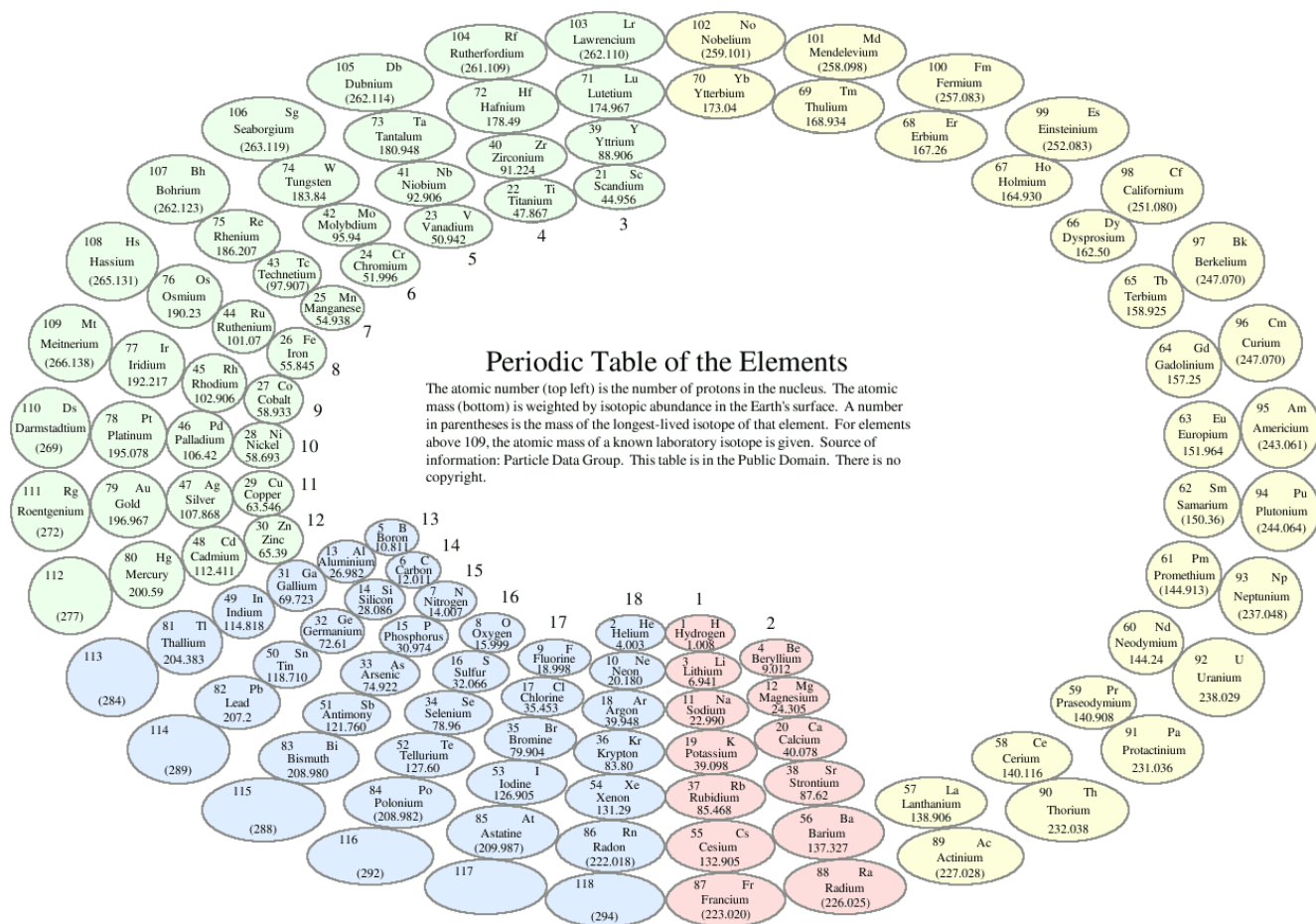


UCLA Chemistry and Biochemistry



Graduate Student Handbook

2014-15 Version

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Departmental Contact Information

Graduate Student Affairs Office: 4009 Young Hall

	Name	Email	Phone Number
Director, Graduate Student Affairs and Initiatives	Thomas Cahoon, PhD	tcagoon@chem.ucla.edu	(310) 825-4142
Student Affairs Officer	Melissa Woehrstein	melissa@chem.ucla.edu	(310) 825-2645
Student Affairs Officer	Randy Lesko	lesko@chem.ucla.edu	(310) 825-3150
Student Workers	Jeff Cha Smita Patel	chemgrad@chem.ucla.edu	(310) 825-3150

Responsibilities of the Graduate Student Affairs Office include:

- Monitors Timely Completion of Degree
- Maintain Graduate Student Files
- Academic, Financial, and Personal Advising
- Registration Assistance
- TA Assignments
- Admissions and Orientation
- Verification Letters
- Travel Grants
- Student Organization Advising
- Coordination of Departmental Seminars
- Career Services
- Coordinate graduate student special events and lunchtime lectures

Undergraduate Office: 4006 Young Hall

	Name	Email	Phone
Undergraduate Operations Manager	Denise Mantonya	denise@chem.ucla.edu	(310) 825-4660
Undergraduate Counselor	Tim Mahlanza	tim@chem.ucla.edu	(310) 825-1859

Responsibilities of the Undergraduate Office include:

- Room scheduling
- Final Exam Schedules

Departmental Graduate Advisors

	Name	Email	Phone
Biochemistry Graduate Advisor	Robert Clubb, PhD	clubb@mbi.ucla.edu	(310) 206-2334
Chemistry Graduate Advisor	William Gelbart, PhD	gelbart@chem.ucla.edu	(310) 825-2005

Graduate advisors play a key role in the academic life of students and in the functions of the Graduate Division. The Graduate Advisor is responsible for supervising graduate studies in their department and for ensuring each student is assigned a faculty mentor. Graduate Advisors also serve as departmental approval for the Graduate Division.

Area and Specialization Faculty Advisors

	Name	Email	Phone
Biochemistry	Robert Clubb, PhD	clubb@mbi.ucla.edu	(310) 206-4866
Inorganic	Xiangfeng Duan, PhD	xduan@chem.ucla.edu	(310) 983-1057
Organic	Neil Garg, PhD	neilgarg@chem.ucla.edu	(310) 825-1536
Physical	Benjamin Schwartz, PhD	schwartz@chem.ucla.edu	(310) 206-4113
Materials Chemistry	Sarah Tolbert, PhD	tolbert@chem.ucla.edu	(310) 206-4767
Biophysics	William Gelbart, PhD	gelbart@chem.ucla.edu	(310) 825-2005
Instrumentation	Joseph Loo, PhD	jloo@chem.ucla.edu	(310) 794-7023
Theory and Computation	Kendall Houk, PhD	houk@chem.ucla.edu	(310) 206-0515

For more details regarding divisional information, contact the affiliated professor.

Registration & Tuition

Admission & Enrollment

Each applicant admitted to a graduate program at UCLA receives an online official offer of admission letter containing their UCLA ID number and a link to the online Statement of Intention to Register and a Statement of Legal Residence. Once these are submitted online, the admitted applicant is entered in the Registrar's database through the University Records System Access (URSA).

If a final transcript, degree diploma, or other documentation confirming the undergraduate degree was requested on the checklist accompanying the admission letter, it must be delivered to Graduate Admissions/Student and Academic Affairs no later than **November 1** to ensure continuing registration and enrollment as a graduate student at UCLA.

California Residence for Tuition Purposes

To establish California residence, students must be a U.S. citizen or an eligible noncitizen that has been physically present in the state for more than one year, and must be able to provide convincing evidence that their intent for the entire year has been to establish a permanent residence in the state. Students must also be financially independent, as defined by the UC Office of General Counsel, if their parents are not California residents.

Detailed information concerning the criteria for establishing residence and definitions of intent is at www.registrar.ucla.edu/faq/residencefaq.htm.

Students must demonstrate their intent to make California their home by severing their residential ties with their former state of residence and establishing those ties with California shortly after arrival. If the requisite intent is not demonstrated promptly, the waiting period for residence classification will be extended until both presence and intent have been demonstrated for the entire one-year period. Relevant indicia that contribute to the demonstration of a student's intent to make California the permanent home include, but are not limited to, the following:

1. Registering to vote and voting in California elections
2. Designating California as their permanent address on all school and employment records, including military records if they are in the military service
3. Obtaining a California Driver License or, if they do not drive, a California Identification Card
4. Obtaining California vehicle registration
5. Paying California income taxes as a resident, including taxes on income earned outside California from the date they establish residence
6. Establishing a California residence in which they keep their personal belongings
7. Licensing for professional practice in California

The absence of these indicia in other states during any period for which a student claims residence can also serve as an indication of their intent. Documentary evidence is required and all relevant indications will be considered in determining their classification. Intent will be questioned if students return to their prior state of residence when the University is not in session.

Continuing nonresident students for fee/tuition purposes who wish to be classified as a California resident must file a Petition for Residence Classification by the deadline for the applicable term.

The petition is available from the Registrar's Office or at www.registrar.ucla.edu/forms/residenceclass.pdf during the month shown below. Students must file the Petition for Residence Classification by the applicable registration fee deadline for the term. Students are urged to apply early to avoid paying late registration fees. Late petitions will not be accepted. Keep in mind it takes approximately two weeks for a response and that students are responsible for payment of all fees by the applicable fee payment deadline.

Spring Term - February; Winter Term - November; Fall Term - June

Complete the Petition for Residence Classification and attachment in ink. No late petitions will be accepted. File petitions at 1113 Murphy Hall between 9:00 a.m. and 4:00 p.m. or mail to Residence Deputy, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429.

Students must provide documentation for all of the information they provide on their Petition for Residence Classification. All documents should identify them by name and be dated. All documentation is subject to the approval of the Residence Deputy.

Note: This summary is not a complete explanation of the law regarding California residence and is subject to change.

Registration

Registration consists of paying fees and enrolling in classes.

1. Registration fees and other University charges are paid through the UCLA Student Billing Statement, also called the BruinBill statement. The BruinBill statement is an electronic bill (eBill) that students view in URSA. See sections titled Billing and Receivables System (BruinBill) and Online Account Access Through URSA.

2. Enrollment in classes is completed via URSA (University Records System Access) www.ursa.ucla.edu. See the section titled URSA.

Students must complete **both** processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered and enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee. Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

MyUCLA

MyUCLA gives UCLA students, and those who have been students within the past 10 years, real-time access to their University academic, personal and financial records. It is the easiest way to enroll in classes. MyUCLA operates Sunday 12 noon through Tuesday 1 a.m., and Tuesday through Saturday from 6 a.m. to 1 a.m., including holidays. Access is based on students' UCLA username/password.

Log in to MyUCLA at www.my.ucla.edu.

Paying Fees

Details on fee amounts, fee payment, enrollment procedures, and deadlines are in the Schedule of Classes at www.registrar.ucla.edu/schedule. Students may review their BruinBill account at any time through URSA, and make payments during their session. These online payments can include credit card, traveller's check or the production of a customized remittance document that can be mailed to the Remittance Processing Center along with a personal check. Payments by cash or debit card only can be made in person at the Administrative Main Cashier Office (1125 Murphy Hall) at their customer service windows.

Annual Graduate Fees

Although the exact cost of attending UCLA varies, there are some fees that all UCLA students must pay. Each entering and readmitted student is required to submit a Statement of Legal Residence to Graduate Admissions with the Statement of Intent to Register. Legal residents of California are not required to pay tuition. Students classified as nonresidents must pay annual tuition in addition to registration fees. For a definition of residence and nonresidence, see the previous section titled California Residence for Tuition Purposes. Fees are subject to change without notice by The Regents. See www.registrar.ucla.edu/fees for updates.

Students in the Schools of Dentistry, Law, Management M.B.A. program, Medicine, Nursing, Theater, Film, and Television, Public Policy, and Public Health should refer to the online Schedule of Classes for explanation of additional fees.

Miscellaneous Fees

Miscellaneous fees include charges for late registration fee payment. Late fees also apply if students file their Study List late or do not pay off BruinBill balances on time. Fees are charged if any check is returned by a bank for any reason. Charges are assessed for most petitions and other special requests. There is also a fee for advancement to doctoral candidacy. A full list of miscellaneous fees is at www.registrar.ucla.edu/fees/miscfee.htm.

Billing and Receivables System (was BAR, now BruinBill)

UCLA uses a readily accessible financial system known as BruinBill to assist students in managing their account and to generate fellowship stipend, loan, and other need- and merit-based aid payments. The University records all billing (such as fees, nonresident tuition, and Student Health Services charges) and all UCLA aid payments through the BruinBill system. Each month students need to review transactions posted to their BruinBill account using URSA. See section below titled Online Account Access Through URSA & eBills.

Your BruinBill account has several added features that make paying your fee and tuition bills and receiving your aid payments easier:

Automatic Fee and Tuition Payment

With BruinBill, aid funds—including TA and GSR fee remissions, fellowships, training grant payments, loans, and other awards—will automatically apply towards the payment of fee and tuition bills. For students who have a fellowship package from their department or the Graduate Division that fully covers fees and tuition, these charges will be automatically paid through BruinBill. Any remaining funds after their bills have been paid will be disbursed as a credit refund through Bruin Direct. For more information on the BruinBill system, go to www.sfs.finance.ucla.edu.

Bruin Direct: Electronic Deposit of Funds

All recipients of fellowship awards and traineeships are required to sign up for Bruin Direct to have their stipends deposited directly into personal bank accounts. Students who have *not* signed up for Bruin Direct will have all refund checks mailed to the recipient's mailing address. Recipients of monthly stipends who have *not* signed up for Bruin Direct will likely experience a delay of up to a week in receiving their checks. Monthly checks for those who have *not* signed up for Bruin Direct will be mailed to the recipient's mailing address, even if it's a foreign or out-of-state address, and will not necessarily be mailed before the first of the month.

Fellowship recipients are strongly encouraged to sign up for Bruin Direct right away in order to ensure prompt payment. Bruin Direct Authorization must be completed through the BruinBill feature on URSA.

The official e-mail address can be viewed and updated in URSA.

Online Account Access Through MyUCLA and eBills

Students can view their monthly BruinBill transactions and direct deposit refund activity in real-time through MyUCLA, UCLA's web-based student information system. Around the first of each month an eBill e-mail is sent to all students as a reminder to review their BruinBill accounts in MyUCLA.

Transactions are listed by the month in which they occurred. In addition to the current month activity,

students can view monthly statement activity going back 24 months. Charges posted this month are due by the 20th (or previous working day if the 20th falls on a weekend or holiday) of next month

Financial Support

UCLA Fellowships & Grants: Merit-based awards provide stipends in varying amounts and may include fees and nonresident tuition. Awards are competitive and open to all graduate students. Visit www.gdnet.ucla.edu/asis/stusup/stusup.htm.

Extramural Fellowships: Merit-based support provided by national, international or private foundations. Many organizations accept applications up to a year before acceptance into a graduate program. Visit our online fellowships database at www.gdnet.ucla.edu/grpinst.htm.

Financial Aid: Funding based on financial need is available only to U.S. citizens and permanent residents. Financial aid includes loans and work-study awards. For more information go to www.fao.ucla.edu.

Teaching & Research Assistantships: Teaching Assistantships provide experience in teaching undergraduates with faculty supervision. Graduate Student Researcher positions provide experience working on faculty-supervised research projects. Selection of awardees for teaching assistantships, graduate student research positions, registration fee grants and nonresident tuition fellowships is conducted by each department. Students should contact their department for application procedures and deadlines. For more information go to www.gdnet.ucla.edu/gss/ase/index.html. Students are strongly urged to apply in all categories for which they may qualify.

Chemistry and Biochemistry Student Support

The Department of Chemistry and Biochemistry provides guaranteed funding for all PhD students who are in good standing and who are making adequate progress toward their degree for up to five years. Support is given in two different forms: teaching assistantship (TA) and graduate student researcher (GSR). Students who have external fellowships may be offered supplemental TA or GSR support to receive a level of funding that is commensurate with that of other students in the department. Students who are disqualified in the graduate program will be also disqualified from financial support.

All PhD students in the department are required to TA a minimum of three quarters. The majority of first year chemistry students will serve as a TA for all three quarters. Biochemistry students will serve as a TA for only the Winter and Spring quarters. After the first year, students will transition into laboratories where GSR funding is available through a faculty mentor, although GSR funding is not guaranteed.

For more information, contact the Graduate Student Affairs Office.

Student Services & Student Life

Alumni Association

www.uclalumni.net

James West Alumni Center

(310) or (800) 825-2586

The UCLA Alumni Association is dedicated to engaging alumni in the life of the University and to enhancing the student experience for both undergraduates and graduate students. The Association offers opportunities for social networking as well as career workshops and events for graduate students to meet colleagues from across campus and alumni with advanced degrees.

Associated Students UCLA (ASUCLA)

www.asucla.ucla.edu

UCLA's student association operates the UCLA Student Union (**www.asucla.ucla.edu/studentunion**), UCLA Restaurants (**www.asucla.ucla.edu/restaurants**), and the UCLA Store (**www.uclastore.com**), which includes the UCLA Computer Store and UCLA Textbooks.

BruinCard

www.bruincard.ucla.edu

Kerckhoff Hall, Room 123

(310) 825-2336

bruincard@finance.ucla.edu

The free BruinCard serves as students' official piece of identification as long as they are a part of the University community. This multi-purpose card serves as a registration card, library card, recreation center card, building access control card, Big Blue Bus card, Culver City bus card, and much more. The BruinCard should be presented whenever required to provide proof of UCLA status.

The BruinCard can function as an Easy Pay debit card for making purchases on and around campus. A swipe of the BruinCard can cover expenses from books and school supplies to food and other accessories at a growing list of locations on and off campus. There are no service charges associated with the use of the card.

Bruin Resource Center

www.brc.ucla.edu

Student Activities Center, Suite B44

(310) 825-3945

The Bruin Resource Center helps by providing information, referrals, and support to navigate the university and to connect with the right campus resource or person.

The Center also provides specialized services and programs to address the particular concerns and needs of Bruins who are transfers, veterans, former foster youth, parenting students, or AB 540 students.

BRC offers a wide array of academic courses, programs, volunteer opportunities, and paid internships to help students develop practical life skills to succeed academically, and to their full potential in college and beyond.

Career Center

www.career.ucla.edu

501 Westwood Plaza (at Strathmore),

floors two and three

(310) 206-1915

The UCLA Career Center offers job listings, campus interviews, workshops, and career counseling. Special services for graduate students, such as PhD workshops and graduate students' drop-in support group, are available.

Campus Events

Campus Events Commission (CEC)

<http://students.asucla.ucla.edu/cec>

CEC is a student-funded organization dedicated to introducing the freshest fare in film, music, and speakers into the bloodstream of the UCLA community. They host weekly \$2 movies as well as free sneak previews. CEC also provides free quarterly concerts in Cooperage and Westwood Plaza, as well as getting bands and artists to perform at "Bruin Bash."

In addition to providing new film and music, it is also responsible for coordinating speeches from an eclectic variety of dignitaries. In the past, CEC has been responsible for obtaining speakers that range from Martin Luther King, Jr. to Morgan Freeman and Michael Moore. Be it media seen or heard, the Campus Events Commission is constantly in search of that which is as evocative and diverse as its audience.

Graduate Student Events

www.gsa.asucla.ucla.edu/events

The Graduate Student Events program offers social and cultural events that promote interaction among graduate students. Events include mixers, GradBar, and speed dating.

Happenings

www.happenings.ucla.edu

UCLA Happenings presents over 1,000 top pick events each year in sports, arts and lectures on the UCLA campus.

Child Care

www.childcare.ucla.edu

(310) 825-5086

ece@ece.ucla.edu

UCLA Child Care Services operates four centers providing childcare for children two months to five years old.

University Parents Nursery School

<http://upns.bol.ucla.edu>

(310) 397-2735

The University Parents Nursery School (UPNS) is a cooperative school for 2- to 5-year-old children of UCLA students, faculty, and staff. Parent participation is a requirement for membership in the school.

Child Care Resource Program

(310) 825-5086

ece@be.ucla.edu

The Child Care Resource Program provides child development information and off-campus resources to UCLA families. The program coordinator is in contact with Westside childcare providers and a small number of

caregivers who will come to your home. For other parts of metropolitan Los Angeles, resources are available from state-funded Resource and Referral agencies.

Computer and Technical Services
Academic Technology Services (ATS)
www.ats.ucla.edu

5308 Math Sciences Building
(310) 825-6635
frontdesk@oit.ucla.edu

Advanced Technologies

High Performance Computing provides access to advanced computational facilities and extensive one-on-one consulting and training to assist researchers in solving large-scale research problems through computation and modeling.

Scientific Visualization provided by ATS includes resources and services that allow researchers to translate scientific data into visual images. ATS provides technical support for some GIS software.

Grant Development Support enables faculty to receive administrative and technical assistance for the development of grant proposals that require the inclusion of information technology components.

Networking support by ATS in coordination with Communications Technology Services helps faculty and researchers use networking technology for research and instruction.

Software Central

Software Central provides the UCLA community with information about software licensing and volume license agreements that support research and instruction.

Student Labs

Academic Technology Services operates and maintains the Disabilities and Computing Lab and the Stats Lab. ATS also supports general undergraduate computing access through its partnership with College Library Instructional Computing Commons (CLICC) located in Powell Library.

Training & Consulting

Training in both online and in-class instructional formats is offered by ATS to faculty and students in a variety of research and instructional topics and applications.

The Statistical Computing and Consulting program offers direct consulting and training to help faculty and students plan, implement and interpret their statistical design and analyses.

