

# Graduate Student Manual

## Policies and Procedures

### 2017-2018



## I. GENERAL INFORMATION AND DEPARTMENT POLICIES

Welcome to the Department of Computer Science and Engineering (CSE) at the University of California, Riverside (UCR). The information contained in this manual is intended to assist graduate students in this department with general information and department policy questions.

- [CSE Department](#)
- [Registrar](#)
- [UCR Graduate Division](#)
- [Graduate Students Academic Affairs Rules and Regulations](#)
- [Thesis and Dissertation Format Guide, Graduate Division](#)
- [Petition and Forms for Current Students](#)
- [Graduation Deadline Dates](#)
- [Graduate Academic Affairs Regulations and Procedures](#)
- [2017-2018 Graduate Division Calendar](#)

The department may specify more rigorous requirements for the degree than listed in the other sources. Therefore, when there appears to be a conflict in requirements for the degree, the more rigorous requirements must be satisfied. In addition to degree requirements, this manual also summarizes departmental policies and procedures. The department reserves the right to modify the departmental procedures and requirements outlined in this manual. Generally, such modifications will not be considered retroactive.

### A. Graduate Admission

All applicants for graduate admission in the Department of Computer Science and Engineering must supply GRE General Test Scores prior to admission. The GRE subject test in Computer Science is recommended but not required. Applicants should have at least an undergraduate degree in computer science or a closely related field. Applicants who fail to meet the minimum criterion may sometime be *admitted with deficiencies*. To be considered for admission, applicants must have a sound understanding of programming data structures and computer organization. The graduate admissions committee may prescribe additional remedial course work beyond the requirements specified for applicants admitted with deficiencies. Detailed information is located on the [CSE website](#) and the [Graduate Division website](#). All applications are submitted [online](#). Readmission will be discussed on a case-by-case basis. Current graduate students originally admitted to the M.S. program must complete the [Petition to Change Degree Objective](#) and submit to The graduate advising staff member. Please note that these students will not be funded by the department and must secure a position as a Graduate Student Researcher or obtain alternative funding from the campus if they wish to receive financial support. Current M.S. students that wish to be considered for a fellowship may reapply once to the Ph.D. program after an absence of one year.

### B. New Student Information

#### 1. Clearing Admissions Holds

Accepted graduate students may be conditionally admitted by the Graduate Division and required to submit final documents prior to being permitted to register for their first quarter. All new students must check-in with the Graduate Division Admissions office prior to the start of their first quarter to clear any admissions holds. International students have an additional hold that will be cleared when they attend the International Education Center (IEC) orientation. All incoming graduate students must attend the mandatory Graduate Division and department orientations. For more information, please refer to the [Resources for Current Graduate Students](#).

## 2. Registration and Advising

The [R'Web portal](#) allows students to manage accounting and coursework online. CSE students are given a registration appointment date so they can add/drop courses within R'Web when all holds have been cleared. Full-time graduate students are expected to register in a minimum of 12 units per quarter and are limited to 3 classes per quarter unless additional units are approved on an exceptional basis. The course offerings for the academic year are listed on <http://www.cs.ucr.edu/education/graduate/courses/>. All new students must consult with their advisor and the Graduate Program Coordinator for course advising prior to registration. It is expected that you correspond with your advisor via e-mail and save course registration approvals for your records and forward to the Graduate Program Coordinator. Special permission must be given from your advisor to enroll in non-CS courses. Please refer to Section 3 below to receive department approval for counting a non-CS course in your CS graduate program requirements. Only specific undergraduate technical electives will be counted towards your graduate studies, see page 199 of the UCR general [catalog](#). **\*Please note that admission prerequisite courses (CS 141, CS 150, CS 152, CS 153, CS 161/CS 161L) and MATH 113 or MATH 131 may not be taken for graduate credit in any area for any CS graduate course requirement. Also,** prerequisites for computer science courses are strictly enforced and may only be waived by instructor approval. Non-computer science majors may register in computer science courses (graduate and undergraduate) at the discretion of the instructor and will be dropped if permission is not obtained. For quarterly registration/enrollment adjustments made after week 2, the Graduate Enrollment Adjustment Form should be completed and returned to the department (see appendix). The [Graduate Petition for Late or Retroactive Enrollment Adjustment](#) form must be completed in addition to the Enrollment Adjustment Form, for any adds (including adding units) after week 3, for any drops after week 6, and any changes in grading basis (LG to/from S/NC) after week 8.

In year one, students should focus on successfully completing coursework and selecting a permanent advisor to supervise their research studies (if conducting research for the M.S. project or thesis). Ideally, all students will work as Graduate Student Researchers during their first summer at UCR. M.S. students are expected to participate in either research or an internship. Ph.D. may be asked by their supervising faculty to participate in research during their first year as well; Ph.D. students are not permitted to participate in an internship in their first year (to include summer) of their graduate studies in our department. Ph.D. students are expected to complete their written and oral exam requirements and advance to candidacy prior to their sixth quarter of study, so it is imperative that research begin as soon as possible once they arrive to campus.

## 3. Transferring Courses and Waiving Requirements

Many CS graduate students joining UCR have taken graduate-level coursework may wish to transfer courses to UCR. **All transfer, waiver, and unit reduction petitions MUST be received in a student's first quarter of attendance at UCR.** UCR Extension courses may be transferred to campus by requesting official transcripts from Student Services in University Extension and submitting them to Graduate Division. Please call their office at 951-827-1039 for more information. The Department will allow students to transfer up to two pre-approved courses (8 units) taken at non-UC institutions, or up to half of the required UCR graduate courses required, if taken at other UC campuses. Students may

request to transfer a course only if it did not count towards a previously obtained degree. Transferred courses appear on the UCR graduate transcript but are not factored into the GPA, and reduce the number of required graduate courses at UCR.

Based on prior graduate coursework at other institutions, the Department may also waive selected course requirements and/or request a degree unit reduction which would decrease the overall number of units required for the Ph.D. For example, if a student has taken a course similar to one of the courses in our Core Areas, it might be appropriate to petition for a waiver to reduce the Core Requirements from three to two courses. Unit requirement requests may be approved up to five courses (20 units) for computer science relevant master's courses comparable to ones offered at UCR. Waived requirements do not appear on the UCR graduate transcript, are not factored into the GPA, and do not reduce the number of required graduate courses at UCR. A petition to also reduce the number of required graduate courses might be filed, but this is by no means automatic and will be carefully considered on a case-by-case basis.

Please fill out the [Graduate Student General Petition](#) and attach the syllabus for each non-UCR course. The UCR professor in a similar area of study as the requested course will need to review the request and course syllabus to approve its transfer or waiver. Please submit the completed form (after the instructor's signature is received) to the Graduate Program Coordinator, so that the Graduate Advisor can review the request. You will receive a letter from Graduate Division with the final approval or denial. No petition to transfer units is needed for work completed as a graduate student in UCR regular academic sessions, at other UC campuses through Intercampus Exchange (UCR graduate students may concurrently enroll in a graduate course at another UC campus, up to three courses total: please contact Karen in the Graduate Division for more information, [karen.smith@ucr.edu](mailto:karen.smith@ucr.edu)), in the Education Abroad Program or in UCR Summer Sessions (except for the Summer Session immediately prior to first registration as a graduate student, but after admission to graduate status). No transfer credit may be given for work completed while currently enrolled or on a Leave of Absence. Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements. Students may not transfer courses from a program in which they have successfully completed a degree. For more information, please also refer to the Graduate Division [Handbook & Resources for Current Students](#). To receive department approval for counting a graduate UCR, non-CS course in your CS graduate program requirements, please complete the Petition for Course Requirement Exception form (see appendix) and return it to the Graduate Program Coordinator after you have obtained your advisor's signature. This form must be approved by the department prior to taking the non-CS course. Please note that a maximum of *three* non-CS courses may be approved and of these only *one* non-CS course may count as a CS breadth requirement.

#### **4. Health Services and Medical Insurance**

Quarterly enrollment in campus health insurance is mandatory. If you already have coverage, please read below regarding completing a waiver. All graduate students employed by the department or PI in a 25% or more appointment will have their Graduate Student Health Insurance Plan (GSHIP) paid by their payroll funding source. Fellowship recipients whose awards pay registration fees will also have their GSHIP paid by the award. For more information, please refer to the [Resources for Current Graduate Students](#). Please make sure to visit the [Campus Health Center](#) website for questions regarding insurance (and waivers), immunizations, forms, appointments, and more. You will be required to have certain health immunizations either prior to your arrival or upon your arrival. The Campus Health Center sends information about these requirements to all new students.

Your insurance coverage at UCR will not begin until the first day of the quarter. Please purchase temporary travel insurance to ensure that you have coverage from the time you enter California until the beginning of the quarter. It is a United States federal government requirement that international students have adequate medical insurance coverage for the period of their stay in the U.S. Specific

insurance coverage requirements are available at the [International Student Resource Center](#). Students will be enrolled in a UCR policy, and the fee for the insurance is included in the quarterly fee statement. UCR may accept medical insurance coverage from an outside agency if the coverage meets UCR requirements, however, these students must apply for a waiver immediately. *Do not purchase health insurance in your home country without first contacting the Student Health Office.* For any questions regarding the waiver policy, please visit the Campus Health Center. You may also visit <http://gsa.ucr.edu/gship/> for more information.

