

CHEMICAL & ENVIRONMENTAL
ENGINEERING
GRADUATE STUDENT HANDBOOK

2026-2027

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INTRODUCTION

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

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

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

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

UCR General Catalog (<https://registrar.ucr.edu/registering/catalog>)

UCR Graduate Division Website (www.graduate.ucr.edu)

- **General regulations and procedures, Graduate Division**
(<https://graduate.ucr.edu/regulations-and-procedures>)
- **Deadlines for Graduate Student Affairs, Graduate Division**
(https://graduate.ucr.edu/gaa_deadlines)
- **Thesis and Dissertation Format Guide, Graduate Division**
(<https://graduate.ucr.edu/dissertation-and-thesis-submission>)

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

IMPORTANT CONTACTS

The administrative suite is mainly located on the 3rd floor of Bourns Hall. A list of key contact personnel in the CEE Department and the College of Engineering with whom continuing graduate students may interact is given below.

Faculty					
Yujie Men	Professor and Graduate Advisor (current)	Bourns A235	827-1019	yujiem@ucr.edu	Responsible for providing graduate students with advice and guidance on graduate affairs and career development, elective course selection for coursework MS students. Organizing prelim exams and the annual graduate symposium. Shared duties between the two advisors: Approval of committee nominations; Organizing Graduate Colloquium (CEE286)
Geogios Karavalakis	Professor and Graduate Advisor (prospective)	Bourns A221		georgios.karavalakis@ucr.edu	Responsible for presenting on behalf of CEE at the Graduate Division Virtual Open House; graduate student admission
David Cocker	Professor and Chair	Bourns A221	827-7710	david.cocker@ucr.edu	Responsible for all the department functions.
Administrative Staff					
Kennedy Webb	Graduate Student Affairs Officer (GSAO)	WCH 445		kennedy.webb@ucr.edu	Responsible for graduate degree auditing, providing information and answering questions on general degree requirements; assisting graduate admission, open house, and symposium activities.
Adrienne Thomas	Graduate Student Success Center, Director	WCH445	827-2859	adrienne@engr.ucr.edu	Supports GSAOs of each department regarding graduate affairs.
Robert Godoy	Financial and Administrative Officer (FAO)		827-4655	robert.godoy@ucr.edu	Oversees all financial and administrative affairs.

Kathy Cocker	Assoc. Development Engineer (Lab. Manager)	Bourns A229	827-2097	ksmihula@engr.ucr.edu	In charge of safety in the labs and set up of the instructional labs.
Kevin Schulte	Sr. Contracts and Grants Analyst		827-6460	kshulte@engr.ucr.edu	Responsible for faculty contract and grant activities.
James Martinez	Contracts and Grants Analyst			james.martinez1@ucr.edu	Responsible for faculty contract and grant activities.
Trudi Loder	Contracts and Grants/Payroll and Personnel Analyst	Bourns B342	827-2727	trudi.loder@ucr.edu	Responsible for payroll and contracts & grants activities.
Kate Seo	Administrative Assistant Financial & Travel Analyst	Remote	827-6242	kate.seo@ucr.edu	Responsible for Colloquium (CEE286) Logistical Organization. Travel and non-travel reimbursements
Deanna Vorhees	Procurement Analyst	Remote	827-2423	deanna.vorhees@ucr.edu	Responsible for order requests
CE-CERT College of Engineering Center of Environmental Research and Technology)	1084 Columbia Ave.	781-5791			

USEFUL WEBSITES

Chemical and Environmental Engineering Homepage

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

Chemical and Environmental Engineering Seminar Schedule

<https://cee.ucr.edu/colloquia-2025-2026#winter-2026>

General Catalog Online

[Course Catalog](#)

Graduate Division Regulations and Procedures

<https://graduate.ucr.edu/regulations-and-procedures>

UCR Graduate Student Association

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

Schedule of Classes Online

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

R'Web Online Registration

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

UCR Libraries

<http://library.ucr.edu>

UCR Highlander Union Building (HUB)

<https://hub.ucr.edu/>

UCR Housing Office

<https://housing.ucr.edu/>

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

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

CAMPUS RESOURCES

Campus Police

<https://police.ucr.edu/>

(951)827-5222

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

Campus Escort

<https://wrc.ucr.edu/programs/campus-safety-escort-service>

(951) 827-3772

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

Graduate Division

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

For assistance with financial aid, enrolled students, etc.