Disabilities and Computing Program

Consultants at Disabilities and Computing Program (DCP) at ATS help faculty, students and staff with disabilities by providing access to adaptive computing technology and educational programs.

Bruin OnLine (BOL)
www.bol.ucla.edu

Walk-in Consulting: Kerckhoff Hall, Suite 124
Telephone Technical Support: (310) 267-HELP (4357) option 1

consult@ucla.edu

Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support.

BruinTech

<http://map.ais.ucla.edu/go/Campus-Services/Technology>

The purpose of BruinTech is to help faculty, students, and staff navigate the diversity of UCLA information technology (IT) services and organizations. The web site reflects the dynamic nature of IT on campus by spotlighting current views and events. In addition, BruinTech publishes a newsletter and offers seminars on relevant IT topics approximately four times a year.

MyUCLA

www.my.ucla.edu

MyUCLA is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources.

Diversity Resources

<http://www.diversity.ucla.edu/grad>

This diversity web site contains programs and fellowship opportunities at UCLA and within the UC system to enhance and support graduate education, as well as graduate student groups and campus resources.

Emergency Preparedness

<http://map.ais.ucla.edu/go/emergency%20management>

No one knows when an emergency will occur, so everyone should understand basic safety practices. Safety information is posted in UCLA classrooms and offices and printed in campus phone books. Be prepared to respond safely to fire, earthquake, or other emergency situations. Campus emergency announcements and bulletins are broadcast via e-mail, online on the UCLA Home Page, and through campus-wide voice mail messages. Details on UCLA's emergency preparedness program, which includes emergency planning and procedures, seismic safety assessment, earthquake preparedness presentations, and emergency response information, and drills are available on the website.

Exercise and Recreation

www.recreation.ucla.edu

John Wooden Center
(310) 825-3701

UCLA offers a full range of recreational opportunities to meet the needs of the campus community. The Department of Cultural and Recreational Affairs (UCLA Recreation) serves as the administrative center for the coordination of programming, facilities, equipment, and supervision of campus recreational activities and services. Recreation opportunities are extended to the entire UCLA community. Students receive privileges through payment of quarterly registration fees. The Recreation Center offers intramural/club sports, recreational clubs, recreation classes, youth and family programs, outdoor adventures, and excellent facilities for independent recreation and exercise. UCLA community members with proper identification have access to several major facilities in which to practice and play.

The John Wooden Recreation and Sports Center is a comprehensive student activities building with multiple gymnasias, 10 racquetball/handball courts, 2 squash courts, a weight training facility, exercise/dance and martial arts rooms, rock climbing wall, and games lounge. The Sunset Canyon Recreation Center offers year-round activities in an outdoor park setting and features a 50-meter swimming pool, 25-yard family pool, picnic/barbecue areas, multipurpose play fields, an outdoor amphitheater, 10 lighted tennis courts, various meeting rooms and lounges, as well as a Challenge Course. On-campus recreation programs and activities are also available at Pauley Pavilion, Drake Stadium, Los Angeles Tennis Center, Sycamore Tennis Courts, Men's Gym and Dance Building, Intramural Field, and by membership at Fit Center South.

The Marina Aquatic Center is UCLA's premier waterfront recreation facility just 10 miles from campus in scenic Marina del Rey. The UCLA Marina Aquatic Center (MAC) is home to sailing classes and clubs, rowing classes, kayaking classes and trips, windsurfing classes and trips, surfing classes and clinics, UCLA Crew Teams (Women and Men), UCLA Sailing Team, MAC Junior Crew team, and Youth and Junior Boating Programs and classes.

Graduate Students Association

<http://gsa.asucla.ucla.edu>

The UCLA Graduate Students Association was established to provide for the representation of graduate students and the promotion of graduate students' interests at UCLA and within the University of California. Their web site has information on GSA structures, activities, and resources.

Graduate Student Resource Center

<http://gsa.asucla.ucla.edu/gsrc>

Student Activities Center, Suite B11

(310) 267-4805

gsrc@saonet.ucla.edu

The UCLA Graduate Student Resource Center is a one-stop resource, referral and information center for graduate students. The Graduate Student Resource Center offers programs and workshops on a variety of topics, drop-in counseling, a web and in-house resource library, meeting and study space, and the opportunity for social interaction. More information can be found on their web site.

Graduate Writing Center

<http://gsrc.ucla.edu/gwc/>

Student Activities Center, Suite B11

(310) 267-4805

The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced graduate writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills.

Grant Proposal Advising

www.gdnet.ucla.edu/asis/infoserv/fcltycon.htm

The program is designed to provide experienced professional assistance to encourage the submission and facilitate the success of individual proposals for graduate and postdoctoral fellowships. These fellowships are offered by a variety of agencies including the National Science Foundation, Mellon Foundation, Ford Foundation, National Institutes of Health, Social Sciences Research Council, and Fulbright Fellowship Programs. The awards provided by these agencies are merit-based, competitive and often devised for multi-year study

programs. Successful endeavors are prestigious and widely recognized as indicators of scholarly potential and accomplishment.

The program consultants assist each student in planning and preparing the proposal. Their services are designed to supplement, not replace, the necessary guidance of a faculty mentor. They provide critical feedback for the refinement of proposals, suggestions for access to all available scholarly resources relevant to the preparation of proposals and electronic templates to complete the computer-assisted production of the proposal document.

All eligible students & scholars at UCLA are encouraged to utilize this valuable service at their earliest possible opportunity.

The faculty consultants and their general areas of expertise are Professor Arnold Band (humanities, arts and social sciences) and Professor Charles Olmstead (physical, life and social sciences). To make appointments with Professor Band please call (310) 825-4355 or e-mail him at band@humnet.ucla.edu. To make appointments with Professor Olmstead please call (310) 825-5094 or e-mail him at brainone@ucla.edu.

Health / Mental Health

Arthur Ashe Student Health and Wellness Center

www.studenthealth.ucla.edu

All registered graduate students may use the Arthur Ashe Student Health and Wellness Center, an outpatient clinic geared to the special needs of students at UCLA. The Ashe Center offers a full range of clinical and support services, most of which are prepaid by student registration fees. The clinical staff is comprised of highly qualified doctors, nurse practitioners, and nurses.

Counseling and Psychological Services (CAPS)

www.counseling.ucla.edu/

(310) 825-0768 (24-hr help line)

221 Westwood Plaza (John Wooden Center West)

Counseling and Psychological Services (CAPS) is a multi-disciplinary mental health center for the UCLA community. Psychologists, clinical social workers, and psychiatrists are available, offering individual and group counseling and psychotherapy to students; consultation, outreach, prevention, and education to students; and training programs for graduates in the mental health professions. Counseling and Psychological Services maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law. Emergency counseling is also available on a drop-in, first-come-first-serve basis.

If you are experiencing an emergency situation and Counseling and Psychological Services is closed, please go to the UCLA Hospital Emergency Room.

Medical Insurance Requirement

As a condition of registration, the University requires that all graduate and professional students, including international students on non-immigrant visas, have medical insurance coverage that meets the University's minimum requirements. Contact the Insurance Office on the fourth floor of the Arthur Ashe Student Health and Wellness Center for details regarding the campus Student Health Insurance Plan (SHIP) or regarding the campus minimum requirements.

Housing

www.housing.ucla.edu

www.housing.ucla.edu/ask

Apply for housing online and get more detailed information about graduate student and family housing at UCLA.

Single Graduate Student Housing

Weyburn Terrace is a brand new seven-building, 840-unit complex that contains studio apartments, two-bedroom/two-bath apartments, and two-bedroom/two-bath townhouses for single graduate students. New graduate/professional students as designated by their academic department are guaranteed a one-year contract with the option to renew for another year. One-year contracts for the remaining spaces are offered to new and current single graduate/professional students through a general lottery process on a space-available basis.

Family Housing

University Apartments offers housing designed especially to meet the needs of families, married students, graduate students, and students with same-sex domestic partners. Five complexes are located in the Palms-Mar Vista area, approximately five miles from UCLA, and one complex is located in Westwood Village. Eligibility varies according to the complex.

Community Housing Office (Private, Off-Campus Housing Rental Listings)

www.cho.ucla.edu

www.housing.ucla.edu/ask

The Community Housing Office (CHO) provides non-university owned rental listings and rental resources to the entire UCLA community. The office maintains a database of rental listings, which includes shared and vacant apartments, rooms in private homes, studio apartments, guesthouses, and short-term sublets. Full-time UCLA students search and post listings for free, while faculty, staff, and UCLA affiliates may purchase a membership for database access. The Community Housing Office charges a fee for non-student listers and private landlords to advertise. In addition to the on line database, the office also maintains additional resources to assist those searching for housing in the Los Angeles area.

Intellectual Property & Industry Sponsored Research

<http://oip.ucla.edu/students>

The office of Intellectual Property and Industry Sponsored (OIP-ISR) provides information on UCLA's available resources regarding intellectual property and what you need to know as a graduate student. Resources include: what to do if you have an idea for an invention, disclosure to UCLA, public disclosure, patenting options, copyright, trademarks, funding and mentoring, graduate student FAQs, and step-by-step guide for entrepreneurs.

International Students

www.internationalcenter.ucla.edu

417 Charles E. Young Drive West, Rm 106

(310) 825-1681

Federal regulations governing policy and procedure of visa issuance and maintenance for international students and scholars make it especially important for these individuals to maintain contact with international student and scholar counselors and advisers following their arrival on campus.

UCLA students, postdoctoral fellows, and visiting scholars from abroad are encouraged to visit the UCLA International Center, which houses the Dashew Center for International Students and Scholars. The UCLA International Center can be found in the Tom Bradley International Hall, located at the central western entrance to UCLA.

The Dashew Center for International Students and Scholars provides a mandatory orientation program that helps international students and scholars pursue their goals while at UCLA. The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services such as orientation for new students, help in locating affordable housing, English conversation classes, and programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.

Legal Services

www.studentlegal.ucla.edu

A239 Murphy Hall

(310) 825-9894

Student Legal Services provides legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. They help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; health care, credit, and financial aid issues; and consumer problems. Students may make appointments by telephone or in person, and there is an initial intake charge of \$30 for each matter; there are no charges for subsequent visits on the same matter. The office is open from September through June.

Lesbian Gay Bisexual Transgender Campus Resource Center

www.lgbt.ucla.edu

Student Activities Center, Suite B36

(310) 206-3628

lgbt@ucla.edu

The Center offers educational workshops and training seminars for classes, campus agencies, and departments about LGBT lives and issues. The Center designs programs specifically for target audiences and may include students who talk about their own experiences.

The professional staff works throughout UCLA to ensure that LGBT voices are represented for sensitive and inclusive UC policies and practices. They provide confidential assistance and support to students, faculty, and staff who feel they have experienced harassment or discrimination, or who have questions around issues of health, housing, financial aid, classroom, and personnel. They are also available for consultation to the UCLA community regarding matters of policy pertaining to sexual orientation and gender identity.

Libraries

www2.library.ucla.edu

(310) 825-8301 (Hours and Information)

As one of the top five research libraries in North America, the UCLA campus-wide network of libraries serves programs of study and research in many fields. With more than eight million volumes and nearly 80,000 magazines and academic journals, the Library has world-class collections of contemporary works as well as rare books and manuscripts. The UCLA Library system comprises the Charles E. Young Research Library, the College Library, and eight specialized subject libraries. The BruinCard serves as the library card for UCLA students, faculty, and staff. Users will need to have their account activated the first time they attempt to check out materials; this can be done at the circulation desk in any campus library.

The UCLA Library provides a full range of services to students, faculty, and staff currently enrolled at, or employed by, any University of California campus. Special services are available to users with disabilities.

Assistance from a librarian is available online, via e-mail, by telephone, and in person. Hours, maps to libraries, and lists of services are available on the web site.

Office for Students with Disabilities (OSD)

www.osd.ucla.edu

Murphy Hall Location: Room A255

Murphy Hall Phone: (310) 825-1501

(310) 206-6083 (TTY)

Powell Location: Resource Room 181

Powell Phone: (310) 825-2651

Services are designed to meet the unique educational needs of regularly enrolled students with documented permanent and temporary disabilities. The philosophy and mission of the program are to encourage independence; assist students in realizing their academic potential; and facilitate the elimination of physical, programmatic, and attitudinal barriers. The OSD staff is available to assist students in successfully meeting educational challenges. A good introduction to the OSD, which explains how the OSD works and how to obtain services, is available in the OSD Student Handbook. For a copy, log on to the website.

Ombuds Services

www.ombuds.ucla.edu

(310) 825-7627

501 Westwood Plaza (Strathmore Building), Room 105

The mission of the Office of Ombuds Services is to ensure that all members of the University community receive confidential, fair, and equitable treatment in matters of concern or complaint. The Ombuds persons facilitate communication when conflict arises and provide the opportunity for informal dispute resolution.

Parking

www.transportation.ucla.edu

555 Westwood Plaza

(310) 794-7433

transportation@ts.ucla.edu

Current and incoming UCLA graduate students are eligible for student parking. However, because UCLA is in a densely populated urban area, parking for students near campus is very limited. Student parking on campus is assigned by a need-based point system that includes class standing, employment/academic obligations, and commuter distance. Apply for parking, by submitting a Student Parking Request Form prior to the quarterly deadline. Only a limited number of permits are issued to students each quarter.

Most student parking is assigned prior to the start of Fall Quarter classes and offered for the academic year. Individual commuter parking is generally granted for the academic year, with the option of paying a quarterly or annual fee. Those who pay the quarterly fee are automatically mailed a renewal form for the following quarter. Two-person and three-person carpool parking is granted for the quarter only.

Safety

www.ucpd.ucla.edu

(310) 825-4774

Graduate students should take all the usual precautions on and around campus that they would in any urban setting. The UCLA Police Department encourages students to take responsibility for their own safety by taking proactive steps to reduce the likelihood of crimes on campus or to themselves. Crime prevention literature is

available at the University Police Department lobby, online, and throughout campus. The Department also offers a number of crime prevention programs and workshops each quarter on topics such as: personal safety, sexual assault awareness and prevention, hate crimes, and drug and alcohol awareness.

Crime prevention is the primary commitment shared by all members of the UCLA Police Department. The Department is dedicated to promoting and maintaining safety awareness and community outreach programs. In addition to regular patrol services, the Police Department has a special Crime Prevention Unit dedicated to developing and coordinating activities to meet the safety needs of the entire campus community. Presentations and special workshops on all aspects of personal safety, prevention of workplace violence, office/business safety, rape/assault prevention, and related law enforcement topics are scheduled regularly at student orientations. Informational news articles, emergency flyers, and safety related brochures are developed and distributed to students and employees describing incidents impacting campus security or personal safety. Campus crime statistics are available online as well.

Escort Service

Request an Escort: (310) 794-WALK

Campus Security Officers are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1 a.m. The escort services are provided between campus buildings, local living areas, or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard Avenue to the east, Wilshire Boulevard to the south, and Veteran Avenue to the west. Call the provided number for an escort. Please allow fifteen to twenty minutes for your escort to arrive.

Evening Van Service

<http://map.ais.ucla.edu/go/1001008>

(310) 825-9800

The UCLA Evening Van Service provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees, and visitors. Maps of the van routes are available online.

Sexual Harassment

www.deanofstudents.ucla.edu

www.sexualharassment.ucla.edu

Every member of the University community should be aware that the University will not tolerate sexual harassment and that such behavior is prohibited both by law and by University policy. The University will take whatever action is necessary to prevent and correct such behavior and, if appropriate, discipline persons whose behavior violates this policy.

Any student who believes that she or he has been sexually harassed may contact a Sexual Harassment Information Center counselor for help and information. Complete details on contacting a counselor and a link to the complete UC policy on sexual harassment are available on the Dean of Students' web site. Scroll down to "Student Conduct" and then select "Responding to Reports of Sexual Harassment."

The Sexual Harassment Prevention Office provides information about campus policies and procedures to any interested person. Individual consultations can be arranged for persons who need detailed information about possible sexual harassment and options for resolving concerns on campus. Workshops and briefings can be arranged for students, staff, or faculty members departments or other groups of persons on campus.

Transportation

www.transportation.ucla.edu

Bicycles

<http://map.ais.ucla.edu/go/1000945>

bike-info@ts.ucla.edu

(310) 825-3701

Riding a bicycle is a fun, healthy, inexpensive way to get to campus. The UCLA Recreation Center provides shower and locker facilities to cycling students. More than 1,500 free bicycle parking spaces are available on campus. UCLA recently opened a Bicycle Community Center where students can rent bikes and tools or have trained staff fix their bicycle. The center is located next to the Outdoor Adventure Center in the northwest corner of the Wooden Center.

Campus and Neighborhood Shuttles

<http://map.ais.ucla.edu/go/1001490>

The campus shuttle system incorporates the use of buses and vans that are clean, wheelchair accessible and well-equipped with air-conditioning and comfortable seating.

Campus Express

The Campus Express shuttle travels in a counter-clockwise direction providing round-trip service from: Weyburn Terrace and Lot 36 in the southwest corner of campus, through Westwood and the University to Macgowan Hall turnaround in the northeast region of campus.

Schedule: Monday to Friday (excluding Holidays)

7 a.m. to 6 p.m. Stops approximately every 8-10 minutes. Reduced Hours: Summer, Winter, & Spring Breaks:

7:30 a.m. to 6 p.m.

Wilshire Center Route

The Wilshire Center shuttle travels in a counter-clockwise direction providing round-trip service from: Wilshire Center through Westwood Village, up Hilgard Avenue with stops at Parking Structure 2 (in front of Molecular Sciences), Gonda Research Facility, 100 Medical Plaza, completing the loop at the Wilshire Center.

Schedule: Monday to Friday (excluding Holidays)

7:30 a.m. to 5:30 p.m.

Stops approximately every 8-10 minutes

Northwest Campus

The Northwest Campus shuttle travels in a counter-clockwise direction providing round-trip van service across the northern region of campus traveling on Charles Young Drive between: Macgowan Hall, Kreiger (Bellagio) Child Care Center, Southern Regional Library and Hedrick Hall. Schedule: Monday to Friday (excluding Holidays) 11:30 a.m. to 2 p.m. Stops at MacGowan Hall at every half hour mark

Motorcycles and Scooters

<http://map.ais.ucla.edu/go/1000010>

Motorcycles, scooters and mopeds park free at UCLA in designated spaces. There are nearly 1,200 motorcycle/scooter parking spaces, including specially designed areas in parking lots and structures. Motorcyclists and scooters are only required to display a permit when parked in a designated parking stall in an area/lot where a permit is required.

Non-Stop Bus Service to LAX

<http://map.ais.ucla.edu/go/1003097>

Los Angeles World Airports in cooperation with UCLA Transportation provides daily nonstop bus service — one-way and roundtrip — between Westwood and LAX.

Location: Next to UCLA Parking Structure 32 on Kinross Avenue, two blocks north of Wilshire Blvd., just west of Gayley Ave.

Parking: Immediate drop-off parking only in Structure 32. Overnight parking is not allowed in the structure Monday through Thursday. Weekend overnight parking is available from 5 p.m. Friday until 7 a.m. Monday in Structure 32 and Lot 36 for \$8 a day.

Schedule: Buses depart every hour from Westwood between 6:00 a.m. and 10:00 p.m. daily and depart LAX between 6:00 a.m. and 11:00 p.m. daily.

Cost: \$10 each way (credit and debit card only)

Public Transportation

BruinGo

<http://map.ais.ucla.edu/go/1000521>

All currently enrolled UCLA students and current UCLA staff and faculty with a valid BruinCard may participate in BruinGo and have unlimited access to any Santa Monica Big Blue Bus or Culver CityBus. There is a 25-cent charge to ride any route. There is no debit or charge to your BruinCard. The program is not active on holidays and during the summer. You can purchase a Flash Pass online, which is a pre-paid card good for the entire academic quarter.

Bus Lines

Big Blue Bus: www.bigbluebus.com

Culver City Bus: www.culvercity.org/bus/bus.asp

Santa Monica's Big Blue Buses serve Santa Monica and neighboring communities in Los Angeles. Every day, they carry more than 60,000 people all over Los Angeles' westside. This bus line travels 13 different routes, serving more than 1,000 stops along the way, from beaches, parks, and shopping areas to businesses, colleges, even downtown Los Angeles and LAX International Airport.

The Culver City Bus line is the second oldest municipally owned bus line in the state of California. It serves the westside communities of Century City, Culver City, Mar Vista, Marina del Rey, Palms, Venice, West Los Angeles, Westchester, and Westwood with convenient and reliable public transit service.

Go Metro

<http://map.ais.ucla.edu/go/1000604>

The all-new Go Metro transit pass gives UCLA riders the convenience of an unlimited Metro Bus and Metro Rail pass at significantly reduced fares. Metro Buses make nearly 1,200 trips to UCLA or Westwood daily. Board from any of over 15 stops in the UCLA/Westwood area. Also board any of the hundreds of Metro bus routes and Metro rail lines that travel throughout metropolitan Los Angeles. Go Metro transit passes are available for purchase two weeks before the start of each quarter, online or at the UCLA Central Ticket Office. Bring a valid BruinCard as its photo will be used on the Go Metro pass card.

VanPools

<http://map.ais.ucla.edu/go/1001378>

Vanpools assemble a group of people who are all coming to UCLA and/or Westwood from the same community and transport them together in a deluxe UCLA van. Vanpools normally operate weekdays, traveling between a common pick-up location (where you may leave your car) and the UCLA campus/Westwood.

UCLA Vanpools are spacious, ranging in size from 9-11 passengers, and all are equipped with air-conditioning, plush reclining seats, and reading lights.

Vanpool Drivers are responsible for ensuring the ongoing operation of each vanpool. UCLA Vanpools utilize volunteers who, in exchange for a reduced fare commute, accept responsibility for driving and administering the van.