## **5. Money and Expenses**

Students must bring enough money to pay University fees (tuition, fees, and health insurance) and move-in costs for housing or the remainder of what is not covered by a fellowship or financial aid. Remember to consider your own personal expenses as well. University fees are posted to your [R'Web](#) account. Initial move-in expenses are estimated to be about \$1,000-\$2,000. University fees may be paid with a credit card but the University only accepts certain types of credit cards. Students may also bring travelers checks in U.S. dollars. For other expenses, credit cards will be very useful. Please see the payment of fees information on the [Registrar's website](#) and the general [catalog](#) for more details. Do not bring a check or draft in foreign currency or from a non-California bank, since access to your money will be restricted for up to one month until the check is cleared. If you are on a fellowship, the money you need to bring is going to be less than the estimated costs for students not on a fellowship. Please meet with the department SAO for assistance on interpreting your fellowship award or other questions.

## **6. Housing and Childcare**

There are many on-campus and off-campus housing options. For on-campus housing, community living, or to find a roommate, please visit the [UCR housing website](#) to access online application forms. Please direct any questions to (951) 827-6350 or fax (951) 827-3807. There may be long waiting lists for most of the on-campus housing facilities. All of the information pertaining to this housing option can be found on the housing website. Be sure to secure confirmed on-campus housing before you come to Riverside, or find off-campus housing. Single (unmarried/no dependents) students can choose to live at Aberdeen and Inverness Residence Hall, Lothian Residence Hall, Bannockburn Apartments, Stonehaven Apartments, and University Plaza. Married students without children can live at Bannockburn Apartments or University Plaza. Married students with children may live at Canyon Crest Student Family Housing or University Plaza. You may add your name to the waiting list by completing an application online at the housing website. You will need to call and find out the status of your housing application, they will not contact you. If for some reason, you have not yet made housing arrangements that will be available to you upon immediate arrival, there are several temporary venues located near the UCR campus. Specific information (including costs) and contracts are available at <http://housing.ucr.edu>. Should you have any additional questions, problems, or concerns regarding these accommodations, please see the department Purchasing and Travel Assistant. The Child Development Center at UCR accepts children from age 4 months through six years of age (kindergarten). Regarding cost and admission please contact:

### **The Child Development Center**

3333 Watkins Drive. Riverside, CA 92507. (951) 827-3854. Immunization records are required.

## **7. California Residency**

Graduate students planning to file for California residence status after their first year should review the official residency requirements on the [Registrar's website](#) and speak with their office directly. For more general information, please refer to the [Resources for Current Graduate Students](#).

## **C. Areas of Study and Faculty**

We pride ourselves on a highly productive and visible faculty, many of who serve on international

journal boards and national technology boards. Our department currently has [33 tenure-track faculty](#) that include three ACM Fellows, five IEEE Fellows, five AAAS Fellows, and nine NSF CAREER awardees. CSE focuses on high-impact areas of research:

**Algorithms, Bioinformatics**

Marek Chrobak  
Tao Jiang  
Stefano Lonardi  
Silas Richelson  
Neal Young

**High-Performance Computing, Graphics**

Nael Abu-Ghazaleh  
Laxmi Bhuyan  
Zizhong Chen  
Rajiv Gupta  
Walid Najjar  
Craig Schroeder  
Tamar Shinar

**Architecture, Compilers, Embedded Systems**

Nael Abu-Ghazaleh  
Laxmi Bhuyan  
Philip Brisk  
Zizhong Chen  
Rajiv Gupta  
Walid Najjar  
Frank Vahid

**Programming Languages, Software Engineering**

Rajiv Gupta  
Mohsen Lesani  
Chengyu Song  
Zhijia Zhao

**Cybersecurity**

Nael Abu-Ghazaleh  
Michalis Faloutsos  
Srikanth Krishnamurthy  
Zhiyun Qian  
K.K. Ramakrishnan  
Chinya Ravishankar  
Chengyu Song  
Heng Yin

**Databases, Data Mining, AI**

Amr Magdy Ahmed  
Ahmed Eldawy  
Vagelis Christidis  
Eamonn Keogh  
Vagelis Papalexakis  
Michael Pazzani  
Chinya Ravishankar  
Christian Shelton  
Vassilis Tsotras

**Systems, Networks**

Nael Abu-Ghazaleh  
Laxmi Bhuyan  
Jiasi Chen  
Michalis Faloutsos  
Srikanth Krishnamurthy  
Mart Molle  
K.K. Ramakrishnan  
Chinya Ravishankar

For more information on our faculty, please visit [www.cs.ucr.edu/people/faculty/](http://www.cs.ucr.edu/people/faculty/).

## D. Grading and Plagiarism

Graduate students must be doing work equivalent to letter grading of B to be given an S grade in a class. A grade point average below the B level (3.0) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification. All grades in CS core courses may not be lower than a B- to satisfy the degree requirement; a 3.0 average must be maintained in core courses. **Grades in all other CS degree requirement courses may not be lower than a C-.** Courses in which a student receives a grade of D+ or lower may be repeated. Fellowship students must maintain a 3.5 GPA in each quarter of enrollment, or the fellowship award may be revoked. Please refer to page 200 of the [catalog](#) for specific core (and other) course grading requirements. At UCR, honesty and integrity are fundamental values that guide and inform us as individuals and as a community. Students must represent themselves truthfully, claim only work that is their own, acknowledge their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments. Both students and faculty are responsible

for ensuring the academic integrity of the University. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Examples include: cheating, plagiarism, unauthorized collaboration, facilitating academic dishonesty, interference or sabotage, fabrication, retaliation, and failure to comply with research regulations (excerpt from the Dean of Students Office). Students that have plagiarized materials will be examined on a case-by-case basis and reported directly to the Student Conduct and Academic Integrity Office. This may lead to a failing grade on the affected assignment or in the class, suspension, and even dismissal.

If a student wishes to use their own published materials as a part of their thesis/dissertation, they must first get permission from the copyright holder and file the [Permission to Use Published Material in Dissertation/Thesis form](#). *Should you discover (or suspect) any form of cheating from a fellow graduate student and/or undergraduate, bring the issue to the course instructor immediately.* For more information on campus policies regarding academic integrity and to report any incidences, please visit [www.conduct.ucr.edu](http://www.conduct.ucr.edu). Students may also refer to the [Resources for Current Graduate Students](#). After reviewing these materials, any graduate student still unsure of what this section entails should refer to The graduate advising staff member for clarification and assistance.

## E. Student Status

All graduate students must be enrolled as full-time students (12 units or more) per quarter, unless otherwise approved for half-time status, leave of absence or filing fee status. For complete status information, please refer to the [Resources for Current Graduate Students](#).

### 1. Filing Fee Status

Students nearing completion may petition to be on Filing Fee Status for one quarter. During this quarter they are restricted to 12 hours of faculty time per week. **Filing Fee is to be used only for students with manuscript drafts that require minor adjustments prior to the final submission.** Students are required to submit their petition AND the draft of their M.S. thesis, M.S. project or dissertation prior to the start of the quarter ([Ph.D.](#) petition, [M.S.](#) petition). Graduate Students on Filing Fee status only pay one-half the registration fee, are not permitted to enroll in courses and may only be employed as a Student Assistant (should the supervising professor choose to keep the student employed during this time). On filing fee status students only retain library privileges and will need to purchase health insurance separately through the Campus Health Center. For complete information, please refer to the [Resources for Current Graduate Students](#). \*If a student uses filing fee during the year and wishes to graduate during summer, they must enroll in (and pay for) 2 units during the summer of graduation (ALL graduate students). \*If a student uses filing fee during the year and wishes to graduate during summer, they must enroll in (and pay for) 2 units during the summer of graduation (ALL graduate students). Filing Fee Status will not be approved for an international student that has already been enrolled in less than 12 units (see next section on Half-Time Status) in their final quarter.

### 2. Half-Time Status

Half-time status (quarterly registration for 6 units or less) is approved on a case-by-case basis, and only for students who cannot attend full-time for reasons of occupation, extenuating family responsibilities, or health. Half-time students are not eligible for fellowships, GSR, or TA appointments. Students must complete and submit the [Half-Time Status Request form](#) to the department. For complete information and instructions, please refer to the [Resources for Current Graduate Students](#). The Department of Homeland Security requires international students with F and J immigration status to complete a full course of study every quarter (12 units). However, the United States immigration regulations DO allow international students to reduce their course load if a “student is completing his/her program of study and needs less than 12 units in the final quarter”. The form must be submitted and approved prior to the

quarterly enrollment deadlines. It cannot be submitted if a student has already been on filing fee status. Full-time fees will be charged for international students below 12 units during the quarter on this program and it may only be approved in the final quarter of study (without exception); graduation is expected for the following quarter.

