



# **Graduate Student Handbook**

**Department Guidelines, Programs,  
Policies, and Procedures**



**Academic Year: 2023-2024**



## Foreword

The Department of Ecology and Evolutionary Biology (EEB) *Graduate Student Handbook* is provided to help new students navigate their first week or two with ease, give general reference information to use throughout their graduate career, and outline the department's graduate program policies and procedures.

If you need additional help or have a question that isn't answered in this handbook, contact me, one of your graduate student representatives, or the graduate student affairs coordinator:

Student Representative: Kristin Barbour [kbarbou1@uci.edu](mailto:kbarbou1@uci.edu)

Student Representative: Andrea Hernandez [hernaa15@uci.edu](mailto:hernaa15@uci.edu)

Graduate Student Affairs Coordinator: Kyuri Byun [kyurib@uci.edu](mailto:kyurib@uci.edu)

Every student, faculty and staff is expected to read and follow the School of Biological Sciences Statement of Professional Conduct, which is printed in its entirety in [Appendix A](#).

The department extends our encouragement, as well as resources for their academic and research success, to all our graduate students.

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## Part 1: Settling In

### Before You Arrive

The latest you should arrive at UCI is two weeks before Fall quarter classes start. This will allow you enough time to take care of paperwork and other matters, some of which must be handled in person.

You should have received and filed a Statement of Legal Residence online before arriving. The Registrar's Office sends this form to all applicants who have accepted admission. If you have not received it, visit the Residence Classification website <http://reg.uci.edu/stlr/Welcome.do> and complete it online. Failure to provide a Statement of Legal Residence form may result in a hold being placed on your registration.

You must register for classes no later than five days prior to the start of the Fall quarter (see the UCI Registrar's website for notices and deadlines: <https://www.reg.uci.edu>). You can register online before arriving at UCI. To avoid late fees, be sure to register for classes before the deadline to avoid late fees.

You should make housing arrangements before you arrive. If you are a Ph.D. student and plan to live on campus, you should have received information about guaranteed on-campus housing and followed those instructions in early May. Students seeking an M.S. degree are not guaranteed on-campus housing, but may still apply for on-campus housing (see section below on [Housing](#)).

Please note: if you are a teaching assistant (TA) or graduate student researcher (GSR), you will not get your first paycheck until November 1.

### Housing

Housing in Orange County can be fairly expensive. As a graduate student, your best option is student housing. Most students in our department (EEB) have chosen this option. See <https://housing.uci.edu/grad/>.

There are five student apartment complexes at UCI:

- The oldest and least expensive one is Verano, which features family housing for those with children. For Verano Housing call: 949-824-5964.
- Palo Verde houses mostly students (as opposed to non-student family members). Rents here are a bit steeper. The Palo Verde Office number is 949-824-8397.
- Vista Del Campo and Vista Del Campo Norte are privately owned and managed apartment communities located on the UC Irvine campus. Both offer furnished apartments to single undergraduate and graduate students, except freshmen. For information on the two Vista Del Campo communities, go to <https://housing.uci.edu/acc/>.

- Puerta del Sol is the newest apartment complex. Visit: <http://www.puertadelsolliving.com/student-apartments/ca/irvine/puerta-del-sol>.

More information is posted on the Graduate and Family Housing website: <https://housing.uci.edu/grad/>.

## After You Arrive

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### International Students

International students should see the UCI International Center webpage for information about preparing for arrival and how to check-in after you arrive <https://ic.uci.edu/students/newStudents.php>.

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### Meet the Staff

The EEB Department Administration Office is in 321 Steinhaus Hall. Visit: <https://uci.edu/visit/maps.php> for a campus map. It is helpful to get to know the staff in the office, so stop by the office to say hello when you arrive. The staff will show you around and help get you started. The EEB Graduate Affairs Coordinator is located in these offices.

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### Departmental Mailboxes

Department mailboxes are in 322 Steinhaus Hall (across the hall from the Department Office). Though most correspondence will be by email, please check your mailbox regularly for potentially important information. Graduate student mailboxes are located straight ahead as you enter the mailroom.

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### Email lists

There are both departmental and campus-wide email lists that you may want to join when you arrive to campus. For the department, be sure that you are receiving emails from the [bio-ecoevo-students@uci.edu](mailto:bio-ecoevo-students@uci.edu) list. If you are not, please talk to the EEB staff.

The second type of lists are general voluntary lists associated with all sorts of groups and organizations within the department and on campus. For instance, the Ecology group and Microbial group in EEB have a list that announces group meetings, campus seminars, and job postings. You can sign up for these lists here: <https://maillists.uci.edu/mailman/listinfo>



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## First-Year Prescription Committee

In the weeks before classes, the First-Year Prescription Committee will review your previous academic training. If you are found 'deficient' in a particular area, you might be advised to take an undergraduate course in that area. The basic course series for first year students is discussed in [Graduate Core Courses](#) in Part 5 below.

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## Training

Before classes begin, you should attend the University and Departmental Orientations and start on various training courses.

- **TA Professional Development Program (TAPDP):** Training for teaching assistants takes place during the week that classes begin. The dates are included in an email sent to you by the graduate student affairs coordinator in early summer. This training is very helpful and is required in the summer before your first teaching appointment (see [Teaching Assistantships](#) in Part 3 for more information).
- **Laboratory Training (TANGO):** All new students must take a Laboratory Training class (TANGO) on lab safety and emergency procedures. This class is run by Environmental Health & Safety, during September. For the 2020-21 year training will be done remotely.
- **Responsible Conduct of Research (RCR) Training:** All master's and doctoral students must complete the NSF-compliant RCR training online through UCLC: <https://uclc.uci.edu/>. MMG 250, a course through the medical school, is required of any EEB student funded by a NIH research grant (RO1) or appointed to an NIH Training Grant (T32).
- **Cyber Security Awareness Training:** All graduate students are mandated to complete online Cyber Security Awareness Training, before the end of their first month on campus. This training can be accessed through UC Learning Center online. You will receive an email notification with a link.
- **UC Ethical Values and Conduct:** All student employees, including GSRs and TAs, are required to complete the UC Ethical Values and Conduct training module through UC Learning Center. You will receive an email notification with a link to the training.
- **Sexual and Violence Harassment Prevention and Response:** As part of a system-wide effort to improve the prevention of and response to sexual violence and sexual harassment, the Office of Equal Opportunity and Diversity (OEOD) is requiring all UC faculty and staff, including student employees, TAs, and graduate student researchers (GSRs) to participate in annual training that will better prepare each of us to prevent and respond to these incidents. It is considered essential that TAs be knowledgeable regarding sexual harassment prevention and resources available on campus. Employees who are required to

complete the training will receive a notification from the UC Learning Center with instructions on how to complete the online course. Employees must complete the online training within the first six weeks of their employment or, if you are a TA, it must be completed before classes start.

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## Establishing Residency

If you are from out-of-state, you need to get started on establishing residency as soon as possible to avoid problems. During your first year as an out-of-state graduate student, non-resident tuition is paid by the Department but, after that, if you are still a non-California resident, you will be responsible for this charge. It is therefore vital that out-of-state domestic students establish themselves as California residents during their first year.

In order to be considered a resident, you must obtain a Petition for Resident Classification from the Office of the Registrar, fill it out, and return it to the Office of the Registrar by the appropriate deadline. You must then produce the required proof of residency at the end of one year. If you don't start the proceedings early, you won't establish your residency in time and will have to pay the higher fees.

If you have questions, contact the Residence Deputy in the Office of the Registrar, at x4-6129 or [registrar@uci.edu](mailto:registrar@uci.edu) or look at the Registrar's Office website at [www.reg.uci.edu/registrar/residence/index.html](http://www.reg.uci.edu/registrar/residence/index.html).

## Part 2: Life at UCI

### Student Photo ID

UCI photo ID cards are often required when conducting business with various campus services. These cards are available inside the UCI Bookstore; you can pick up yours there. You must have your student identification number with you when obtaining the photo ID. This year you will need to upload a photo in order to receive a student ID. More information can be found at: <https://studentaffairs.uci.edu/photo-id-help/>

### Keys

You can obtain a Key Request Form from the EEB website: <https://ecoevo.bio.uci.edu/contact-us/administration/>, then click the Key Request Form link. Your advisor will be able to help you fill in the appropriate room numbers and provide an approval. Please include a brief explanation of why the key(s) are required. Next, return the form to the finance analyst assigned to your faculty advisor for approval. When you are notified that your key order is ready for pick up, you can collect your key(s) from the EEB office. Key orders can take up to two weeks to complete.

## Mail

Incoming mail is delivered to your mailbox in SH 322. For faster delivery, have senders include the Department suffix (Zot Code: 2525) after the ZIP code. Your new address is:

Your Name  
University of California, Irvine  
Dept. of Ecology and Evolutionary Biology  
321 Steinhaus Hall  
Irvine, CA 92697-2525

Outgoing mail (U.S. and campus) may be placed in the mailboxes outside of McGaugh Hall (lower level near steps, facing Steinhaus Hall) or Biological Sciences III. If you have a package that needs to be sent out via FedEx, you will need to get an account number (most faculty have a FedEx account) and instructions from your advisor. You can also talk to the EEB Department Coordinator.

## Phones

### To Make Calls from a Campus Phone:

- **To an on-campus phone:** Dial the five digit extension (the first number is always 4).
- **To an off-campus phone:** Dial 9 first, then the seven digit telephone number.
- **Toll Call/Long Distance:** Dial 9 then 1 for domestic calls, (or 011 for international), then the area code and telephone number. Calls outside the U.S. require the use of a calling card — it is not possible to dial direct from most labs. Check with your advisor regarding his or her policy on long distance phone calls.

The campus area code is **949** and the prefix for campus extensions is **824**.

## In the Event of an Emergency

- **Dial 911** when using a campus telephone extension or any payphone located on campus.
- **Inside an elevator** — All UCI campus elevators are equipped with emergency call boxes. Each box has a push button that connects directly to the UCI Police Department UCIPD 911 via speakerphone.
- **If you are outside a building**, look for an emergency phone. These yellow emergency phones with blue lights on top are located on the campus ring mall and in many campus parking lots. Each box has a push button that connects directly to the UCIPD 911 via speakerphone.