International Students and Scholars Office

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

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

Career Center

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

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

Chief Compliance Office

<https://help.ucr.edu/chief-compliance-office>

The Chief Compliance Office is responsible for receiving and investigating complaints under the UC Whistleblower and Whistleblower Protection policies, as part of the office's role in promoting the UC's ethics and compliance program.

Counseling Center

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

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

Ombudsman

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

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

Student Business Services

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

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

Dean of Students Family of Departments

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

GENERAL INFORMATION

Employment

If you are going to be employed as a Graduate Student Researcher (GSR) or Teaching Assistant (TA), you will need to complete an appointment letter, usually sent by Kaitlyn Etzweiler. You will need to bring employment eligibility documents to HR, Trudi Loder.

Paycheck

CEE PhD students are normally supported via a combination of fellowship and GSR/TA funding during the first year. As long as students continue to make satisfactory academic progress, they typically receive ongoing support from their faculty advisors as GSR for the remainder of the program. Students who receive fellowships are paid via a quarterly stipend. Students who are working as GSR/TA are paid a monthly salary.

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

E-mail

All students are provided with a UCR e-mail account (student@ucr.edu) and an Engineering (ENGR) e-mail account (student@engr.ucr.edu). During new Graduate Student Orientation, the process of activating your ENGR e-mail account and linking it to your UCR e-mail account will be presented by Systems Administrator. Once activated, you will be added to CEE listserv and receive important emails regarding Graduate Affairs, Graduate Fellowship calls, and many other graduate event notifications and opportunities.

UCR Card

Students may request an R'Card by clicking the following link, [UC Riverside Card Services](#). Your R'Card also functions as an electronic pass for access and borrowing plans. When loaded with "Bear Bucks" or "Dining Dollars," your R'Card can be used as a debit card at select locations across campus.

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

Mail

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

Copy Codes and Usage

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

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

ACADEMIC STANDARDS

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

STANDARDS OF SCHOLARSHIP

The following is an excerpt from the UCR Graduate Council Policy on Academic Standards. The full policy is on the Office of Graduate Studies website: <https://graduate.ucr.edu/regulations-and-procedures>

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

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

1. Cumulative grade point average falls below the required level of 3.0 at any time or
2. Quarterly GPA in two consecutive terms falls below 3.0, even if the cumulative GPA remains above 3.0 or
3. Fail to make progress in research for two consecutive quarters resulting in NC grades in research units or
4. Program requirements such as exams or research are not fulfilled in a timely or satisfactory manner or
5. Fail to pass critical exams (including comprehensive or qualifying exams) in two attempts or
6. Does not have a faculty advisor to supervise research in accordance with the standard of practice in the student's program or
7. PhD students not advanced to candidacy by their 15th quarter or any student not having completed all degree requirements within one year beyond normative time.

FELLOWSHIP STANDARDS

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

TEACHING ASSISTANT STANDARDS

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

AREAS OF STUDY

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

Graduate study and research programs can be designed to allow study in two or more related areas, specialization in one area, or a program of study can be designed for some other specialized or newly evolving area of chemical or environmental engineering. The choice is made by the student along with the student's advisor.

CEE CORE COURSES

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

CEE 200 (Advanced Engineering Computations)

CEE 202 (Transport Phenomena)

CEE 204 (Advanced Kinetics and Reaction Engineering)

CEE 206 (Advanced Chemical Engineering Thermodynamics)

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

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

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

Unit Requirement

All graduate students must be enrolled in at least 12 units per quarter to maintain full-time student status. Students may register up to 20 units per quarter.

Graduate Student Symposium

The Graduate Student Symposium takes place before the official start of classes in September. The symposium is an organized event and an opportunity for students to learn the various types of research projects that their fellow students are conducting. All graduate students are required to participate in the annual symposium. Second-year and above students are required to prepare a research poster to present. Student Poster Awards will be selected at the end of the symposium.

COURSE REGISTRATION PROCESS

The minimum amount of units required to be a full-time student is 12.0 units per quarter. Please make sure your enrollment is at least 12.0 units. Justification may be required if you are below 12.0 units. Students may enroll in up to 20 units per quarter.

Instructions for enrollment:

Students are responsible for enrolling themselves.

Discuss your course plan with your faculty advisor for review and approval.

You may now sign up for courses via R'Web. For instructions on courses with variable units please go to <http://registrar.ucr.edu/registrar/registering-for-classes/index.html> and follow the step-by-step instructions.

During the first three weeks of the quarter, the Graduate Division sends out a list detailing all graduate student enrollments. As stated earlier, all graduate students must be enrolled in 12 units. If a student is enrolled in less than 12 units (and not approved for part-time status), the department will contact the student.