Zipcars

<http://map.ais.ucla.edu/go/1000303>

Use Zipcar when you have personal appointments or errands to do but don't have a car on campus. Join Zipcar for on-campus access to seven vehicles, and pay by the hour for what you use.

University Credit Union

<http://www.ucu.org/studentaccounts.htm>

(310) 477-6628

ucumail@ucu.org

On-campus credit union offering free checking, on-campus ATMs, student loans, and computer & car loans.

Volunteer Income Tax Assistance (VITA)

<http://www.usac.ucla.edu/vita/>

VITA at UCLA provides FREE tax assistance for filing BOTH Federal and California State income taxes. All our volunteers are IRS certified and we can assist with both e-filing and paper filing.

Volunteer Opportunities at UCLA

<http://www.ucla.edu/volunteer.html>

There are many opportunities to volunteer on campus, including programs in civic engagement, arts and humanities, health services, nature and outdoors, and community service.

Graduate School Survival Guide

A guide for entering graduate students written by Wanda Pratt, University of Washington

Getting the most out of the relationship with your research advisor or boss

Meet regularly. You should insist on meeting once a week or at least every other week because it gives you motivation to make regular progress and it keeps your advisor aware of your work.

Prepare for your meetings. Come to each meeting with:

- List of topics to discuss
- Plan for what you hope to get out of the meeting
- Summary of what you have done since your last meeting
- List of any upcoming deadlines
- Notes from your previous meeting

E-mail him/her a brief summary of EVERY meeting. This helps avoid misunderstandings and provides a great record of your research progress. Include (where applicable):

- Time and plan for next meeting
- New summary of what you think you are doing
- To-do list for yourself
- To-do list for your advisor
- List of related work to read
- List of major topics discussed
- List of what you agreed on
- List of advice that you may not follow

Show your advisor the results of your work as soon as possible. This will help your advisor understand your research and identify potential points of conflict early in the process.

- Summaries of related work
- Anything you write about your research
- Experimental results

Communicate clearly. If you disagree with your advisor, state your objections or concerns clearly and calmly. If you feel something about your relationship is not working well, discuss it with him or her. Whenever possible, suggest steps they could take to address your concerns.

Take the initiative. You do not need to clear every activity with your advisor. He/she has a lot of work to do too. You must be responsible for your own research ideas and progress.

Getting the most out of what you read

Be organized.

- Keep an electronic bibliography with notes and pointers to the paper files.
- Keep and file all the papers you have read or skimmed.

Be efficient. Only read what you need to

- Start by reading only the conclusion, scanning figures and tables, and looking at their references.
- Read the other sections only if the paper seems relevant or you think it may help you get a different perspective.
- Skip the sections that you already understand (often the background and motivation sections).

Take notes on every paper you find worth reading.

- What problem are they trying to solve?

- What is their approach?
- How is it different from other approaches?

Summarize what you have read on each topic. After you have read several papers covering some topic, note the:

- Key problems
- Various formulations of the problem they are addressing
- Relationship among the various approaches
- Alternative approaches

Read PhD theses. Even though they are long they can be very helpful in quickly learning about what has been done in some fields. Especially focus on:

- Background sections
- Method sections

Your advisor's thesis

This will give you an idea for what he/she expects from you.

Making continual progress on your research

Keep a journal of your ideas. Write down everything you are thinking about even if you think it is stupid. It will help you keep track of your progress and keep you from going in circles. Do not plan to share it with anyone, so you can write freely.

Set some reasonable goals with deadlines

- Identify key tasks that need to be completed.
- Set a reasonable date for completing them (on the order of weeks or months).
- Share this with your advisor or enlist your advisor's help in creating the goals and deadlines.
- Set some deadlines that you must keep (e.g., volunteer to give a student seminar on your research, work toward a conference paper submission deadline, etc.).

Keep a to-do list. Checking off things on a to-do list can feel very rewarding when you are working on a long-term project.

- List the small tasks that can be done in about an hour.
- Pick at least one that has to be completed each day.

Continually update your:

- Problem statement
- Goals
- Approach (or a list of possible approaches)
- One-minute version of your research (aka the elevator ride summary)
- Five-minute version of your research

Discuss your research with anyone who will listen. Use your fellow students, friends, family, etc., to practice discussing your research on various levels. They may have useful insights, or you may find that verbalizing your ideas clarifies them for yourself.

Write about your work.

- Early stage: Write short idea papers and share them with your advisor and colleagues.

Intermediate stage: Find workshops and conferences for submitting preliminary results. This can also help you set deadlines.

- Advanced stage: Target relevant journals.

Avoid distractions. It is easy to ignore your research in favor of more structured tasks such as taking classes, teaching classes, organizing student activities, etc. Minimize these kinds of activities or commitments.

Confront your fears and weaknesses.

- If you are afraid of public speaking, volunteer to give lots of talks.
- If you are afraid your ideas are stupid, discuss them with someone.
- If you are afraid of writing, write something about your research every day.

Balance reading, writing, and hacking. Often research needs to be an iterative process across all of those tasks.

Finding a thesis topic or formulating a research plan

Pick something you find interesting. If you work on something solely because your advisor wants you to, it will be difficult to stay motivated.

Pick something your advisor finds interesting. If your advisor doesn't find it interesting he/she is unlikely to devote much time to your research. He/she will be even more motivated to help you if your project is on their critical path.

Pick something the research community will find interesting if you want to make yourself marketable.

Make sure it addresses a real problem.

Remember that your topic will evolve as you work on it.

Pick something that is narrow enough that it can be done in a reasonable time frame.

Have realistic expectations.

Don't worry that you will be stuck in this area for the rest of your career. It is very likely that you will be doing very different research after you graduate.

Characteristics to look for in a good advisor, mentor, boss, or committee member

It is unreasonable to expect one person to have all of the qualities you desire. You should choose thesis committee members who are strong in the areas where your advisor is weak.

- Willing to meet with you regularly
- You can trust him/her to:
 - Give you credit for the work you do
 - Defend your work when you are not around
 - Speak well of you and your capabilities
 - Tell you when your work is or is not good enough
 - Help you graduate in a reasonable time frame
 - Look out for you professionally and personally
- Is interested in your topic
- Has good personal and communication skills
- Lets you talk freely and easily about research ideas
- Tells you when you are doing something stupid
- Is patient
- Never feels threatened by your capabilities
- Helps motivate you and keep you unstuck
- Has good technical skills
- Can provide constructive criticism of papers you write or talks you give
- Knows if what you are doing is good enough for a good thesis
- Can help you figure out what you are not doing well
- Can help you improve your skills

- Can suggest related articles to read or people to talk to
- Can tell you or help you discover if what you are doing has already been done
- Can help you set and obtain reasonable goals
- Will be around until you finish
- Is well respected in his/her field
- Has good connections for the type of job you would want when you graduate
- Willing and able to provide financial and computing support

Avoiding the research blues

When you meet your goals, reward yourself.

Don't compare yourself to senior researchers who have many more years of work and publications.

Don't be afraid to leave part of your research problem for future work.

Exercise.

Use the student counseling services.

Occasionally, do something fun without feeling guilty!

Other resources

Books

Getting What You Came For by Robert L. Peters. This book contains a lot of helpful advice on getting the most out of the Ph.D. process. The sections on writing and giving presentations are particularly helpful.

The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play by Neil Fiore. Since one of the biggest problems in finishing a PhD is procrastination, this book should be helpful to those of you who actually get around to reading it.

Web sites

How to Succeed in Graduate School, by Marie desJardins; the best source of advice!
<http://www.csee.umbc.edu/~mariedj/papers/advice-summary.html>

Graduate Student Resources on the Web, pointers to lots of other good web pages related to graduate life in general.
www-personal.umich.edu/~danhorn/graduate.html

UCLA Acronyms

When you go to a school whose very name is an acronym, it can be hard to keep up with all the terms floating around on campus.

AAU Association of American Universities
ACCESS Programs in the Molecular, Cellular, & Integrative Life Sciences
AGS Association of Graduate Schools
AIM Office of Analysis and Information Management
AIS Administrative Information Systems
APO Academic Personnel Office
ASE Academic Student Employees
ASUCLA Associated Students of UCLA
ATC Advancement to Candidacy
ATS Academic Technology Services
BOL Bruin OnLine
CAO Chief Administrative Officer
CHS Center for the Health Sciences
CHR Campus Human Resources
CLICC College Library Instructional Computing Commons
CPS Campus Parking Services
CSO Community Service Officer
CSU California State University
CTO Central Ticket Office
CTS Communications Technology Services
DICSS Dashew International Center of Students and Scholars
EDB Employee Data Base
EH&S Environmental Health & Safety
ELS Emergency Loan Service
ERIC Educational Research Information Center
ESL English as a Second Language
ESS Earth & Space Sciences
ETS Educational Testing Service
FAFSA Free Application for Federal Student Aid
FAMS Financial Aid Management System
FAO Financial Aid Office
FERPA Family Education Rights and Privacy Act
FICA Federal Insurance Contribution Act
FTE Full-time Equivalent
GOFP Graduate Opportunity Fellowship Program
GPA Grade Point Average
GPM Graduate Professional Masters
GRAPES Graduate & Postdoctoral Extramural Support database
GRM Graduate Research Mentorship
GSA Graduate Student Association
G-SHIP Graduate Student Health Insurance Plan
GSR Graduate Student Researcher
GSRC Graduate Student Resource Center
GSEIS Graduate School of Education & Information Studies
HIPAA Health Insurance Portability and Accountability Act
HSSEAS Henry Samueli School of Engineering & Applied Science
IDP Interdepartmental Program

IGERT Integrated Graduate Education & Research Training
IGPP Institute of Geophysics & Planetary Physics
IPAM Institute for Pure and Applied Mathematics
IRB Institutional Review Board
ISC International Student Center
LOA Leave of Absence
LOR Letter of Recommendation
MELVYL University of California's Online Library Catalog
MBI Molecular Biology Institute
MDDS Mail, Document, & Distribution Services
MIMG Microbiology, Immunology, and Molecular Genetics
MSO Management Services Officer
NPA National Postdoctoral Association
NRSA National Research Service Award
NRT Non-Resident Tuition
NSF National Science Foundation
OID Office of Instructional Development
OISS Office of International Students and Scholars
ORA Office of Research Administration
ORL Office of Residential Life
OSD Office for Students with Disabilities
PAC UCLA Purchasing/Accounts Payable System
SAO Student Affairs Officer
SEAS School of Engineering & Applied Science
SIR Statement of Intent to Register
SLR Statement of Legal Residence
SLS Student Legal Services
SLS Student Loan Services and Collections
SPS Student Psychological Services
SRA Staff Research Associate
SRS Student Records Systems
SSN Social Security Number
TA Teaching Assistant
TESL Teaching English as a Second Language
TOEFL Test of English as a Foreign Language
TOP Test of Oral Proficiency
UC University of California
UCOP University of California, Office of the President (Oakland)
UID University ID
UNEX University Extension
URSA University Records System Access
PI Principal Investigator
YRL Young Research Library
WASC Western Association of Schools and Colleges (accrediting agency)

Intellectual Property: What you need to know as a graduate student

Frequently Asked Questions

1. What is Intellectual Property? The World Intellectual Property Organization defines Intellectual Property (IP) as “creations of the mind” which includes patent, copyright, trademark, and trade secrets -- each of which provides different legal protection.

2. I have an idea for an invention. What is the first step? Complete and turn in an Invention Disclosure Form (available online) to disclose your invention to the Office of Intellectual Property and Industry Sponsored Research (OIP-ISR). A licensing officer will then sit with you and discuss possibilities for patenting and licensing. If working in a faculty laboratory, talk about the invention with the faculty member.

3. Why is it important to disclose my invention to UCLA? If you are receiving gift, grant or contract support from the University, including your department, you have signed a Patent Acknowledgement Agreement that requires you to disclose any potentially patentable inventions you create while at UCLA. Disclosure also allows you to access OIP-ISR resources.

4. What is public disclosure and how does it affect my patenting options? A public disclosure can include, but is not limited to, a scientific publication, abstract, conference talk, or poster presentation. The criteria for what would constitute a public disclosure is if the disclosure is enabling, meaning if someone skilled in the art would be able to reproduce the invention after being exposed to the disclosure. If a public disclosure takes place before a patent application is filed, most international rights are lost, but you have 12 months from the public disclosure to file for U.S. rights.

5. As a Graduate Student, can I be listed as an inventor or Principal Investigator (PI)? Yes. Since “inventor” is a legal definition, inventors do not necessarily have to be the faculty members running the labs, although in most instances faculty members are listed as co-inventors. Since inventors get 35% of revenue from an invention, it is important to let OIP-ISR help you determine all inventors.

6. What is a MTA and why do I need one? A Material Transfer Agreement (MTA), is a written agreement entered into by a *provider* and a *recipient* of research material. In the course of your research, if you will be needing materials from another institution or from industry, you will need a MTA. Request forms are available online.

7. What career options are available in intellectual property and technology transfer? Career options include technology management, patent prosecution management, and technology marketing. Other IP career paths involve being a patent agent or becoming an IP lawyer. Becoming a patent agent requires a course of study and examination but not law school.

8. What kind of education is required for a Career in IP? Employers often look for candidates who have back-grounds in physical sciences/engineering or life sciences (masters or doctorate preferred or equivalent work experience). Admittance to Patent Bar or knowledge of patent procedure is also preferred. To access more information about these topics or any forms referred to above, please visit the OIP-ISR website at www.research.ucla.edu/oip.

General Catalog: Degree Information

Biochemistry and Molecular Biology

Can be accessed at: <http://www.gdnet.ucla.edu/gasaa/pgmrq/chemist2.asp>

Chemistry

Can be accessed at: <http://www.gdnet.ucla.edu/gasaa/pgmrq/chemist.asp>

Chemistry and Biochemistry Graduate Courses

Can be accessed at: <http://www.registrar.ucla.edu/schedule/schedulehome.aspx>

Coursework:

Graduate students are expected to make sufficient progress toward their degree by completing coursework in a timely manner. Students should complete all class requirements outlined for their specialization in their first year of study, except in cases where a particular course of interest will only be offered in the student's second year of study.

If a student is struggling in a given course, he or she should meet with the relevant specialization advisor to discuss ways to improve. Students may not drop courses without the approval of the Graduate Studies Committee. To request to drop a course, the student must submit a brief written request to the graduate office explaining his or her circumstances and the specific reasons for the request. The request will be evaluated by the relevant specialization advisors and the other members of the Graduate Studies Committee.

Switching Specializations:

Graduate students may request to switch specializations. To do so, the student should submit a brief written request to the graduate office explaining his or her circumstances and the specific reasons for the request (e.g., research and coursework interests). The request will be evaluated by the relevant specialization advisors and the other members of the Graduate Studies Committee.

First Year Recommended Courses

Each student needs to maintain a minimum of 12 units per quarter

Inorganic

Fall Quarter

Chem 209 – Introductory to Chemistry Research
Chem 267 – Nanoscience and Chemistry (Duan) - core class
Chem 272 – Group Seminar**
Chem C276A - Group Theory (Zink) - core class
Chem C280 – Solid-State Chem (Kaner) - core class
Chem 278 – Inorganic Chem Student Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Chem 207 – Organometallic Chem (Diaconescu) - core class
Chem 272 – Group Seminar**
Chem 278 – Inorganic Chem Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Chem 203B: Ethics in Chemical Research
Chem 272 – Group Seminar**
Chem 278 – Inorganic Chem Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Students must select one elective graduate level course. You must contact Professor Duan to have this course approved.

Organic

All students are required to enroll in Chem 236 (Fall), 244A (Fall), and C243A (Winter). In addition, students are required to take 3 organic chemistry related electives before advancing to candidacy. The following electives are typically offered once every two years: 205A, 207, 241B, 241F, C243B, 244B, C245, and C281. Other courses may satisfy the elective requirement, but require approval of the organic chemistry area advisor.

Fall Quarter

Chem 209 – Introductory to Chemistry Research
Chem 236 – Spectroscopic Methods of Organic Chemistry
Chem 244A – Organic Synthesis: Methodology and Stereochemistry
Chem 247 – Organic Colloquium
Chem 248 – Organic Chemistry Student Seminar
Chem 249B – Problems in Advanced Organic Chemistry
Chem 375 – Teaching Apprentice Practicum (if teaching)
Chem 495 – Teaching Seminar
Chem 235 – Group Seminar (after joining a research group)
Chem 596 – Directed Individual Study or Research (after joining a research group)

Winter Quarter

Chem C243A – Structure and Mechanism in Organic Chemistry
Chem 247 – Organic Colloquium
Chem 248 – Organic Chemistry Student Seminar
Chem 249B – Problems in Advanced Organic Chemistry
Chem 375 – Teaching Apprentice Practicum (if teaching)
Chem 235 – Group Seminar (after joining a research group)
Chem 596 – Directed Individual Study or Research (after joining a research group)

Spring Quarter

Chem 203B: Ethics in Chemical Research
Chem 247 – Organic Colloquium
Chem 248 – Organic Chemistry Student Seminar
Chem 249B – Problems in Advanced Organic Chemistry
Chem 375 – Teaching Apprentice Practicum (if teaching)
Chem 400 – Safety in Chemical and Biochemical Research
Chem 235 – Group Seminar
Chem 596 – Directed Individual Study or Research

Electives (typically offered once every other year)

Chem 205A – Introduction to Chemistry of Biology
Chem 207 – Organometallic Chemistry
Chem 241B – Special Topics in Organic Chemistry (Heterocycles)
Chem 241F – Special Topics in Organic Chemistry (Pharmaceutical Chemistry)
Chem C243B – Structure and Mechanism in Organic Chemistry
Chem 244B – Strategy and Design in Organic Chemistry
Chem C245 – Computational Organic Chemistry
Chem C281 – Polymer Chemistry

Physical

Fall Quarter

Chem 209 – Introductory to Chemistry Research
Chem C215A – Quantum Chemistry: Methods
Chem 219 – Group Seminar**
Chem C223A - Classical and Statistical Thermodynamics
Chem 228 – Chemical Physics Seminar
Chem 229 – Introduction to Physical Chemistry Research
Chem 375 – Teaching Apprentice Practicum*
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Chem C215B – Quantum Chemistry: Methods
Chem 219 – Group Seminar**
Chem C223B - Classical and Statistical Thermodynamics
Chem 228 – Chemical Physics Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Chem 203B: Ethics in Chemical Research

Chem 219 – Group Seminar**
Chem 228 – Chemical Physics Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

You may choose to take courses outside the department, please confirm with Professor Schwartz before enrolling in any outside course.

Biochemistry

Fall Quarter

Chem 256 – Group Meeting**
Chem 268 – Biochemistry Research Seminar
Chem 269 series (A-E)
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Elective Lecture and Seminar Courses (see below)
Chem 256 – Group Meeting**
Chem 268 – Biochemistry Research Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Elective Lecture and Seminar Courses (see below)
Chem 256 – Group Meeting**
Chem 268 – Biochemistry Research Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Future Quarters:

Elective Lecture and Seminar Courses (see below)
Chem 258 – Advanced Topics in Biochemistry and Molecular Biology (Fall of 2nd Year)

Approved Lecture and Seminar Courses (minimum of 16 units)***

Lectures (10-12 units):

Biol Ch 254A-D (3 units each)
Chem M230B (4 units)
Chem M230D (2 units)
Chem 259A (2 units)
Chem 259B (2 units)
Chem C264 (2-4 units)
Chem 266 (3 units)

Seminars (4-6 units):

Mol Bio 298 (2 units)
M Pharm 287 (2 units)

Materials Chemistry

You must take both of these courses: Chem C280, C285

Two classes from the following: Chem 207, C215A, C215B, C223A, C223B, 236, C243A, C243B, 244A, 244B, C276A, 276B;

You must take one of these courses: Chem C240, C281, 267, 277, or any class from the preceding group not

already taken.

You must take Chem 228, Chem 247, or Chem 278 every quarter

Fall Quarter

Chem 209 – Introductory to Chemistry Research

Chem C215A – Quantum Chemistry: Methods

Chem C223A – Classical and Statistical Thermodynamics

Chem 236 – Spectroscopic Methods of Organic Chemistry

Chem 244A – Organic Synthesis: Methodology and Stereochemistry

Chem C276A – Group Theory and Applications to Inorganic Chemistry

Chem 219/235/256/272 – Group Seminar**

Chem C280 – Solid-State Chemistry

Chem 375 – Teaching Apprentice Practicum*

Chem 495 – Teaching Seminar

Chem 596 – Directed Individual Study or Research**

Winter Quarter

Chem C215B – Quantum Chemistry: Methods

Chem C223B – Classical and Statistical Thermodynamics

Chem C243A – Structure and Mechanism in Organic Chemistry

Chem 276B – Physical Methods in Inorganic Chemistry

Chem 219/235/256/272 – Group Seminar**

Chem 375 – Teaching Apprentice Practicum*

Chem 596 – Directed Individual Study or Research**

Spring Quarter

Chem 203B: Ethics in Chemical Research

Chem 219/235/256/272 – Group Seminar**

Chem C285 – Materials Chemistry Lab

Chem 375 – Teaching Apprentice Practicum*

Chem 596 – Directed Individual Study or Research**

Future Quarters

Chem C275 – Inorganic Reaction Mechanisms

Chem 277 – Crystal Structure Analysis

Chem C240 – Bionanotechnology

Chem C281 – Polymer Chemistry

Chem 400 – Safety in Chemical and Biochemical Research

Biophysics (track A)

You must take a minimum of 8 units from these classes: Chem M230B, 257, 269A-C; Physics 220, 241A-C

You must take Chem 228 or Chem 268 every quarter

Fall Quarter

Chem 209 – Introductory to Chemistry Research

Chem C215A – Quantum Chemistry: Methods

Chem C223A – Classical and Statistical Thermodynamics

Chem 269A – Protein Structure (2)

Chem 269B – Biocatalysts and Bioenergetics (2)

Chem 269C – Nucleic Acid Structure and Catalysis (2)

Physics 220 – Classical Mechanics (4)

Physics 241A – Solid State Physics (4)
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Chem C223B – Classical and Statistical Thermodynamics
Chem M230B – Structural Molecular Biology (4)
Chem 257 – Physical Chemistry of Biological Macromolecules (4)
Physics 241B – Solid State Physics (4)
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Chem 203B: Ethics in Chemical Research
Physics 241C – Solid State Physics (4)
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Future Quarters

Chem 400 – Safety in Chemical and Biochemical Research

Biophysics (track B)

You must take one set of these classes:

- Chem 269ABC and Chem M230B
- Chem 257 and Chem C200
- Chem 258 and Chem CM260A

You must take a minimum of eight (8) lecture units and four (4) seminar units from: Chem C223A, C223B, M230B, 257, M230D, CM260A, and Physics 220 (the same units cannot be used to satisfy the first two requirements).