- **From a cellular telephone:** Dial **911**. If you are on campus it is routed to a UC Irvine Police dispatcher.

If you have any questions about the features available on the campus phones and how to use them, the campus telephone directory will guide you. A summary of services is available at the Office of Information Technology (OIT), <http://www.oit.uci.edu/telephone/>.

## **zotALERT System**

One of several modes of emergency communication used at UCI, zotALERT is an emergency alert system that uses cell phone text messaging to quickly notify the UCI community of emergency and safety related information. The system will not be used for routine announcements. zotALERT messages will be sent periodically to test the system and to promote emergency preparedness.

The zotALERT text message system is complemented by the ZotMail email system, which provides an additional notification mechanism to text messaging. ZotMail will also help get the word out to those who do not have cell phones or find notification through text messaging ineffective. Redundancy is an important component of emergency communication strategy.

**Students are strongly encouraged to sign up for zotALERT messages.**

1. Login to StudentAccess
2. Click Contact Information
3. Update your Mobile Phone and provide your cell phone number.

## **Email**

Each student has an email account based on their UCInetID. Please use this address for official communication with the University. This is the email that will be used for all departmental messages. To access your free email account, you will need to activate it by following the easy instructions on the Office of Information Technology (OIT) web page at <http://www.oit.uci.edu/ucinetid/>, and then clicking on **Activate your UCInetID**. Be sure to have your student ID number and Social Security number available.

## **Fax**

The departmental office fax machine may be used to send and/or receive faxes. The fax number is 949-824-2181. Faxes directed to you will be put in your mailbox.

## Photocopies

Photocopy machines are located in Steinhaus Hall (SH) Room 322 (Color), McGaugh Hall (MH) 2224 (Color), MH 4224, Natural Sciences I, Room 2115 (Color), Natural Sciences II, Room 4120, and Biological Sciences III, Room 2202. These copiers require copy codes that may be requested from the administrative staff. You may ask your advisor for a code that can be used for research-related copying.

Additional photocopiers (as well as painters and scanners) are available in the libraries for personal use. Check the Library website for more information: <https://www.lib.uci.edu/printing-copying-scanning>.

## Parking

**Parking Permits:** Parking at UCI currently runs \$75- \$125 per month. Parking permits may be obtained online at <https://www.parking.uci.edu/> or from the Parking and Transportation Office in the Public Services Building, Room 200, located at the corner of Berkeley and Pereira (section C9, Building 7 on campus maps).

**Alternative Transportation Incentives:** If you are getting to campus by alternative means, you may be eligible for the Alternative Transportation Incentive Program. Check out the Parking and Transportation website for more information: <http://www.parking.uci.edu/AT/incentives/graduate.cfm/>.

**OCTA University Pass:** A good way to avoid parking costs is to ride the OCTA bus. For a \$169 membership fee, you can purchase a University Pass card for unlimited access to the Orange County Transportation Authority's (OCTA) bus system 24 hours a day throughout the county. Have your ID card with you whenever you stop by the Parking and Transportation Services Office. The OCTA pass is valid from July 1 until June 30 the next year. For more information visit: <http://www.parking.uci.edu/at/modes/octa.cfm>

## Local Stores

The most convenient grocery store close to campus is Albertson's, across Campus Drive from Verano housing. It is fairly large and has a pharmacy. Trader Joe's is across the street from the UCI campus in the University Town Center Shopping Area on Campus Drive. For health/organic/vegetarian foods, you can try Wholesome Choice Market at Culver and Michelson, or Mother's Market at 2963 Michelson in Irvine or 19th Street in Costa Mesa. Target opened in July 2017 at the University Center mall, and there are also several Costco stores in Irvine and surrounding communities.

## Campus Recreation

The Anteater Recreational Center (ARC) is equipped with two gymnasiums, an elevated running track, a rock-climbing wall, a fitness lab, several activity rooms, and a 10,000 square foot weight and cardio room. Its Aquatics Plaza contains a 25 yard by 25 meter recreational lap pool. Students may pursue their own fitness programs or participate in a myriad of campus recreation programs. These programs include in-line skating, scuba, kick box aerobics, Aikido, sailing, and more. Tours of the ARC are available by calling X45346 to make an appointment, or you can check out the ARC at [www.campusrec.uci.edu](http://www.campusrec.uci.edu).

## Part 3: Personal Finance

### Local Banks

A variety of ATMs are located on campus at the Student Center. In addition, School's First Credit Union and Wells Fargo have branch offices inside the Student Center. Any University of California (UC) employee, including TAs and GSRs, can join School's First Credit Union.

### Getting Paid

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#### When You Will Be Paid

If you hold a TA or GSR appointment, please be aware that you will be paid in arrears, i.e., you will receive your first paycheck on the first day of the month following the month of service. For instance, for Fall quarter your first paycheck will be on November 1 and your last paycheck for the quarter will be on January 1. For Spring quarter, your first paycheck will be on May 1 and your last paycheck for the quarter will be on July 1. This means that a student may not receive their first paycheck for more than a month after they arrive.

Recipients of most fellowships should get their first check on October 1, since fellowships are paid in advance.

For first year students, the department provides a one-time stipend to help with their move to UC Irvine. This is provided when the student arrives at UCI.

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#### Direct Deposits

It is highly recommended that you sign up for direct deposit to have your paycheck and/or fellowship check deposited electronically by the University. This not only

means you do not need to go to the bank to make a deposit, but with some banks your payroll check is deposited a day early, with the exception of the January 1 pay date. You can view your payroll related pay stub online through UCPATH and sign up for direct deposit at [ucpath.uci.edu](https://ucpath.uci.edu). If you do not have direct deposit, your check will be mailed to your home address and may take several days to arrive. More information about UCPATH and payroll can be found here: <https://ucpath.uci.edu/user-type/student-employees.php>.

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## Non-Payroll Related Pay Stubs

You can view non-payroll related (fellowship) pay stubs online after logging on to your zot account online at <https://zotaccount.uci.edu/>. You can sign up for Payroll's direct deposit service, DEFT, at <https://fs.uci.edu/student-billing/direct-deposit-deft.php>.

## Teaching Assistantships

Standard pay is currently about \$2,583 gross per month, or \$7,749 per quarter (\$23,247 per academic year if you TA all three quarters). However, this amount can change pending cost of living adjustments.

## Fellowships

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### Tax Implications for Different Kinds of Fellowships

Be aware that there are different kinds of fellowships available, and, most importantly, that federal and state income taxes are not automatically withheld from fellowship stipends like they are from paychecks. To avoid possible future penalties, you will probably need to make estimated tax payments to the Internal Revenue Service (IRS) and California Franchise Tax Board. See IRS Publication 970 ("Tax Benefits for Education"), IRS Form 1040-ES, and Franchise Tax Board Form 540-EZ for more information.

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### Fellowships Covering Fees

Many fellowships cover fees in addition to providing a stipend. If this is true for you, the fellowship should be noted on your ZotBill. You also will need to register for a minimum of 1 unit before the fee payment will be activated. If your bill continues to show a balance after you have registered, please check with the graduate student affairs coordinator.

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## Applying for NIH, NSF, or Private Fellowships

You are encouraged to apply for graduate fellowships such as those from National Institutes of Health (NIH), National Science Foundation (NSF), UCI, or private foundations. Contact your faculty advisor and the Departmental Graduate Advisor for assistance. They can help you identify potential funding agencies and will guide you through the application process. Also, please remember: never send an application directly to the agency without first speaking to one of the financial analysts in the BioSci School office. Each faculty member has an analyst assigned to their accounts. If you receive a fellowship, please send the fellowship award letter to the graduate student affairs coordinator.

## Fees

**Covered Fees:** If you are employed as a TA, the Graduate Division provides a partial fee remission and EEB covers the remaining fees. If you are a GSR, all your fees are covered by the grant. Many fellowships also pay your fees in full.

**What Is Included in the Fees:** Your quarterly fees include a number of charges in addition to the basic University fees, including fees for the Student Center, Recreation Center, and the Bren Events Center. Another charge is for student health insurance. If you have other medical insurance, you may opt out of the University's student health insurance plan (see [Health Insurance](#) in Part 4). Some or all instruction for all or part of Academic Year 2021-2022 may be delivered remotely. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the academic year.

**Zot Billing:** Billing is handled via a monthly statement through ZotBill at <https://zotaccount.uci.edu/>. The statement includes a breakdown of all charges/debits as well as any credits, including financial aid handled directly by the University. It is strongly recommended, if you are paying for your own fees, that payment be made electronically, though payments will be accepted by mail or at designated campus drop boxes. Be sure to put your name, address and account/student ID number on all checks and correspondence. You should get an informational brochure with your first bill. If you will TA in 2021-22 and do not fill out hiring paperwork before August 31, 2021, your ZotBill will show that you owe for your fees. However, as soon as you meet with the principal personnel analyst (<https://ecoevo.bio.uci.edu/people/staff/>) who will enter your appointment into the payroll system, your Zot account will show that these fees are covered.

## Federal Student Aid

**File a FAFSA:** Financial aid to graduate students is available from the federal government in two ways: a) through grants and fellowships, and b) by student loans. For both types, domestic students need to file a Free Application for Federal Student Aid



(FAFSA). If you applied for federal financial aid as an undergraduate, you are probably already familiar with the procedures. You can submit the FAFSA online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The instructions are fairly straightforward. This should be done each year that you are in the graduate program whether or not you are looking for financial aid. If funds become available through department fellowships, the FAFSA is usually required and it saves some time if this filled out already.

**The Financial Aid Office** is in 102 Aldrich Hall. Be aware that this office handles a lot of traffic and consequently lines can be long. You should educate yourself about the system as much as possible and ask questions as needed. You can call the Financial Aid Office at x4-8262 and access their web page at <http://www.ofas.uci.edu/content/>.

**Before Accepting Financial Aid:** Note that taking out the full amount of the loans offered to you in the Fall quarter might reduce your financial need, and consequently affect your ability to receive certain fellowships from the department later in the academic year. Consult with the graduate student affairs coordinator before accepting financial aid.

## Part 4: Health, Wellness, and Support

### Health Insurance: UC SHIP

**What Is UC SHIP?** The University-sponsored health insurance program for graduate students is University of California Student Health Insurance Plan for Graduates (UC SHIP for Graduates, or GSHIP). Eligible graduate students are automatically enrolled in UC SHIP, and the premium for this insurance is assessed each term on the graduate student's registration fee statement. You may request to waive (opt out of) this plan if you can demonstrate comparable and verifiable health coverage that meets the campus' minimum standards for insurance.