### **3. Leave of Absence**

A graduate student is expected to enroll for each regular academic session unless a formal Leave of Absence is granted. To be eligible for a Leave of Absence, students must be in good standing and have been enrolled for at least one quarter. Graduate students granted a Leave of Absence forfeit the use of University facilities and faculty time, and cannot take any examinations or receive academic credit for work done during the Leave period. Requests will be considered on a case-by-case basis and are not normally granted for more than one year. Students who must leave the academic program for more than three quarters normally should withdraw and apply for readmission at the time they expect to resume graduate study at UCR. Students who have not attained the academic objective for which they were admitted and who fail to enroll or secure a formal Leave of Absence lose graduate standing with the University. Students wishing to request a Leave of Absence must complete and submit [the Graduate Petition for Leave of Absence or Withdrawal](#) to The graduate advising staff member. *\*LOAs will not be approved for financial reasons alone.* The immigration status of foreign students might be affected by a Leave depending on circumstances and whether they are staying in the U.S. or returning to their own country. It is imperative that foreign students considering a Leave of Absence seek counseling at the International Education Center. For complete information (including examples of situations where a Leave of Absence is approved) please refer to the [Resources for Current Graduate Students](#).

## **F. CS Graduate Student Organizations**

UC Riverside is uniquely situated so that residents may go surfing in the morning, mountain hiking (skiing in winter) in the afternoon, and enjoy a winery or Broadway play in the evening. With many community and campus activities and organizations, there is something for everyone at UCR! For general information on campus life, recreation and activities, please visit <http://studentlife.ucr.edu/> For our list of CSE-related graduate student organizations, please also visit [www.cs.ucr.edu/education/organizations/](http://www.cs.ucr.edu/education/organizations/).

### **1. Computer Science Graduate Student Association (CompGSA)**

[CompGSA](#) was established for the express purposes of developing a friendly platform to allow CS graduate students to interact with peers and with various social and professional groups, and of being a communications bridge between students and faculty and staff. This hones leadership skills as well as fosters an awareness of social responsibilities.

### **2. Association for Computing Machinery (ACM)**

[ACM](#) strives to establish a productive and lasting working relationship with companies in industry. These relationships with industry in the areas of Engineering and Information Technology provide choice employment opportunities for its members. ACM provides an opportunity for its members to associate with other engineering students who share their interests and concerns. Graduate Student membership is yearly fee of \$20 that helps support chapter activities.

## **G. Student Support**

There are many different avenues of support for graduate students at UCR, from personal counseling to disability assistance or transportation. Should you require any assistance while on campus, please refer to the graduate advising staff member.

## 1. Campus Services

[Main student services links \(internships, jobs, dining, UCR card, Ethnic and Gender Programs, etc.\)](#)

[Active CSE student organizations](#)

[Active UCR student organizations](#)

View campus activities, organizations, volunteering and more  
<http://studentlife.ucr.edu> and [www.ucr.edu/students/campus.html](http://www.ucr.edu/students/campus.html)

General technical support for students on campus  
[www.ucr.edu/students/computer.html](http://www.ucr.edu/students/computer.html) and <http://cnc.ucr.edu/students.html>

[Services for students with disabilities, veteran educational benefits, and voter registration](#)

[Campus academic resources](#)

[Campus administration contacts](#)

[General Riverside information](#)

Transportation  
[www.parking.ucr.edu/](http://www.parking.ucr.edu/) and <http://www.riversidetransit.com/home/>

## 2. Financial Assistance

The [Financial Aid Office](#) assists students with meeting educational expenses that cannot be met from personal resources. Government financial aid is only available to domestic (U.S. citizen and permanent resident) students. To obtain financial aid, students must file the Free Application for [Federal Student Aid \(FAFSA\)](#) with the Financial Aid Office yearly. For further information (to include different types of financial support), please refer to the [Graduate Academic Affairs Regulations and Procedures](#) and the [General Catalog](#). Deferred payment plan information is available at [https://sbs.ucr.edu/students/deferred\\_payment\\_plan.html](https://sbs.ucr.edu/students/deferred_payment_plan.html).

## H. Graduate Student Employment

Assistants are expected to aid faculty members in the instructional or research programs. A 50% appointment requires an average of 20 hours per week. Administration and selection of Teaching Assistants (TAs) is done by the department. Research assistantships (GSRs) are selected by the faculty members directing the project and are supported by research contracts or grants. However, faculty members consult with the Graduate Advisor and SAO concerning the availability of qualified students seeking support. The department does not typically award employment to international MS students. Graduate student employment is considered a financial award, which includes research or teaching assistantships, and fellowships. Typically, teaching and research assistantships are awarded annually on a competitive basis, and include:

- Full or part-time salary of up to approximately \$16,000 per academic year and, in addition,
- Payment of the Graduate Student Health Insurance Plan (GSHIP) fee and a Partial Fee Remission (PFR).

***\*\*International students may apply for a social security card when they become employed as a GSR or TA; fellowship students are not eligible until they secure employment.***

*Recipients of campus employment and fellowships must adhere to the following regulations:*

- Must maintain a 3.0 GPA for fellowship, TA, and/or GSR.
- Must enroll in and complete a full course load (12 graduate units or the equivalent).
- Must have no more than 7 units of incomplete grades.
- Any change in student status (leave of absence, withdrawal, etc.) must be reported immediately to The graduate advising staff member.
- Changes in degree objective or degree program may affect the student's eligibility for fellowship awards.
- Fellowships are awarded to students to free them from the need for employment. Awards with a stipend greater than or equal to \$10,000 can be supplemented with prior approval of the Department and the Graduate Dean, after completing the [supplementation request form](#). This form may also be used to continue employment for students having difficulty meeting the minimum eligibility requirements. Fellowships that do not allow supplementation include the GAANN, Eugene Cota-Robles Award, Dissertation Year Fellowship, Humanities Research Assistantship, and Research Assistantship/ Mentorship Program.

For complete information, please refer to the Graduate Division [fellowship regulations](#) and the [regulations for holders of teaching and graduate research assistantships](#).

### **1. Graduate Student Researchers (GSR)**

A GSR position is appointed by a CS or cooperating faculty member and is reported to the Graduate Program Coordinator for processing. Graduate students are responsible for securing an advisor in a timeframe that allows them to advance to candidacy prior to the sixth quarter, or complete their M.S. project or thesis by the end of their second year. Having an advisor is technically different from receiving a GSR position, and does not apply to MS students. For Ph.D. students, this is crucial in receiving third-year funding, as they all participate solely in research, and are employed only as a GSR beginning their third year of studies. Without securing an advisor before then, a student does not have department funding after the fellowship award expires at the end of the second. Students may register in CS 297 (M.S. project) or CS 299 (M.S. Thesis or Dissertation) if they have located an advisor. A student registers in CS 297 if the research being done is not for a M.S. thesis or Ph.D. dissertation. A student enrolls in CS 299 if the research *is* instead directly related. Graduate students with a new GSR appointment must check-in with the Graduate Program Coordinator and CS Payroll office to complete new-hire paperwork and obtain a social security card (if not done so previously). GSR offers made by a PI (primary investigator/professor) may be rescinded at any time, at the discretion of the PI and for fund availability.

### **2. Teaching Assistants, the SPEAK Test and CS 302**

A Teaching Assistant position is designated by a combination of efforts in the department and is processed by the department. TAs are responsible for the instruction of a particular lab section, and report directly to the supervising instructor. All TAs are required to take the [TADP workshop series](#) offered by the Learning Center at the beginning of every quarter. The TA training should be completed in the first quarter a TA begins teaching. Students register for the workshop series [online](#). CS graduate students whose native language is not English or have completed the majority of their undergraduate study (possibly including high school) in a non-English speaking institution, must pass the SPEAK Test or must score 23 or above on the Speaking portion of internet-based TOEFL (iBT) test. The purpose of both tests is to evaluate English proficiency and comprehension. There is a \$70 fee to take the test. Test date and time are sent to students via email every quarter. Scores on the SPEAK Test are as follows:

| Clear Pass | Conditional Pass | Fail    |
|------------|------------------|---------|
| 50 – 60    | 40 – 45          | 20 – 35 |

The SPEAK Test is administered quarterly by the UCR Extension Center (students are responsible for the test fee), but arrangements may be made to take the test off-cycle. Graduate students that do not receive a Clear Pass score and do not have a Clear Pass in the SPEAK Test must attend the English language classes offered at the UCR Extension Center until a Clear Pass is obtained. *Students are provided with one quarter of free instruction at the UCR Extension Center.* Students still not able to obtain a Clear Pass are responsible for paying for the instruction until a Clear Pass is obtained on the SPEAK Test. A student with a Conditional Pass can be appointed as a TA, but these appointments will only be approved for one quarter at a time and must be approved by the Graduate Dean.

All TAs must enroll in CS 302 Apprentice teaching. This course meets once per week (dates, times, and duration may change, depending on the flow of the meeting sessions) and provides a place for TAs to receive advice, support, and meet with other TAs each quarter. Should another UCR course conflict with the 302 meeting(s) the student must receive permission from the supervising professor, Prof. Philip Brisk, to not enroll in the course for that quarter. This can be obtained via e-mail and forwarded to the Graduate Program Coordinator.