You must take Chem 228 or Chem 268 every quarter

Fall Quarter

Chem 209 – Introductory to Chemistry Research
Chem C223A – Classical and Statistical Thermodynamics***
Chem 258 – Advanced Topics in Biochemistry and Molecular Biology
Chem CM260A – Introduction to Bioinformatics
Chem 269A – Protein Structure
Chem 269B – Biocatalysts and Bioenergetics
Chem 269C – Nucleic Acid Structure and Catalysis
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Chem C223B – Classical and Statistical Thermodynamics***
Chem M230B – Structural Molecular Biology

Chem M230D – Structural Molecular Biology Laboratory***
Chem 257 – Physical Chemistry of Biological Macromolecules
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Chem C200 – Genomics and Computation Biology
Chem 203B: Ethics in Chemical Research
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Future Quarters

Chem 400 – Safety in Chemical and Biochemical Research

Instrumentation

You must take one of these two sets of courses: Chem C215A, C223A OR Chem C243A, 244A

You must take one of these courses: Chem 257, C285

You must take two of these courses: Bioengr C204, M225, C231, M248; Chem 118, C208, 236, C240, 266, 276B; Mat Sci C211, 225

You must take Chem 228, Chem 247, or Chem 278 every quarter

Fall Quarter

Bioengr C204 – Physical Chemistry of Biomacromolecules
Chem 209 – Introductory to Chemistry Research
Chem C215A – Quantum Chemistry: Methods
Chem C223A – Classical and Statistical Thermodynamics
Chem 236 – Spectroscopic Methods of Organic Chemistry
Chem 244A – Organic Synthesis: Methodology and Stereochemistry
Mat Sci 225 – Materials Science of Surfaces
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Bioengr M248 – Biological Imaging
Chem C243A – Structure and Mechanism in Organic Chemistry
Chem 257 – Physical Chemistry of Biological Macromolecules
Chem 276B – Physical Methods in Inorganic Chemistry
Chem C285 – Materials Chemistry Lab
Mat Sci C211 – Electron Microscopy
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Bioengr M225 – Bioseparations
Bioengr C231 – Nanopore Sensing
Chem 203B: Ethics in Chemical Research

Chem 266 – Proteomics and Protein Mass Spectroscopy
Chem 219/235/256/272 – Group Seminar**
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Future Quarters

Chem 118 – Colloidal Dynamics Lab
Chem C208 – Mass Spectrometry
Chem C240 – Bionanotechnology
Chem 400 – Safety in Chemical and Biochemical Research

Theory and Computation

You must take all of these courses: Chem C215A, C215B, C223A, C223B, C226A OR

You must take Chem C215A and Chem C223A, and then either Chem C215B or Chem C223B. And take two of these courses: Chem C215C, C245, CM260A, 269A/B, C276A

Fall Quarter

Chem 209 – Introductory to Chemistry Research
Chem C215A – Quantum Chemistry: Methods
Chem C223A – Classical and Statistical Thermodynamics
Chem CM260A – Introduction to Bioinformatics
Chem 269A – Protein Structure
Chem 269B – Biocatalysis and Bioenergetics
Chem C276A – Group Theory and Applications to Inorganic Chemistry
Chem 219/235/256/272 – Group Seminar**
Chem 228 – Chemical Physics Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 495 – Teaching Seminar
Chem 596 – Directed Individual Study or Research**

Winter Quarter

Chem C215B – Quantum Chemistry: Methods
Chem C223B – Classical and Statistical Thermodynamics
Chem C226A – Computational Methods for Chemistry
Chem 219/235/256/272 – Group Seminar**
Chem 228 – Chemical Physics Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Spring Quarter

Chem 203B: Ethics in Chemical Research
Chem 219/235/256/272 – Group Seminar**
Chem 228 – Chemical Physics Seminar
Chem 375 – Teaching Apprentice Practicum*
Chem 596 – Directed Individual Study or Research**

Future Quarters

Chem C245 – Theoretical and Computational Organic Chemistry
Chem C215C – Advanced Quantum Chemistry

*If you work as a Teaching Assistant (TA), you must enroll in Chemistry 375.

**If you join a research group, you must enroll in Group Seminar and Chemistry 596 or 599.

Standards and Procedures for Graduate Study at UCLA

Administration

The Graduate Division

The UCLA Graduate Division is responsible for administering policy established by the Academic Senate and its Graduate Council for master's, doctoral, and graduate professional degree programs other than the professional degree programs in Dentistry, Law, and Medicine. The Division oversees graduate recruitment and admissions, including the recruitment of a diverse student body, fellowships, teaching and research assistantships and other graduate student support, and the maintenance of high quality standards in all UCLA graduate programs. The Dean of the Graduate Division also serves as Vice Chancellor Graduate Studies.

The Graduate Council

The Graduate Council is a standing committee of the UCLA Academic Senate. In keeping with the University's commitment to the philosophy of shared governance, the Council is responsible for the establishment of policy and standards for graduate education at UCLA; the approval, review, and monitoring of graduate degree programs; and recommendations regarding fellowships and assistantships.

The Graduate Adviser

At matriculation, a graduate student usually selects, or is assigned, a faculty adviser who assists the student in program planning and completing degree requirements. Sometimes this role is temporarily assumed by a faculty adviser assigned to the program as a whole. When a student's master's or doctoral committee is established, the chair of the committee assumes the adviser's role.

Degrees and General Requirements

The graduate student earns a master's or doctoral degree by distinguished achievement in advanced study and research. In addition to course work, there are various means of evaluating achievement in study, including qualifying and comprehensive examinations and various kinds of laboratory and field work. Achievement in research is primarily assessed through evaluation of the master's thesis or doctoral dissertation. Professional master's and doctoral degree programs require professional training. The demonstration of achievement in these fields may take various forms, including field work, completion of projects, and training that involves professional licensure.

Preparation

An applicant for any advanced degree must possess a bachelor's degree from an institution of acceptable standing and must have completed the prerequisites for graduate study at UCLA in the applicant's field. This handbook includes the general requirements for graduate study and degrees. For more specific degree requirements students should consult their departments and *Program Requirements for UCLA Graduate Degrees* (available by academic year of matriculation on the Graduate Division web site at www.grad.ucla.edu under the heading "Departments and Majors").

International students whose first language is not English must first pass the TOEFL with a score of 560 on the paper-and-pencil test, a score of 220 on the computer-based test, a score of 87 on the internet-based test (TOEFL iBT), or the International English Language Testing System (IELTS) examination with an overall band score of 7.0 before being eligible for admission. Once admitted and upon arrival at UCLA, the student must then take the UCLA English as a Second Language Placement Examination (ESLPE), an English diagnostic test, before being permitted to register. Admission is canceled for those who fail the test. A student may pass the test but still be required to complete English as a Second Language courses beginning in the first term at UCLA. The student's academic department or program monitors enrollment in and satisfactory completion of such courses. An additional test to demonstrate English speaking proficiency is required for such students who also wish to serve as teaching assistants. Additional information regarding this requirement for teaching assistants may be found in the Graduate Division's *Academic Apprentice Personnel Manual*.

Joining a Research Laboratory:

Chemistry students are required to join a research laboratory by the end of the Winter quarter of their first year of study. Failure to join a laboratory by this date will be considered a substantial lack of progress towards degree. This typically results in the department recommending the student's dismissal from the graduate program. In such an event, the current support of the student as a TA or GSR will continue only until the end of the Spring quarter of the first year.

BMB students are required to join a research laboratory by the end of the Spring quarter of their first year of study, following the completion of rotations. Failure to join a laboratory by this date will be considered a substantial lack of progress towards degree. This typically results in the department recommending the student's dismissal from the graduate program. In such an event, the current support of the student as a TA or GSR will continue only until the end of the summer prior to the start of the second year.

Duplication of Degrees

Graduate Council policy states that:

The University of California, in general discourages the duplication of advanced degrees. At the same time, it recognizes that a professional degree does not duplicate an academic one, and that the holders of either an academic or professional degree may have the pressing need to earn another degree in an area quite different from that of their first endeavors.

All applicants for a second academic graduate degree at the same level as, or at a lower level than the graduate degree they already hold, will be required to show compelling cause to the department before it reviews and recommends admission to the Dean of the Graduate Division.

If admitted for a second graduate degree, students will be held to all the usual degree requirements and University regulations pertaining to fees, registrations, examinations, advancement to candidacy, residency, etc. Courses already applied to any earlier graduate degree cannot be applied to the second degree.

The Graduate Division is particularly concerned that a careful review and special justification be made by the graduate program in all cases where an applicant or a continuing student is recommended for admission to a second doctoral degree program. This concern also extends to a recommendation for student support for pursuit of a second doctoral degree.

The Master's Degree

Thesis or Comprehensive Examination Plan

Depending on what is offered by their major department, students follow either the thesis plan or the comprehensive examination plan. The University minimum standards are the same under either plan, but a department may set higher standards and require additional courses and/or examinations to evaluate a student's capability in his or her field. The departmental graduate adviser should be consulted concerning such requirements. Information regarding standards and examinations may also be found in the *UCLA General Catalog* and in *Program Requirements for UCLA Graduate Degrees*.

University Minimum Standards: Courses

The minimum program of study consists of at least nine graduate and upper division courses (36 units) completed while in graduate status. At least five of those courses (20 units) must be graduate. For the MA, MS, and MAT., the five graduate courses may be in the 200 series (graduate courses and seminars) and, in limited number, the 500 series (directed individual study or research). For other master's degrees, they may be in the 400 series (graduate professional courses) as well as the 200 and 500 series. Many master's programs, especially professional programs, require more courses/units than the University minimum.

Satisfactory/Unsatisfactory (S/U) Graded Courses

Courses taken on an S/U basis outside the major, and 500-series courses within the major, may be applied toward the degree and/or academic residency requirements if so approved by the program. Students in interdepartmental majors may not apply S/U graded courses to degree requirements, unless they are in the 500 series.

Courses offered within the major on an S/U basis only are applicable toward degree and/or academic residency requirements if so approved by the program. A course that is multiple-listed in more than one department (one with an 'M' prefix) and that is taken for S/U grading may not be applied toward a master's degree without a petition if one of the departments is the student's major.

Scholarship

To be in good standing, a 'B' (3.0) grade point average is required in all courses taken in graduate status at the University. A student also must have a 3.0 grade point average in all courses to be applied toward the master's degree.

Transfer of Credit

Through petition, courses completed in graduate status on other UC campuses may apply to master's programs at UCLA, provided they were not used toward a previous degree. Such courses may fulfill up to one-half of the total course requirement, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of two courses completed with a minimum grade of 'B' in graduate status at institutions other than UC may apply to UCLA master's programs. Two courses would be the equivalent of eight quarter units or five semester units. They may not fulfill the minimum five-graduate-course requirement or the academic residence requirement. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit.

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA.

Correspondence courses are not applicable to graduate degrees.

Credit for UCLA Extension Courses

Enrollment through UCLA Extension is not a substitute for enrollment in a regular academic session. Credit for UCLA Extension courses is usually limited to instances where the courses are taken prior to graduate admission (but after award of the bachelor's degree) to demonstrate ability in the field, although unusual circumstances may justify an exception. By petition to the Graduate Division, UCLA Extension courses may be applied toward master's degrees if the following conditions are met:

- 1) The courses (100, 200, or 400 series) must be clearly identified as CONCURRENT courses on the transcript. The designation "XLC" must appear before the department name and course number to designate a concurrent course.
- 2) A student must have received grades of 'B' or better in the courses.
- 3) A student must have completed the courses after the award of the bachelor's degree.
- 4) The petition must have the support of the graduate program and include an official UCLA Extension transcript.

A maximum of two concurrent UCLA Extension courses (eight units) may be applied toward a nine-course, five-graduate-course program.

A student in a program requiring more than nine courses for the master's degree may petition for concurrent courses completed through UCLA Extension (with a grade of 'B' or better after the student has received the bachelor's degree) to meet one-half the course requirements over and above the University minimum of nine.

Grades earned in UCLA Extension are not included in computing grade averages for the graduate transcript and therefore cannot be considered in determining whether a student is on academic probation.

Academic Residence

Students are required to complete at least three quarters of academic residence (registration and enrollment) in graduate status at the University of California, including at least two quarters at UCLA. A student is in academic residence after completing at least one course (four units) in graduate or upper-division work during a quarter.

One quarter of residence in summer study may also be earned in either of these ways: (1) enrollment in two six-week Summer Sessions taking at least two units of upper division and/or graduate work in each session, OR (2)

enrollment in one eight-week Summer Sessions for at least four units of credit. Residence earned through Summer Sessions enrollment is limited to one-third of the degree requirements.

Foreign Language Requirement

Every effort should be made to complete foreign language requirements before the beginning of graduate study or as early as possible thereafter so that the language skill will be of maximum benefit.

Advancement to Candidacy

It is the student's responsibility to file advancement to candidacy forms for the master's degree in the major department no later than the second week of the quarter in which the student expects the award of the degree. Failure to do so will prevent the student from receiving the degree until the quarter in which the forms are filed and the student is advanced to candidacy, regardless of when the degree requirements were completed. Advancement to candidacy may not occur until the foreign language requirement has been satisfied. Forms for this purpose are available in the department. Petitions and transcripts pertinent to the master's program should be attached to the advancement to candidacy form. Any change in program of study after filing for advancement to candidacy should be reported in writing to the Registrar's Office by the department chair or graduate adviser.

Candidates have one calendar year from the date of advancement to candidacy in which to complete all requirements for the degree. After that point, a petition to extend candidacy is required. In instances where five years have passed since advancement to candidacy, the student and department must justify in writing to the Graduate Division why the student should be allowed to graduate without being required to repeat course work, examination or language requirements. Such justification also may be required in instances where the course work included in an advancement to candidacy petition was completed five or more years ago.

The Master's Thesis

Every master's degree program that includes a thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research. Before beginning work on the thesis, the student obtains approval of the subject and general plan from the thesis committee.

For guidance in the final preparation of the manuscript, the student should consult *Thesis and Dissertation Formatting and Filing Guide*, available at www.grad.ucla.edu/publications.asp. If the student is planning to submit a thesis during the current academic year, the student is encouraged to attend one of the orientation meetings on manuscript preparation and filing procedures that are conducted by the Graduate Division at the beginning of each quarter. Orientation meeting dates are listed in the Registrar's Calendar online at www.registrar.ucla.edu, and announcements are sent each quarter to departmental offices by the Graduate Division.

If a student is conducting research for the purpose of fulfilling the requirements for the master's degree, the student should be aware that if the research will entail the use of human subjects (medical procedures, questionnaires, interviews, etc.), in addition to receiving the approval of the thesis committee, the student must also seek the approval of the appropriate Human Subject Protection Committee (HSPC) at UCLA, prior to the initiation of the research project. Additional information regarding application procedures may be obtained from the HSPC - School of Medicine, (310) 825-5344; HSPC - General Campus, (310) 825-7122.

If a student wishes to pursue a Master's with a thesis, the student must submit the following to the graduate office:

- A. A detailed timeline describing the student's plans for completion of the degree, including remaining experiments, thesis writing plans, and a realistic thesis submission date.
- B. A brief note from the student's advisor indicating that he or she recommends the student for a Master's thesis, agrees with the proposed timeline, and understand that the Department will likely not be able to support the student as a TA beyond the completion of the current quarter.

Thesis Committee Regulations

Nominations for the thesis committee are listed on the "Nomination of Master's Thesis Committee" form and sent to the Graduate Division for consideration.

- 1) Master's thesis committees are appointed by the dean of the Graduate Division, acting for the Graduate Council, upon nomination by the chair of the department (or interdepartmental degree committee), after consultation with the student.
- 2) Master's thesis committees consist of a minimum of three faculty members from UCLA.
- 3) Master's thesis committee members must hold one of the following academic ranks:
 - Professor (any rank, regular series)
 - Professor emeritus
 - Professor-in-residence (any rank)
 - Acting professor (any rank)
- 4) Adjunct professor (any rank), professor of clinical X (any rank), and visiting professor (any rank) may serve as one of the three regular members (not as chair) on professional (not MA or MS) master's thesis committees.
- 5) Acting assistant professors may serve as regular members but not as chairs on thesis committees.
- 6) The chair of the committee and at least one other member must hold academic appointments in the student's department, or, in the case of a student in an interdepartmental degree program, must be selected from a list of faculty members who actively participate in the program.
- 7) Additional members (above the minimum) from any of the above titles as well as those with the title of lecturer may be appointed to the committee and/or serve as co-chairs, and shall have the same voting rights and responsibilities as the other committee members.
- 8) By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

Exception List

The following was approved by the Graduate Council in 1993, with subsequent amendments:

Department chairs may nominate as exceptions individuals employed at UCLA whose titles are not currently approved for service as part of the required membership of a master's thesis committee. These nominations must include a curriculum vitae and a statement by the department chair that the prospective appointee's research and academic qualifications are equal to those of a ladder faculty at UCLA, that there is a likelihood that the nominee's appointment will be renewed and it is expected that the individual will be at UCLA for at least five to seven years. The nomination also must include a description of the advising, mentoring and service (as an additional member at UCLA or on committees at another university) on master's thesis committees. If there has been none, it should be so stated. Finally, the department or program faculty must vote on the

nomination and a record of the vote must be included. The record of the vote must include: a) number of votes in favor of the action; b) number of votes against; c) number of abstentions; d) total number of faculty eligible to vote.

If approved, these individuals will count as part of the three required members on a committee but may not serve as chair.

Approval for the exception is for five years or until the individual's UCLA appointment is terminated, whichever comes first. At five years the department chair must submit a request for a renewal of the exception with an updated curriculum vitae.

All exceptions of this nature are to be handled through the above procedures; ad hoc individual exceptions will not be entertained.

No more than one individual who has been approved as an exception will be permitted to serve on any given thesis committee.

Requests for exceptions are to be sent to the Associate Dean of the Graduate Division. The Graduate Division will do the initial screening (to be sure that all appropriate materials are included with the request), and then forward the requests to the Graduate Council Committee on Degree Programs (CDP) for consideration.

Because obtaining an exception for an individual faculty member could take some time due to the review process required for each request, including committee consideration, students should not assume that they may use a particular individual on their committee until approval for the exception is granted.

The Master's Comprehensive Examination

The comprehensive examination is administered by a committee consisting of at least three faculty members appointed by the student's department. Information concerning this examination and its form (written or oral or both) may be obtained from departmental graduate advisers. In some departments, the comprehensive examination may serve as a screening examination for admission to the doctoral program.

The Doctoral Degree

University Minimum Standards

Program of Study

A doctoral student's program of study is planned in consultation with the faculty adviser and/or departmental guidance committee, who supervise the student's activities until the appointment of the doctoral committee. This program lies within the scope of the departmental or interdepartmental program, which has been approved by the Graduate Council. However, it is designed with flexibility for individual needs and interests. Students must fulfill all formal University requirements for the doctoral degree: scholarship; academic residence; foreign language proficiency; written, and in some cases, departmental oral qualifying examinations; the University written and oral qualifying examination; and the dissertation, as well as any additional requirements.

The University does not specify course requirements for doctoral programs. Such courses are completed as required or recommended by the department for knowledge in the field of specialization and for preparation for qualifying examinations.

Scholarship

To be in good standing, a 'B' (3.0) grade point average is required in all courses taken in graduate status at the University.

Academic Residence

Doctoral students are required to complete at least two years of academic residence (registration and enrollment) in graduate status at the University of California, including one year, ordinarily the second, in continuous residence at UCLA. If the master's degree was earned at UCLA, one year of the residence requirement may have been met towards the doctorate. In most cases, however, a longer period of academic residence is necessary, and from three to five years is generally considered optimal. Academic residence occurs after a student has completed at least one course (four units) of graduate or upper-division course work during a quarter.

Foreign Language Requirement

Not all programs have a foreign language requirement (or its equivalent). In instances where there is a requirement, every effort should be made to complete it before the beginning of graduate study or as early as possible thereafter so that the language (or equivalent) skill is of maximum benefit. A student who is in a doctoral program that requires one or more languages must complete all language requirements before the University oral qualifying examination and advancement to candidacy unless the program specifically allows part of the requirement to be completed after the examination.

Departmental Guidance Committee / Written and Oral Qualifying Examinations

The first phase of the student's program is supervised by a departmental faculty adviser and/or departmental guidance committee. The department administers the written, and in some cases, departmental oral qualifying examination after completion of courses and other preparatory work recommended or required by the department.

After completion of all departmental requirements and the appropriate foreign language, if required, the chair of the department, after consultation with the student, nominates a doctoral committee.