UC SHIP is a comprehensive health plan that provides medical, mental health care, pharmacy, vision, and dental coverage. It features year-round, worldwide coverage using the Anthem Blue Cross PPO network. UC SHIP provides optimal coverage for services on campus and in the UC Irvine community, and peace of mind for students.

**UC SHIP Primary Care Provider:** For UC SHIP members, the Student Health Center (SHC) is their primary care provider. Primary care providers and specialists at the Student Health Center will administer treatment and/or, if necessary, they will generate a referral for the student to receive additional services and/or specialists in the community if those services are not offered at SHC. Please note that, under the terms of the UC SHIP plan, students must first obtain a referral authorization from a Student Health Center primary care provider BEFORE seeking treatment from a non-SHC provider in the community. If a referral authorization is not obtained in advance, then the claim will be denied.

**When Is Your Insurance in Effect?** Your insurance is in effect as of the first day of Fall quarter, providing your fees have been paid and you are enrolled. Insurance premiums are paid in Fall, Winter, and Spring quarters only. Paying fees and enrolling in Spring quarter will extend insurance through summer until the beginning of the subsequent academic year.

**Further information** about the program, important telephone numbers, and other useful links are available on the GSHIP website at [http://www.shs.uci.edu/Health\\_Insurance\\_Privacy/Insurance.aspx](http://www.shs.uci.edu/Health_Insurance_Privacy/Insurance.aspx). If you have a question not addressed on the website, please contact the insurance coordinator, at 949-824-2388.

## Accidents

### Work-Related Injuries and/or Sickness

UC Irvine employees are covered under Worker's Compensation Insurance. The Student Health Center does not see patients as a result of injury and/or sickness that arises out of or in the course of their employment. On-the-job injury is not covered under GSHIP insurance. However, if the student/employee has GSHIP insurance and does not want to report or claim the injury under Worker's Compensation, they can be treated at the SHC, emergency room, or urgent care using GSHIP insurance. For an emergency after hours, please call (888) 344-6098 to access participating providers or visit [www.uhcsr.com](http://www.uhcsr.com).

### Reporting and Obtaining Treatment for Work-Related Injuries

All work-related injuries must be reported via the online Incident Form available at <https://www.ehs.uci.edu/forms/report-injury/> or call 949-824-7008. Once the Incident form is completed please make sure to notify the principal personnel analyst by phone or email (see <https://ecoevo.bio.uci.edu/people/staff/>) of the injury by sending . More information about work-related injuries and how and where to obtain treatment are on this website: [https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf1/max/render.uP?pP\\_cmsUri=public%2FHumanResources%2FWorkersCompensation%2FHowToReportAnInjuryEmployee.xml](https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf1/max/render.uP?pP_cmsUri=public%2FHumanResources%2FWorkersCompensation%2FHowToReportAnInjuryEmployee.xml)

## Sexual Harassment Advisors Program

The [OEOD SHA program](#) exists to assist students, staff, and faculty on campus and in UCI Health with concerns about sexual harassment and sexual violence (relationship violence, stalking, and sexual assault). SHAs serve as neutral advisors (not advocates) and a resource for students, staff, and faculty with concerns related to sexual harassment, stalking, dating or domestic violence, sexual assault, and other forms of sexual misconduct. SHAs possess knowledge of applicable laws, University policies

and procedures, and confidential resources on campus. In addition to facilitating a warm hand-off to OEOD, they may assist OEOD in the implementation of Title IX-related academic, housing, and workplace accommodations. A list of the BioSci SHAs is can be found here: <https://inclusion.bio.uci.edu/sexual-harassment/>.

## Graduate Division Resources

Graduate Division offers a number of resources to support the well-being of UCI's graduate students and postdoctoral scholars. These services range from professional development to academic counseling specifically for graduate students. In particular, see contact information for the graduate division counselor who provides support and referral services to graduate students and postdoctoral scholars in personal distress or in need of academic counseling (see <https://grad.uci.edu/well-being/well-being/>). The professional development resources include writing workshops and one-on-one feedback, information about teaching internships and certificates, and career advising. See <https://grad.uci.edu/current-students/student-resources/>.

## Counseling Services

UCI offers a variety of resources for students through the Wellness, Health, and Counseling Services office. Please see <https://www.whcs.uci.edu/> for updated contact numbers.

## Campus Social Work

The office of Campus Social Work supports students during situations and crises that may be impacting their personal and academic well-being, through short-term resource referral and long-term case management. Services are available to the entire UCI community at no cost. They also maintain an online collection of campus and community resources for basic needs, medical, and local mental health and counseling providers. <https://www.whcs.uci.edu/do-you-need-help/campus-assist-list>

## Diversity, Equity, and Inclusion

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### ARDEI council in EEB

Following the 2020 murder of George Floyd and the resurgence of #BlackLivesMatter, EEB established a leadership council to facilitate ARDEI (Anti-Racist, Diversity, Equity, and Inclusion) principles and activities throughout the department. The Council promotes diversity, equity, inclusion, and justice for all members and non-members of EEB, especially for those historically marginalized, minoritized, or underrepresented, such as those who identify as Black, Indigenous,

or a Person of Color, as well as LGBTQ+, persons with disabilities, and the intersections of multiple identities. The Council operates in an advisory capacity to make policy recommendations, and also takes direct actions to eliminate racism by 1) providing a structure for coordinating anti-racist actions; 2) representing the EEB community and ensuring accountability for ARDEI efforts; 3) communicating anti-racist priorities and progress; and 4) regularly assessing the effectiveness ARDEI practices. For more information, see <https://ecoevo.bio.uci.edu/ardei/>.

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## **DECADE Mentor**

The DECADE Mentor program works out of Grad Division (<https://grad.uci.edu/diversity-equity-inclusion/decade/>). DECADE Mentors are committed to fostering an inclusive environment within UCI's graduate programs, and promoting diversity within the graduate student population campuswide. They serve as a resource to graduate students and faculty alike, collaborating with Equity Advisors and UCI's Graduate Division to accomplish their program's goals. See <https://inclusion.uci.edu/decade/decade-mentors/> for EEB's current DECADE Mentor's name and contact information.

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## **BioSci Office of Diversity, Equity and Inclusion**

The BioSci Office supports and advises the School on inclusive excellence across programs throughout the School. Its website has information about everything from campus diversity affinity groups to inclusive teaching resources: <https://inclusion.bio.uci.edu/>. Some of the groups mentioned below were established in part by EEB department members.

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## **SACNAS at UCI**

The Society for Advancement of Chicanos/Hispanics & Native Americans in Science (SACNAS) includes a chapter at UC Irvine. SACNAS as an organization is "dedicated to fostering the success of Chicano/Hispanic and Native Americans scientists, from college students to professionals, in attaining advanced degrees, careers, and positions in of leadership in STEM," (<https://www.sacnas.org>). SACNAS at UCI aims to emulate those goals along with establishing a sense of community, providing access to professional development, and eventually creating opportunities for K-12 outreach. See <https://sites.uci.edu/sacnasatuci/our-story/>.

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## **QT STEM**

QT STEM is an organization at UCI for queer and/or trans people who are part of the STEM fields. Their goal is to create a more visible LGBTQ+ community in what can be an underrepresented area of academia.

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## Black in Neuro

Black in Neuro (<https://sites.uci.edu/endoracism/blackinneuro/>) is a grassroots organization dedicated to celebrating Black excellence in neuroscience and neuro-related fields. Their events have been open to the community (not just neuroscience).

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## UCI Office of Inclusive Excellence

UCI Office of Inclusive Excellence (<https://inclusion.uci.edu/>) is a campus office that supports programs such as the Black Thriving Initiative, Inclusive Excellence Certificate Program, Gender Inclusive Campus, Native American Thriving and information about UCI as an Asian American and Native American Pacific Islander-Serving Institution (AANAPSI).

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## Campus Student Life

Campus Student Life (<https://studentlife.uci.edu/home.php>) lists campus-wide cross-cultural organizations. While these have a focus on undergrads, they include resources for all community members.

# Part 5: Graduate Study Programs, Policies, and Guidelines

## Aims and Objectives

The EEB department studies the molecular basis of how organisms adapt to the natural world over evolutionary time, and how the resultant biological diversity in organismal function affects present-day ecological processes. EEB faculty study questions pertinent at a variety of levels of biological organization, from molecular aspects of evolution to organismal physiology and the ecology of terrestrial, freshwater and ocean ecosystems. We have considerable strengths in areas such as molecular evolution, functional morphology, phylogenetics, physiological ecology, population genetics, evolutionary ecology, community ecology, microbial ecology and global change. We seek to train a diverse student body for successful scientific careers by providing a collaborative, supportive, and inclusive environment for department members.

For information on the formal learning outcomes of our graduate programs, see [Appendix B: Program Learning Outcomes \(PLOs\)](#).

## Admission

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### Application for Admission

Application for graduate study is made directly through the Graduate Division website: <https://apply.grad.uci.edu/apply/>. Our department admits students directly into a particular lab, so students normally do not do lab rotations. Thus, it is highly recommended that applicants make contact with at least one department faculty member whose research interests are related to their own.

Completed application documents include the application form, official transcripts of previous University study, three letters of recommendation, a research and personal statement, and if applicable, language exam (TOEFL or IELTS) scores. All graduate applicants are required to demonstrate English proficiency for admissions consideration. Applicants are waived from the English Language Proficiency requirement if they have earned an undergraduate degree from an institution at which English was the sole language of instruction according to the [World Higher Education Database \(WHED\)](#). For more information see <https://grad.uci.edu/admissions/applying-to-uci/>.

Applications are due on **December 1** for consideration for admission and support for the following Fall quarter.

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### Evaluation of Applicants

The admissions committee typically consists of the chair for admissions, who is a faculty member, two additional faculty members, and one graduate student. After the recruitment process, the committee will present a summary to the department of the admissions for the coming year. The committee also brings to the faculty matters of admission policy and/or procedure that it concludes require reform or reevaluation and informs the department of all applicable changes in regulations, policies, and other directives from UCI Graduate Division.