Undergraduate Courses/Non-CEE Courses:

You will be enrolled in undergraduate engineering courses by Kimberly Wolf. You must complete an enrollment assist so that she can enroll you <https://bcoe.wufoo.com/forms/bcoe-enrollment-assistance-form/>.

For graduate-level engineering courses not in CEE (e.g., EE 200), please contact the instructor of the course for permission to enroll. Please forward the approval to Kennedy Webb via e-mail, and you will be enrolled.

For non-engineering undergraduate courses and graduate-level courses, please contact the Student Affairs Officer for the college that is in charge of the course for permission to enroll.

MASTER OF SCIENCE (M.S.) DEGREE PROGRAM

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

Plan I (Thesis)

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

Among the 24 units from regular lecture graduate courses, students shall take a minimum of:

1. Eight (8) units of core courses, selecting two out of the four core CEE courses (CEE200, 202, 204, and 206) approved by the student's research advisor.
 2. Sixteen (16) units of graduate work (200 series) approved by the student's research advisor.
- None of these credits may be in courses numbered between CEE 250 and CEE 270, CEE 286, CEE 290, CEE 297, CEE 299, or CEE 302.

Thesis Committee

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

Please refer to the Graduate Division website regarding detailed steps of Master's Thesis filing: <https://graduate.ucr.edu/dissertation-and-thesis-submission#1-advance-to-candidacy>

Plan II (Comprehensive Examination)

Plan II (Comprehensive Examination) requires completion of a minimum of 36 units of approved course work including the core courses and successful passage of a comprehensive examination. At least 28 of these units must be in regular lecture graduate courses (200-series courses), and none may be in courses numbered CEE 286, 290, 297, 299, or 302.

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

Students enrolled in the Industrial Biotechnology and Air Quality Engineering concentrations are required to complete a summer internship and research project during their first year.

Comprehensive exam

Typically, the examination takes place in **Week 10 of Spring Quarter** in the first year. It is a six-hour written, closed-book examination emphasizing fundamental knowledge and breadth of the study area rather than specifics covered in individual courses. Students need to choose three out of the following five subjects for the comprehensive exam.

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

An oral follow-up session may be requested by the examination committee following its evaluation of the written exam. No more than two attempts to pass the exam are allowed. Students who fail the exam once shall retake the exam before the start of the Summer quarter. Students who fail the exam once and then want to switch to the thesis plan should contact the graduate advisor. Students who fail the exam twice may not switch to the thesis plan.

MS Time to Degree and Degree Conferral

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

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

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

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

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

As soon as all degree requirements are completed, the student may request a formal letter of certification of completion bearing the Graduate Dean's signature and University Seal from the Graduate Division. A formal certification of completion is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes. This request is made via R'Grad.

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

DOCTOR OF PHILOSOPHY (PH.D.) DEGREE PROGRAM

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

1. completion of an approved program of course work
2. an oral preliminary examination
3. a dissertation proposal and an oral qualifying exam
4. approval of the dissertation and a final defense

Coursework

Upon being appointed by a faculty advisor as a Graduate Student Researcher (GSR), the program of coursework is formulated and approved by each PhD student's faculty advisor in the first year after admission to the program. Every student must complete a program of study that includes:

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

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

1. Eight (8) units of core courses, selecting two out of the four core CEE courses (CEE200, 202, 204, and 206)
2. Sixteen (16) units of graduate and/or upper-division work approved by the student's research advisor. No more than eight (8) units of these courses shall be from the upper-division level or other departments. None of these credits may be in courses numbered between CEE 250 and CEE 270, CEE 286, CEE 290, CEE 297, CEE 299, or CEE 302.

Teaching Requirement

All Ph.D. students must be employed as teaching assistants for at least one quarter. TAs must meet the requirements indicated on the Graduate Division Website:

English Language Proficiency: <https://graduate.ucr.edu/graduate-student-employment#english-language-proficiency>

TA orientation: <https://graduate.ucr.edu/graduate-student-employment#ta-training-teaching-evaluatio>

Specific qualifications are needed for TAs of certain instructional lab courses.

Oral Preliminary Examination

The preliminary examination is an oral exam (~ an hour, including 15 – 20 min oral presentation followed by a Q&A session, see details below). It takes place at the end of Spring Quarter during the student's first year in the Ph.D. program. The purpose of the preliminary examination is to test students' understanding of the fundamental principles of chemical and environmental engineering at the graduate level, as well as the basic skills for conducting Ph.D. research, including but not limited to reading, critical thinking, experimental design, and oral presentation.