### **3. Student Assistants**

Student Assistant positions are used in cases where a new graduate student those on filing fee status may be employed by a professor. Employment as a TA or GSR is not permitted for new graduate students until they become official and active students on campus. New students may participate in paid research in a lab during the summer prior to their fall quarter start, as a Student Assistant. Students on filing fee also are not permitted to be employed as a TA or GSR, but may be a Student Assistant. Student Assistants have hourly positions (please see Madie for the timesheet and instructions on completing the sheet monthly) and do not receive any benefits (the position does not cover any fees or health insurance), thus they are responsible for securing health insurance separately during the time of this employment (GSHIP can NOT be paid by the advisor).

### **4. Internships**

Students participating in an internship **during a quarter** (either full or part-time) must enroll in CS 298I under their advisor. International students who wish to complete an internship at any point during the year must also complete a CPT application; complete the CPT Certification Form at [myforms.ucr.edu](http://myforms.ucr.edu) (you must upload your offer letter and faculty advisor recommendation letter). International students on summer internship are expected to be enrolled in one unit of CS 298I during summer. This is done through UCR Summer Sessions Office and students must pay the one-unit summer fee prior to registering in the course.

## **I. Payroll**

Policies and Regulations Governing Graduate Student Employment: see [Graduate Division](#). Madie will be your first point of contact for all of your payroll needs. The following are some frequently asked questions that may assist you.

### **How and when are fellowship stipends paid?**

Stipend payments are disbursed quarterly. You may authorize a direct deposit to the bank of your choice, or checks will be mailed to your billing address. Note that this is handled differently than regular payroll direct deposit. Please be advised that if you elect to have your paycheck mailed, it will be mailed on the first of the month (if the first falls on a weekend, checks will be mailed on the following Monday). For those using direct deposit, the deposit is made no later than the first day of the

month. To receive more information on direct deposit, payroll, taxes, and more, visit the campus [Student Business Services Office](#).

### **How are Fee Fellowships paid?**

If your fees are paid by the fellowship, a credit for this will be posted to your student statement upon your enrollment in 12 units. For each quarter, you must be enrolled prior to the start of the quarter, or you will be charged a \$50 late fee. For example, for the fall quarter, you must be enrolled with all miscellaneous fees paid prior to September 15<sup>th</sup>, for the winter quarter prior to December 15<sup>th</sup>, and for the spring quarter prior to March 15.

### **How and when do I get paid as a GSR or TA?**

TAs and GSRs are paid through the payroll system. If your appointment began October 1 you will be paid on November 1. You may authorize a direct deposit to the bank of your choice. Note that this is handled differently than fellowship direct deposit. For those using direct deposit, the money should be in your account no later than the first day of the month. Your fees are paid for an appointment of 25% or more, and a credit for this will be posted to your student statement upon your enrollment in 12 units. Please note that you will be separated from payroll if you have a period of unemployment for 1 quarter and will have to complete new paperwork with Madie to reinstate your payroll status.

### **How do I claim my taxes for a fellowship, TA or GSR?**

Taxes are automatically deducted from a TA or GSR check. Fellowship funds are not immediately taxed and all students will be responsible for reporting their incomes appropriately. *Please note that you will most likely need to pay a balance to the government for your fellowship taxes at the end of the year (since it is not taken out of your check).* International students are responsible for reporting their information in the tax compliance system “Glacier” and are responsible for applicable state and federal taxes; this must be done within 10 days of a payroll assignment or the tax rate will be assigned at the default 30% rate. If you have your I-20 available to reference, the online completion process will be much simpler. Please visit the [Accounting website](#) for complete Glacier information. To receive more information on direct deposit, the deferred payment plan, payroll, taxes, and more, visit the campus [Student Business Services Office](#) and page 10 of the [Resources for Current Graduate Students](#).

## **J. Travel and Purchasing**

The CSE Purchasing and Travel Assistant (Alicia) will be your first point of contact for all of your purchasing needs if it is academically related. This includes (but is not limited to) office and lab supplies, airfare for travel to conferences, and pre-paid conference registration fees. The first step is to submit purchase request on iTravel. Alicia will provide instructions on how to properly complete the form. Once the online form has been completed, you will need to attach a printout of the item(s) you wish to purchase and take the packet to your advisor for approval. Once the form has been approved, please return the completed form and printouts to Alicia so that she can begin processing the request. *Please note that reimbursement is not guaranteed without approval from the department and PI beforehand.* **All international students should receive a student verification form from The graduate advising staff member prior to traveling abroad.** In order to invite relatives to UCR, international students must visit the IEC. The following are some frequently asked questions:

### **Can conference airfare or conference registration be pre-paid through the department?**

Yes, however, a student’s travel is typically paid by an advisor’s grant. Alicia will help you make travel arrangements with Canyon Crest Travel (if that is the advisor’s choice) and coordinate the conference registration fee payment. Please provide a copy of your completed registration form, including your

advisor's approval. All travel and conferences must be cleared by the advisor and department prior to departure.

**Is there a daily limit for meal expenses and lodging accommodations?**

Yes. For all domestic (US) travel, the daily limit for meal expenses is \$64 per day (includes all meals: breakfast, lunch, dinner, and snacks). The University will not reimburse for any alcohol purchases within this daily limit. *Please make sure to keep all original receipts to be submitted for reimbursement.* Limits for domestic (US) lodging accommodations vary by location. Please see Travel Assistant for limits. For travel to Hawaii, Guam, Alaska, and other non-foreign overseas locations (OCONUS Travel), there are special guidelines for meal expenses and lodging accommodations. Please see your Travel Assistant for limits. For foreign travel, the daily limits for meal expenses and lodging accommodations vary per location. Please see Travel Assistant for limits.

**Note:** When booking airline travel, please be aware that some funding sources (such as the National Science Foundation) require the traveler to use U.S. carriers. Please check with your advisor as well as your Travel Assistant.

**Note:** When booking lodging accommodations, please avoid purchasing a flight+hotel package, as the University will **not** reimburse for package deals.

**Note:** Please be sure to obtain a printed itemized receipt for your lodging accommodations upon checkout. This will be needed to process your reimbursement.

**Can I rent a car when I am traveling?**

Yes. If you have a valid driver's license, you can rent a vehicle while you are traveling (both domestic and foreign). The University has agreements with the following rental agencies: Hertz, Enterprise, National. Please see your Travel Assistant for help regarding rental vehicles.

**Can I use my own personal vehicle for traveling on University Business rather than flying (i.e. traveling to a conference)?**

Yes. You can use your own personal vehicle for traveling on University Business if advance approval has been obtained. Please see your Travel Assistant for information. A traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals, lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit may be reimbursed, however, these costs cannot exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel plus transportation costs to and from the terminals. You will be required to provide a copy of airfare and rental vehicle (if applicable) rates to show that it would in fact be more cost effective to travel by surface transportation rather than air travel.

**When I have a grant from the campus Graduate Student Association (GSA), what are the procedures to submit for reimbursement?**

The first step is to submit all of your original receipts to GSA within *7 days* of your return. GSA will review the receipts and then send all original receipts to the Travel Assistant for processing. Upon receipt of the packet from GSA, the Travel Assistant will email you to obtain some information regarding your travel. You will need to complete an online request and obtain your advisor's approval to be reimbursed.

**What if I do not have an original itemized receipt?**

When original receipts were not provided or have been lost, the Travel Assistant will provide a Declaration of Missing Evidence form to be used in place of the missing receipt(s). If you have a copy of an email confirmation to show that the item was paid for, including method of payment (i.e., Visa, MasterCard, etc.), please provide it to the Travel Assistant.

### **How do I get my reimbursement and how long does it take?**

You have three choices for receiving your reimbursement:

1. Check via Campus Mail (sent to your home department)
2. Check via US Mail (please provide mailing address)
3. Electronic Funds Transfer (*available only to those with Direct Deposit*)

The usual processing time for travel reimbursements is up to 10 business days.

### **Can I be reimbursed before I travel since I have receipts for airfare, lodging, and conference registration?**

Per Travel Policy, a traveler *cannot* be reimbursed prior to traveling.

### **If I am receiving funds from an outside source, can I receive the monies prior to traveling?**

You will need to contact the Administration Office from which you will be receiving the funds in order to find out their procedures regarding reimbursement.

### **How can I get reams of paper for my research lab?**

Please submit an online request to Alicia. The supervising professor will need to authorize this beforehand, and provide the fund number prior to submission. The CSE administrative office will not order and stock paper for graduate research labs.