Doctoral Committee Regulations

The following regulations are consistent with regulations 526 through 534 of the Los Angeles Division of the Academic Senate. These regulations supplant all prior action of the Graduate Council on the membership, appointment, and responsibilities of doctoral committees.

Membership

- 1) Doctoral committees consist of a minimum of four faculty members from UCLA of the following academic ranks:
 - Professor (any rank)
 - Professor or associate professor emeritus
 - Professor-in-residence (any rank)
 - Acting professor or acting associate professor
- 2) Adjunct professors (any rank) and professor of clinical X (any rank) may serve as one of the four regular members and/or co-chair on professional (non-PhD) doctoral committees.
- 3) Three of the four doctoral committee members must hold appointments at UCLA in the student's major department.
- 4) One of the four doctoral committee members must hold an appointment at UCLA in a department "outside" the student's major department. (Faculty who hold multiple appointments count as "inside" if one of those appointments is in the student's department.)
- 5) Two of the four doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series) at UCLA.
- 6) The chair of the doctoral committee must hold a UCLA appointment in the student's major department or interdepartmental degree program as professor (any rank, regular or in-residence series), or professor or associate professor emeritus. If a committee has co-chairs, at least one must be from the student's major department or interdepartmental degree program at UCLA.
- 7) Additional members (above the minimum number of four) may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members.
- 8) Those holding titles indicated in 1) above, as well as adjunct professor and adjunct associate professor, professor of clinical X, and visiting professor or visiting associate professor may serve as additional members (above the minimum of four) and may also serve as co-chair of the committee.
- 9) By petition (to accompany the committee nomination), one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above. (Funding for travel expenses will not be provided by the Graduate Division.)
- 10) By petition (to accompany the committee nomination), the "outside" member of the doctoral committee may be from another university inside (not UCLA) or outside of the UC system and from the same field as that of the student. The petition, approved by the chair, vice-chair or authorized departmental faculty graduate adviser must include documentation of the following:
 - A curriculum vitae of the faculty member who is nominated to serve as the "outside" member.
 - The faculty member nominated to serve as the outside member must hold a regular series appointment at a university that offers accredited graduate degrees or have equivalent intellectual qualifications as documented in the vitae and attested to in a letter from the chair of the department.
 - A statement indicating that the department has made arrangements to finance all travel expenses of the outside member to attend the University oral qualifying and, if required, the final oral (defense of the dissertation) examination. Students are not permitted to finance these travel expenses.

These petitions will be reviewed by the Associate Dean of the Graduate Division on a case-by-case basis. Therefore, the student and department should make sure that such a petition and the committee nomination are submitted many weeks in advance of the anticipated date of the University oral qualifying examination, in

particular because there is no guarantee that they will be approved, which means that an alternative committee may need to be nominated later if the petition is not approved. This petition process may not be used to retain a UCLA faculty member as a regular committee member once they have left the University for an appointment at another university.

Interdepartmental Degree Programs

In addition to the regulations above, interdepartmental degree program doctoral committees are subject to the following regulations:

- 1) The three committee members from the student's "department" must be selected from a list of faculty members who actively participate in the program. This list will be prepared by the chair of the interdepartmental degree committee and submitted to the Graduate Division at the beginning of each Fall term.
- 2) The one "outside" member will be selected from eligible UCLA faculty whose names do not appear on the list of faculty members who actively participate in the interdepartmental program.
- 3) Two different departmental affiliations must be represented among the four members of the doctoral committee.

Exception List

The following was approved by the Graduate Council in 1993, with subsequent amendments:

Department chairs may nominate as exceptions individuals employed at UCLA whose titles are not currently approved for service as part of the required membership of a doctoral committee. These nominations must include a curriculum vitae and a statement by the department chair that the prospective appointee's research and academic qualifications are equal to those of a ladder faculty at UCLA, that there is a likelihood that the nominee's appointment will be renewed and it is expected that the individual will be at UCLA for at least five to seven years. The nomination also must include a description of the advising, mentoring and service (as an additional member at UCLA or on committees at another university) on doctoral committees. If there has been none, it should be so stated. Finally, the department or program faculty must vote on the nomination and a record of the vote must be included.

If approved, these individuals will count as part of the required inside membership but not as part of the required tenured membership or required outside membership, and may not serve as chair.

Approval for the exception is for five years or until the individual's UCLA appointment is terminated, whichever comes first. At five years the department chair must submit a request for a renewal of the exception with an updated curriculum vitae.

All exceptions of this nature are to be handled through the above procedures; ad hoc individual exceptions will not be entertained.

No more than one individual who has been approved as an exception will be permitted to serve on any given dissertation committee.

Requests for exceptions are to be sent to the Associate Dean of the Graduate Division. The Graduate Division will do the initial screening (to be sure that all appropriate materials are included with the request), and then forward the requests to the Committee on Degree Programs (CDP) for consideration.

Because obtaining an exception for an individual faculty member could take some time due to the review process required for each request, including committee consideration, students should not assume that they may use a particular individual on their committee until approval for the exception is granted.

Appointment

- 1) Doctoral committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the chair of the department or interdepartmental program committee, after consultation with the student. The committee must be appointed prior to holding the oral qualifying examination.
- 2) Recommendation for reconstitution of a doctoral committee is made jointly by the chair of the department and the chair of the doctoral committee, after consultation with the members of the committee who are in residence and the student. Reconstitution is approved by the dean of the Graduate Division, acting for the Graduate Council.

Duties and Responsibilities of the Doctoral Committee:

- 1) Conducts an oral qualifying examination, and at its option, written examination, to determine whether the candidate is qualified for advancement to candidacy for a doctoral degree. This examination is open only to the committee members and the student. All members of the committee must be present at the examination. It is the duty of the chair to see that all members of the committee are present. Each member of the committee reports the examination as “passed” or “not passed.” A student may not be advanced to candidacy if more than one member votes “not passed” regardless of the size of the committee. Upon majority vote of the doctoral committee, the oral qualifying examination may be repeated once. Students must be registered to take written and oral qualifying examinations. If such examinations are to be taken in the summer, the student must have been registered in the immediately preceding Spring term.
- 2) Approves the subject for the dissertation and provides the guidance required for progress toward the degree.
- 3) Decides, by unanimous agreement, whether to waive the final oral examination on the dissertation in cases where it is not required for all students by departmental regulations (but see 6 below). If such an examination is required, the entire committee must be in attendance (it is the duty of the chair to see that all members of the committee are present) and each member must record a decision of “passed” or “not passed.” A student will not be considered to have passed the final oral examination with more than one “not passed” vote regardless of the size of the committee.
- 4) Selects from its membership, by unanimous agreement, the certifying members who will read, approve, and certify the dissertation. A minimum of three members must be certifying members, two of whom are from the student’s department and one from an “outside” department. The chair of the doctoral committee (or both co-chairs, if applicable) must serve as certifying member(s). At least two “inside” and one “outside” certifying member(s) must hold professorial appointments at the University of California (unless an exception is granted in accord with Membership, 10 above).
- 5) The certifying members (whether the entire committee or a subcommittee selected by the entire committee) read, approve, and certify the dissertation. In cases where fewer than the entire membership have been chosen as certifying members, approval of the dissertation must be unanimous. If the entire committee is acting as certifying members, the dissertation is considered as approved with one negative decision. A

negative decision is indicated by a refusal to sign the dissertation approval page and by a letter from the chair of the committee to the dean of the Graduate Division reporting the fact.

- 6) Even though the doctoral committee has agreed to its waiver, any member of the subcommittee which has been chosen to certify the dissertation may require that a final oral examination, in defense of the dissertation, be held. If a final oral examination is required, the entire doctoral committee must attend and vote.
- 7) In addition to the above duties and responsibilities, “outside” members have the responsibility to see that standards of performance on a campus-wide and university-wide basis are maintained. In this role, they serve as the public and are entrusted to ensure that fairness, equity, and academic integrity have been preserved by the doctoral committee.

Advancement to Candidacy

Students are advanced to candidacy following completion of course and language requirements and the written and oral qualifying examinations. The academic residence requirement for doctoral advancement to candidacy consists of four quarters of registration, three of which (ordinarily the last three) must be spent in continuous residence at UCLA. If offered by the program, the Candidate in Philosophy degree (see below) is awarded for the quarter in which the student is advanced to candidacy. A student is advanced to candidacy by the Graduate Division when the report on the University oral qualifying examination is received, providing that all the above conditions are met. The student is automatically billed for the doctoral advancement to candidacy fee at the time advancement occurs.

In instances where ten years have passed since advancement to candidacy, the doctoral committee chair must justify in writing to the Graduate Division why the student should be allowed to graduate without being required to repeat course work, examination or language requirements. In all such cases, the student is required to complete a final oral examination (defense of the dissertation) with all committee members present. This requirement cannot be waived by the doctoral committee.

The Candidate in Philosophy (C.Phil.) Degree

The Candidate in Philosophy (C.Phil.) is awarded to qualified students upon advancement to candidacy in PhD programs where it is offered.

The C.Phil. is not a terminal degree. This means that a department cannot recommend a student for advancement to doctoral candidacy and at the same time disqualify the student for continued registration and further study or research in the dissertation. If a student withdraws from the University after advancement to candidacy and award of the C.Phil., the department must be willing to readmit the student at some subsequent date, provided the period of absence combined with the previous terms of study does not exceed the maximum time limit set by the department for completion of the degree.

Academic requirements for the C.Phil., like those for advancement to candidacy for the PhD, include the departmental program of study, the written, and in some cases, departmental oral qualifying examinations, such as foreign language (or substitute program) requirements as the department has established as prerequisite to advancement to candidacy, and the University oral qualifying examination which is administered by the doctoral committee.

The academic residence requirement for the C.Phil. consists of four quarters of registration, three of which (ordinarily the last three) must be spent in continuous residence at UCLA. The C.Phil. cannot be conferred after or simultaneously with the award of the PhD.

Doctoral Dissertation

Every doctoral program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. The choice of subject must be approved by the doctoral committee, which usually reviews and approves the dissertation prospectus at the time of the University oral qualifying examination. Subsequently, the doctoral committee guides progress toward completion of the dissertation.

For guidance in the final presentation of the manuscript, a student consults *Thesis and Dissertation Formatting and Filing Guide*, available at grad.ucla.edu. When planning to submit the dissertation during the current academic year, students are encouraged to attend one of the orientation meetings conducted by the Graduate Division at the beginning of each quarter. Orientation meeting dates are listed in the Registrar's Calendar online at www.registrar.ucla.edu, and announcements are sent each quarter to departmental offices by the Graduate Division.

If conducting research for the purpose of fulfilling the requirements for a doctoral degree, students should be aware that if the research will entail the use of human subjects (medical procedures, questionnaires, interviews, etc.), in addition to receiving the approval of the doctoral committee, students must also seek the approval of the appropriate Human Subject Protection Committee (HSPC) at UCLA, prior to the initiation of the research project. Additional information regarding application procedures may be obtained from the HSPC - School of Medicine, (310) 825-5344; HSPC - General Campus, (310) 825-7122.

Final Oral Examination (Defense of the Dissertation)

If the final oral examination is required, either for all students in a specific degree program or for an individual student by the doctoral committee, the entire committee must be in attendance and each member must record a decision of "passed" or "not passed." A student is not considered to have passed the final oral examination with more than one "not passed" vote, regardless of the size of the committee. The final oral examination may be waived with the written consent of all members of the doctoral committee on a designated form obtained from the department. If the examination is required for all students in a specific degree program, the waiver request form also must be accompanied by an additional written justification from the chair of the program.

Normative Time-to-Degree

The normative time-to-degree for a program is the number of quarters established for students to complete requirements for the doctorate from the time of matriculation into graduate status in the University of California. In establishing the normative time for a program, the assumption is made that a student enters graduate standing with no stated deficiencies and works full-time to the degree. The normative time is determined in consultation with the program faculty and approved by the Graduate Council.

Graduate Foreign Language Requirements

Each department, school, or interdepartmental degree program determines, with Graduate Council approval, whether or not it will require a command of foreign languages (or an equivalent) for a degree.

Some students meet the foreign language requirements by completing a UCLA foreign language department examination or a foreign language examination administered by their own department. Some departments permit students to fulfill the requirement through completion of course work or through achievement of a certain level of proficiency (e.g., 5 or 6) on the UCLA Foreign Language Department Placement Test given by the foreign language departments. If a program requires special proficiency in a language, this is fulfilled through a special examination. In addition, some departments have approved substitute programs which may fulfill the language requirement.

For further information on these requirements and for additional departmental requirements for specific programs, a student should consult the program's description of its foreign language requirements for the master's or doctoral degree in *Program Requirements for UCLA Graduate Degrees* at www.grad.ucla.edu.

UCLA Foreign Language Department Examinations

In some instances special examinations are offered by UCLA language departments to registered UCLA students. Information regarding these examinations may be obtained directly from the language departments.

UCLA Foreign Language Department Placement Test

While these placement tests vary from language to language, they are written examinations (of various sections — multiple choice, fill-in, essay, etc.) used to determine what level of language ability a student has attained from previous study. The test results indicate what level of proficiency the student has attained (i.e., Spanish 3, 4, 5, etc.). If this is approved as an option for fulfilling foreign language requirements in a department, students are allowed to submit the test results in lieu of completion of course work.

UCLA Departmental Language Examinations

Some departments have obtained Graduate Council approval to administer language examinations to students in their programs. These examinations are administered by faculty committees in the departments. A student must be registered when taking departmental language examinations. For further information, the student contacts the graduate adviser in the department.

A department that wishes to newly establish the option of offering UCLA Departmental Language Examinations must, in accord with guidelines provided by the Graduate Council on March 5, 1971, complete and submit to the Graduate Division a proposal that contains the following:

- 1) The establishment of its own Graduate Foreign Language Examination Committee with the responsibility for its language examination program, including responsibility for certifying the results of such examinations on an official form provided by the Graduate Division.
- 2) Identification of the members of the department's Graduate Foreign Language Examination Committee and their tenure. Any proposed subsequent change in its membership must be submitted to the Graduate Division for approval.

- 3) Specific enumeration of the languages in which each member will be examining, and his or her qualifications for doing so.
- 4) A statement of the department's Graduate Council-approved language requirements for the PhD (or other graduate degrees) in full; clear indication of the parts of these requirements that are to be met with departmentally administered exams; and the languages for which departmental examinations are to be given.
- 5) At least one sample examination showing the type or types of exams the department proposes to offer, and a clear indication of the level or levels of competence required.

The proposals should be addressed to the Associate Dean, Graduate Division, who has delegated authority by the Graduate Council's Committee on Degree Programs to approve or refer them to the committee.

English as a Foreign Language

An international student whose native language is other than English, with the approval of the major department and the Graduate Division, may petition for either English or the native language to fulfill the foreign language requirement. The student may offer only one of these in fulfilling a two-language requirement. Proficiency in English is evaluated by performance on UCLA's English as a Second Language Placement Examination as well as through demonstration of achievement in graduate study. The department chair's signature on the petition is certification of sufficient competence in English, or acceptance of the native language, to meet the department's language requirement.

Alternate Requirements

In some departments a special program of course work may be offered in place of a foreign language. This is included in the program's description of its foreign language requirements for the master's or doctoral degree in *Program Requirements for UCLA Graduate Degrees*. A student should consult the departmental graduate adviser for details on such a program.

Timing

Students in master's programs must complete the language requirement before advancement to candidacy. A student who is in a doctoral program that requires one or more languages must complete all language requirements before the University oral qualifying examination and advancement to candidacy unless the department specifically allows part of the requirement to be completed after the examination.

Articulated and Concurrent Degree Programs

In addition to those programs offered in an individual discipline, it is possible to complete studies leading toward two degrees through approved concurrent and articulated degree programs. Both of these types of programs have the advantage of allowing the student to complete two degrees in less time than normally required if the courses of instruction are taken in sequence. The aim of these programs is to provide an integrated curriculum of greater breadth between the two disciplines. The programs differ in that concurrent programs are designed to allow a specified amount of credit to apply toward both degrees, while articulated programs do not allow any credit overlap.

A list of these programs may be obtained from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall.

In addition to approved existing articulated and concurrent degree programs, a student may petition for an individually designed articulated degree program. The student must be able to demonstrate the need and desire to work simultaneously on two degree programs in two different majors. By using this procedure, individual students may design a program that allows them to be registered in two major simultaneously.

If the individual articulated program is approved, a student is expected to complete all the requirements for each degree; no courses may be applied toward both degrees, and separate and distinct theses and/or comprehensive examinations must be completed. The student who completes both degree programs will receive two separate degrees (one in each major), not a double major with one degree (i.e., the student may receive a MA in History and a MA in Political Science, not a MA in History and Political Science).

A potential advantage of this program is that it allows the student to take courses during any quarter that may apply toward either of the degrees. Further, the student may take both sets of comprehensive examinations or file two theses in the same quarter without changing majors back and forth. With careful scheduling, it may be possible for some students to complete both degrees in less time than it would take to complete them sequentially.

Departments that are considering a student's application to an individually designed articulated degree program must consider that the student FTE will be split between both departments. This is also the case if a Graduate Division major is combined with Law. If the program combines a Graduate Division major with Dentistry or Medicine, the entire FTE is assigned to Dentistry or Medicine. This FTE split occurs regardless of what courses the student is taking during a quarter.

The individually designed articulated degree program is not available to students who are enrolled in special-fee, self-supported programs (e.g., Fully Employed MBA, Executive MBA, MPH for Health Professionals, EdD Educational Leadership Program, and MS in Engineering (online program)). These students pay special fees directly to the school and not to the University as a whole, and thus are entitled to pursue only the degree for which they are paying the special fees.

A student who is interested in applying for an individually designed articulated degree program must have completed at least one quarter in graduate status at UCLA in a single Graduate Division major.

The student submits a proposal to the Graduate Division (Graduate Admissions/Student Academic Affairs, 1255 Murphy Hall). This proposal must include the following:

- The names of the majors and degrees to be combined.
- A statement explaining why the student is interested in the articulated program (i.e., educational objectives, enhancement of career opportunities, etc.).
- A tentative plan of study, including expected dates of degree awards.
- A statement by the student acknowledging that the requirements for each degree will be fulfilled independently, and that s/he understands that no courses, exams, or theses may be used to fulfill requirements for both degrees.
- A change of major petition which has been completed and signed by both departments.
- A statement from the chair of each department involved that approves of the student's plan and acknowledges and agrees to the split of student FTE as defined above.

The department in which the student is not enrolled at the time of application may require the student to go through its admissions screening process before it will submit a statement approving the articulated program.

Regulations and Policies

Courses Graduate Courses

Courses numbered in the 200, 400, and 500 series are ordinarily open only to students who have completed prerequisites or who have sufficient background for the subject matter of the course. Graduate courses and seminars which can fulfill the minimum graduate course requirement of any advanced degree are numbered in the 200 series. All graduate courses especially designed for programs leading to graduate degrees other than the MA, MS, and PhD are numbered in the 400 series; these may not be used to satisfy the minimum graduate course requirements for MA or MS degrees. Courses numbered in the 500 series are directed individual study or research at the graduate level. Courses numbered in the 300 series are professional courses or pre-professional experience and are not applicable toward requirements for graduate degrees.

Individual Study or Research Courses

Graduate individual study or research courses are numbered as follows: 596 (directed individual study or research); 597 (preparation for the master's comprehensive examination or doctoral qualifying examination); 598 (master's thesis research and preparation); and 599 (doctoral dissertation research and preparation). Certain 500 series courses, with limitations as to their use, have been approved by the Graduate Council for Satisfactory/Unsatisfactory grading for application to the minimum course requirements for master's degrees, or for repetition for credit. The same method of grading (letter or S/U) is determined in advance for all of the students enrolled in a particular course. Before enrolling, a student should obtain full information from the graduate adviser in the department which offers the course.

If approved by the Graduate Council for a student's program, no more than two courses in the 500 series (not including course 501) shall apply toward the divisional minimum of nine courses required for a master's degree; and only one of these two courses may be counted toward the minimum of five graduate courses required for the degree.

A department that offers master's degree programs requiring more than the minimum nine courses, in accord with guidelines established on February 22, 1974, may propose to the Graduate Council that additional 500 series courses be applicable, as follows: for programs of 10-11 courses, two 500 series courses, for programs of 12-15 courses, three 500 series courses; for programs of 16-18 courses, four 500 series courses. A department may request an exception to these guidelines by submitting for the approval of the Graduate Council a written proposal indicating the total number of 500 series courses to be permitted, the specific courses involved, and the special justification for the exception.

Final Examinations in Graduate Courses

The instructor in charge of a graduate course is responsible for assigning the final grade in the course. The final grade will reflect the student's achievement in the course and will be based on adequate evaluation of that achievement. The instructor's method of evaluation must be announced at the beginning of the course. The method may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device. Evaluation methods must be of reasonable duration and difficulty and must be in accord with applicable Academic Senate and departmental policies. Final written examinations may

not exceed three hours' duration and are to be given only at the times and places established and published by the departmental chair and the Registrar's Office.

The instructor, if he or she wishes, will release to individual students their original final examinations (or copies). This may be done by any method, which ensures the student's right to privacy. Otherwise, the instructor will retain final examination materials, or a copy of these, until the end of the next succeeding regular term of instruction. During that period, students will have access to their examinations.

Disposition of Master's Written Comprehensive Examinations

A department, if it wishes, may release the original written comprehensive examinations to the student. Otherwise, it will retain these examination materials at least until the end of the next succeeding regular term of instruction. During that period, students will have access to their examinations.

Doctoral Qualifying Examinations

To be admitted to doctoral candidacy, students must provide written evidence of competency in the field. This can be done by passing a series of written examinations or by other methods specified by the department or interdepartmental program. The nature of this written evidence must be approved by the Graduate Council for each degree program.