In December and January of each year, the admissions committee prescreens applications to identify admissible candidates. These candidates are then evaluated by faculty accepting students into their labs. Based on these evaluations, the admissions committee invites potential students to interview in late January or early February. The interviews serve to facilitate further evaluation of students by faculty, and vice versa. The admissions committee then makes a final recommendation about admissions. The committee will endeavor to attract faculty sponsorship of particular students that it deems highly admissible.

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## **Notification of Admission**

Notification of admission is normally made by March of each year. Students are admitted to begin the graduate program in the Fall quarter, except under unusual circumstances.

## **Financial Support**

Ph.D. students are guaranteed financial support for at least five years as long as they remain in good academic standing. This funding can be provided in the form of teaching assistantships (TAs), graduate student research appointments (GSRs), and graduate fellowships. Separate application for support from University of California sources is not necessary; however, students are highly encouraged to apply for external fellowships with the help of their faculty advisor. The department provides all Ph.D. students a minimum salary, which is explained in their admissions letter. Note that this amount may not be sufficient for living in the Irvine area, nor sufficient for the support of dependents. If additional needs exist, students may need to explore other sources of income including financial aid. Master's students can TA, but this funding support is not guaranteed.

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## **Teaching Assistantships**

TAs provide a student with a stipend and tuition/fee support. When students are fully supported as 50% time TAs, they are expected to teach an average work load of 20 hours per week. Students with TA support less than 50% are required to teach the number of hours in proportion to their appointment. Students who are supported as GSRs or through fellowships are not required to be TAs, but all graduate students must fulfill a teaching requirement as part of their curriculum (three quarters for Ph.D. students and one-quarter for M.S. students). Students must be proficient in English to TA, and this proficiency usually has to be demonstrated upon admission to the program.

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## **Non-Resident Supplemental Tuition (NRST)**

EEB pays for non-resident tuition for all Ph.D. students in their first year. U.S. students must take appropriate actions to establish California residency as soon as they move to California so that NRST is not applicable after the first year. International students cannot establish California residency; however, the University provides NRST fellowship support for international students in years 2 and 3. NRST is waived after Advancement to Candidacy for three years; therefore, it is critical for international students to advance within three years, otherwise the student's faculty advisor is responsible for the NRST.



# Doctoral Program

## Summary and Timeline

The doctoral (Ph.D.) degree is awarded on the basis of evidence that the recipient possesses knowledge of a broad field of learning and mastery of a particular sector of that field. It is not an award for diligence, but an indication of critical judgment, comprehension, and creativity.

The main elements of the EEB Ph.D. program include:

- Coursework: five core courses plus research units every quarter
- Three quarters of teaching
- Semi-annual committee meetings
- Annual submission of an Individual Development Plan (IDP)
- Advancement exam
- Submission of a written dissertation
- Dissertation defense exam

A typical timeline for an EEB Ph.D. student is given below. The normative time to advance to candidacy (AtC) is three years, and the normative time to defend is just over five years. Currently, the Associate Dean (AD) offers a \$1,000 bonus to the student for advancing by the last day of instruction of Spring quarter in their third year (or the 9th quarter in residence). A student will be placed on academic conditional status (ACS) by the Associate Dean if they have not advanced by their eleventh academic quarter. Most students TA during their first year, which meets the program's teaching requirement.

A minimum residency requirement for the Ph.D. is two years. Waiver of the residency requirement is at the discretion of the dean of the graduate division.

	Fall	Winter	Spring	Summer
<b>Year 1</b>			Committee meeting IDP	
<b>Year 2</b>	Committee meeting		Committee meeting Finish required classes IDP	
<b>Year 3</b>	Committee meeting		Normative time to AtC (\$1K bonus) IDP	
<b>Year 4</b>	Committee meeting	CAS if not AtC	Committee meeting IDP	
<b>Year 5</b>	Committee meeting		Committee meeting IDP	Normative time to defend
<b>Year 6</b>	Committee meeting		Committee meeting IDP	
<b>Year 7</b>	Last year notice Need AD approval to TA Committee meeting	Committee meeting	Committee meeting IDP	Last possible quarter!



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## Coursework

The EEB curriculum of courses plays a critical role in supporting the students' research endeavors and broadening their knowledge. The curriculum also provides an opportunity for cohorts of students to interact and share knowledge.

Students must pass five required core courses. A grade of B- is not considered a passing grade for a graduate student. Students must pass the five core courses by the end of their second academic year, unless there are extenuating circumstances that merit a time extension. Students failing to meet this requirement may be asked to leave the program.

Students are additionally required to maintain a satisfactory grade point average of B or greater in all additional coursework. The Satisfactory/Unsatisfactory option is used in some graduate courses. In the event that a student receives an Incomplete in any of the core courses, the deficiency must be cleared by the deadline specified by the graduate advisor. Any extensions of this deadline require approval by the graduate advisor.

**Research Units:** Students should register for research units under their advisor's section every quarter (EE 200A/B/C). Students must register for a total of 12 units to qualify for full time status; therefore, the number of research units will vary (2 to 12 units) by quarter depending on the student's other courses. A grade of B- or lower in Research Units indicates that the student is not making satisfactory research progress. A failing grade will result in a review of the student by the graduate advisor and the possibility of being placed on conditional academic status.

**Graduate Core Courses:** Students must complete five core courses during their first six academic quarters. Two of those courses are: Quantitative Methods in Ecology and Evolutionary Biology (EE 207) and Writing Grant Proposals (EE 204).

Students must take an additional three core courses, one each in the areas of Physiology, Ecology, and Evolution. Although all three courses can be taken at the graduate level, one of the three courses may be taken as an upper division undergraduate course in a field in which students have not taken any previous undergraduate courses. A list of current offerings of approved undergraduate and graduate courses that can fulfill these requirements can be found here: <https://ecoevo.bio.uci.edu/graduates/graduate-courses/>.

**Exception Requests:** If a student wishes to request an exception to the core courses (an exemption or a substitution), they must submit a written request justifying the reason to the graduate advisor. The graduate advisor, with input from the student's advisor and committee, will decide whether to grant the request. Once approval has been given, the student must submit a General Petition found at <https://grad.uci.edu/current-students/student-forms/>. Graduate Division makes the final decision on these requests.

**Advanced Graduate Seminars:** The department offers a number of advanced graduate seminar courses (e.g., EE 210, 221, 230, 235, 246) in evolution, ecology, physiology, microbiology, and education to help students develop a high level of scientific expertise in these areas. Students should discuss which of these courses they should participate in with their advisor.

**Departmental Seminar Series:** The Department Seminar is a series of seminars presented by research scientists from UCI as well as other universities. This seminar may be taken for credit (EE 201). Students are given ample opportunity to meet and interact with visiting seminar speakers. Some guest speakers are invited and hosted by the graduate students. All faculty and graduate students are strongly encouraged to attend these seminars.

## Teaching Requirement

Graduate students are required to serve as a TA for a minimum of three quarters (for doctoral students) or one quarter (for master's students) during their residence.

## Advising and Committee Meetings

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### The Faculty Advisor

Upon admission, a student is assigned a faculty advisor. The faculty advisor is someone who can help the students realize their research goals through advice and provision of material assistance, such as laboratory space and research materials. On occasion, a student's interests change to such an extent that the faculty advisor initially chosen is no longer appropriate. While changing advisors is obviously not a trivial matter, neither is it necessarily a sign of academic vagary. Students contemplating a change to a different faculty advisor should consult with the graduate advisor.

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### Prescription Committee

Before the a student's first Fall quarter, a faculty committee will meet to assess each entering student's academic background and prescribe a first-year course program to ensure that the student has a solid academic foundation. The student should also discuss their plans for coursework with their faculty advisor.

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### Advisory Committee

Each first-year student, in consultation with their faculty advisor, should form an advisory committee that meets by the Spring quarter of their first year. The advisory committee is made up of the faculty advisor and two additional members. These

members can be from outside the department and sometimes, outside the University. The Advisory Committee must meet twice a year, normally during the Fall and Spring quarters. A student's failure to convene their committee may result in termination of enrollment. A student is free to change the composition of their committee with the agreement of the faculty advisor and the new member. The member to be removed need only be given the courtesy of notification.

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## **Doctoral Dissertation Committee**

For Ph.D. students, after advancement to candidacy, a three-person doctoral dissertation committee supervises the remainder of the student's program, including completion of the research and dissertation preparation. The doctoral dissertation committee consists of the faculty advisor and at least one other member from the EEB department. In most cases, the dissertation committee members are a subset of the members of the advisory committee and/or the advancement to candidacy committee (see below).

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## **Semi-Annual Review**

The faculty advisory and dissertation committee members are responsible for submitting, in a timely manner, a written summary of the semi-annual committee meetings. The summary should be addressed to the student, with a copy to the committee, the graduate advisor, and graduate affairs coordinator. The letter should state whether the student's progress is satisfactory or not, and summarize the discussion of the meeting. Any problems identified by the student or committee should be described, together with clear guidelines to ameliorate them. This letter will be reviewed by the graduate advisor and placed in the student's file.

In addition, the student must submit a Committee Meeting Report form signed by their committee members after each meeting (See [Appendix D: Committee Meeting Report Form](#)). This form indicates whether the student is making satisfactory or unsatisfactory progress.

It is expected that the student will maintain satisfactory progress in the program. Two unsatisfactory reviews in a row will result in a review of the student by the graduate advisor, as well as being placed on conditional academic status and ultimately, the possibility of dismissal.

Open communication with the faculty advisor and committee is necessary to provide the student with clear guidelines to return to satisfactory progress. If not, the student should seek the advice of the graduate advisor.

A student who disagrees with a committee's assessment and wishes to appeal this decision may:

1. Discuss the matter with the graduate advisor,
2. Write a letter for their file, and/or

3. Present an appeal in person to the committee.

The next review by the student's committee should include a section that addresses the student's progress with respect to any concerns outlined at the previous meeting.

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## Other Advising

Graduate students should feel free to contact the department graduate advisor to privately discuss any issues of concern and/or to help guide the student to other appropriate services. The University provides a number of support services for graduate students, including the Office of Equal Opportunity and Diversity (issues of discrimination and harassment, <http://www.eod.uci.edu/>, 949-824-5594), the UCI Counseling Center (personal issues, <http://www.counseling.uci.edu/>, 949-824-6457), and the Office of the Ombuds (dispute resolution services, <http://www.ombuds.uci.edu/>, 949-824-7256).