## **K. Colloquium (CS 287) and Seminars**

The course CS 287 (Colloquium in Computer Science and Engineering) is a graduate session that meets for approximately one hour per week. Master students must satisfactorily complete one of the following courses: one quarter of CS 287, GDIV 301, GDIV 403 or at least one unit of CS 298I. Other professional development courses may be used to satisfy this requirement if approved by the graduate advisor. PhD students must satisfactorily complete six quarters of CS287. Although it does not count towards any graduate degree course requirements, the lectures on current research topics in computer science (presented by faculty members and visiting scientists) serve to broaden the horizons of our current graduate students. Colloquia announcements are posted on Department bulletin boards, on the CSE website, and sent via email. It is the student's responsibility to watch for the announcements and attend all colloquia. If a TA lab assignment or other approved UCR course conflicts with the scheduled seminar, a student must complete a CS 287 Attendance Petition on the department intranet ([online waiver form via CSE department home page](#)). All other cases with conflicts (e.g., being away on internship) will be discussed on a case-by-case basis. To obtain a grade of 'S', each student must attend  $n \cdot 0.5$  (round down) number of talks each quarter if  $n$  is the total number of talks held at the scheduled time. All students approved for a quarterly attendance waiver are exempt from enrolling in the course for that quarter. Students that receive a 'NC' in the course must meet with the colloquium faculty supervisor to arrange an appropriate plan to complete credit for the course and receive a grade of 'S'. Any graduate student with a 'NC' in CS 287 on their transcript may not be allowed to graduate. CS 287 generally meets on Mondays or Fridays, 11:00am-12:00pm, in MSE room 116. Use of laptops is not permitted.

## **L. Student Progress and Review**

The University of California has adopted a policy on the normative time in which students are expected to complete the requirements for a Ph.D. degree. Normative time is defined as the best estimate of the time required from campus graduate admission to receipt of a doctorate. Time spent in a M.S. program at UCR is normally counted against the normative time. Normative time is expressed in terms of calendar years; each calendar year consists of three quarters: fall, winter, spring. The University policy

on continuous registration from students' first quarter to completion of their degree (unless on an approved Leave of Absence or withdrawn) is enforced. The normative time for any particular degree program is intended as a guideline; some students may finish in less than the normative time, others

may require more. Normative time serves as the basis for determining whether or not students are making acceptable progress toward attaining their degree. The normative time for graduation for students pursuing a Ph.D. degree is five years. The normative time for graduation for students pursuing a M.S. degree is two years. All full-time Ph.D. students are expected to advance to candidacy prior to the sixth quarter of enrollment.

All CS graduate students receive a personal progress review in the fall or winter quarter each year for the previous academic year. The graduate advising staff member and Graduate Committee conduct the reviews for unsupervised graduate students. The supervising faculty conducts the review for students actively involved in research and those who have advanced to candidacy. The Annual Student Review form (see appendix) is sent to the graduate students, who complete the first section of the form and send it to their supervising faculty member. The faculty member completes the remainder and sends it to The graduate advising staff member. The graduate advising staff member and Graduate Committee assess the progress of each student. Copies of annual student reviews are forwarded to the Graduate Division and student (deposited into their mailbox on the first floor of WCH).

### M. CSE Staff

The administrative office is open Monday-Friday, from 8:15am to 5:00pm and closed daily from 12pm-1pm.

Department of Computer Science and Engineering  
Winston Chung Hall (WCH), Room 351  
Office Phone: 951-827-5639. Office Fax: 951-827-4643

#### Staff

| Name   | Office  | Phone        | Email                 |
|--|---------|--------------|-----------------------|
| Marek Chroback, Chair & Professor                          | 354 WCH | 951-827-2244 | marek@cs.ucr.edu      |
| Isaac Owusu-Frimpong, Financial and Administrative Officer | 357 WCH | 951-827-5654 | isaac@cs.ucr.edu      |
| Madie Heersink, Administrative Specialist/Payroll          | 354 WCH | 951-827-2493 | madie@cs.ucr.edu      |
| Vanda Yamaguchi, Graduate Program Coordinator              | 356 WCH | 951-827-2903 | vanda@cs.ucr.edu      |
| Brenda Cuevas,   | 357 WCH | 951-827-2377 | Brenda.cuevas@ucr.edu |
| Patrice Delgado, Administrative Analyst                    | 351 WCH | 951-827-2946 | patrice@cs.ucr.edu    |
| Sara Galloway, Purchasing/Travel Coordinator               | 351 WCH | 951-827-2401 | sara@cs.ucr.edu       |
| Victor Hill, Manager of Technical Operations               | 105 WCH | 951-827-3803 | systems@cs.ucr.edu    |
| Sean Mahoney, Systems Administrators                       | 105 WCH | 951-827-3805 | systems@cs.ucr.edu    |

#### Graduate Advisors

| Name  | Office  | Phone        | Email              |
|---|---------|--------------|--------------------|
| Tao Jiang, Professor and Graduate Advisor for Admission | 336 WCH | 951-827-2991 | jiang@cs.ucr.edu   |
| Vassilios Tsotras, Professor and Graduate Advisor       | 335 WCH | 951-827-2888 | tsotras@cs.ucr.edu |

### N. Miscellaneous Department Information

**Student ID Card** All graduate students should have a student ID card and may receive one for a fee, at the Highlander Union Building, Room 249. For more information, visit [www.ucrcard.ucr.edu](http://www.ucrcard.ucr.edu).

**Building Access** Once you have your ID card, students should register with the systems administrator so that he can give you access into the building. Winston Chung Hall is locked at 5:30PM and does not reopen again until 7:30AM.

**Office and Desk Space** Graduate students do not have their own office or desk space unless they have found a Major Professor and he/she has assigned them desk space in their lab. Students share desk space in WCH room 110. WCH room 118 is available as a graduate student general use room, and is helpful for group study and for students not yet affiliated with a research lab. Internet access is through the campus wireless network.

**Mail** Graduate students are expected to check their e-mail and mailbox at least once per weekday. The mailroom is located in Winston Chung Hall room 112. Do not leave mail in your mailbox. *The department is not responsible for missing items. Please do not send personal mail to the department.*

**Copying** The department has only one copier and is used exclusively for faculty and staff. Teaching Assistants may use the printer and scanners in the TA room on the first floor. Copies should only be used for academic purposes; personal copies are not permitted.

**Fax** The department has only one fax. The fax machine is located in the main suite room 351. The fax number is 951-827-4643. Personal faxes are not permitted.

***\*\*Please note that CSE graduate students leaving UCR without a degree will result in the termination of department services listed above (building access, office space, etc.), effective at the end of the quarter of enrollment. These students will be eligible for e-mail forwarding and will need to address this with the department Systems group. Exceptions may be made on a case-by-case basis and all requests must originate from the supervising active faculty member.***

## II. M.S. OVERVIEW

Graduate students should always refer to the UCR [catalog](#) for overall program requirements (beginning page 200). Many students utilize page two of the [M.S. Candidacy form](#) in determining their course requirements during their studies.

### A. Computer Science M.S. Requirements Overview

Specific requirements for the Master of Science degree completion are:

- Completion of the course requirements
- Residency and colloquium attendance (CS 287)
- The Capstone Experience (Comprehensive Examination, Project, or Thesis)

#### 1. Course Requirements

Students typically complete the course requirements by taking classes offered by the CSE Department, but may occasionally take non-CS graduate courses in other engineering fields. Please refer to the transfer and waiver section of this handbook to take a non-CS course for the CS graduate program. *Specific course plan varies between thesis and no-thesis options.*

## 2. Residency Requirements

The minimum academic residence in the University of California is three quarters, two of which must be spent at the Riverside campus. Registration in at least 4 units of 100 or 200 level coursework and CS 287 is necessary for each quarter of academic residence.

## 3. M.S. Capstone Experience

All students must complete a capstone experience that synthesizes and integrates the knowledge and skills obtained throughout the M.S. program, with the Comprehensive Examination, a project, or a thesis. It is the responsibility of the student to find a faculty member willing to supervise the M.S. project or thesis, to form the faculty examining committee, and to schedule the public defense/ oral examination. All students are required to submit the [Application for Candidacy for M.S. form](#) to The graduate advising staff member.

- **Comprehensive Examination Option** (Plan I)

This is the default option for all M.S. students in Computer Science. Anyone wishing to participate in a project or thesis must receive approval of a faculty member to supervise the research and notify the Graduate Program Coordinator. Up to up to 12 units of approved CSE undergraduate major technical electives (see [catalog](#) pg. 199) may be counted towards graduate elective units; *CS 29X courses will not count toward M.S. credit*. An undergraduate course may not count in any area other than electives. M.S. students must pass 3 capstone experience problems (CEP) out of the 6 core courses; two CEPs will be offered within each core course final exam per quarter. Students may take the CEPs without taking the course (or entire final exam), but they must arrange this with the instructor and this will be approved on a case-by-case basis. Students are only permitted 2 attempts per core course CEP set. Students must complete the [Candidacy form](#) after completing their courses/prior to graduating. Students should receive the results of their core course grade and CEP results from the instructor at the conclusion of each quarter after grades have been submitted.