In addition, a student is required to pass the University oral qualifying examination administered by the doctoral committee. The doctoral committee also has the option of requiring additional written examinations. The University oral qualifying examination is open only to the members of the doctoral committee and the student. Only upon satisfactory completion of the written and oral qualifying requirements, can a student be advanced to candidacy.

The following was approved by the Graduate Council in 2005:

Under special circumstances and only by petition for an exception to the Graduate Division, one member (not the chair or co-chairs) of a previously-appointed doctoral committee may participate in a doctoral oral qualifying or, in limited circumstances (see last bullet), a final oral examination (defense of the dissertation) via video conferencing. Because these petitions must be individually reviewed by the Graduate Division, they must be submitted well in advance of the scheduled date of the examination.

The following conditions or items must pertain and be included with the petition for an exception:

- The exception must involve a current member (one only) of an appointed doctoral committee from the UCLA faculty who is unable to be physically present during the examination due to extenuating circumstances. The member cannot be a chair or co-chair of the committee.
- The committee member cannot be a member from outside of UCLA who was appointed by special petition. These members are appointed as exceptions at the outset with the understanding that they will be physically present at all examinations.
- Required is a statement that the exception is based on the financial cost and/or hardship involved in making it possible for the committee member to be physically present at the examination and explaining the reasons.
- Required is a statement that the student and committee chair have explored the option of reconstituting the committee and an explanation of why reconstitution is not feasible.

- Required is a statement that the participation will involve both audio and video technology (required) and identification of the places where the video conference on each end will occur and the type of equipment to be used.
- The technology involved may not distract from the presentation. For example, if PowerPoint slides are to be used by the student and are not visible to the video conferencing participant, s/he must be provided with a copy of the slides in advance of the examination.
- Required is a statement that the department or faculty member has made arrangements to finance the video conferencing and technology involved. The student is not allowed to cover any of the costs involved.

In addition to the above:

- If the exception involves the final oral examination (defense of the dissertation), required is a statement as to why it is not feasible or preferable to just formally waive the examination, and hold an informal examination with the members who can be present.

If an exception is approved, the committee chair is responsible for signing the name of the member who is participating by video conference on the examination form and countersigning his/her own name as well as obtaining an e-mail or fax confirmation from this individual confirming that the student has passed the examination which is to be attached to the examination report form before it is sent to the Graduate Division.

Graduate departments and programs are cautioned that an exception request must meet all of the criteria and circumstances outlined above or it will be returned without consideration. Also, in all instances except where such an exception is approved, all members of committees must be physically present during these examinations.

Disposition of Doctoral Written Qualifying Examinations

A department may, if it wishes, release the original written qualifying examinations to the student. Otherwise, it will retain these examination materials at least until the end of the next succeeding regular term of instruction. During that period, students will have access to their examinations.

Standard of Scholarship

UCLA requires at least a 'B' (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In courses graded on an S/U basis, a grade of S (Satisfactory) shall be awarded only for work which would otherwise receive a grade of 'B' or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a 'B' (3.0), or if the student's work in any two consecutive terms falls below a 'B' (3.0) average. The Dean of the Graduate Division determines a student's eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).

I (Incomplete) Grades

The grade 'I' (Incomplete) is assigned when a student's work is of passing quality but is incomplete for good cause. A student is entitled to remove the Incomplete and to receive unit credit and grade points provided the student satisfactorily completes the work of the course by the end of the next full quarter that the student is in academic residence. It is not necessary for a student to be registered at the time the work for the course is completed.

If the work is not completed by the end of the next quarter of residence, the 'I' grade will automatically be replaced with the grade 'F' or 'U' (Unsatisfactory) as appropriate. The work for a course for which the 'I' grade has lapsed to an 'F' or 'U' may, with the permission of the instructor, be completed in a subsequent quarter and the appropriate earned grade assigned. Until that time, however, the 'F' or 'U' grade appears on the record and the 'F' is calculated in the grade-point average. A student may file to remove an 'I' grade which has lapsed to an 'F' or 'U' by following the procedures for removing an 'I' grade described below. When the grade is assigned by the instructor, the Registrar's Office will remove the lapsed 'F' or 'U' and replace it with the earned grade. When initially assigned, 'I' grades remain on the permanent record but are excluded from the GPA. When the required work is completed, the assigned grade will appear under the term during which the 'I' grade was satisfied.

If a student receives an Incomplete grade in a course and will be completing the requirements to remove it, the student should not reenroll in the course. The student should have the department send a UCLA Report of Academic Revision to the instructor, who upon completion of the work, submits the grade to the Registrar's Office. Once the grade is received, a confirmation is issued to the department and/or instructor and a processing fee is then charged to the student's BAR account.

The Report and grade assigned must be on file in the Registrar's Office by the end of the student's next registered term to prevent the 'I' grade from lapsing to an 'F', 'NP', or 'U'. The UCLA Report of Academic Revision can also be used to remove Incompletes that have lapsed.

A student may confirm that a grade has been received via URSA Online at www.ursa.ucla.edu. The student should be sure to check the term during which the "I" grade was removed. If the grade is not recorded, the student should check with the individual instructor to insure that the form with a final grade and proper date of completion assigned has been forwarded to the Registrar's Office.

Credit by Examination

Graduate students in good standing may petition to the appropriate instructors, the department, and the Dean of the Graduate Division for permission to take courses for credit by examination, up to a maximum of three courses. To be eligible for this privilege, a student must be registered in graduate status at the time of the examination. Credit earned by examination may be applied toward the minimum course requirements for master's degrees, but it cannot apply to academic residence requirements for master's and doctoral degrees. Petitions for this purpose are available in Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. There is a processing fee for each credit by examination petition.

Academic Disqualification and Appeal of Disqualification

A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0) required by the Academic Senate to remain in good standing (note that some programs require a higher grade point average), or failure to obtain an overall grade point average of 3.0 in the core classes. Other examples include failure of examinations, lack of progress toward the degree, poor performance in core courses, failure to comply with Chemistry and Biochemistry degree milestones (page 83), or lack of progress in research, as documented by the student's research advisor(s).

International students are expected to pass the TOP exam to be in good standing. Probationary students (those with cumulative grade point averages below 3.0 or overall grade point averages below 3.0 in the core classes) are subject to immediate dismissal upon the recommendation of their department.

Regulation 904 of the Academic Senate states that "Disqualification of graduate students is at the discretion of the Dean of the Graduate Division concerned." This means that the Graduate Dean has final authority over this decision and that an appeal can go no higher. If a student wishes to appeal (i.e., ask for reconsideration of) the decision, the Academic Senate has established criteria (Senate Appendix VI, Part III) for the appeal:

- The record for any student who is subject to disqualification for reasons other than failure to maintain a grade-point average greater than 3.0 will be reviewed by the Graduate Division, in consultation with the student's graduate adviser. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's record, the student will then be disqualified from further registration in graduate status at UCLA, and will be notified in writing of this action.
- A student who is subject to disqualification or who has been disqualified may submit a written appeal for reconsideration for cause to the Dean of the Graduate Division within 30 calendar days after the date of the notice of disqualification. Such appeals will be considered only if based upon appropriate cause such as: (a) procedural error, (b) judgments based upon non-academic criteria, (c) personal bias, (d) specific mitigating circumstances contributing to performance, or, (e) discrimination on the basis of race, sex, or handicap not pertaining to required academic performance. Disagreements over evaluation of academic quality will not be considered as an appropriate basis for such appeals. In cases of appropriate cause, the Dean of the Graduate Division will refer the appeal to the Graduate Council Committee on Degree Programs. In all cases of student appeals, so referred, the student must submit a written statement of the basis for the appeal and is entitled to a personal appearance before the Committee on Degree Programs.
- This committee, after consultation with the department, will make a recommendation to the Dean as to the disposition of the case, and the Dean of the Graduate Division will make a final decision. Every reasonable effort will be made to transmit a final decision to the student by the end of the regularly scheduled term following the one in which the original appeal for reconsideration has been submitted. In reporting the final decision of the Dean to the student, the basis for the decision, its effective date, and the nature of the recommendations of the Committee on Degree Programs will be included.
- If the student is seeking the JD, SJD, LLM, MD, or DDS degrees, the disqualification and appeals process will be according to the written procedures adopted by the Schools of Law, Medicine, and Dentistry respectively.

What a student should do:

- Within 30 days after the date of the notice of termination from the Graduate Division, the formal written appeal should be submitted to the chair of the department or program, with a corresponding copy to the Graduate Division.
- The appeal should state specific reasons the student believes the decision should be overturned. Note the definition of cause stated above. For example, if the student believes there was procedural error, the student must specifically outline this, e.g., the department did not follow its own published regulations for the

number of times an examination could be taken. It is always preferable to be specific and succinct in all statements.

- The chair of the department or program is responsible for providing the student with a written response to the appeal within 30 days of receiving it, with a copy to the Graduate Division.
- If the student is not satisfied with the response, the student may request in writing that the Graduate Division review the decision.
- The Graduate Division will refer the appeal to the Committee on Degree Programs for a recommendation only in instances where it is determined that appropriate cause exists. The Graduate Dean retains final authority on the decision.

Registration and Degree Progress

Normal Progress/Full-Time Graduate Program

Three courses (or 12 units) per term are considered the normal enrollment for graduate students and are required for a student not in doctoral candidacy to be counted for full-time status in the University's official enrollment. Therefore, a student is directed by the department to enroll full time whenever possible.

Teaching assistants (TAs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load.

Graduate students holding special fellowships must be enrolled in at least twelve units, both before and after advancement to candidacy. The twelve units required per quarter may include, among others, courses in the 500 series (individual study or research).

Veterans are required to make normal progress toward the degree as stated by the major department. Information on Department of Veterans Affairs regulations is available from the Veterans Affairs coordinator, 1113 Murphy Hall.

Although UCLA is a full-time educational institution, it recognizes the need for part-time study in special circumstances. Approval of less than full-time enrollment is at the discretion of the department. If a student has family or employment responsibilities or health problems that preclude full-time enrollment, the student should contact the departmental graduate adviser to discuss the possibility of an exception.

Registration and Enrollment by Deadlines for Each Term

Graduate students are responsible for registering (paying fees), enrolling (enrolling in specific courses for a specific number of units and a grading basis), and making changes in registration and enrollment each term by the Graduate Council-approved deadlines posted in the Registrar's calendar in the online Schedule of Classes. If students fail to make certain through URSA Online that their registration and enrollment is correctly recorded prior to the end of instruction during the term and they later submit a retroactive petition to change any aspect of their registration and enrollment, there is no guarantee that such a petition will be approved and there is a significant likelihood it will be denied. Therefore, students should periodically review their registration and enrollment status through URSA Online to make sure it is correct for a given term prior to the last day of instruction of that term.

Employment and Degree Programs

Policy governing the employment of graduate students regards the individual as primarily a student rather than an employee, and emphasizes the need for the student to make timely progress toward the degree. Graduate students are limited to a maximum of 12 quarters of appointment in academic apprentice teaching titles and a maximum of 18 quarters in a combination of academic apprentice teaching and research titles. Graduate students appointed to any title are limited to a maximum of 50 percent time employment during the academic year.

University policy prohibits the employment of graduate students in academic titles. This policy was established to ensure that graduate students: (1) make timely progress toward the degree, (2) not be subjected to the conflicting roles of student/faculty members, and (3) not be involved in the instruction of their peers.

Continuous Registration

Unless granted a formal leave of absence, graduate students are expected to register every term, including the term in which their degree or certificate is to be awarded. A student must be registered in order to take any University examination with the exception of those that are permitted by payment of the Filing Fee (master's comprehensive or doctoral final oral examination [defense if the dissertation]). Students must be registered during the regular academic quarter when they take the written and oral qualifying examinations for the doctorate. To be eligible to take such examinations in the summer, the student must have been registered in the immediately preceding Spring term.

If students have completed all requirements for the degree except the filing of the thesis or dissertation and/or the final examination (master's comprehensive or doctoral final oral examination), they may be eligible to pay the Filing Fee (half the registration fee) instead of registering.

To be eligible to take final examinations, file theses or dissertations, or receive degrees during the summer, students must pay the Filing Fee (if eligible) unless they are registered in a Summer Session.

Failure of students to register as required will constitute presumptive evidence that they have withdrawn without leave from the Graduate Division, and that to be readmitted, they must apply formally in competition with all other applicants for admission

Registration in the Final Quarter for the Award of the Degree

If a student is completing courses, using faculty time, library facilities, laboratories, or other University resources, or receiving University funds, the student is required to register in the final term in which the student expects to receive the degree.

When the award of a degree is expected at the end of a given term, but special circumstances (not involving preparation of the manuscript), over which a student has no control, prevent the completion of all requirements before the first day of instruction in the next term, a student may petition for a waiver of registration for that term. Such petitions must be accompanied by a letter from the graduate adviser or department chair elaborating the exceptional circumstances of the case.

If a student was registered for the preceding term and has completed all requirements for a degree in the interval between terms (before the first day of instruction), a student is not required to register to receive a degree at the end of the following term.

Complete official transcripts are available approximately 30 working days after the last day of the term. For graduating students, official transcripts with the graduation date included are available approximately seven weeks after the end of the term. If a student requires earlier proof of graduation, the student should contact a degree auditor at 1113 Murphy Hall.

The Filing Fee

If a student has completed, while registered, all requirements for a degree except the filing of the thesis or dissertation and/or the final examination (master's comprehensive or doctoral final oral examination), the student may be eligible to pay a Filing Fee during the quarter in which the degree is to be awarded instead of registering. Four conditions must be satisfied to be eligible for this fee: (1) all formal requirements for the degree, except for filing the thesis/dissertation and/or taking the master's comprehensive/doctoral final oral examination, must be completed before the first day of classes; (2) since last being registered and up to the first day of classes, the combined use of University facilities and faculty time must not exceed 12 hours; (3) during the quarter in question, the thesis/dissertation committee suggested only stylistic and/or typographical changes in the thesis/dissertation OR, in the case of master's comprehensive examinations, the faculty only administered the comprehensive examination; and (4) the student must have been registered in the previous quarter.

To establish eligibility to pay the Filing Fee, the student submits a Filing Fee application signed by the chair or departmental graduate adviser and, if the filing of a thesis or dissertation is involved, the chair of the thesis committee or doctoral committee, certifying that all the above requirements have been met. Forms for this purpose are available in the department or Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. After obtaining the required signatures, the student (or the department on behalf of the student) turns the form in at Graduate Admissions/Student and Academic Affairs. If the Graduate Division approves the Filing Fee application, the student is billed for the amount of the fee.

Students paying the Filing Fee are not eligible for the privileges normally accorded regularly registered students, such as the use of University facilities, other than the attention of the faculty necessary for the final reading of the dissertation or thesis and/or the taking of a doctoral final oral examination or master's comprehensive examination. A student may not use this fee for the purpose of taking course work of any kind. If the student is a fellowship or assistantship holder, an alien with a certain visa or one whose status depends on maintenance of a particular course load, the student is not eligible to use the Filing Fee. The Filing Fee is not a substitute for registration for purposes of deferring student loans.

If, after paying the Filing Fee in any one quarter, as a candidate, a student should find it necessary to use the educational facilities of the University in any way other than requiring the attention of the faculty sufficient for a final reading of the dissertation or thesis or the taking of a doctoral final oral examination or master's comprehensive examination, the student must resume registration as a student. If this should occur during a quarter in which the student has already paid the Filing Fee, the Filing Fee payment can be refunded. If a student pays the Filing Fee and fails to file the dissertation or thesis or if the student is required to repeat the doctoral final oral examination or master's comprehensive examination, the student must, depending on eligibility, either register as a student or pay an additional Filing Fee in the quarter in which the final requirement for the degree is completed. The Filing Fee will not be refunded because the dissertation or thesis was not filed or the examination not taken or passed.

Leaves of Absence

Eligibility

On recommendation of the department, a leave of absence may be granted by the Graduate Division to continuing graduate students in good standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available on the Graduate Division website.

Note that only persons who are registered are entitled to use of University facilities. An exception is the library, to which the public-at-large has access if a fee is paid, or faculty time. If the student anticipates using 12 or more hours of University facilities and/or faculty time (excluding the library) in any quarter, the student is not eligible for a leave of absence or an extension of a leave of absence and must register. A student who has accumulated as much as 12 or more hours of use of University facilities and/or faculty time (excluding the library) since last being registered is not eligible for an extension of a leave of absence and must register in the next quarter. All usages of faculty time are to be considered, including reading and suggesting revisions to drafts of theses and dissertations.

Chairs of doctoral committees are asked by the Graduate Division to verify that if a student is applying for a leave or extension of a leave, the student will not be using University facilities or faculty time while on leave, in accordance with the policy outlined above.

Types and Criteria

A student may request a leave of absence for the following reasons: emergency, family obligation (e.g., parenting), medical, military, and outside employment. Per University requirements including continuous registration, a student who is conducting research or thesis or dissertation preparation and writing is not eligible for a leave of absence, but *may* qualify for *in absentia* registration (see below).

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all coursework and have advanced to candidacy. The Dashew Center for International Students and Scholars may request additional documentation for verification purposes; or (2) they provide evidence of a serious illness of their own (not that of a family member) that prevents attendance at UCLA. Before granting a leave of absence to international students, the Graduate Division requires written notification from the Dashew Center for International Students and Scholars to the effect that the student has been made aware of the immigration implications of a leave of absence and immigration requirements for maintaining legal status within the U.S. while on leave of absence. The Graduate Division will not approve a leave of absence that is not in compliance with Immigration and Customs Enforcement (ICE) policy governing international student visas.

Duration

A leave is granted for a period of one to three quarters at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. No more than three quarters of leave of absence are permissible for a graduate student during the course of her or his enrollment at UCLA. Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

Deadlines

All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. Deadlines are published for each quarter in the General Catalog and in the quarterly Schedule of Classes.

The Graduate Division will not review late requests or requests for retroactive leave of absence except under extraordinary circumstances.

General Provisions

If registration fees have been paid for the quarter in which the leave is to begin, a percentage of the fees paid is refunded according to the calendar date on which the approved leave request is submitted to the Graduate Division.

If the student returns before the end of the planned leave period, he/she must notify the Graduate Division and the Registrar's Office at least six weeks prior to the beginning of the term in which the student plans to register. Failure to give at least six weeks notice will result in liability for any and all late registration/late enrollment fees assessed by the Registrar's Office.

If the student fails to return to the University the quarter after being on official leave of absence, or leaves the University without an official leave of absence, the student must apply for readmission to graduate study. When a student is on a leave of absence, the Registrar's Office cannot confirm student status for student loan deferral.

If a student is granted a leave for any period of time, the student may not keep a fellowship, grant, or salaried appointment to any apprentice teaching or research title. Furthermore, the granting of a leave of absence does not relieve a student from meeting the requirements for the degree as they were stated in the catalog published and in effect at the time the student matriculated as a graduate student at UCLA.

In-Absentia Registration

The *University of California Fee Policy for Graduate Student In Absentia Registration* allows graduate students to take research or coursework leaves outside of California and remain enrolled in the University while paying 15 percent of combined Tuition and Student Services Fees. *In Absentia* Registration is for the academic year only.

Eligibility

Students must be enrolled full-time and in good academic standing (GPA of 3.0) to be eligible for the reduced *in absentia* fee. Research must be directly related to the student's degree program; of a nature that makes it necessary to be completed outside of California for at least one full academic term; involve only indirect supervision appropriate to evaluating the student's academic progress and performance; and involve no significant in-person collaboration with UC faculty during the *in absentia* period.

Note: Students in self-supporting graduate programs are not eligible for *in absentia* registration.

Duration

Academic doctoral students must have advanced to candidacy by the time the *in absentia* status would begin. Academic doctoral students are eligible to register *in absentia* for up to two years (6 quarters), with an additional year requiring approval by the Dean of Graduate Division.

Master's and graduate professional students must have completed at least one year of coursework by the time the *in absentia* status would begin. Master's and graduate professional students, including students enrolled in MBA, Ed.D., and MPIA degree programs, are eligible to register *in absentia* for up to one year (3 quarters).

Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

Deadlines

No later than one week prior to the beginning of each quarter based on Registrar's Office calendar.

The Graduate Division will not review late requests or request for retroactive *in absentia* registration except under extraordinary circumstances.

General Provisions

In absentia status has significant benefits that do not apply when a student takes a leave of absence (LOA): Students have unrestricted access to university resources including full library privileges and access to faculty; maintain their UCLA insurance coverage; and remain eligible for merit and need-based financial support.

Program Accommodations for Research Doctoral Students Who Are Parents

The following was approved by the Graduate Council in June 2009:

Research doctoral students who are undergoing childbirth or coping with other serious parenting demands must be allowed additional time to meet established deadlines for passing preliminary and/or qualifying examinations and completing their dissertations. A woman anticipating childbirth is entitled to receive an extension of up to one extra year for passing preliminary examinations and qualifying examinations and an extension of up to one extra year toward Normative Time completion while in candidacy. A woman or man confronted with extraordinary parenting demands such as a child's serious illness is entitled to receive an extension of up to six extra months for passing preliminary examinations and qualifying examinations and an extension of up to six extra months toward Normative Time completion while in candidacy. The total additional time granted by this policy cannot exceed two years, no matter how many children are involved.

Eligibility

A research doctoral student seeking parental accommodation must have substantial parenting responsibilities. These include childbirth, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

Note: Withdrawals, leaves, and delayed progress toward completion of degree may have implications for the visa status of international students. International students are urged to consult with the Dashew Center for International Students and Scholars before modifying their degree progress.

Withdrawal

Withdrawing from the University means discontinuing attendance in all courses in which students are enrolled.