## Individual Development Plan (IDP)

Students are required to complete an individual development plan (IDP) in the Fall quarter of the second year, and update it annually in consultation with their thesis advisor. The IDP should be provided to and discussed with the student's committee annually (typically at their Fall meeting). The student can use the IDP form provided by graduate division (<https://grad.uci.edu/home-page/forms-and-applications/>), by AAAS at <http://myidp.sciencecareers.org/>, or another format of their choosing. The IDP should describe the student's career goals, desired training, and specific milestones associated with professional development and academic training, so that the committee can provide useful feedback to the student.

## Advancement to Candidacy

For Ph.D. students, advancement to candidacy is contingent on passing an oral examination administered by the advancement to candidacy committee. Normative time to advancement is after the end of the third year (during the ninth academic quarter), but advancement during the tenth academic quarter (typically the beginning of the fourth year) is acceptable.

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## Composition of the Advancement to Candidacy Committee

The Advancement to Candidacy (AtC) Nomination Form (See [Appendix C: Advancement to Candidacy Nomination Form](#)) must be submitted to the graduate student affairs coordinator and signed by the graduate advisor before the exam is taken. This form ensures that the composition of the committee meets the

Department and Grad Division's rules and avoids the situation that might require retaking the AtC exam.

The advancement committee must be made up of at least 4 members (additional members are allowed, but not required). The advancement committee includes the members that will be on the student's Doctoral Dissertation Committee (see above; usually 3 faculty) plus one additional member that is not on the student's dissertation committee. The role of this "external" AtC committee member is to ensure fairness and integrity of the advancement exam, as well as bring an outside perspective to the student's research. Given this role, the external member should be a member of the UC Irvine academic senate, and it is highly recommended that they have experience taking part in many advancement exams. The external member can be a member of the EEB department but should bring a new perspective to the committee. In particular, it is highly recommended that the external member is not a close collaborator of the student's advisor.

Note, a change in Spring of 2023 removes the previous requirement of including a member from outside of the EEB department. A student's dissertation committee can still include members external to EEB and even external to the university. If the student wishes to include a non-voting senate member or faculty from another university (non-UC), the student must submit a written request for exception to the graduate dean prior to scheduling the advancement (academic senate members from other UC campuses do not require a request for exception).

However, as before, a majority of the student's AtC committee members must be appointed in the student's department. Graduate Division is receptive to some flexibility in the departmental affiliation of the committee members if there is an academic rationale. A request for exception and justification should be submitted prior to appointing a committee.

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## **The AtC Exam**

The oral examination covers the student's major field of specialization and the proposed research to be developed. Students should consult with members of their AtC committee about the member's expectations well before the exam. The specific goals of the exam are:

- (1) For the student to demonstrate that they have all, or nearly all, the background knowledge and skills to carry out the proposed work. One part of background knowledge is familiarity with the relevant scientific literature, such as that needed to write the Introduction of each chapter/publication that might arise from the student's thesis work. Another part of background knowledge might include baseline data and results about the system being studied to demonstrate the feasibility of the projects proposed. The skills needed to complete the research might include field, laboratory, computational, and statistical skills. Again, each student should consult with members of their

advancement to candidacy committee about the member's expectations for the oral exam well before the exam.

- (2) For the student to present their scientific ideas for a dissertation clearly in both an oral and written format. Different advisors and committees may have specific requirements for this delivery. Most require a written proposal to be delivered beforehand and then discussed at the exam. The proposal should be less than 10 pages and delivered 1-2 weeks before the exam, but the exact format is determined by your committee.
- (3) For the committee to confirm that the student is making satisfactory progress towards a PhD and specifically, that if the student carried out the work proposed (or something similar), the body of work would be sufficient to obtain the PhD.

The exact procedure of the exam is up to the committee, but it is recommended that the committee set aside 3 hours so that they are not rushed. A recommended procedure is:

- The meeting begins with the student leaving the room for 5-10 minutes, during which the student's advisor and doctoral committee updates the external committee member about the student's progress to date.
- The external committee member runs the meeting, keeping track of the timing and jumping in if a line of questioning seems unfair, off topic, or has gone on too long.
- The student presents a summary of their dissertation proposal in 20 minutes.
- The committee goes around the room, taking turns asking questions. A typical exam might take two rounds of the committee, between 1-1.5 hours. For instance, the first round might focus on background questions and the second round might focus on the details of the student's research projects.
- The student's main advisor can ask questions like any other member when it is their turn, but they should not jump in to answer questions for the student, unless the committee or student asks the advisor directly.
- The student is then asked to leave the room (10-15 minutes) while the committee deliberates about the outcome of the exam and their recommendations to the student.
- The student returns and the external committee member delivers a summary of the committee. It is suggested that student's advisor takes detailed notes throughout the exam to discuss with their student at a later time.

#### **Potential outcomes of the advancement exam:**

- The student passes.
- The student fails. In this case, the student will be placed on ACS (academic conditional status). The student and their advisor will meet with the department graduate advisor and Associate Dean to discuss and agree upon the

expectations for passing the AtC. The student has one quarter to retake and pass the exam.

- An informal option is a provisional pass. This may be appropriate when the committee has a specific concern that a student can address relatively quickly. For instance, the committee might ask the student to revise their written proposal to reflect the committee's input, or they might ask the student to review some specific literature and present part of the research proposal again.

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## **After the AtC Exam**

Paperwork and a filing fee must be submitted after completing the exam. Consult with the graduate affairs coordinator. Doctoral students who advance to candidacy and meet the requirements for the master's degree, can also receive a master's degree by submitting two forms: a master's degree advancement form and, in the subsequent quarter, a master's degree completion form.

## **Defense of the Ph.D. Dissertation**

### **Format**

At an appropriate time, the doctoral dissertation committee will supervise the final examination. At this exam, the candidate will give a public defense seminar. The public is invited and may pose questions towards the end of the seminar. Immediately after the public seminar, a final closed conference between the candidate, the doctoral dissertation committee, and sometimes other faculty at the invitation of the doctoral dissertation committee will be held. The committee will indicate that the final examination is satisfactory by signing the final degree paperwork.

### **Timing**

Completion of the doctoral degree should normally occur before the beginning of the sixteenth academic quarter (i.e., not counting summer quarters). The maximum time to complete a doctoral degree is before the beginning of the twenty-second academic quarter (by the end of the seventh year). The School of BioSci policy on seventh year students is as follows:

- Seventh year students must prepare a detailed timeline for degree completion with their advisor during Fall quarter, and present the plans for degree at a thesis committee meeting early in Fall quarter.
- Seventh year students must have quarterly thesis committee meetings, and should plan a pre-defense meeting during winter quarter.
- Students must complete the degree by the end of the seventh year, and may not enroll in the eight year under any circumstances.

## Submitting the Dissertation

The library is particular about the format of the thesis or dissertation. Instructions on how to submit it are available at the Libraries Research Resource website (<https://guides.lib.uci.edu/gradmanual/submission>).

## Master's Degree Program

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### Master's Degree Courses

A minimum of 28 quarter units in upper division and graduate classes approved by the advisory committee is required, at least 20 of which must be earned in graduate (200-level) courses exclusive of credit given for thesis research and preparation. Students will complete the core courses, and expectations of achievement in these courses are the same as those for doctoral students (described in [Graduate Core Courses](#) above).

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### Research Requirements and Timeline

Master's (M.S.) students (thesis option) must also prepare a thesis on the basis of original research and give a public presentation of the research defending this thesis before the advisory committee. M.S. students are also required to have semi-annual advisory committee meetings. They do not have an advancement exam.

A written research proposal should be presented to and reviewed by the advisory committee and the student's major professor by the end of the Spring quarter of the first year. The advisory committee must consist of at least three department faculty members.

The research thesis is normally completed by the end of the second year of residency. All requirements for the master's degree should be completed within two years, with a maximum of three years allowed for completion of the program.

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### Residence

A master's degree student must be in residence for at least three quarters. Waiver of residence requirements is at the discretion of the central administration, i.e., the Dean of the Graduate Division, following policies set down by the Graduate Council. It is anticipated that most students will require two years (six quarters) to complete the Master's degree.

## Departure from UCI

Before candidates leave UCI, they are expected to do each of the following:



- Sign all personnel and payroll forms. Make an appointment with the principal personnel analyst (see <https://ecoevo.bio.uci.edu/people/staff/>) at least 5 days before leaving.
- Provide the department with the title and location of the first position accepted after graduation.
- Return all departmental and school property (e.g., keys, key cards, etc.) to your faculty advisor or to the administrative office.
- Provide the department with an email and forwarding mail address, and complete the EEB Exit Form (see sample in [Appendix F](#)). This form, used for future alumni events and to obtain forwarding addresses, must be completed before the student leaves UCI. Please submit this form to the graduate student affairs coordinator.

## Alumni Email Forwarding

All UCI graduates have the opportunity to set up a permanent email address "UCInetID@alumni.uci.edu" that will forward your alumni email to an address of your choice. Please note this is only an email forwarding service, not an email account. The service is provided by UCI at no cost to you – it does not require membership in the UCI Alumni Association. It's a way to stay connected with the University, friends, and colleagues. To set up your @alumni.uci.edu address, visit: <http://signup.alumni.uci.edu>. UCInetID Login is required.

## Part 6: The Administration

### Departmental Administration

#### Department Chair

EEB's department chair is Dr. Travis Huxman. His responsibilities include representing the department to the dean of the school and to the chancellor, coordinating and planning departmental goals and objectives, and having final authority in many departmental decisions.  
(449 Steinhaus Hall, ext. 4-2594, [thuxman@uci.edu](mailto:thuxman@uci.edu))

#### Department Vice Chair

EEB's department vice chair is Dr. Catherine Loudon. Her responsibilities include teaching assignments for both faculty and graduate students, serving on the Schools' undergraduate curriculum committee, and acting as chair in the absence of

Dr. Huxman.  
(5215 McGaugh Hall, ext. 4-0371, [cloudon@uci.edu](mailto:cloudon@uci.edu))

## Departmental Staff

Please visit the departmental website at <https://ecoevo.bio.uci.edu/people/> for a complete list of faculty and staff. The graduate student affairs coordinator is the primary staff contact for graduate students.