The examination will be around Week 10 of Spring Quarter with a re-take (if necessary) taking place during the following weeks. Please note that these dates are subject to change. Students have a maximum of two times to pass the preliminary exam. Students who fail the exam twice must leave the PhD program and may switch to a master program.

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

A timeline for the Preliminary Examination

- By Week 2 of Spring Quarter in the first year of Ph.D. Program: Ph.D. students will be provided several peer-reviewed research articles related to their research area (one of the six PhD research areas in the department, i.e., Biotechnology, Advanced Materials and Nanotechnology, Energy Conversion and Storage, Computation and Molecular Engineering, Water Quality Engineering, and Air Quality Engineering).
- By Week 6 of Spring Quarter: First-year Ph.D. students will inform Kennedy Webb which research article they want to present at the oral preliminary exam.
- During Week 6 and the exam date: Students will prepare a 15 – 20 min oral presentation, discussing about the research article they choose, including but not limited to major research questions/hypotheses, methodology to address the questions/test the hypothesis, results and conclusions, and limitations and potential improvements (if any).
- On the exam date: The prelim exam committee consists of three faculty members in related areas, excluding the student's faculty advisor. During the Q&A session, students may be asked any questions related to the article content, including course-work related questions, which may be reflected in the research article.
- After the exam: The exam committee chair will inform Kennedy Webb the exam result, and Kennedy will inform the student with the result.
- Exam re-take (if apply): if students fail their first time of prelim exam, they may schedule a re-take at a common time available for the same three committee members.

The Ph.D. Oral Qualifying Exam

Advancement to Candidacy

Before taking the ATC exam, the student must complete all University and program requirements, except for completion of the dissertation and its final oral defense, and certain seminar and teaching requirements.

Students who pass the oral qualifying exam will advance to candidacy (ATC). Domestic doctoral students should complete their written and oral qualifying examinations and advance to candidacy in the first four

years of their Ph.D. study. For international students, prior to advancement to candidacy, the Non-Resident Supplemental Tuition (NRST) is usually covered by the Graduate Division for the normative duration needed to pass the oral qualifying exam (**please refer to the offer letter regarding the exact duration of NRST coverage**). International students should advance to candidacy by the end of the NRST coverage period. Non-Resident students (e.g., international students) must complete their Written and Oral Qualifying Examinations and advance to candidacy by the first day of instruction in order to qualify for a 100% reduction in NRST for that quarter. The 100% NRST reduction applies to 9-quarters only (i.e., three calendar years). Time spent not registered (withdrawn, on leave, or on filing fee status) will count toward the three-year total unless the Graduate Dean grants an exception.

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

The Oral Qualifying Exam Format

The Oral Qualifying Exam (i.e., ATC exam) consists of a written proposal and an oral presentation section. The written proposal must follow the guidelines outlined in the document at http://www.cee.ucr.edu/graduate/ATC_Proposal_TemplateRevised.pdf. The proposal should clearly demonstrate the student's adequate preparation to complete his/her thesis research. This includes, but is not limited to, a thorough review of the pertinent literature, a presentation and discussion of the candidate's own research, and a detailed research plan with sufficient breadth and depth for the completion of the thesis. The ATC proposal must be sent to the committee members at least two weeks before the oral examination.

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

The Oral Qualifying Exam Committee

Overall Committee

- Must consist of 5 members.
- A majority (three) of committee members must be Academic Senate members within the student's graduate program and must include one oversight member from outside the program (see requirements for the oversight member below).
- For purposes of this committee, adjunct faculty and CE Specialists are recognized as equal to UC Academic Senate members and can participate on committees as the Chairperson, Co-Chairperson, or Oversight Member with no additional justification or review.
- All committee members should normally be voting members of the UC Academic Senate.
 - Any exceptions must be accompanied by the nominee's CV and justification from the graduate advisor. The request will be evaluated by the Graduate Division based on the

nominee having comparable education and experience to a UC Academic Senate member and that no other UCR senate faculty has the same knowledge.

Chairperson/Co-Chairperson

- Expected to be Academic Senate members from the student's graduate program. If this is not feasible, they must at minimum be a UCR employee.
 - Adjunct faculty and CE Specialists are considered Senate members for committee membership.

Oversight Member

- Must be an Academic Senate member.
 - Adjunct faculty and CE Specialists are considered Senate members for committee membership.
- Must not hold an appointment in the student's academic unit or graduate group (A cooperating faculty member from the student's department cannot be an oversight member).
- The purpose of this member is primarily to monitor the fairness of the exam itself. Additionally, the oversight member may enhance the scholarship of the student and contribute to the academic benefits of the exam.