Eligibility

With approval of the Dean of the Graduate Division, if a student is eligible for further registration in the University and is not under disciplinary disqualification, the student is entitled to a statement of honorable withdrawal; however, the Dean may attach comments to this statement.

Deadlines

All withdrawals must be requested by the last day of instruction of the quarter in which the withdrawal is to begin. Deadlines are published for each quarter in the Registrar's Office Calendar.

The Graduate Division will not review late requests or request for retroactive withdrawal except under extraordinary circumstances.

General Provisions

If a registered student leaves the University before the end of the quarter without formally withdrawing, the student will receive a grade of 'F' or, where appropriate, 'U' (Unsatisfactory) in each course in which the student is enrolled.

A percentage of the registration fees paid is refunded according to the calendar date on which the official notice of withdrawal is submitted to the Graduate Division. A student can refer to the current Schedule of Classes for the refund schedule.

If a student completes a quarter and fails to register or take a leave of absence for the following quarter, the student is presumed to have withdrawn from the University. If the student wishes to register for a subsequent quarter, the student will be required to apply for and receive readmission to the Graduate Division.

Readmission

Eligibility

University requirements state that unless granted a formal leave of absence, continuing graduate students who fail to register are considered to have withdrawn from the University and must compete for readmission with all other applicants. Thus, applicants who were previously registered at any time as graduate students at UCLA, whether having completed a graduate program or not, must submit an online application with the application fee. A formal application for readmission is not required for students who are returning from an official leave of absence.

Deadlines

A student should check with the department regarding any deadlines.

Change of Major

Continuing graduate students may petition for a change of major after discussing their plans with their new department. Forms for this purpose are available in the departments. Deadlines for this petition generally are the same as those for regular graduate admission and the department may treat such a petition in the same manner as that of a new application. Therefore students should always consult with the departments before filing a petition. Students must be coded in the major in which they are to receive their degrees at the time the degrees are awarded.

Summer Sessions

Enrollment of prospective graduate students in Summer Sessions courses does not constitute admission to graduate status in the University, which is possible only through application for graduate admission during the regular academic year. This is true also for students readmitted to graduate status who wish to resume their study in Summer Sessions. Prospective students should be aware that courses completed in Summer Sessions after the award of the bachelor's degree will appear on their graduate transcripts, and grades received will be reflected in the graduate grade-point average.

A student should register continuously in the Fall, Winter, and Spring Quarters. Enrollment in either Summer Sessions does not constitute a substitution for the requirement of continuous registration.

If a student wishes to enroll in Summer Sessions courses and apply them to requirements for graduate degrees or University-recommended credentials, the student should consult in advance with the departmental graduate adviser concerning this possibility.

If the student was registered during the immediately preceding Spring Quarter, the student may take written and/or oral qualifying examinations for the doctoral degree during the summer without being registered in Summer Sessions. If the student was not registered the immediately preceding Spring Quarter, the student must wait until the Fall Quarter to take these examinations, at which time the student must be registered.

To be eligible to take the master's comprehensive or doctoral final oral (dissertation defense) examination, file a thesis or dissertation, or receive a degree during a Summer Session, a student must either pay the Filing Fee (if eligible) or be registered and enrolled in at least four units in a Summer Session. A doctoral student who is registered during the immediately preceding Spring Quarter may pay the Filing Fee to file the dissertation in Summer. A doctoral student who is not registered during the immediately preceding Spring Quarter may file the dissertation during Summer Session by registering and enrolling in four units (in a 599 course) for one Summer Session.

Academic Residence

Enrollment in two six-week Summer Sessions (must be consecutive for doctoral candidates) counts as one quarter of residence provided the student is enrolled in each session for the equivalent of at least two units of upper division and/or graduate work as given in a regular quarter. Enrollment in an eight-week Summer Session counts as one quarter of residence provided the candidate is enrolled for the equivalent of at least four units of upper division and/or graduate work as given in a regular quarter. Academic residence that is earned through enrollment in Summer Sessions is limited to one-third of the degree requirements.

Course Credit

Regular session courses offered in Summer Sessions at UCLA by regular faculty qualify automatically for credit toward a higher degree. Regular session courses offered in Summer Sessions at UCLA by visiting faculty may apply, provided the chair of the department so recommends, in advance, to the Dean of the Graduate Division.

S/U Grading

Graduate students may enroll in Summer Session courses for satisfactory/unsatisfactory grading with the approval of their academic departments. The restrictions on applying S/U graded courses toward graduate degrees remain the same, regardless of whether these courses are completed for a summer or regular term.

Education Abroad Program

After completion of one academic year of study at UCLA, a graduate student may apply to study at most of the universities affiliated with the Education Abroad Program. Participation in the EAP is contingent upon endorsement of the student's proposal for study by the graduate departmental adviser, the department chair, the Dean of the Graduate Division, and the UCLA EAP Selection Committee. Such students remain under the academic direction of their home campus graduate adviser but may seek assistance from the director of the Study Center when appropriate. Participation in the Education Abroad Program may prove especially valuable to doctoral candidates who have been advanced to candidacy and are engaged in independent study and research directed toward their dissertations. Outstanding opportunities exist for fieldwork and research in the developing world and in Russia and Eastern Europe. In addition, the EAP offers special programs for graduate-level study of engineering in Japan and film and critical studies in Paris.

By approval of the Graduate Council, courses (units) to be applied toward an advanced degree shall be accepted only under all of the following conditions: (a) students, after returning, must present a transcript (or equivalent) showing work done abroad under the Education Abroad Program; (b) the major department indicates its approval of those courses which it recommends for credit toward an advanced degree; (c) the recommendations of the department are then submitted to the Graduate Division for approval. For further information regarding applications and deadlines, graduate students should consult the Office of the Education Abroad Program, B300 Murphy Hall; (310) 825-4995. Inquiries should be made well in advance of the proposed period of overseas study.

Graduate Cross-Enrollment Program with the University of Southern California

As an integral part of a Regentally-approved program in Academic Resource Sharing which links UCLA with USC, the Graduate Cross-Enrollment Program makes possible graduate student exchanges in many departments. The program is limited to specialized course offerings which would not otherwise be available to UCLA students and is available only during the academic year (not in summer).

With the approval of the instructor and department chair at USC, the UCLA student signs up for a 501 course with the UCLA adviser and completes The College and University Regional Student Exchange Petition for Enrollment and Certification of Grade, available from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. The completed form must be filed with the graduate dean's office at USC by the third week of the UCLA quarter in which 501 credit is requested. Upon completion of the period of study at USC, the student will be evaluated by the USC instructor, who will forward the grade (S or U only) to the UCLA graduate adviser, to be recorded against the 501 course and submitted to the UCLA Registrar's Office. There is a credit limit of 8 units of such courses applicable toward the requirements for the master's degree. These 8 units cannot be used to satisfy the five-graduate-course requirement.

The UCLA student must have completed one quarter of graduate study at UCLA, must petition for study at USC in the manner described above, and must have registered and paid the other fees to UCLA before permission to cross-enroll will be granted. Library privileges will be extended at USC, but other privileges or services will not be available.

UC Intercampus Exchange Program

This program is available to students who wish to take courses on other campuses of the University of California while remaining registered on their home campuses. It is reserved for use by those students whose graduate study may be enhanced by work with distinguished faculty or use of facilities and resources accessible only on another campus. The grades received for the courses taken on the other UC campus are sent to the Registrar's Office on the home campus for inclusion on the student's record. Before attempting to enroll at another UC campus, the student should ascertain that the chair of the department in which the course is offered is prepared to permit him or her to enroll and that the student has the necessary prerequisites for the course which he or she intends to take on the other UC campus. It is the responsibility of the Intercampus Exchange student to register on both campuses. The student must make certain he or she appears on the roster of the instructor in charge of a course so that registration can be verified when grades are assigned.

This program is not available to students who are enrolled in special-fee, self-supported programs (e.g., F.E.M.B.A, E.M.B.A, M.P.H. for Health Professionals, Ed.D Educational Leadership Program, M.S. in Engineering (online), etc.). These students pay special fees directly to the school and not to the University as a whole, and thus are not entitled to access to state-supported program offerings.

Application forms for Intercampus Exchange may be obtained from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall. The form must be approved by the department and submitted to the Graduate Division for the Dean's approval. They are then forwarded to the other UC campus for approval by the Dean of the Graduate Division and the department chair on that campus. UCLA will not approve a student for Intercampus Exchange if his or her grade-point average is below 3.0. UCLA students must have completed one quarter of study before participating in the Intercampus Exchange Program. To avoid penalties for late filing of study lists, the application should be completed and filed at least one month before the beginning of the quarter in which the student expects to participate in this program. If a student does not actually enroll in the Intercampus Exchange Program after having applied, he or she should notify, in writing, the Deans of the Graduate Divisions on both campuses concerned so that the application may be canceled. Separate applications are required for each quarter.

Graduate Student Financial Information

All students in good standing and making progress towards their degree who are admitted into the PhD Chemistry and PhD Biochemistry and Molecular Biology graduate programs are guaranteed a funding package that includes tuition, fees, health insurance, and stipend. This funding package is met using some or all of these sources: teaching assistantship, graduate student researcher, fellowships, and other departmental funding.

This section contains information regarding important details regarding student financials.

Departmental Offer

The departmental offer is guaranteed for five years, as long as the student is in good standing and makes timely progress toward the PhD degree. Students dismissed from the graduate program have their funding offer rescinded the quarter immediately after.

Non-resident tuition is only guaranteed one year for US citizens and permanent residents and two years for international students on an F1 visa.

BruinBill

It is your responsibility to monitor your BruinBill for any outstanding charges that will not be covered by the department. Most common charges include library fines, Ashe Center, athletics, printing, etc.

Full payment is due every month on the 20th, it is important to ensure a zero balance.

To access your BruinBill go to URSA and then choose the BruinBill Accounts link.

FAFSA, Loans, and Financial Aid

FAFSA (Free Application for Federal Student Aid) is required yearly for all US citizens and permanent residents. Please submit this form by the yearly March 2nd priority deadline.

Eligible students will be contacted by the campus' Financial Aid Office regarding loans and work-study. It is up to you as the student whether you wish to take loans out. The Graduate Student Affairs Office is unable to advise you on matters regarding financial aid.

The Graduate Student Affairs Staff is happy to answer any of your general questions, but for more specific questions, please contact the Financial Aid Office directly.

Financial Aid Office: A129-J Murphy Hall, <http://www.fao.ucla.edu>.

Graduate Work Study

By submitting your FAFSA by the March 2nd deadline, you become eligible for the Federal Graduate Work Study Program. If you participate you will not see any change to your guaranteed stipend. This is just a mechanism to cost share between the university, your PI, and the federal government.

To participate: submit the Graduate Work Study form to the Graduate Student Affairs Office. If you are eligible you will receive a \$500 bonus for participating.

Fellowships

Starting today, you can apply for fellowships and it is important. Some provide small stipends and others provide three years of full funding (no teaching).

Places to start are the National Science Foundation (NSF) and the National Institutes of Health (NIH). UCLA also administers two NIH-sponsored training grants.

Your PI and other graduate students are the best way to find out about these funding opportunities.

UCLA GRAPES (Graduate and Postdoctoral Extramural Support) Database provides a very thorough list of available fellowships and awards. Access the database by going to <http://www.gdnet.ucla.edu/grpinst.htm> or Google UCLA GRAPES.

Offer of Graduate Support

This is a document sent to you on an annual basis by Graduate Division to accept any university-based funding. This can include funding derived from the Graduate Student Affairs Office.

Types of funding listed:

- University Fellowship = TA Supplements
- Nonresident Tuition Grant pays for nonresident tuition (NRT)
- Registration Fee Grant is used to pay a portion of student tuition and fees not automatically covered

Every year, please read, sign, and return to Murphy Hall promptly.

You may receive updated Offers of Graduate Support as your funding changes. For example, moving from GSR to TA, going on Fellowship, or registering in-absentia will all cause funding changes.

Fee Remission

The term “fee remission” is used to describe the payment of your tuition, fees, and health insurance via a TA or GSR appointment. A fee remission does not cover all of your student fees, so funding is provided via the Offer of Graduate Support to cover the difference.

TA Supplements

TA salaries are fixed between the University of California and the UAW. In turn, the TA salary has historically always been lower than the department’s guaranteed stipend. The department will supplement a TA salary to bring it up to the department’s stipend level.

Every quarter that you TA, you will receive a TA supplement. They range from \$100 to \$1114 per quarter. As you progress through the program, your TA salary will increase and your supplement will decrease.

Pay Schedule

Teaching Assistants

Fall Quarter:

- 3rd Week of September: TA Supplement
- November 1, December 1, January 1: TA Salary

Winter Quarter:

- Last week of December or 1st week of January: TA Supplement
- February 1, March 1, April 1: TA Salary

Spring Quarter:

- 3rd Week of March: TA Supplement
- May 1, June 1, July 1: TA Salary

Summer Sessions are determined on an annual basis by the Summer Sessions Office.

Graduate Student Researchers

Fall Quarter:

- November 1, December 1, January 1: GSR Salary

Winter Quarter:

- February 1, March 1, April 1: GSR Salary

Spring Quarter:

- May 1, June 1, July 1: GSR Salary

Summer Sessions:

- August 1, September 1, October 1: GSR Salary

Fellowships

This is determined by the funding agency and the university's award administrator. Please contact the university representative for more information.

TA Advance Loan

Interest-free loans are available for students who will hold a TA position. This loan borrows against the second and third TA paycheck. Please see the Graduate Student Affairs Office for more details.

Travel Grants

Travel grants are available to help offset the cost of attending conferences, meetings, workshops, or classes. One travel grant is available per fiscal year (July 1-June 30) and additional grants can be granted on a case by case basis.

The amount of the grant will vary geographically from between \$150 to \$500. To apply, please stop by the Graduate Student Affairs Office.

Taxes

Taxes must be paid on salary income and fellowship income. Salary is detailed annually on a W-2, while fellowships are detailed on a 1098-T form. Both of these forms will be sent to you in late January or early February.

It is important to note that if you are on a fellowship all year, taxes are not taken out in advance. It will be important to reserve some money to cover taxes.

The Graduate Student Affairs Office is happy to assist with basic questions, but for more specific questions or tax advice, please consult VITA (please refer to the Campus Resources section) or a certified tax professional.

Departmental Cumulative Exam Information

Cumulative exams are used to test knowledge in a given area of Chemistry. There are no cumulative exams in Biochemistry. In order to qualify to give your oral examination and advance to PhD candidacy, you must pass your cumulative (or more commonly called cume) exams. Chemistry students must finish their cumulative exams no later than the end of Winter quarter year 2.

Cume exams are given nine (9) times per academic year. First year students begin taking cume exams at the start of the Winter quarter. Students mainly take exams within their own division or specialization, but are allowed to venture outside, if they choose to.

Completion requirements vary based on entering degree. IF you enter the graduate program with a MS you are required to pass three (3) out of nine (9) exams. IF you enter the graduate program with a BS/BA you are required to pass four (4) out of 12 exams. No matter your entering degree, you must also pass one out of your first five (5) attempts.

Exam dates will be released prior to the start of the Fall quarter for the entire academic year. A missed exam is a failed exam. Please notify your PI, the Chemistry Graduate Advisor, and the Graduate Student Affairs Office for prior approval if you will miss an exam date.

Exams are held on Saturday mornings from 10:00 am to 12 noon. Please allow ten business days for grading. When exams are ready to be picked up, an email will be sent to the grads email list, and you may stop by the Graduate Student Affairs Office with your BruinCard to receive your exam. Your returned exam will have a cover sheet listing whether you have passed or not passed and your pass/not pass cumulative count. It will also note the professor who wrote the exam.

Students who do not pass 1/5 initial cumulative exams or 4 out of 12 cumulative exams total are subject to dismissal from the graduate program. However, with the support of his or her advisor, a student may petition to pursue a research masters degree. The request will be evaluated by the Graduate Studies Committee. If the petition is granted, the student will be given a set time period to file his or her masters thesis (typically 6 months). After the filing of a research masters thesis, the student may then reapply to the PhD program. If readmitted into the PhD program, the student would then have a second chance to complete the cumulative exam requirements (now as a M.S. Degree holder, this would be 3 out of 9 cumulative exams in total)

Cumulative Examination Schedule, 2014-2015 (schedule is subject to change)

Fall Quarter 2014

October 4, 2014

November 1, 2014

December 6, 2014

Spring Quarter 2015

April 4, 2015

May 2, 2015

May 30, 2015

Winter Quarter 2015

January 10, 2015

February 7, 2015

March 7, 2015

Nomination of Doctoral Committee Information

In addition to information listed in Standards and Procedures for Graduate Study at UCLA, the department has additional requirements for the nomination of the doctoral committee.

Chemistry

Four committee members are required:

1. Research advisor, 2. Faculty member within the division (organic, inorganic, physical), 3. Faculty member outside the division, but within the department, and 4. Faculty member outside the department.

Biochemistry

Five committee members are required:

1. Research advisor, 2 and 3. Faculty members within the department, 4 and 5. Faculty members outside the department.

Committee members must be nominated at least one month before the scheduled oral examination. It is a departmental requirement to complete the oral examination and advanced to candidacy (ATC) by the end of the second year of study (see next section). Failure to complete this requirement on time is considered lack of progress towards degree. In such an event the department will recommend dismissal from the graduate program. Please see the Graduate Student Affairs Office for the necessary paperwork.

Oral Examinations and Advancement to PhD Candidacy

Chemistry and Biochemistry, like most departments on campus, has their own pathway to advancing to PhD candidacy. The department requires students to advance to candidacy at the end of a student's second year. If a student does not complete his or her candidacy exam before the start of the Fall quarter of the third year, the student may be recommended for dismissal from the graduate program. Students who need special accommodations must notify the graduate office and file the necessary documentation at least one month in advance.

Students need to stop by the Graduate Student Affairs Office to complete the Doctoral Committee form and the Advancement to Candidacy paperwork. All paperwork must be completed two to four weeks prior to the day of the oral exam.

Biochemistry

1) **Topic of the exam.** You should choose a topic that is not closely related to the area of the research in your thesis advisor's laboratory. If you are unsure about a topic and whether it is sufficiently distant from the research in your laboratory, solicit your thesis advisor's opinion. In general, if your research group is more familiar with the topic than most groups it may be unacceptable. You are allowed to consult with your advisor on the appropriateness of a topic. Beyond this, however, your thesis advisor is not allowed to provide you with any help in preparing for the exam. Once you have settled on a topic, you should come to see the BMB graduate advisor for approval of the topic and about the composition of your committee.

2) **Constitution of the committee and scheduling of the exam.**

This is a 3-step process. First, have your topic and tentative committee on the pre-oral form approved by the Biochemistry advisor. Second, go the Graduate Student Affairs Office with this form and request that they assist you with officially constituting your committee. Third, when you know the exact date of your oral exam, return to the grad office and ask that they assist you with final paperwork.

Once the proposed membership of your committee is approved by the Biochemistry advisor, it is up to you to contact prospective members of the committee to ascertain their willingness to serve on the committee. You are then required to schedule a time and date for the exam that is acceptable to all members of your committee. It is strongly recommended that you begin to schedule your exam at least a month ahead of time to avoid scheduling conflicts.

The faculty committee for your qualifying exam will consist of three members of the department (including your thesis advisor who serves as committee chair) and two members from other departments. At least 2 members must be tenured faculty. When you come to see the BMB advisor to get approval of your topic, you should have a list of appropriate faculty for your committee in mind. If possible, at least one member of the committee should be an expert in the topic of your proposal. This same committee will be evaluating your Ph.D. thesis in a few years, and so the committee should also contain several members with expertise in the area of your Ph.D. research.

3) **Preparation for the exam.** Here is what you should prepare for your exam:

- A) You are required to prepare an original written research proposal to be distributed to your committee at least one week in advance of the exam. The proposal must not exceed 10,000 words in length, excluding the bibliography.

- B) At the same time that you distribute your written proposal to your committee members, you should also distribute a brief summary (about 500 words) of the research you are carrying out for your Ph.D. thesis.
- C) You should also prepare an oral presentation of the project lasting about 20 minutes (assuming no interruptions).

In preparing for your exam, you are allowed to consult with anyone you wish other than your Ph.D. advisor, including fellow students, post-docs, and faculty.

4) **Format of the written proposal.** The proposal is intended to describe an amount of research that would correspond to a solid Ph.D. thesis (i.e., don't propose more experiments than an outstanding graduate student could complete in about 4 years).

Be creative, but realistic. Make sure that you emphasize the significance of your research proposal and explain clearly why the proposed work is interesting in the context of what is already known. The research you propose should be designed to test specific and explicitly stated hypotheses, not to just explore a subject area. Avoid research that is derivative (e.g., don't just take someone else's published research and plug in a different gene) as the committees typically value originality of thought. Nonetheless, the project should be practical and you should be prepared to explain that this is the case. Do not assume that you know the outcome of the experiments you propose. Instead, explain why you feel particular outcomes are most likely but be prepared to discuss alternative approaches and results. The exam may also include a discussion of general knowledge, with the emphasis often on areas related to your proposal.

Your proposal should be organized into the following sections:

- A) **Abstract** - summarize the background, specific aims, and approaches to be used. About 350 words is recommended.
- B) **Specific Aims.** List the broad long-term objective and describe concisely and realistically what the specific research described is intended to accomplish. Emphasize the specific knowledge to be gained and the hypotheses that the proposed research is intended to test. About 500 words is recommended. A typical proposal has no more than 3 aims.
- C) **Background and Significance.** Briefly summarize the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance of the research described by relating the specific aims to the broad long-term objectives. About 1500-2000 words is recommended.
- D) **Research Design and Methods.** Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Be sure to discuss why the approaches chosen are appropriate. Discuss the potential difficulties and limitations of the proposed procedures and mention alternative approaches to achieve the aims.