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### Graduate Student Advisor

EEB's graduate advisor is Dr. Jennifer Martiny. She is in charge of graduate student affairs, such as the annual review of student progress and the stewardship of the policies and procedures governing graduate studies. She also serves as a liaison between students and faculty, representing students' interests (a function shared with the grad student reps). If you have questions or problems related to your tenure or treatment as a graduate student, consider discussing them with Dr. Martiny. (3029 Biological Sciences III, ext. 4-0487, [jmartiny@uci.edu](mailto:jmartiny@uci.edu))

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### Graduate Student Representatives

The graduate student representatives (grad reps) are elected by the grad students, typically once a year. They serve as the second mechanism of graduate representation to the faculty and staff, by attending faculty meetings as the graduate voice and coordinating faculty reviews by the grad students. They also relay information from the faculty to the students. If you have ideas or complaints about the way the department runs, problems with particular faculty members, or similar issues, your first stop should be the Grad Reps (listed on the Foreword page).

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### Other Advising

The University provides a number of support services for graduate students. Throughout their graduate career, graduate students within the department should feel free to contact the graduate student advisor to discuss any issues of concern and/or to help guide the student to other appropriate services. Other offices that offer support services include:

- The Office of Equal Opportunity and Diversity (issues of discrimination and harassment, <http://www.eod.uci.edu/>, 949-824-5594)
- The academic counselor in the graduate dean's office: (Phong Luong, 949-824-0246)
- The UCI Counseling Center (personal issues <http://www.counseling.uci.edu/>, 949-824-6457)

- UCI Office of the Ombuds (dispute resolution services, <http://www.ombuds.uci.edu/>, 949-824-7256)

## School of Biological Sciences

The Department of Ecology and Evolutionary Biology is one of four departments that make up the School of Biological Sciences. The other three departments are: Developmental and Cell Biology, Neurobiology and Behavior, and Molecular Biology and Biochemistry.

Many graduate students and faculty have benefited from interactions with members of other departments. Don't hesitate to seek out advice from people in other departments if you need expertise in their area of study.

The following lists show some of the Biological Science administrators and personnel.

Name	Title	Email
Frank La Ferla	Dean	<a href="mailto:laferla@uci.edu">laferla@uci.edu</a>
Benedicte Shipley	Assistant Dean	<a href="mailto:bshipley@uci.edu">bshipley@uci.edu</a>
Raven Yoshitomi	Undergrad Student Affairs Director	<a href="mailto:ryoshito@uci.edu">ryoshito@uci.edu</a>
Kristen Caplin	Personnel Manager	<a href="mailto:kcaplin@uci.edu">kcaplin@uci.edu</a>
Matthew Martinez	Director of Computing	<a href="mailto:mrm@uci.edu">mrm@uci.edu</a>
Raju Metherate	Assoc. Dean, Undergraduate Studies	<a href="mailto:raju.metherate@uci.edu">raju.metherate@uci.edu</a>
Craig Walsh	Assoc. Dean, Graduate Studies	<a href="mailto:cwalsh@uci.edu">cwalsh@uci.edu</a>
Robyn Stiffler	Facilities/Purchasing Manager	<a href="mailto:rstiffle@uci.edu">rstiffle@uci.edu</a>
Rhoda Peng	Director of Finance	<a href="mailto:pengr@uci.edu">pengr@uci.edu</a>

The School of Biological Sciences is spread over several locations.

Department Offices	Location	Ext.
Developmental and Cell Biology	BS3 2011	4-5347
Ecology and Evolutionary Biology	SH 321	4-6006
Molecular Biology and Biochemistry	MH 3205	4-4915
Neurobiology and Behavior	MH 2205	4-8519

The lists below contains key contacts for various departments and facilities.

School Offices:	Location	Ext.
Administrative Offices	NSII 5120	4-5315
Computing Support Helpdesk	NS1 2115	4-3555
Facilities Office	NSII 5211	4-8085
Room reservations	NS1, 1114, NS 2, 4201	<a href="mailto:bioscirooms@uci.edu">bioscirooms@uci.edu</a>
Undergraduate Student Affairs	BS3 1st floor	4-5318
Undergraduate Teaching Laboratory	SH 249	4-6952

## Paperwork and Details

A variety of services and equipment are available through the School of Biological Sciences; most will require a Kuali Financial System (KFS) account number. The department staff has prepared the following guide to help you deal with necessary paperwork. It is extremely important to understand procedures, so please read this section carefully.

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### Purchasing

#### To place an order for supplies and/or equipment:

Complete the departmental purchase requisition form (PO), which can be found at <https://ecoevo.bio.uci.edu/contact-us/administration/>. Please fill in all the important information such as KFS account numbers, vendor information, requester's contact information, and any special instructions about the order.

Next, obtain the approval signature on the PO from your faculty advisor or the person with signature authority in the lab. If the order is based on a quote, be sure to attach it along with the purchase requisition form.

Finally, give the fully executed PO to the designated financial analyst who handles funding for the given principal investigator (PI).

#### Purchase Order Processing:

The PO must be approved by the designated financial analyst. The analyst will contact either you or your faculty advisor directly if there are any questions.

After approving the PO, the financial analyst will hand it to the EEB department purchaser for processing. If there is a problem with the items being ordered (such as a wrong catalog number, obsolete item, big difference in pricing, etc.), the purchaser will contact the requester for further information.

## Delivery of Goods, Equipment, and Services:

Except in certain instances, or upon PI request, it is departmental policy that all purchases will be delivered to room 318 in Steinhaus Hall. The department purchaser will send pick-up notices to the requesters as the orders come in, and he will notify them if there are backordered items or other delays/problems.

However, there are some items that can be delivered directly to the lab such as equipment, temperature-sensitive items, and/or services. Should this be the case, please complete the comments/special instructions section on the PO, including the lab location.

After receiving the items ordered, be sure to submit the packing slips to the designated financial analyst.

For research-related supplies and materials that are needed immediately, you may choose to purchase these, **not to exceed \$499.99 per day per vendor**, and get reimbursed after the fact. To be reimbursed, you must save your original itemized receipt, fill out a reimbursement form, obtain your faculty advisor's signature, and submit it to the appropriate finance analyst for KFS account approval. Your receipt **MUST** have the store/vendor name printed or stamped on it, a printed product description, the payment date, and the payment amount.

All receipts must be submitted for reimbursement within 30 days of the purchase date. Check with the administrative staff if you are unsure if your anticipated purchase is an allowable, reimbursable expense. The following procedures have been implemented for handling supplies and materials reimbursements.

1. Obtain a reimbursement form from the Department Office or online at: <https://ecoevo.bio.uci.edu/contact-us/administration/>.
2. Fill out all information on the form. Get the PI's signature before submitting your reimbursement request to the department office.
3. For approval: Tape original receipts in chronological order on a single-sided 8.5" x 11" sheet of paper, and remove all staples.

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## Repairs and Returns

For returns or repairs, please work with the department purchaser. They will contact the vendor for its return policy and then proceed accordingly. You or your lab are responsible for generating the shipping label using the current FedEx online system (see [Mail](#) in Part 2). You **must** have permission from your advisor, as well as a valid KFS account to charge any costs. Once the shipping label has been completed, print it out as instructed and see your lab's financial analyst for final authorization before shipping.

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## Travel

Listed in this section are some guidelines to help you in planning your trips for University business. If eligible, you can request an advance payment of airline tickets, lodging, and registration. If possible, administrative staff can help with reservations and with payment for the flight from the approved KFS account. An email from the faculty supporting this travel is required before any reservations can be made.

The department uses the preferred online service provided by Connexus Travel Program. Please refer to the following link for additional information: <https://travel.ucop.edu/connexus/book-online>. If you find a lower cost alternative, please print the comparable airfare for the same flights of Connexus and include it with your travel reimbursement request, which can be found at: <https://ecoevo.bio.uci.edu/contact-us/administration/>. Additional questions may be directed to the Department Coordinator.

### ***Required Notes and Attachments to the Travel Reimbursement Form***

#### **Airfare:**

Please know that the availability of a flight at less cost is not an adequate justification to use a foreign carrier service.

*Travel that is to be reimbursed from federal grants and contracts must be booked through U.S. air carriers except in the following circumstances.* When one or more of the following circumstances apply, you are required to provide an explanation indicating the appropriate exception in the **Notes** section of the form when traveling to and from the U.S. where the use of a U.S. airline service would:

- extend travel time (including delay at origin) by 24 hours or more
- increase the number of aircraft changes required by two or more
- extend travel time by at least six hours
- for short distance travel (3 hours or less), require twice the travel time of a foreign carrier.
- when the costs of transportation are reimbursed in full by a third party such as a foreign government or an international agency.

*Required Attachment(s):* The original plane ticket receipt or invoice/itinerary showing payment and ticket number.

#### **Passenger Receipts:**

*Required Attachment(s):* All passenger receipts, invoices, itinerary, and other flight paperwork (as back-up proof of travel) are required even if you requested an advance from the department and you had no out-of-pocket expense.

**Hotel and Lodging**

If you are sharing a room, please ask for two copies of all the receipts.

*Required Attachment(s):* All original hotel and lodging paperwork and receipts.

**Automobile Expenses**

*Required Attachment(s):* All original receipts for rental car expenses and fuel.

**Meals**

*Required Attachment(s):* All original itemized receipts for any meals paid for with personal funds.

**Airport Parking and Taxi/Airport Shuttle Service**

*Required Attachment(s):* All original receipts for airport parking and/or taxi/shuttle to and from the airport.

**Conference Expenses**

The documentation provided varies greatly between conferences. It is best to save ALL conference documentation.

*Required Attachment(s):* A copy of your registration form, including your agenda and an itinerary/receipt for specific events).

**Miscellaneous Expenses**

*Required Attachment(s):* All other original miscellaneous receipts and related paperwork.

***Tips on Receipts and Documentation***

A receipt should contain the following information: name and address of business, an itemization of services, total amount due, statement of the type of payment, and a zero balance.

When you register for a conference, online or otherwise, please print the receipt showing payment and any confirmation emails.

Too much information on travel/conference paperwork is better than not enough.