The Oral Qualifying Exam Committee nomination procedure

The student and their advisor may nominate three committee members, including the student's advisor themselves as the chairperson, the "oversight member", and a third member. The remaining two members are nominated by the CEE Graduate Committee. After the review of the nominations, the Qualifying Committee is appointed by the Dean of the Graduate Division on behalf of the Graduate Council. This Committee, once approved by the Graduate Dean, is responsible for the student's academic guidance and evaluation until advanced to candidacy.

The proposed Qualifying Committee and the date set for the exam must be electronically submitted to the Graduate Division Office via R'Grad by completing a Nomination for Qualifying Examination petition at least two weeks (preferably one month) prior to the date of the final qualifying examination. If any nominee is not a member of the University of California Academic Senate, a curriculum vitae and a memo justifying the appointment from the Graduate Adviser or Department Chair should be submitted.

Once the committee has been formally appointed, the date and time of the oral proposal presentation/defense will be scheduled. Any changes to the committee composition must be communicated to the Graduate Division by completing a new Nomination for Qualifying Examination petition via R'Grad. It must be received by the Graduate Division at least 5 days prior to the examination.

The oral qualifying exam is not open to the general public, but members of the Academic Senate may attend. A Report on Qualifying Examination and Dissertation Committee Nomination (three members, including the student's research advisor) result must be submitted within 5 business days from the date of the exam using the Report of Qualifying Examination via R'Grad. Each committee member will be forwarded an e-mail request asking them to submit their result.

A unanimous committee report for or against approval will be accepted for the Graduate Council by the Dean of the Graduate Division. If a student has failed the qualifying examination, the committee is required to make a recommendation for or against a second examination, ordinarily not to be given until at least three months have elapsed. The date of the second oral examination shall be communicated

to the Graduate Division in writing at least two weeks prior to its occurrence. A third examination is not permitted. The student will be notified of the results immediately following the exam when a unanimous vote is reached.

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

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

What happens if I fail the exam?

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

Please refer to the full description of procedure and regulations of qualifying examination at Graduate Division's website (<https://graduate.ucr.edu/regulations-and-procedures#nomination-for-qualifying-exam>).

Suggested steps to take for the Oral Qualifying Examination:

- Check your degree audit and ensure you have completed all degree requirements except for the dissertation research, dissertation, final defense, and seminar and teaching requirements. Contact Kennedy Webb (WCH445) if you have any warnings or on-hold items. This should be done one quarter prior to advancement.
- Work with your Faculty Advisor to nominate three faculty members for your Oral Qualifying Exam committee. Your advisor will be Chair of the committee, and the other committee member may be from the CEE department. The third faculty member must be from another department/program and will act as an Oversight Committee Member.
- Once you have these members identified, e-mail Kennedy Webb at kennedywebb@ucr.edu with 1) the names of three committee members, 2) the approximate date you plan to take the qualifying exam, 3) the title of your presentation for the qualifying exam, and 4) a copy of your abstract. The information will be sent to the CEE Graduate Committee for approval.
- The Graduate Committee will approve or disapprove of the three nominated members, and will also choose two additional members for your committee. The names of all five members for your committee will be sent to you.

- Once Graduate Division has confirmed the eligibility of your committee members, you will also receive a confirmation e-mail via the R'Grad system.
- It will be your responsibility to coordinate an appropriate date and time for the exam with your committee and inform Kennedy of the final date and time. Kennedy can help you reserve a room for your exam if your exam is going to be in person.
- Send your written proposal to your entire committee a minimum of two weeks in advance of your exam. The proposal should follow the format indicated above. If you fail to adhere to these proposal template guidelines and the deadline explained above, you may fail your exam.
- Take the exam.
- After the completion of your exam, you are responsible for completing a Report of Oral Qualifying Exam petition via R'Grad within 48 hours. Your committee members will receive an e-mail from the system asking them to forward their results.

Example Timeline

For taking the Oral Qualifying Exam in Spring quarter of 2nd year.

Winter	Spring
1. Self-check in degree audit for any warning signs. Double-Check with Kennedy Webb if you are ready.	3. Email Kennedy with required information to nominate committee members
2. Discuss your research advisor regarding the nomination of three committee members (including your advisor)	4. Once informed of the other two committee members, schedule a tentative date with all five members and submit a Nomination of Oral Qualifying Exam committee petition via R'Grad
	5. Schedule the ATC exam and reserve a room if in person
	6. Take Oral Qualifying exam
	7. Report results via R'Grad

Dissertation and Final Oral Examination (Defense)

Procedure to nominate the dissertation committee:

The committee is initially nominated using the Report on Qualifying Examination for the Degree of Doctor of Philosophy & Nomination of Dissertation Committee via R'Grad at the time that the Oral Qualifying Exam results are reported.