- **Project Option** (Plan II)

Students are expected to complete a research project under the guidance of a faculty member. 4 units of CS 297 and up to 12 units of approved undergraduate CSE major technical electives (see [catalog](#) pg. 199) may be counted towards graduate elective units; *CS 290 will not count toward M.S. credit*. An undergraduate course may not count in any area other than electives. Prior to the project defense, the [Candidacy form](#) must be submitted. The project will require a written report and will be submitted to the department and presented to a committee of at least two faculty members in an oral examination. Students must nominate the committee by completing the Project-Option Committee Nomination form prior to the defense (see appendix). Upon completion of the project, the fully approved Project-Option Report form is submitted to The graduate advising staff member (see appendix). \*\* If multiple students work on a large project, each of them can use their work to satisfy the M.S. capstone experience (project option only). However, each student must have a separate write-up and a separate oral presentation, and it should be clear in both the written document and in the oral presentation what portion of the overall project was performed by the student being examined.

- **Thesis Option** (Plan III)

Students must submit a M.S. thesis in accordance with the general requirements of the university. The thesis is original research work, and it should demonstrate a student's ability to study a research area, identify an open problem, and make a research contribution. The thesis must be presented to and approved by a committee of at least three faculty members. Prior to the defense students must complete the [Application for Candidacy form](#) (this is also where the committee is nominated). 12 units of CS 297 and/or 299 and up to 8 units of approved undergraduate CSE major technical electives (see [catalog](#) pg. 199) may be counted towards graduate elective units; *CS 290 will not count toward M.S. credit*. An undergraduate course may

not count in any area other than electives. A room will be reserved by the department staff after the title and abstract are received. Upon completion of the thesis defense, the Report of Final Defense for M.S. degree form is submitted to The graduate advising staff member (appendix, pg. 31). *\*\*Should a defense take place prior to committee approval by the Graduate Division, the student may have to repeat the defense after the committee is formally approved.* Graduate students that wish to modify their approved thesis committee must complete the Committee Change Request Form: M.S. Thesis Defense (see appendix).

***\*\* To schedule a room, please e-mail the title and abstract of your thesis/project, along with the date and time of your defense to The graduate advising staff member and it will be done for you.***

### **B. M.S. Candidacy**

Students should be aware of the [Graduate Division deadlines](#). A format review will need to have been completed before the final draft of the thesis can be submitted to the graduate division. *For more information, students should refer to the [Graduate Division thesis guidelines](#).* Students must e-mail The graduate advising staff member a title and abstract of their defense with the day and time it will be held, a minimum of two weeks prior to the defense. A room will be reserved by the department staff for the defense (a projector may be reserved using the online system through our department website). Students will not graduate without successfully completing the Comp. Exam or defending their thesis/project, and completing the [M.S. Candidacy form](#). Students must be advanced to candidacy for M.S. degree no later than the first week of the quarter in which their degree is expected to be awarded. Deadlines for submission are published each quarter in the Schedule of Classes and in the annual Graduate Division Calendar. If the application is not received by the deadline date, the degree may be deferred until the following quarter.

### **C. Certificate of Degree Award**

Students are advised by mail of formal degree award at the end of the quarter in which the degree is conferred. As soon as all degree requirements are completed, the student may request a certificate of completion bearing the Graduate Dean's signature. A formal certification of completion is the equivalent of the diploma or the official academic transcript posting for employment and career advancement purposes. The degree is posted to the transcript approximately 6-8 weeks after conferral. Once the diploma is ready, the Registrar will notify students by postcard that they may pickup their diploma at that office (approximately 5 months after conferral). For pickup, they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office and keep their address updated on [R'Web](#).

### **D. Duplication of Higher Degree (Second M.S.)**

Permission to work for a second M.S. degree may be approved when there is little relation in content between the two degrees. Duplication of a M.S. degree in a single field is not permitted.

### **E. Proceeding Toward the CS Ph.D. Degree**

Students who were first admitted to the CS M.S. program must file the petition to [Add a Major](#) with The graduate advising staff member if they wish to pursue a Ph.D. degree in their program, and will be notified upon approval. Foreign students must submit a new letter verifying financial support before final approval can be granted by the Graduate Division. \*This petition will be reviewed in the same manner as a regular PhD application to our graduate program; they will be subject to the Graduate Division and department admissions guidelines.

Students who were first admitted to the CEN M.S. or other non-CSE graduate program must interested in pursuing a Ph.D. degree in Computer Science will need to satisfy all prerequisite courses required for

CSE admission and complete a [new application](#) to the program. Many materials from the original application to UCR may be reused, and it is not necessary to resubmit test scores or undergraduate transcripts; a UCR transcript must be provided for the new Ph.D. application. It is at the discretion of the admitting program to count and/or waive UCR graduate courses taken for the M.S. degree. Admission is not guaranteed and the applicant is weighed equally among the cohort at the time of applying. Foreign students must submit a new letter verifying financial support before final approval can be granted by the Graduate Division.

### III. PH.D. OVERVIEW

#### **A. Doctoral Requirements**

The Ph.D. program in Computer Science is divided into two stages. The first stage is the qualifying process, during which students must demonstrate the necessary intellectual ability and mastery of an appropriate body of knowledge to undertake a major independent research project in their chosen specialty area. The student must demonstrate a broad understanding of the discipline (by completing the breadth requirement), significant depth of knowledge in the chosen specialty area, and the ability to work independently under the guidance of a faculty member (through the directed study project that will be presented at the oral qualifying examination). Once all these requirements have been met, the student is advanced to candidacy and enters the second stage, which is devoted to independent research leading to the preparation and defense of the dissertation. Students in the Ph.D. program must find a faculty member who will agree to supervise their research. This must be done before the start of their second year. They should then devote at least half of their time to research and develop a plan for completing the qualifying process in consultation with their thesis advisor. The student must attain candidate status prior to the start of the sixth quarter following formal admission to the graduate program in Computer Science.

Graduate students should always refer to the UCR [catalog](#) for overall program requirements (beginning page 200). Many students utilize the [Ph.D. Report of Departmental Requirements form](#) in determining their course requirements during their studies. Some course requirements may be waived at the discretion of the graduate committee for students holding the M.S. degree in Computer Science from other schools and who have taken equivalent courses. Please refer to the transfer and waiver section of this handbook to do this.

#### **B. Residency Requirements**

A minimum of six quarters in academic residence is required prior to the award of the Ph.D., three of which must be spent in continuous residence. Registration in at least 4 units of 100 or 200 level coursework is necessary to qualify for each quarter of academic residence.

#### **C. Advancement to Candidacy**

To advance to candidacy, students must complete their coursework and pass the oral examination, as outlined below.

##### **1. Reduced NRT**

All students who are considered nonresidents for tuition purposes and are advanced to candidacy for the Ph.D. as of the first day of instruction in any given quarter will receive a reduction of 100% of the nonresident tuition. Each student can receive this reduction for a maximum of three calendar years. Time spent not registered (withdrawn, on leave, or on filing fee status) will count toward the three-year total unless the Graduate Dean grants an exception. A student must be advanced by the first day of instruction to qualify for that term.

## D. Ph.D. Milestones (3)

### 1. Oral Qualifying Examination

The student must demonstrate research aptitude by undertaking a research study on some topic (typically a problem from the student's chosen research specialty that may be a promising area in which to conduct the dissertation research), under the guidance of the faculty advisor. The research must be presented to a qualifying committee, which is appointed by the Graduate Division and nominated by the Department. The committee evaluates the merits of the work and the student's aptitude for research. The work must represent significant progress toward original and publishable research. *The student must complete this requirement in no more than two attempts. \*This is not a public defense.*

To proceed toward the Oral Qualifying examination, students must complete Form 2: Nomination for Qualifying Examination for the Ph.D. (see appendix). This form must be filed at least two weeks (preferably one month) prior to the oral examination. The committee is composed of five faculty members, of which at least three must be from the CS department (their home department is CS), one may be a cooperating faculty member, and the outside member must not be affiliated with the CS department. The Graduate Advisor and the Graduate Dean must approve Form 2 before the Oral Qualifying can take place. *Should an oral exam defense take place prior to an official committee approval, the student may have to repeat the defense. A room will be reserved by The graduate advising staff member (or other authorized department staff) for the oral exam.* A projector may be reserved using the department online system found on our intranet.

A written report summarizing the oral presentation must be submitted to the Qualifying Committee at least one week before the oral exam. The cover page must be attached (see appendix). A This report must be written in proper technical English and in the style of a typical Computer Science conference or journal publication. While the paper must represent the student's own work, both research-wise and writing-wise, it is perfectly acceptable for the Major Professor to read the paper and give feedback to the student prior to submission. If there are contributions to the paper from others (beyond the ordinary student-advisor interaction) they must be listed in the provided space on the cover page.

Graduate students must provide the Chair of the Committee with Form 3: Report on Qualifying Examination for the Ph.D. (see appendix) on the day of the exam. *A committee member must return this completed form to The graduate advising staff member no later than 48 hours from the date of the exam.* The [Ph.D. Report of Departmental Requirements form](#) MUST be submitted along with the completed Form 3. The Dissertation Committee must also be nominated and reported on Form 3 at this time.

