE sticker that allows you access to several public bus lines in San Diego.
  ○ Details can be found here: http://blink.ucsd.edu/facilities/transportation/commuting/public.html

● **Free UCSD Shuttl es**
  ○ In addition to the free public buses, UCSD has a network of shuttles. These run from various housing complexes to campus, and also include several routes around the campus itself.
  ○ More information and live shuttle tracking can be found on the UCSD Transportation Services website: http://blink.ucsd.edu/facilities/transportation/shuttles/index.html

● **Biking To Campus**
  ○ Many people bike to campus. To follow regulations at UCSD, you need a bike registration sticker on your bicycle. You can get this from the UCSD Bike Shop located in Student Center A, weekdays from 11 a.m. to 1 p.m.
  ○ http://blink.ucsd.edu/safety/emergencies/security/bike.html

**WELLNESS**

● **Counseling and Psychological Services (CAPS)**
  ○ Counseling and Psychological Services (CAPS) has been an integral member of the UCSD community since the late 1960’s. We are accredited by the International Association of Counseling Services (IACS). Our integrative and student-centered services are designed to support students towards their academic success and personal development and well-being while at UC San Diego.
  ○ To schedule a counseling appointment, please call (858) 534-3755. For more information about appointments, please visit their Appointments page.
  ○ Appointments & Urgent Care Services (Galbraith Hall 190): (858) 534-3755
  ○ **After-Hours Crisis Counseling (24 Hours):** (858) 534-3755, select Option 2
  ○ Life-threaten ing Emergencies: call 911 or go to nearest Emergency Room
  ○ https://caps.ucsd.edu/

● **Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center (CARE at SARC)**
  ○ CARE at SARC is an independent confidential campus resource for individuals impacted by sexual assault, relationship violence, and stalking.
  ○ Contact our confidential CARE advocates at (858) 534-5793 during business hours Monday–Friday. 8:30 a.m. – 4:30 p.m. or visit our location at the Student Services Center, Suite 500 for immediate support.
  ○ Make an appointment through the online appointment request form.
  ○ https://care.ucsd.edu/

● **The HUB Basic Needs Center**
  ○ Provide resource referrals for registered UC San Diego students from a collective of on campus program collaborations and off-campus program partnerships in the greater San Diego area.
Email: basicneeds@ucsd.edu
Phone: 858-246-2632
https://basicneeds.ucsd.edu/

- iRelax
  - Free mp3s to help you meditate and relax through guided audio exercises. Take a break: https://caps.ucsd.edu/download

- Online Mental Health Screenings
  - Mental health is a key part of your overall health. Brief screenings are the quickest way to determine if you or someone you care about should connect with a mental health professional - they are a checkup from your neck up. This program is completely anonymous and confidential, and immediately following the brief questionnaire you will see your results, recommendations, and key resources. Take it today: http://screening.mentalhealthscreening.org/sandiego

- Mental Health Mobile Apps
  - We’ve compiled mobile apps to support self-help, promote wellness, and serve as adjunctive tools for mental health counseling. Download: https://caps.ucsd.edu/selfhelp

CALIFORNIA STATE RESIDENCY

If you are a citizen of the USA, you may become a California resident before the start of your second year.

- To establish residency for tuition purposes, you must satisfy 3 conditions:
  - Physical presence
  - Intent to become a California resident
  - Financial independence

- To make California your Permanent Residence you will NEED:
  - California driver's license or a California ID Card
  - Voter registration card or affidavit from Registrar of Voters
  - California-based bank accounts or CA branches based in other states
  - California car registration and car insurance card
  - Paying California income taxes as a resident, including taxes on income earned outside California
  - Housing contracts, monthly rental agreements, lease or proof of property ownership in California
  - Credit and memberships with California merchants, religious affiliations, clubs, gyms
  - Proof of your belongings moved into California such as moving van, bill of lading
  - Proof of utilities established in your name such as phone, gas, electric, and cable TV
  - Designating California as your permanent address on all school, employment, and/or military records

- Your intent will be questioned if you return to your former state of residence when the university is not in session. Documentary evidence is required and all relevant indications will be considered in determining your classification.

- Note: Make copies of all documentation to keep for your records. Start collecting these in a folder ASAP! It’s MUCH easier if you start as early as possible.

- If you have questions about residency, please email: residencedeputy@ucsd.edu For more information check: https://students.ucsd.edu/finances/fees/residence/criteria.html
MATS CONFLICT RESOLUTION POLICY

Discussions and conversations held between the student and departmental faculty or staff shall be confidential unless otherwise mutually agreed upon.

1. The process should begin informally with a discussion between the student and the decision maker involved. For example, this may involve the faculty regarding a grade, or the graduate coordinator regarding travel funds.
2. Student complaints will receive timely responses. The decision maker should be available to meet the student within a reasonable time after the request.
3. If informal resolution is not successful, the student should take the concern to the graduate coordinator, or to the Program Chair. The student should produce written documentation of her/his complaint, including steps taken to resolve the matter. At this time, a file will be created and presented to the Materials Science and Engineering Program Executive Committee for discussion and resolution. This file and its contents are confidential and will be stored in a secure location.
4. If the above steps are unsuccessful in reaching conflict resolution, the student should seek assistance from the Student Affairs Manager, or Graduate Division. The student should contact the Student Affairs Manager or Graduate Division, and provide written documentation concerning the matter.

IMPORTANT WEBSITES

- Graduate Division: http://grad.ucsd.edu/
- Materials Science and Engineering: http://mae.ucsd.edu/matsci
- International Student & Programs Office: http://ispo.ucsd.edu/index.html
- TritonLink: http://students.ucsd.edu/
- Counseling and Psychological Services (CAPS): https://caps.ucsd.edu/
- Academic Integrity Office: https://academicintegrity.ucsd.edu/
- Teaching and Learning Commons: https://commons.ucsd.edu/educators/future-faculty-programs/index.html
- Career Center: http://career.ucsd.edu/phd-and-masters-students/index.html
- UCSD Recreation: https://gradlife.ucsd.edu/health-wellbeing/physical-mental-health/recreation.html
- CARE at the Sexual Assault Resource Center: http://students.ucsd.edu/sponsor/sarc/index.html
- Triton Food Pantry: https://basicneeds.ucsd.edu/triton-food-pantry/index.html
- Graduate Student Association: http://gsa.ucsd.edu/resources/
- Asian Pacific Islander Middle Eastern Desi American (APIMEDA): http://apimeda.ucsd.edu/index.html
- Student Veteran Resource Center: https://students.ucsd.edu/sponsor/veterans/
- Undocumented Student Services Center: http://students.ucsd.edu/sponsor/undoc/index.html
- Black Resource Center: http://brc.ucsd.edu/
- Office for Students with Disabilities: http://disabilities.ucsd.edu/about/index.html
- Cross Cultural Center: http://ccc.ucsd.edu/
- LGBT Resource Center: http://lgbt.ucsd.edu/
- Raza Resource Center: http://raza.ucsd.edu/
- Women’s Center: https://women.ucsd.edu/
- Intertribal Resource Center: https://itrc.ucsd.edu/
- IDEA Center: http://jacobsschool.ucsd.edu/idea/
- Educational Technology Services: https://acms.ucsd.edu/filesharing/general.html