- Students are asked to nominate the entire committee at the time of advancement.
- If the entire committee is not known, advancement will be processed with nomination of only the chairperson.
- If only the chairperson is nominated, then a hold will be placed on the student's enrollment for the following quarter.
- The student must nominate the remainder of the dissertation committee in order for the hold to be released.

If a change to the committee becomes necessary, the procedure below must be followed for the change to be reported to Graduate Academic Affairs.

The dissertation committee:

- Must consist of at least 3 members.
- A majority of committee members must be Academic Senate members from the student's graduate program.
- For committee purposes, adjunct faculty and CE Specialists are recognized as equal to UC Academic Senate members and can participate as the Chairperson or Co-Chairperson with no additional justification or review.
- All committee members should normally be voting members of the UC Academic Senate.
- Any exceptions must be accompanied by the nominee's CV and justification from the graduate advisor. The request will be evaluated by the Graduate Division based on the nominee having comparable education and experience to a UC Academic Senate member and that no other UCR senate faculty has the same knowledge.
- To avoid conflicts of interest or the appearance of a conflict of interest, when domestic partners or spouses are a majority of the faculty overseeing a dissertation, another faculty member will be added to that committee for a total of 4 members.

Procedure to Change the Dissertation Committee:

Deadline: See [Graduate Academic Affairs Deadlines](#)

1. In order to change an approved Dissertation Committee, the Dissertation/Thesis Committee Nomination/Change Form must be submitted.
 - The form can be found on [R'Grad](#).
 - Once submitted by the student, the petition will go through an electronic routing process.
2. Explanation from the Graduate Advisor may also be required.
 - If members are being added no memo is needed.
 - If members are being removed because they have left UCR, indication is needed on the form.
 - If members are being removed for other reasons, information from the Graduate Advisor will be requested. The information should explain the reason for the change.
3. Changes should be received in the Graduate Division no later than five days before the final defense.
 - If the change is being made less than five days of the final defense the defense should be rescheduled to meet the deadline.

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

coursework related to the degree prior to the defense.

Please refer to the Graduate Division website regarding detailed steps of PhD dissertation filing: <https://graduate.ucr.edu/dissertation-and-thesis-submission#6-submit-the-dissertationthesi>

Degree Conferral

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

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

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

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

Please note that these are only meant to be samples and give you an overview of your degree objective. The Graduate Advisor (for Plan II Master students) and the Faculty Advisor (for Plan I Master students and Ph.D. students) may have different timelines for you to follow, with additional coursework and requirements.

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

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

Year 1

Your first year is comprised of the CEE core courses: CEE 200, 202, 204, 206. In addition, you will be taking seminars in areas of your research interest (CEE 250-270), the CEE colloquium series (CEE 286), and research units (CEE 297). Additional courses may be required per the student's research advisor's guidance.

Year 2

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

Fall	Winter	Spring	Notes
CEE 200/206 (4 units each) *Grad Level Courses CEE250 (1-3 units each) CEE 286 (1 unit)	CEE 202/204 (4 units each) *Grad Level Courses CEE250 (1-3 units each) CEE 286 (1 unit)	*Grad Level Courses CEE250 (1-3 units each) CEE 286 (1 unit)	*Graduate level coursework can be taken any quarter.
	Register for the MS Comprehensive Exam	MS Comprehensive Exam at the end of the quarter	
Fall	Winter	Spring	Notes
CEE297/299 CEE250 (1-3 units each) CEE 286 (1 unit)	CEE297/299 CEE250 (1-3 units each) CEE 286 (1 unit)	CEE297/299 CEE250 (1-3 units each) CEE 286 (1 unit)	
		MS thesis submission and defense	

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

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

Year 1

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

Fall	Winter	Spring	Notes
CEE 200/204 (4 units each) *Grad Level Courses CEE250 (1-3 units each) CEE 286 (1 unit)	CEE 202/206 (4 units each) *Grad Level Courses Special Topics Course CEE 286 (1 unit)	*Grad Level Courses CEE250 (1-3 units each) CEE 286 (1 unit)	*Graduate level coursework can be taken any quarter.
	Register for the MS Comprehensive Exam	MS Comprehensive Exam at the end of the quarter	

Sample M.S. Plan II (Air Quality Engineering Concentration) Degree Objective Timeline

Please note that this is only meant to be a sample and give you an overview of your degree objective. The Air Quality concentration course requirements differ from the comprehensive exam and thesis plans. For the M.S. degree objective, a total of 36 units of approved coursework must be taken. A complete list of allowable courses is in the General Catalog. This timeline also applies to BS/MS students.