### 2. Changes to the Qualifying Committee

To change the composition of the committee, a student must complete the Committee Change Request Form: Ph.D. Qualifying Exam (see appendix) and submit it to The graduate advising staff member a minimum of two weeks prior to the defense, after receiving the appropriate signatures. *Should a defense take place prior to committee approval, the student may have to repeat the defense after the committee approval.*

### 3. Dissertation Committee Formation and Proposal Defense

After advancement to candidacy, students should focus on their dissertation research. All Ph.D. students are required to present a formal Dissertation Proposal to their Dissertation Committee. **The committee consists of four members, three of which are CS (their home department is CS) faculty members.** The normative time for the Dissertation Proposal Defense is before the end of the 4th year in the program, but also no later than 6 months prior to the dissertation defense. The proposal defense presentation is open to the public, and the post-presentation Q&A session between the faculty and presenter is open only to faculty. No later than one week prior to the Dissertation Proposal Defense, the student must provide the members of the committee with a written dissertation proposal (the style of

this submission is at the discretion of the members of the committee, so please discuss with them beforehand). **A copy of this written report must also be attached to your final defense/approval report form.** The defense is an oral presentation, during which the student surveys background material and the literature in the specific area of research, discusses preliminary results, and proposes a plan for the research to be performed until the Final Examination. Please reserve a room for the proposal defense through The graduate advising staff member once your committee has been confirmed. A projector may be reserved using the CSE intranet reservation system. The approved Ph.D. Proposal Defense Report (see appendix) must be returned to The graduate advising staff member after being approved by the dissertation committee. The student must complete this requirement in no more than two attempts. \*The proposal defense form must be completed/passed prior to participating in the commencement ceremony.

#### **4. Final Examination and Approval of the Dissertation**

The student is required to write a dissertation in accordance with the Graduate Division requirements and to defend it in a public oral examination. After a satisfactory performance on the final oral examination, the Dissertation Committee recommends granting the Ph.D. degree.

To proceed toward the final defense, a student must submit a draft of the thesis to the committee; they must also email the abstract, with day, time, and committee membership confirmation to The graduate advising staff member a minimum of two weeks in advance. Once this information has been received, a room will be reserved for the final defense by department staff. Students may reserve a projector using the online reservation system found on the CSE intranet. Students will also need to do a format review (either before or after the final defense) by the Graduate Division (Kara Oswood) before a final draft of the dissertation can be submitted (no later than 1 week prior to the filing deadline) to Graduate Division. *For more information, students should refer to the [Graduate Division dissertation guidelines](#).* Graduate students provide the Committee Chair with Form 5: Report on Final Examinations for the Ph.D. (see appendix) on the day of the exam. ***A committee member must return this completed form to The graduate advising staff member no later than 48 hours from the date of the exam.*** Students should be aware of the [Graduate Division deadlines](#) and are encouraged to attend other final examinations during their graduate studies to familiarize themselves with the process and expectations.

***\*\* To schedule a room, please send the title and abstract of your thesis/project, along with the date and time of your defense to The graduate advising staff member and it will be done for you.***

##### **i. Changes to the Dissertation Committee**

If there is a change in the composition of the committee, please complete the Dissertation Committee Change Request Form (see appendix) and submit to The graduate advising staff member at least two weeks prior to the defense, after receiving the appropriate signatures. *Should a defense take place prior to committee approval, the student may have to repeat the defense after the committee approval.*

#### **E. Ph.D. Conferral**

Ph.D. degrees are conferred, subject to the final approval of the Graduate Council, as of the last day of the regular academic quarter in which all requirements have been satisfied (the last day of the quarter), including the final positive recommendation of the Doctoral Committee, and the acceptance of the approved dissertation by the Graduate Division on behalf of the University. A graduate student must be registered or on Filing Fee status the quarter in which the dissertation is submitted and the degree is to be conferred. If the student misses that deadline, he/she has until the day before the next quarter officially begins to file and not pay the next quarter registration fees. The degree will also have a conferral date of the subsequent quarter, and not the quarter of the missed deadline.

Unless payment of a Filing Fee or a Leave of Absence is approved, all graduate students must register each regular academic quarter (excluding Summer Session) until all degree requirements are completed, otherwise student status and candidacy for the Ph.D. will normally lapse. Once status lapses, the degree can be conferred only after readmission of the student, followed by at least one quarter of registration or Filing Fee status and possibly re-advancement to candidacy.

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

The degree is posted to the transcript approximately 6-8 weeks after conferral. Once the diploma is ready, the Registrar will notify students by postcard that they may pickup their diploma at that office (approximately 5 months after conferral). For pickup, they must pay the Registrar for postage. They should make these arrangements with the Registrar's Office and keep their address updated on [R'Web](#).

#### **IV. APPENDIX**

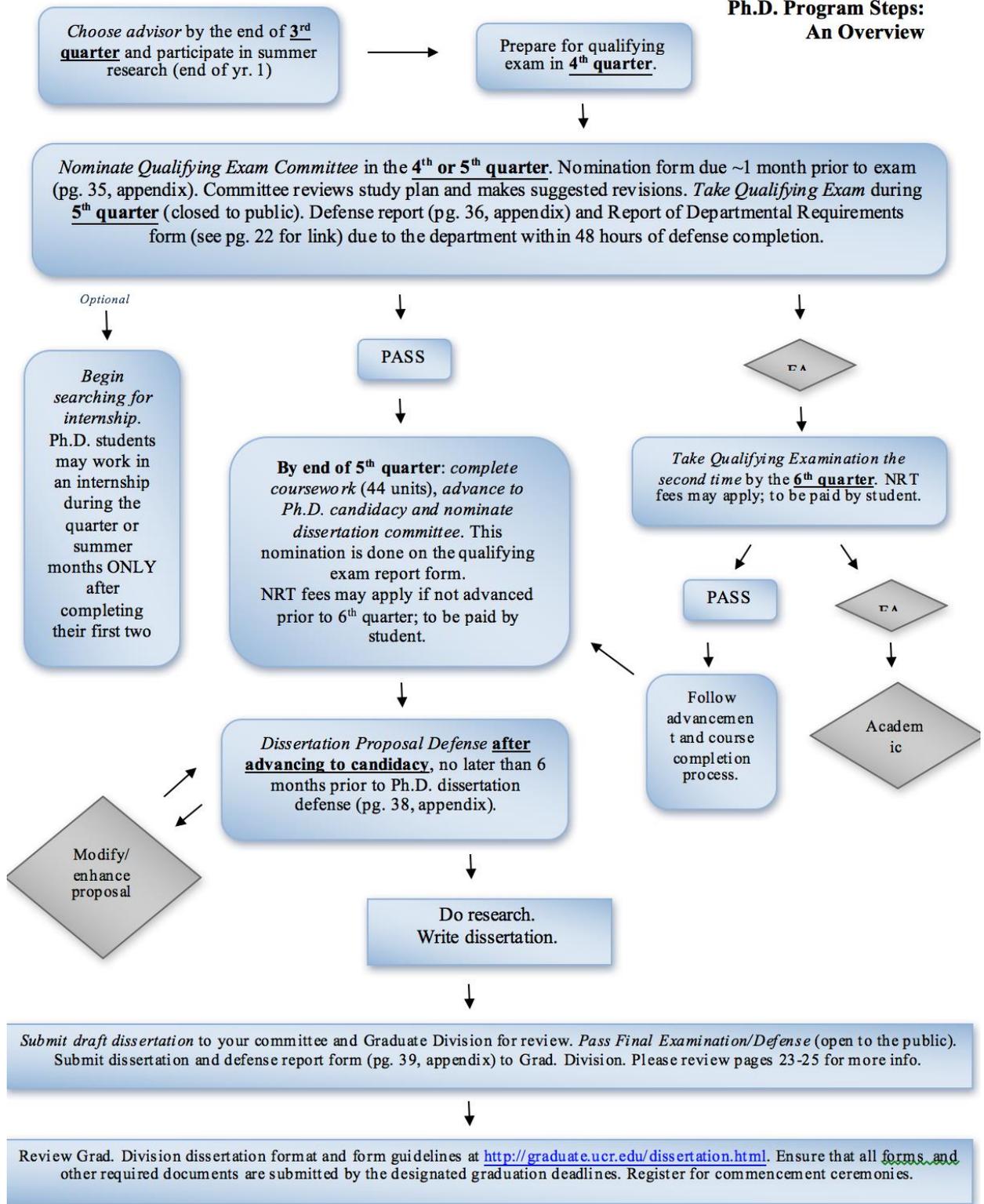
##### **A. Ph.D. Timeline**

##### **B. Forms**

**A. Ph.D. Timeline**

*\*Normative time to completion is 5 years (or 15 quarters)*

**CSE @ UCR  
Ph.D. Program Steps:  
An Overview**





**ANNUAL GRADUATE STUDENT REVIEW: 2015-2016 Academic Year**  
**Computer Science & Engineering (due 11/10/16)**

Name: \_\_\_\_\_ Degree Objective:  M.S.  Ph.D.