Please arrange all receipts digitally or tape them to a piece of paper. Itemize your receipts on the department travel form or in a spreadsheet.

***Plan Ahead***

Plan ahead for your trip as much as possible. Advance notice helps you obtain your preferred flights at a lower cost, and also helps the administrative staff prepare the required paperwork and guide you through the process. Arrangements for out-of-state travel should be made a minimum of one month ahead of time, and for in-state travel, a minimum of two weeks ahead.

### ***Deadline for Submitting Travel Reimbursement Form***

Your trip must be reconciled and closed within a week after your return. Please turn in all the required items along with your travel reimbursement form as directed above. Submit this packet to your finance analyst for approval after it has been signed by your faculty advisor.

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### **Support for Travel**

EEB provides support for travel to meetings and presenting papers. Currently, up to \$500 per student per academic year (July 1 through June 30) is available to cover costs such as airfare, hotel, and registration for scientific meetings where you are presenting a talk or a poster.

Although funding levels vary each school year, it is still highly recommended that you submit a request for funds **prior** to your trip. To request a travel award, write a two-page letter addressed to the Associate Dean and submit it by email to the graduate student affairs coordinator. See [Appendix E](#) for a sample Travel Request letter.

The letter is typically used to request funds for travel to meetings or for fieldwork. Although the funds provided are a maximum of \$500, you should include all your anticipated major expenses in your budget. For conferences, be sure to indicate that you will be presenting a talk or poster. This form is used for internal purposes to determine eligibility for travel funds.

The letter goes to both the department and the UCI School of Biological Sciences, since funding is typically provided by both sources. Once you receive approval of your request, you will work with the graduate student affairs coordinator and a BioSci financial analyst to use these funds.

**Important:** Save all original itemized receipts so you can account for your expenses and be aware that these travel funds expire at the end of the fiscal year (June 30).

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### **Reimbursement for Travel**

Your reimbursement will be issued in the same manner in which you receive your paychecks, usually direct deposit to your bank account. Please note that reimbursing travel is a lengthy process. However, if you have not received your reimbursement after one month of submitting your reimbursement request, contact your advisor's finance analyst.



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## Travel Advances

It is possible to receive a travel advance to pay for airline tickets, lodging and registration (except when receiving BioSci travel funding). When you are ready to make your travel arrangements, please contact the EEB office.

If the purpose of your trip is to attend a conference, see the [Required Notes and Attachments to the Travel Reimbursement Form section](#) above that lists all the items you need to attach to your reimbursement request form.

**Your trip must be reconciled and closed no later than one week after your return.**

## Part 7: Resources for Teaching and Research

### Equipment

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#### Audio/Visual Equipment

Several projectors in the department office are available for use by members of the department. You may reserve these by contacting the EEB office prior to your desired reservation date.

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#### Physical Science Stores

Physical Sciences Stores (PS Store) stocks a large inventory of chemicals, glassware, electronic components, and other lab supplies. You can pick up items from the PS Store if you are authorized to sign on a grant. It is located in B003 Rowland Hall and can be reached at x4-5889.

You will need a KFS account number from your advisor for any supplies and/or materials purchased and picked up from the PS Store. Please submit receipts to the EEB office after the purchase.

### Facilities and Natural Reserves

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#### Dishwashing and Autoclaving

Dishwashing and autoclaving self-serve facilities are located in SH 390, MH 4311, BS3 2421, NS1 2334, NS2 3341, and Greenhouse 109D. Ask your advisor for recharge numbers.

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## Natural Reserves

One advantage of belonging to a system as large as UCI is that the University possesses enormous resources of many different types. One such resource is the system it maintains of natural reserves throughout the state. There are more than 40 reserves ranging from forest to desert, and from sub-marine to alpine habitats. If your work involves natural systems, these reserves offer numerous advantages, such as sites that are off-limits to the public, lab and living facilities, and special grants. Research resources and facilities are listed at <http://www.bio.uci.edu/research/natural-reserves-and-environmental-facilities/>.

Talk to the Executive Director of UCI Nature for more information: <https://nature.uci.edu/>.

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## Vivarium

Animal care facilities are located in several areas on campus. Access to these areas is restricted; the vivaria manager must grant permission. If you have a need for these facilities, please be certain to check with your faculty advisor who will give you instructions about the care and handling of research animals. All laboratories have protocols approved and on file.

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## Further Facilities

Many other research facilities are available on campus and are too numerous to list here. See <https://www.bio.uci.edu/research/research-facilities/> for resources associated with the School.

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## Services

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### ImageWorks

ImageWorks is operated by the UCI School of Biological Sciences. It specializes in digital imaging, photographic, and copy services, as well as the design and preparation of posters for scientific meetings. Visit its website <http://imageworks.bio.uci.edu/> for more information. ImageWorks is located at 2112 Nat Sci I. You will need a KFS account number from your advisor for payment for their services.

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## Network and Telecommunications

The Office of Information Technology (OIT) operates UCI's campus network and telephone system, which includes computing, network, and telephone services. Check out OIT services at <http://www.oit.uci.edu/>.

The School of Biological Sciences Computing Services provides a help desk and other related services for assistance with questions, problems, and computer purchasing. It can be reached at X43555. See the list of staff and helpful links at <http://comp.bio.uci.edu>.

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## Appendix A: Professional Code of Conduct

### School of Biological Sciences Statement of Professional Conduct

*Revised July 2, 2018; updated September 13, 2023*

This document is intended to outline the standards of professional conduct expected of all students, staff, and faculty in the School of Biological Sciences at UC Irvine.

Adherence to these principles of conduct -- together with good academic standing -- maintains a student's "good standing" status in the School.

As a community, we respect the dignity, individuality, and freedom of each member. At the same time, we strive to be a place where individuals and groups learn with and from each other. Although we acknowledge the difficulties inherent in creating a community of individuals who are different from each other, we remain unwavering in our commitment to both diversity and community in a context of academic excellence. We seek to enable all members of our community to pursue their educational, scholarly, and career interests in an environment that recognizes both the distinctiveness of each person's experience and the common humanity that unites us all, in order to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here.

In all activities, members of the School are expected to be respectful of the rights and interests of the community and of the others in the community and to be personally honest. We are expected to conduct themselves in a manner compatible with the University's function as an educational institution, and with the rights of all members of the University community to attend, make use of, and enjoy the facilities and benefits of the University without undue interruption or disruption. With their professional conduct, all members of the School are expected to contribute to a School climate in which all community members feel personally safe, listened to, valued, and treated fairly and with respect.

The key principles of professional conduct include:

1. **Professional Competence and Responsibility:** As scholars, we strive to maintain the highest level of competence in our work. Members of the UCI academic community are committed to engage in teaching, learning, research, and community service. This includes communicating in a manner that is respectful and that does not discriminate against or harass others, and treats the ideas, scholarship, and interests of others with respect.
2. **Integrity:** UCI is an institution of learning, research, and scholarship. As members of the academic community, we are responsible for maintaining academic integrity and must accept individual responsibility for their work and actions. Violations of academic integrity will not be tolerated because they devalue the teaching and learning experience for the entire community. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.

3. **Respect for People's Rights and Dignity:** Respect for the rights, privileges, and sensibilities of each member are essential to our academic community. Actions that make the atmosphere intimidating, threatening or hostile to individuals are regarded as serious offenses. Free speech and peaceful assembly are basic requirements of the University as a center of free inquiry and the search of knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.
4. **Respect for Diversity:** UCI seeks to promote full inclusion of all members and groups in every aspect of University life. Diversity -- on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services -- is a source of strength for UCI. All participants, visitors, staff, students, faculty, and vendors are to be treated with respect and consideration, valuing a diversity of views and opinions. We do not tolerate any discriminatory and/or harassing behavior based on protected characteristics, and will take immediate action to end and remedy the effects of any hostile environment on affected members of campus community. If a member of the UCI community has concerns of discrimination and/or harassment based on the protected bases, please contact the Office of Equal Opportunity and Diversity ([oeod.uci.edu](http://oeod.uci.edu)).
5. **Appropriate Sexual Conduct:** UCI does not tolerate sexual violence (dating violence, domestic violence, stalking, and sexual assault) and sexual harassment and has strong [policies](#) against this Prohibited Conduct. Pursuant to the Policies linked [here](#), the University has procedures for investigating and resolving allegations of sexual harassment and sexual violence. Additionally, the Office of Equal Opportunity and Diversity can provide an individual who experienced such sexual violence and/or sexual harassment with supportive **measures, such as changes to housing or classes, academic assistance, withdrawals and extensions, financial aid assistance, Visa assistance, safety escorts to walk with on campus, workplace accommodations, and more.** If you have any concerns or questions, please contact the Office of Equal Opportunity and Diversity. Additionally, graduate students are required to complete annual Sexual Violence and Sexual Harassment training within six weeks of their enrollment. If an accommodation for this training is needed, please contact the Office of Equal Opportunity and Diversity ([oeod@uci.edu](mailto:oeod@uci.edu)).
6. **Appropriate Use of Electronic Media:** When acting as representatives of the School or interacting on official UCI platforms, students must be responsible in their use of social media and should not violate our professional and academic standards in their social media activities.

## **Accountability**

The School will maintain and publicize a clear structure to address complaints involving professional conduct of graduate students, staff or faculty. Allegations of improper behavior will be treated seriously and promptly. All members of the community are entitled to know what is expected of them, and to a timely, fair, and meaningful evaluation of their contributions. Proper training and orientation will be available to all members of the community.

## **Observance of University Policies**

No set of rules can possibly address all situations that may arise. The School reserves the right to find that other conduct not specified in this Code or UCI policies constitutes a violation of good academic or professional standing. If situations arise that seem ambiguous, please consult with departmental graduate advisors, chairs, the Graduate Office, or the Associate Dean.

The UCI Student Code of Conduct defines behavior expected of all UCI students. It is each student's responsibility to know and comply with the university's Student Code of Conduct. In addition, the violation of the laws of any jurisdiction, whether local, state, federal, or foreign, may subject an individual to disciplinary action.

## **Responsible Conduct of Research**

The School of Biological Sciences requires that all doctoral and Master's students complete training in the Responsible Conduct of Research. Students in gateway programs (CMB, INP, MCB) are required to take MMG 250 Conduct of Research, which prepares scientists for biomedical research and is compliant with the NIH requirements. In addition, any student that is directly admitted Developmental and Cell Biology, Molecular Biology and Biochemistry or Neurobiology and Behavior must complete MMG 250.