Year 1

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

Fall	Winter	Spring	Summer
CHE 207 —Air Quality Modeling CHE 236 —Energy: Production, Uses, Economics, and Substantiality CEE 200—Advanced Engineering Computation CEE 286 —Colloquium in CEE	CEE 203 —Biomass Conversion to Fuels, Chemicals, and Power CHE 234 —Vehicle Emissions Control Technology, Measurement, Procedures, and Alternative Fuels CEE 204 —Advanced Kinetics and Reaction Engineering CEE 286 —Colloquium in CEE	ENVE 134 —Soil Conditions and Plant Growth ENSC 227 —Global Change and the Earth System ME 248 —Internal Combustion Engines CEE 286 —Colloquium in CEE	CEE 298i —Internship in Chemical and Environmental Engineering

Sample M.S. Plan II (Industrial Biotechnology Concentration) Degree Objective Timeline

Please note that this is only meant to be a sample and give you an overview of your degree objective. The Industrial Biotechnology concentration course requirements differ from the comprehensive exam and thesis plans. For the M.S. degree objective, a total of 36 units of approved coursework must be taken. This timeline also applies to BS/MS students.

Year 1

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

Fall	Winter	Spring	Summer
CHE 124 —Biochemical Engineering Principals CHE 124L —Biochemical Engineering Laboratory CHE 236 —Energy: Production, Uses, Economics, and Substantiality CHE 238A —Bioprocess Design Laboratory I CEE 286 —Colloquium in CEE	CEE 211 —Upstream Processes in Biotechnology CHE 212 —Bioseparations and Bioprocess Engineering Laboratory II CHE 238B —Bioprocess Design Laboratory II CEE 286 —Colloquium in CEE	CEE 210 —Cell Engineering CEE 238C —Bioprocesses Design Laboratory III CEE 248 —Quantitative Analysis of Upstream Processes in Biotechnology CEE 286 —Colloquium in CEE	CEE 298i (1 unit).

Sample Ph.D. Degree Objective Timeline

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

Year 1

Your first year is comprised of the CEE core courses: CEE 200, 202, 204, 206. In addition, you will be taking elective courses related to your research field, suggested and approved by your research advisor. You will also be taking seminars in areas of your research interest (CEE 250-270), the CEE colloquium series (CEE 286), research units (CEE 297). Additional courses may be required per the Graduate Advisor's guidance. The oral preliminary examination takes place at the end of Spring quarter this year.

Year 2

Your second year continues coursework in elective courses, seminars, colloquium and research (CEE 297 or 299) to fulfill the coursework requirements. At the start of the Fall quarter, all second-year students are required to participate in the CEE Graduate Student Symposium and present a poster on their research to date. Students generally advance to candidacy by the end of Summer this year (see details in the Oral Qualifying Exam section).

Years 3-5

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

Fall	Winter	Spring	Notes
CEE 200 /206 (4 units each) *Graduate courses CEE 250 (1-3 units each) CEE 286 (1 unit)	CEE 202/204 (4 units each) *Graduate courses CEE 250 (1-3 units each) CEE 286 (1 unit) CEE 297 (1-12 units)	*Graduate courses CEE 250 (1-3 units each) CEE 286 (1 unit) CEE 297 (1-12 units)	Additional required upper division or graduate level coursework can be taken any quarter.
		Preliminary Exam (June)	
Fall	Winter	Spring	Notes
CEE 250 (1-3 units each) CEE 286 (1 unit) CEE 297 (1-12 units) or CEE 299 (1-12 units)	CEE 250 (1-3 units each) CEE 286 (1 unit) CEE 297 (1-12 units) or CEE 299 (1-12 units)	CEE 250 (1-3 units each) CEE 286 (1 unit) CEE 297 (1-12 units) or CEE 299 (1-12 units)	Additional required upper division or graduate level coursework can be taken any quarter. CEE299 is usually taken after advancement to candidacy
CEE Graduate Student Symposium			For international students, take the Oral Qualifying Exam and advance to candidacy before the coverage of non-resident tuition (NRT) expires