When you are employing published procedures, describe them only in outline and provide the appropriate references. Give the committee enough information and citations for them to judge if the technique appears to be practical and appropriate. Always plan controls in your experiments. Do not incorporate technical details of experimental protocols or conditions unless they are central to the interpretation of the experiment. Nonetheless, be prepared to discuss technical details in case questions arise as to whether procedures are likely give the desired information. Overall, the committee wants to

know why the project is important and whether the approach you outlined is likely to make an important contribution.

Literature Cited. List all the literature citations at the end of the proposal. Citations should include the authors' names, year, title, journal or book title, volume number, and page numbers. Make every attempt to be judicious in compiling a relevant and current list of literature citations; it need not be exhaustive.

The use of figures to illustrate key points is highly recommended.

5) **The format of the exam.** Exams generally require about 2-3 hours to complete, although there is no set time limit. At the beginning of the exam, you will be asked to begin your 20 minute presentation (see item 2C). Usually these presentations are interrupted almost immediately with questions and it is not unusual for the 20 minute presentation to last for about 2 hours. Near the end of the exam, there will be a brief period for the committee to ask general questions aimed at assessing the student's overall knowledge of biochemistry. The student may also be asked to briefly discuss his or her own research.

6) **Deadline for completion of exam.** You are required to complete your oral qualifying exam by the end of the Spring Quarter of your second year. Exceptions are rarely granted.

7) **Possible Outcomes.** The faculty committee determines whether the candidate is qualified for advancement to candidacy for a doctoral degree. Each member of the committee will report the examination as "passed" or "not passed." Students may not be advanced to candidacy if more than one member votes "not passed" regardless of the size of the committee. Upon majority vote of the doctoral committee, the oral qualifying examination may be repeated once. The committee will agree to the terms of the student's exam retake (the exact requirements and timing) at the time of the original exam. Typically, students must complete their re-examination within one quarter. Failure to do so will lapse into a fail grade with the consequential recommendation for dismissal from the graduate program. Students who pass the oral exam earn a non-terminal Candidate in Philosophy (C. Phil) degree and can continue towards the completion of their doctoral dissertation and Ph.D. degree.

Chemistry (All Specializations)

Once you have a suitable ‘idea’ for your Candidacy Proposal and have learned enough about it to suggest it is doable, you should first have your research advisor approve that the general topic is not directly related to your dissertation research. *This is the only discussion you should have with your research advisor pertaining to your proposal prior to your candidacy exam, and your advisor will not be able to give you any proposal advice.*

Next, the topic for your proposal must be approved by your Graduate Specialization advisor (or in some cases, another faculty member, as designated by your Specialization advisor). You should contact your Specialization advisor, or his/her designee, to schedule a brief appointment. Be sure to bring this form to the appointment and then return the signed copy to the Graduate Office. The current Graduate Specialization advisors are listed below, but you should check with the Graduate Office in case of recent changes (or in case there is a ‘designee’ to meet with for your specialization area).

Area of Advisement	Name	Email
Chemistry Graduate Advisor and Biophysics Specialization	Professor William Gelbart	gelbart@chem.ucla.edu
Inorganic	Professor Xiangfeng Duan	xduan@chem.ucla.edu
Organic	Professor Neil Garg	neilgarg@chem.ucla.edu
Physical	Professor Benjamin Schwartz	schwartz@chem.ucla.edu
Materials Chemistry	Professor Sarah Tolbert	tolbert@chem.ucla.edu
Instrumentation	Professor Joseph Loo	jloo@chem.ucla.edu
Theory and Computation	Professor Ken Houk	houk@chem.ucla.edu

The goals of the candidacy exam (a.k.a. ‘oral’ or ‘qualifying’ exam) are to develop your ability to independently identify and critically analyze a significant scientific problem, to plan creative approaches to research problems, to learn a new area of research, and to learn to present and defend research proposals in oral and written form.

You need to complete your oral exam by the end of your second year of graduate studies. If a student does not complete his or her candidacy exam before the start of the Fall quarter of the third year, the student may be recommended for dismissal from the graduate program. Students who need special accommodations must notify the graduate office and file the necessary documentation before the end of the Winter quarter of their second year.

I. Assembling your written documents

A) The Proposal. As a key aspect of the Candidacy Exam is to help you develop as an independent scientist, you must conceive of your proposal topic and write your proposal on your own. Your proposal must involve a topic in chemistry that is not directly related to your own dissertation research. The proposed research should not be too broad or too narrow, and should have a scope that is on the order of a PhD thesis project.

Once you have a suitable ‘idea’ and have learned enough about it to suggest it is doable, you should have your research advisor approve that the general topic is not directly related to your dissertation research. *This is the only discussion you should have with your research advisor pertaining to your proposal prior to your candidacy exam, and your advisor will not be able to give you any proposal advice.* Next, the topic for your proposal must be approved by your Graduate Specialization advisor (or in some cases, another faculty member, as designated by your Specialization advisor). You should contact your Specialization advisor, or his/her designee, to schedule a brief appointment. Be sure to bring a copy of the Candidacy Proposal Approval Form (available soon from the Graduate Office) to the appointment. Once your proposal topic has been approved, turn in the signed Approval Form to the Graduate

Office and begin assembling your detailed proposal. You may discuss your proposal with anyone you like, with the exception of your research advisor.

The proposal should be in the format required for federal grants such as NSF or NIH. The text (including Figures) must not be longer than twelve pages of double spaced typing (1 inch margins, 12 point Times font), but the reference section can be as long as necessary. A reasonable format would be as follows:

Specific Aims: Provide an overview of your proposal and specific objections (1 page max)

Significance: Describe why the proposed studies are important (1/2 – 1 page suggested)

Research Design and Methods: Describe your proposed studies, citing ample literature precedence to support your ideas, wherever applicable (roughly 9–10 pages)

Conclusions: Reiterate the goals of your proposal and convey expected outcomes (1/2 page suggested)

B) Research Report. Along with your proposal you must also submit a research report, which clearly and concisely describes the goals of your thesis research project and its setting within known chemistry, your accomplishments and results to date, and future plans. The report should include five main sections: (a) Introduction; (b) Results and Discussion; (c) Conclusions; (d) Future Directions; (e) References. Be sure to include in your report your thoughts on what you have learned and expect to learn by undertaking your research project. For unsuccessful results, describe alternative approaches that may be taken. The report should be written either as a 5 page two column, single-space document (e.g., using the *JACS* template) or as a single column, double space document that is approximately 10–15 pages in length (e.g. using the *ACS* article template). A full experimental section is *not* required.

II. Preparing for your oral exam

A) Selecting a committee. You should choose a faculty committee for your oral exam two months before you plan to have the exam. Most of this committee will also serve as your dissertation committee, so take that into account with your research advisor when selecting faculty members. University policy requires that the faculty committee consist of your research advisor, another member from your area of specialization, another Chemistry and Biochemistry faculty member who is not part of your specialization, and a faculty member from outside the Department. Note that your eventual *dissertation committee* will consist of just three members: your research advisor, one other Chemistry and Biochemistry faculty member (typically the person from your area of specialization), and the faculty member from outside the Department. Once you have selected an oral committee (and everyone has agreed to serve), you should find a date for the exam that is compatible with the schedules of your faculty committee. It is recommended that you first determine the availability of your advisor before attempting to schedule your exam. Next, complete an "Oral Committee Nomination Form" with the Graduate Student Affairs one month before the exam date.

B) Submitting your written materials. The written materials for your candidacy exam must be given to the faculty committee members seven days before your scheduled oral examination. Be sure to reserve a room for a three-hour time slot (even though the exams themselves seldom go longer than two hours) for your oral exam and let your committee know the exam location.

III. The Oral Exam and Outcomes

A) Oral Exam. The oral exam itself consists of your presentation of the research proposal to a faculty committee. It is typically a very interactive format with questions from the committee members about the proposed research and about fundamental science questions related to your proposed research. Following the discussion of your proposal, the committee may also opt to discuss your research progress and accomplishments to date. Further questions may be asked to probe your general knowledge of chemistry and your ability to think on your feet. You may use whatever visual materials are necessary, but most students use

PowerPoint presentations. It is highly recommended that you recruit fellow graduate students and postdocs to conduct mock examinations.

B) Outcomes. At the completion of the exam, you will be asked to leave the room while the committee members discuss the outcome of your exam. Each committee member will vote “passed” or “not passed. The most common outcome of the exam, by far, is successful advancement to candidacy. However, if two or more committee member vote “not passed”, regardless of the size of the committee, you will not advance to candidacy at that time. If you are not granted an opportunity to retake your exam, you should discuss your options with the Graduate Student Affairs Office.

In extremely rare instances, a student who does not pass his or her candidacy exam may be granted the opportunity to retake the examination at a later date. This is only allowed if the majority of your committee (i.e., 3 faculty for a 4-person committee) offers you a retake at the time of your initial unsuccessful exam. If a retake is allowed, the committee will specify the terms of the student’s exam retake that could plausibly result in a “pass” outcome. The terms, which will be provided to you in writing, will either involve substantially modifying your proposal or writing an entirely new proposal, and will also require a new proposal defense and research presentation with your original committee. The re-examination must take place within one academic quarter, or by the end of summer if the initial exam was taken in the Spring quarter. If you do not pass a retake opportunity you should discuss your options with the Graduate Student Affairs Office. Please note that a maximum of one exam retake opportunity is permitted by the UCLA Graduate Division.

The oral exam committee is principally interested in seeing that you have thoroughly researched and analyzed your proposal, that you are making solid progress towards your Ph.D. degree, and that you are able to function independently at the level expected for a second year graduate student. We hope that these guidelines will help you to have a successful and rewarding Candidacy Exam. Feel free to see your Graduate Specialization Advisor for further assistance. Their contact information is provided below.

Area of Advisement	Name	Email
Chemistry Graduate Advisor and Biophysics Specialization	Professor William Gelbart	gelbart@chem.ucla.edu
Inorganic	Professor Xiangfeng Duan	xduan@chem.ucla.edu
Organic	Professor Neil Garg	neilgarg@chem.ucla.edu
Physical	Professor Benjamin Schwartz	schwartz@chem.ucla.edu
Materials Chemistry	Professor Sarah Tolbert	tolbert@chem.ucla.edu
Instrumentation	Professor Joseph Loo	jloo@chem.ucla.edu
Theory and Computation	Professor Kendall Houk	houk@chem.ucla.edu

Fourth-Year Meeting

The Graduate Studies Committee has created and adopted a 4th-year meeting milestone for students and their research advisors. The meeting should occur during the summer prior to the 5th year of study.

This meeting will provide an opportunity to touch base with the student's committee and review the student's dissertation progress. . As holding this meeting is a departmental requirement, failure to do so on time is considered lack of progress towards degree. In such an event the department will recommend dismissal from the graduate program.

Please review the attached guidelines and summary form. Students will need to complete the summary form and return to the Graduate Student Affairs Office upon completion of the meeting and submission of the deliverables to the committee.

Please consult the Graduate Student Affairs Office for details.

4th-Year Meeting – 2013 Guidelines

Overview: Graduate students in Chemistry must convene with their PhD Committee to discuss dissertation research progress and future plans during the summer prior to entering their 5th year of study.

Goals: The principal goals of this program requirement are:

- 1) To ensure that you are making good progress toward your dissertation
- 2) To brainstorm about your future
- 3) To develop a plan and timeline for graduating from the program
- 4) To prepare job-search-related documents, such as a CV and research summary
- 5) To encourage further, more substantive, interactions with your dissertation committee members

Preparing for your 4th-Year Meeting:

- 1) Contact your four candidacy exam committee members to schedule a meeting. In most cases, a meeting time of 15–30 minutes should suffice. At least three of your committee members should be present at the meeting, including your research advisor.
 - 2) At least one week prior to the meeting, send the documents listed below to your committee members – electronically, in PDF format. They should be of professional quality. Note, you should brainstorm with your advisor – especially about items (c) and (d) – As you are preparing the document.
 - a) Your Curriculum Vitae
 - b) A summary of your research (2-page JACS template is a possible formatting option)
 - c) A timeline for graduation that also conveys your potential future plans
 - d) A basic outline of your dissertation (e.g., dissertation title and chapter titles)
- Sample documents are available for viewing in the Graduate Student Affairs Office.

During and after your 4th-Year Meeting:

- 1) Your advisor and other committee members will review your documents prior to the meeting. The meeting itself will be a discussion focused on your progress and your future. It is not an exam; rather, it is an opportunity for you to obtain advice and to plan ahead.
- 2) Following the meeting, revise any of your 4th-year meeting documents (if needed), in accord with the discussion from the meeting.
- 3) Complete the attached '4th-Year Meeting Summary' sheet with signatures. Submit this, along with your final 4th-year meeting documents, to the Graduate Student Affairs Office

before the Fall quarter (start of your 5th year).

12-18 TA/GSR Quarter Rule

New policy (effective Spring 2013): The 18-quarter limit will now apply only to teaching titles, with no constraint on research titles. The new policy stipulates that a graduate student can hold apprentice teaching titles for a maximum of 12 academic quarters (4 years) and, by exception once advanced to candidacy, no more than 18 quarters (6 years), per **APM 410-17c**. No exceptions beyond 18 quarters will be approved.

The new policy brings our campus into alignment with practices on nearly all of the other UC campuses. Please note that departments will continue to be required to submit exception requests and obtain approval *before* offering appointments to students who will have reached the 12-quarter limit when the appointment is scheduled to begin.

Organic Chemistry First Year Research Report

A milestone in your academic career is the First Year Research Report. As well as working with your research mentor, you'll need to solicit the mentorship of another faculty member. This additional mentor will review the report and provide feedback to you and your research mentor.

Please see below for more details on project goals and stylistic guidelines. The report is due on November 1 of your second year.

First Year Research Report

Organic Student Requirement Guidelines

Goals: The principal goals of this program requirement are:

- 1) To promote your understanding of project goals.
- 2) To ensure your appreciation of the project background and literature precedent.
- 3) To encourage planning of research goals and targets, and to foster an efficient work ethic.
- 4) To learn the process of scientific writing and preparing journal articles.
- 5) To initiate contact with another organic faculty member, who would likely serve as a member of Ph.D. thesis committee members.

Writing your report:

- 1) Gain a rough sense of what a first year report should look like. This may be done by viewing copies of reports prepared by your senior labmates.
- 2) Obtain the 'article' template from the Journal of the American Chemical Society (JACS). This will give you an opportunity to explore the ACS journal website and to learn about the process involved in assembling a manuscript. You will also use this template to prepare your report (single-spaced, two column). The template is usually available on the 'information for authors' page for a given journal. In the case of JACS, the template may be downloaded here for Mac or PC:

<http://pubs.acs.org/page/jacsat/submission/authors.html>

3) Construct your report. We suggest having four main sections: (a) Introduction, (b) Results and Discussion, (c) Conclusions, (d) Future Directions. Using this general layout, the report should clearly and concisely describe the goals of your research project and the setting within known chemistry, the accomplishments and results to date, and your plans for the next year.

4) The report should contain approximately 3–5 pages of text using the template named above (single-spaced, two column format). In addition, a full experimental section is required that is consistent with the JACS requirements for a research publication in your area of expertise.

5) There are many resources available to help you complete this task. Most importantly, the content and format of your report should be assembled with the advice of your research advisor. In addition, an excellent source for all aspects of writing and presenting chemical information is the ACS Style Guide by Janet S. Dodd.

Submitting your report:

1) The final version, approved by your advisor, should be submitted by November 1, 2013 (5:00 p.m.), to the graduate office (chemgrad@chem.ucla.edu) as a PDF file. Be sure to give your advisor adequate time to review your report.

2) A second copy of your final report should be submitted electronically to your research advisor in both Word and PDF format by November 1, 2013 (5:00 p.m.).

3) Before November 1, you should also solicit the mentorship of another organic faculty member who will read your report. Thus, in hardcopy or e-form, submit a copy of your report to this faculty member no later than 5:00 p.m. on November 1, 2013.

The faculty member will read the report and send an e-mail review to the student, the mentor, and the Graduate Advisor (to be placed in the student's file). The review will normally be completed by December 1 and will discuss the content and stylistic aspects of the report. The faculty reader will note if the report is: Excellent, Acceptable, Needs minor revision, or Needs major revision. If necessary, revision should be completed by December 15.

4) Later in the year, you will more formally assemble a committee for your candidacy exam (aka 'oral exam'). Most students will ask the faculty member who reads their first year report to also serve on their exam committee.

If you do a good job on this report, it should also serve as the basis for a large part of your Candidacy Exam write-up (1/2 of the candidacy exam report is based on your research). Good luck!

Organic Chemistry Second Year Seminar

The principal goals of this seminar course are: to develop public speaking ability, to develop ability to critically analyze a scientific area, to provide the opportunity to research in depth a topic of the student's choosing, and to provide a learning experience for organic graduate students and faculty.

Choose a topic wisely. The topic may be from virtually any area of organic chemistry. The only restrictions are that no reviews should have appeared within the last two years (unless there have been significant advances since the review) and no student seminar topics of the last three years should be repeated. A well-chosen topic will greatly simplify the task of organizing and presenting the material. Current, interesting and timely topics of interest to a range of students and faculty are ideal. The topic must be cleared with the faculty advisor in charge that quarter before too much time is invested in it.

The title for the talk must be submitted to the Departmental Mail and Information Center in room 3018 Young Hall on or before the Monday preceding the talk. It will then be included in "This Week in Chemistry."

An abstract of the talk should be distributed to all organic faculty and graduate students by email the FRIDAY MORNING before the talk. The abstract should be about two pages long and should give a broad overview of the talk. References should be in JACS format. The abstract must be approved by the faculty advisor before distribution.

Prepare visual materials carefully. While a chalk talk is always appreciated, most students choose to use computer based PowerPoint slides. Clear and well-prepared slides will aid the talk.

Practice the talk in front of some friends. The benefits of practicing the talk out loud in front of a live audience cannot be overemphasized. The talk should be about 40 minutes long.

On the day of the talk, it is the speaker's responsibility to gather all necessary materials such as projector, computer and colored pens. The previous week's speaker will introduce the speaker at the beginning of the seminar. Be prepared for short questions during and after the talk. These often serve to clarify unclear points, check further advances in the field, and check for the speaker's thoroughness in researching the chosen topic.

After giving the seminar, the speaker will meet with the faculty member in charge of the course on Thursday or Friday of that week to discuss the seminar performance. The positive and negative aspects of the presentation will be discussed so that the seminar can be a learning experience for future scientific talks.

Physical Chemistry Exit Seminar: Chem 218

In the final quarter in which you will deposit your dissertation, you must enroll in Chemistry 218. The course is designed as weekly seminars in which you'll be responsible for presenting an exit seminar to present your dissertation findings.

If you are planning on submitting your dissertation during the summer session, you must enroll in the exit seminar, Chemistry 218, during spring quarter.

Biochemistry Rotations

First year Biochemistry students rotate in three groups during their first year. The purpose of the rotations is to determine if they're a good fit for the group and hone their research skills. Typically, students are mentored by an older graduate student in the group. It is imperative that Biochemistry students spend at least 20 hours per week in the lab during their rotations. Students will be evaluated at the end of each rotation, as well as graded by the instructor. Students will register for Chem 596 – Directed Individual Study or Research while completing their rotations.

Biochemistry Midstreams

First year Biochemistry students are required to take Chem 268 during the Fall, Winter, and Spring quarter. Students enroll each quarter. The Graduate Student Affairs can register students if there is a time conflict. The class is presented as a seminar. There are speakers and they are graded on attendance, but there are no homework assignments. During the winter, as part of Chem 268, the third

year students present their midstream talks to the first years and their thesis committees. The Biochemistry program provides the third years with instructions on how to prepare for the talks, but these instructions can vary a little bit from PI to PI (depending on who is running the course that term).

Requirements and Milestones toward Degree Completion

Please note that failure to comply with these milestones will be considered lack of progress towards degree and may result in dismissal from the graduate program. It should also be noted that for both degrees three quarters of satisfactory teaching are required prior to graduation, as documented by an S grade in Chem 375.

Chemistry Degree:

Begin Coursework — Start PhD Research as soon as you have a group and are ready
⇓
Start Cumulative Exams — Winter quarter, year 1
⇓
Select a research/faculty advisor — Any time but not later than the last day of Winter quarter in year 1
⇓
Start PhD Research — Must start no later than start of the Spring quarter
⇓
Finish Cumulative Exams — No later than the end of Winter quarter year 2
⇓
Nominate your Doctoral Committee — Spring year 2 (see Graduate Student Affairs Office for form)
⇓
Present Oral Examination and Advance to PhD Candidacy (Spring/Summer of year 2)
⇓
Continue PhD Research
⇓
Complete Fourth Year Meeting — Prior to the start of year 5 to layout plans for completing PhD
⇓
Write Dissertation
⇓
Presentation dissertation at seminar (if required by area/division)
⇓
Submit Dissertation Electronically through ETD
⇓
Receive PhD

BMB Degree:

Begin Coursework — Start first rotation (Students will do three rotations in the first year)
⇓
Select a research/faculty advisor — Students will join a research group by the end of their first year
⇓
Start PhD Research
⇓
Nominate your Doctoral Committee — Spring year 2 (see Graduate Student Affairs Office for form)
⇓
Present Oral Examination and Advance to PhD Candidacy (Spring/Summer of year 2)
⇓
Complete 3rd year Midstream
⇓
Complete Fourth Year Meeting — Prior to the start of year 5 to layout plans for completing PhD
⇓
Write Dissertation
⇓
Dissertation presentation at seminar
⇓
Submit Dissertation Electronically through ETD
⇓
Receive PhD