The Office of Research Administration offers a Responsible Conduct of Research training module through the UC Learning Center web site (<http://www.uclc.uci.edu>). The IRC- RA-RCR-2011 module is NSF compliant and is required for NSF GRFP pre-doctoral fellows and graduate students and post-docs conducting research on NSF grants. This training is suitable for graduate students that are not funded by the NIH.

In order to insure compliance with federal and campus training requirement for the Responsible Conduct of Research, the School will adopt the following policies for graduate student training.

1. All doctoral students entering gateway graduate programs (CMB, INP, MCB) or departments (DCB, MBB, and NBB) will take MMG 250 during the first year of graduate study. In addition, MMG 250 will be required of any EEB student funded by a NIH research grant (RO1) or appointed to an NIH Training Grant (T-32).

2. All doctoral students in EEB will complete the NSF on line RCR training, or take MMG 250 as needed.
3. All M.S. students in the M.S. Biotechnology and M.S. Biotechnology Management will take the UC Learning Center module in the Responsible Conduct of Research during the first year of graduate study.
4. All other M.S. students enrolled in departmental programs must complete the UC Learning Center training module, or MMG 250 (contingent on instructor's approval).

### **Certification:**

I, \_\_\_\_\_, have read and understand the Statement of Professional Conduct, which outlines the standards of professional conduct expected of graduate students in the School of Biological Sciences at UCI.

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[signature]

[date]

### **Useful Contacts:**

1. BioSci Sexual Harassment Advisor: Sarah Kimball, 949-824-7151, [skimball@uci.edu](mailto:skimball@uci.edu), Bio Sci Equity Advisor: Monica Daley, (949) 824-6654, [madaley@uci.edu](mailto:madaley@uci.edu)
2. UCI Office of Equal Opportunity and Diversity: (949) 824-5594, [oeod@uci.edu](mailto:oeod@uci.edu)
3. Associate Dean for Graduate Studies: Craig Walsh, 949-824-8487, [cwalsh@uci.edu](mailto:cwalsh@uci.edu)
4. [UCI Graduate Division](#): 949-824-4611
5. [UCI Office of the Ombudsman](#): 949-824-7256
6. [UC Learning Center](#) for Responsible Conduct of Research training navigate to: <https://uc.sumtotal.host/Core/search>
7. [Campus Assault Resources and Education \(CARE\)](#) is a primary, confidential source for information, crisis intervention and follow-up support regarding sexual harassment, sexual assault, dating and domestic violence and stalking on the UC Irvine campus. CARE, in collaboration with Waymakers, coordinates accompaniment services for student victims to the police, evidentiary exams and the court system. In addition, individual and group counseling is available to students who are survivors of sexual violence. CARE is available Monday



through Friday, 8am to 5pm. Address: G320 Student Center, Irvine, CA 92697  
Phone: (949)-824-7273.

8. [UC Irvine Police](#) provides a timely response for students, staff, faculty, and members of the community experiencing crimes, including hate crimes and sexual violence. For sex crimes, the police can arrange for medical evidentiary examinations in order to provide admissible evidence when the person reporting the sex offense desires prosecution through the criminal justice system. The UC Irvine Police Department encourages the University community, including students, to immediately contact them by dialing 911 or (949) 824-5223 to report crimes. UCIPD investigations into hate incidents and sex offenses can be coordinated with an OEOD investigation. *Please note that UCIPD can assist in referrals to other police departments in Orange County and can take courtesy reports for other police stations.* The UC Irvine Police Department is available twenty-four hours a day, seven days a week Address: 410 E. Peltason Dr. Irvine, CA 92697 Phone: (949) 824-5223 or 911. <http://www.police.uci.edu/>
9. [Counseling Center](#) offers free and confidential short-term and crisis counseling by licensed mental health providers to all UC Irvine students on an urgent basis, or by appointment. The Counseling Center also offers certain free and confidential psychiatric services. Referrals to off- campus psychotherapeutic and psychiatric providers are also available through the Counseling Center. The Counseling Center is available Monday through Friday, 8am to 5pm. Address: 203 Student Services 1, Irvine, CA, 92697 Phone: (949) 824-6457. For afterhours counseling: For urgent matters, call the main telephone number at (949)824-6457 and select option 2.

## Appendix B: School of Biological Sciences/EEB PLOs

### School of Biological Sciences Ecology and Evolutionary Biology M.S./Ph.D.

#### **PLO1: Core Knowledge PLOs**

- Demonstrate a basic knowledge of central concepts in the biological sciences
- Understand the current concepts in ecology, evolutionary biology, and organismal physiology
- Demonstrate knowledge of a specialized discipline within ecology and evolutionary biology sufficiently to carry out substantive independent research

#### **PLO2: Research Methods and Analysis**

- Read and critically evaluate the scientific literature
- Formulate hypotheses based on current concepts in the field
- Design, conduct, and interpret their independent research projects
- Understand the range of tools appropriate for research in their sub-field
- Understand and follow research ethics

#### **PLO3: Pedagogy**

- Communicate effectively to large and small groups in pedagogical settings including teaching, research seminars, and other formats
- Identify and effectively deploy suitable technologies for use in all aspects of instruction

#### **PLO4: Scholarly Communication**

- Review and discuss relevant literature and their significance
- Publish research results in peer-reviewed publications and in a dissertation
- Communicate research results effectively through oral presentations at scientific seminars, conferences, and other venues
- Make clear and cogent oral presentations, including effective use of technology

#### **PLO5: Professionalism**

- Write compelling abstracts describing their research for consideration at research conferences
- Prepare oral presentations suitable for presentation at a research conference
- Make effective contributions to research teams and learning seminars
- Make effective contributions to department, university, community, and professional service
- Mentor junior researchers (e.g., undergraduates, beginning graduate students)

#### **PLO6: Independent Research**

- Develop their own research projects that meet high standards of theoretical and methodological rigor with lasting impact
- Produce scholarship that is comparable in scope and format to articles that appear in leading peer-reviewed journals in ecology, evolutionary biology, and organismal physiology
- Supervise junior researchers (e.g., high school students, undergraduates, beginning graduate students) effectively.

## Appendix C: Advancement to Candidacy Nomination Form

Find departmental forms at: <https://ecoevo.bio.uci.edu/graduates/graduate-resources/>



### ADVANCEMENT TO CANDIDACY NOMINATION FORM

Submit to the graduate affairs coordinator one month prior to Advancement to Candidacy exam.

\_\_\_\_\_ is ready to proceed to the  
qualifying examinations for the degree of Doctor of Philosophy in Biological Sciences.

Date by which examination is to be completed: \_\_\_\_\_

Proposed title of dissertation: \_\_\_\_\_

The following faculty members are recommended as a candidacy committee, the first to  
serve as chair. Any changes in the committee after it has been approved must be  
submitted to the departmental graduate advisor.

#### Name / Academic Unit

1. Chair \_\_\_\_\_ / \_\_\_\_\_

2. \_\_\_\_\_ / \_\_\_\_\_

3. \_\_\_\_\_ / \_\_\_\_\_

4. \_\_\_\_\_ / \_\_\_\_\_

5. \_\_\_\_\_ / \_\_\_\_\_

(outside academic Unit)

Recommended by (please sign):

Student's Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Graduate Advisor \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D: Committee Meeting Report Form

Find departmental forms at: <https://ecoevo.bio.uci.edu/graduates/graduate-resources/>



### COMMITTEE MEETING REPORT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Quarter and Year student entered graduate school: \_\_\_\_\_

Date of advancement to candidacy: \_\_\_\_\_

Expected Quarter and Year of thesis defense: \_\_\_\_\_

Date of previous committee meeting: \_\_\_\_\_

#### Comments:

Please attach typed comments after the meeting, or email comments to the graduate affairs advisor and departmental graduate advisor.

- from Thesis Advisor (Required)
- from Committee Members (Optional)
- from Student (Optional)

#### Student Progress:

Committee Members and Student Signatures (Required).

	Name	Signature	Satisfactory Progress
Student			<input type="checkbox"/>
Thesis Advisor			<input type="checkbox"/>
Committee Member			<input type="checkbox"/>
Committee Member			<input type="checkbox"/>
Committee Member			<input type="checkbox"/>

Please return this form by Docusign to the graduate affairs coordinator.

## Appendix E: Sample Student Travel Request Form

Find departmental forms at: <https://ecoevo.bio.uci.edu/graduates/graduate-resources/>



### SAMPLE TRAVEL REQUEST

#### PAGE 1

Date: \_\_\_\_\_

To: MICHAEL MULLIGAN, Associate Dean School of Biological Sciences

Via: TRAVIS HUXMAN, Chair

Department of Ecology and Evolutionary Biology

From: STUDENT NAME

Department of Ecology and Evolutionary Biology RE: Request for Travel Funds

I am writing as a graduate student to request funds from the school for travel expenses associated with my attendance of the annual meeting of the (organization). The meeting will take place in (location) on (list dates of the conference). I will be presenting a paper on (subject area), which represents part of my dissertation work. My anticipated expenses are as follows:

Airfare:	\$ 850.00
Registration:	\$ 80.00
Accommodations:	\$ 100.00
Total:	\$ 1,030.00

Please note that I have not yet received any travel funds the 2019-2020 academic year.

Thank you for considering my request.



\_\_\_\_\_  
(Student Signature)

cc: Graduate Affairs Coordinator

#### Sample EEB Student Travel Request Form

#### PAGE 2

Date of Request:

Name of student traveler:

Faculty Advisor:

Year started Program with EEB:

Name and location of meeting:

Dates of conference:

Dates of travel:

Any personal travel dates? If yes, please provide clarification:

Will the traveler be presenting a talk or poster at the meeting?

Are there student co-authors on the talk or poster that are also requesting travel funds?

Was the research conducted while the traveler was a student at UCI?

## Appendix F: EEB Exit Form

Find departmental forms at: <https://ecoevo.bio.uci.edu/graduates/graduate-resources/>



### EEB EXIT FORM

Student Name:	
Faculty Advisor:	
Date Leaving UCI:	
New Position:	
New Mailing Address:	
Date Keys Returned to Lab:	
Lab Supervisor Signature:	