			(check offer letter); All required lecture coursework requirements (except for research/seminar courses) must be fulfilled before the Oral Qualifying Exam.
Fall	Winter	Spring	Notes
CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	Additional required upper division or graduate level coursework can be taken any quarter before the Oral Qualifying Exam.
CEE Graduate Student Symposium			
Fall	Winter	Spring	Notes
CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	Additional required upper division or graduate level coursework can be taken any quarter before the Oral Qualifying Exam.
CEE Graduate Student Symposium			Domestic students must take the Oral Qualifying Exam and advance to candidacy no later than the Summer of 4 th year.
Fall	Winter	Spring	Notes
CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	CEE250 (1-3 units each) CEE 286 (1 unit) CEE 299 (1-12 units)	
CEE Graduate Student Symposium			Submit graduation application, dissertation, and take the final defense.

FINANCIAL ASSISTANCE

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

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

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

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

Other Support Definitions

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

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

Graduate Student Researcher (GSR): An employment title for graduate students conducting research (either independent or directed). GSR appointments are 25% or more during the academic year are entitled to fee remissions. Financial support for GSR employees is provided by faculty extramural grants and departmental general funds. Students are paid in arrears and receive their first check after

their first month of work (i.e. a student who begins work in the fall quarter does not get a paycheck until November 1.

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

Fee Remissions: Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled fee remissions. This entitlement the students' mandatory university fees. The Graduate Student Affairs Officer (GSAO) informs Graduate Division of the eligible students each quarter.

Graduate Student Health Insurance (GSHIP): Students who are appointed at 25% or more time during an academic quarter as a GSR or TA are entitled to have their GSHIP fees paid for them. This entitles the students' mandatory university fees. The Graduate Student Affairs Officer (GSAO) informs the Graduate Division of the eligible students each quarter. The actual dollar amount of GSHIP changes as the insurance prices change from year to year. Students who have private Health Insurance comparable to the University's coverage can apply for a GSHIP waiver.

Non-Resident Tuition Remission (NRT or NRTR): Non-residents of California (either domestic or international) who are appointed at 45% or more as a GSR and are Ph.D. students are entitled to have their Non-Resident Tuition paid via their employment source. International students cannot ever establish residency and will owe Non-Resident Tuition for their entire student careers. However, when a Ph.D. student advances to candidacy, the Non-Resident Tuition is reduced by 100% for a period of three years. Domestic non-resident students must establish California residency by the first year of study (the student must submit forms).

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

COPYRIGHT

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

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

This website includes a video that goes over copyright basics.

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

This website has links to official UC policies on copyright.

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

GENERAL POLICY

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

1. University Owned copyrights

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

2. Sharing of Royalties

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

3. Employee Copyrights Developed in Conjunction with University Employment

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

the material as provided above.

4. Copyright Agreements With Outside Individuals And Organizations

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

FREQUENTLY ASKED QUESTIONS

Can I get an M.S. degree on my way towards the Ph.D.?

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

What is a Filing Fee Petition and when should I complete one?

In a special circumstance, a student who has completed all course requirements for their degree may find that they will not finish their dissertation before the quarter ends. In that situation, the student may elect to use some time the following quarter to complete their dissertation without taking courses. This is when a Filing Fee Petition is completed: to have the student avoid paying full tuition and fees for a quarter in which they will only be working on their dissertation. For more information on the Filing Fee Petition, please visit: <https://graduate.ucr.edu/regulations-and-procedures#filing-fee-status> Go to the Forms for Student Use Section and choose the appropriate filing fee petition for your degree. Due dates are dependent on the quarter in which you will need a filing fee. **International students are not eligible for a filing fee** (<https://graduate.ucr.edu/regulations-and-procedures#filing-fee-status>).

What are the steps I should take for Ph.D. completion?

Your Oral Qualifying Exam committee will have nominated a committee for your Defense of Dissertation Committee (see Ph.D. Advancement to Candidacy process). You would work with your nominated members to schedule a date for your defense.

Once a date has been determined, e-mail the Graduate Student Affairs Officer (GSAO) to reserve a room and create a flyer. The GSAO will also need a copy of your abstract and title to create the flyer for distribution.

You would provide copies of your dissertation to your committee at least two weeks before your defense.

Once your defense is completed and all members have approved, you will bring a draft of your dissertation to the Grad Division for format review. The Graduate Division will provide you with forms to complete in order to graduate.

You will also need to provide the Grad Division with final copies of your dissertation on or before the last day of the quarter in which you defended.

Which research course should you take, 297 or 299?

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

How many units of research should you take?

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