Quarter/Year admitted to program: \_\_\_\_\_

1. Check an applicable box below if you have a research topic on one of the following:

Dissertation  Written/Oral Exams  M.S.Thesis/Project

2. Please list published papers (with venues) in the 14-15 academic year: *(may use separate document to list papers)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**↓ TO BE COMPLETED BY ADVISOR (in collaboration with student) ↓**

3. Please rate the student's progress:  Poor  Fair  Good  Excellent

4. When do you expect his/her defense? *(check one)*

Ph.D. Proposal  Ph.D. Final  Oral Exam  MS Project/Thesis (quarter/year) \_\_\_\_\_

Where do you think the student could improve his/her performance (if applicable)?

\_\_\_\_\_  
\_\_\_\_\_

5. Do you expect to support this student as a GSR next academic year?  Yes  No

6. What is the next milestone that you would like to have the student reach (i.e.: defend dissertation, dissertation proposal defense, publish paper, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

***REPORT OF FINAL DEFENSE FOR  
MASTER'S DEGREE***

To be presented to the Graduate Division prior to filing thesis.

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

Student ID: \_\_\_\_\_

Major: \_\_\_\_\_

This is to certify that the above student has completed and passed the final  
defense of his/her master's thesis on \_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Chairperson or Graduate Advisor Signature

**M.S. Thesis Committee**

(this form must be filed and approved prior to defense)

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

The Department of Computer Science supports the following committee revision:

| Current Committee | Initials | Updated Committee | Initials |
|-------------------|----------|-------------------|----------|
| _____             | _____    | _____             | _____    |
| Chairperson       |          | Chairperson       |          |
| _____             | _____    | _____             | _____    |
| _____             | _____    | _____             | _____    |

***\*\*Only the professor(s) being removed and the professor(s) being added above must initial next to their name to acknowledge the committee change.***

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**Justification:**

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Student \_\_\_\_\_

Date \_\_\_\_\_

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Prof. Vassilis Tsotras, Graduate Advisor

Date \_\_\_\_\_

UNIVERSITY OF CALIFORNIA, RIVERSIDE

COMPUTER SCIENCE & ENGINEERING

**M.S. Project-Option Committee Nomination**

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

Project Title \_\_\_\_\_

Defense Date \_\_\_\_\_

Defense Time \_\_\_\_\_  
(print name)

Abstract:

\*\*\* please e-mail abstract to The graduate advising staff member\*\*\*

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The project paper has been reviewed. The following faculty are nominated to serve as the M.S. Project-Option Committee for the above named student (please print names below):

1. \_\_\_\_\_  
*\*Committee Chair*

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

\_\_\_\_\_  
Advisor/Committee Chair Signature

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

\_\_\_\_\_  
Prof. Vassilis Tsotras, Graduate Advisor

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

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Notes:

**M.S. Project-Option Final Report**

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

Defense Date \_\_\_\_\_

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The project paper has been submitted. The following faculty verify the approval of the final project paper submission and oral exam results below:

**Exam Passed**  
*(Yes or No)***Signatures of Committee Members****Date**

\_\_\_\_\_

1. \_\_\_\_\_  
\*Committee Chair Signature

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Prof. Vassilis Tsotras, Graduate Advisor\_\_\_\_\_  
Date

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Notes:

### Nomination for Qualifying Examination for the Degree of Doctor of Philosophy

This form must be filed at least **two weeks** (preferably one month) prior to the oral examination. Exams that occur without an approved committee may not be considered valid.

Name of Student \_\_\_\_\_ SID \_\_\_\_\_

Address \_\_\_\_\_

Department/Program \_\_\_\_\_

Field of Study \_\_\_\_\_

To the Dean of the Graduate Division:

The student named above is ready to proceed to the Qualifying Examinations for the degree of Doctor of Philosophy. The subjects upon which the student is to be examined are: \_\_\_\_\_

The department nominates the following persons to serve as the qualifying committee for the examination which will be held (date): \_\_\_\_\_\*

**Names of Members**

**Department Affiliation and Academic Title\*\***

\_\_\_\_\_  
Chairperson  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Outside Member

\_\_\_\_\_  
Department

\*If exact date of exam is not indicated or it changes, the Graduate Division is to be informed no less than 24 hours before the oral examination is held.

\*\*Indicate departmental affiliation if nominee is not in student's department; indicate academic title if nominee is not an Academic Senate member.

Approved: \_\_\_\_\_  
Graduate Advisor or Department Chairperson

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Dean of the Graduate Division

\_\_\_\_\_  
Date

Report on Qualifying Examination for the Degree of  
Doctor of Philosophy & Nomination of Dissertation Committee

NAME OF CANDIDATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ SID \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ FIELD OF STUDY \_\_\_\_\_

To the Dean of the Graduate Division:

The qualifying committee in charge reports that the candidate has been given a series of qualifying examinations (oral and written), the last of which was completed on:

\_\_\_\_\_ Date of Written \_\_\_\_\_ Date of Oral

The committee reports on these examinations as follows:

| <u>Members</u> (type or print names) | <u>Signatures of Members</u> | <u>Approved</u> (Y/N) |
|--------------------------------------|------------------------------|-----------------------|
| _____ Chairperson                    | _____                        | _____                 |
| _____                                | _____                        | _____                 |
| _____                                | _____                        | _____                 |
| _____ Outside Member                 | _____                        | _____                 |

Date: \_\_\_\_\_ Accepted: \_\_\_\_\_  
Dean of the Graduate Division Date

**The finding of the committee must be reported within 48 hours to the Graduate Division.**

Re-examination in the event of failure:

Recommended: \_\_\_\_\_ Permitted: \_\_\_\_\_  
Signature of Committee Chair Graduate Dean Date

Not Recommended: \_\_\_\_\_ Accepted: \_\_\_\_\_  
Signature of Committee Chair Graduate Dean Date

The department nominates the following persons to serve as the dissertation committee: (this committee should be appointed at the time the exams are reported – must report at least the chair of the committee to be advanced to candidacy)

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_ Department Chairperson or Graduate Advisor

Approved: Graduate Dean Date

**Written Exam Approval Form**  
**Qualifying Examination for the Degree of Doctor of Philosophy**  
*(this form must be filed attached to the written report)*

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

Title \_\_\_\_\_

Submission Date \_\_\_\_\_

The qualifying exam paper has been reviewed and approved by the following faculty:

**Accepted**  
*(Yes or No)*

**Signatures of Committee Members**

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
(Print Name)/ Signature

\_\_\_\_\_

\_\_\_\_\_  
(Print Name)/ Signature

UNIVERSITY OF CALIFORNIA, RIVERSIDE

COMPUTER SCIENCE & ENGINEERING

**Change Request Form:**  
**Ph.D. Qualifying Examination Committee**  
*(this form must be filed and approved prior to defense)*

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

The Department of Computer Science supports the following committee revision:

| Current Committee                | Initials | Updated Committee                | Initials |
|----------------------------------|----------|----------------------------------|----------|
| _____<br>Chairperson             | _____    | _____<br>Chairperson             | _____    |
| _____<br>_____                   | _____    | _____<br>_____                   | _____    |
| _____<br>_____                   | _____    | _____<br>_____                   | _____    |
| _____<br>Outside Member          | _____    | _____<br>Outside Member          | _____    |
| _____<br>(Optional Fifth Member) | _____    | _____<br>(Optional Fifth Member) | _____    |

***\*\*Only the professor(s) being removed and the professor(s) being added above must initial next to their name to acknowledge the committee change.***

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**Justification:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

UNIVERSITY OF CALIFORNIA, RIVERSIDE

COMPUTER SCIENCE & ENGINEERING

**Ph.D. Proposal Defense Report**

*To be submitted in year 3 (must be approved no later than 6 months prior to dissertation defense)*

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

Proposal Defense Date \_\_\_\_\_

Title \_\_\_\_\_

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**Accepted**  
(Yes or No)

**Signatures of Committee Members**

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
(Print Name)/ Signature

\_\_\_\_\_

\_\_\_\_\_  
(Print Name)/ Signature

\_\_\_\_\_

\_\_\_\_\_  
(Print Name)/ Signature

\_\_\_\_\_

\_\_\_\_\_  
(Print Name)/ Signature

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*\*\*The entire PhD dissertation committee members must be present for this proposal defense.*

Accepted: \_\_\_\_\_  
Prof. Vassilis Tsotras, Graduate Advisor

\_\_\_\_\_  
Date

### Report on Final Examinations for the Degree of Doctor of Philosophy

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

Program: \_\_\_\_\_ SID: \_\_\_\_\_

To the Dean of the Graduate Division:

The Committee in charge of the dissertation and final examination reports upon the candidate's final examination on \_\_\_\_\_ as follows:  
Date

| Faculty Member Name | Pass<br>(yes/no) | Pass with<br>Revisions*<br>(yes/no) | Exam<br>Waived** | Signature of Member |
|---------------------|------------------|-------------------------------------|------------------|---------------------|
| _____               | _____            | _____                               | _____            | _____               |
| _____               | _____            | _____                               | _____            | _____               |
| _____               | _____            | _____                               | _____            | _____               |
| _____               | _____            | _____                               | _____            | _____               |
| _____               | _____            | _____                               | _____            | _____               |
| _____               | _____            | _____                               | _____            | _____               |

Accepted: \_\_\_\_\_  
Dean of the Graduate Division Date

\*Pass with Revisions: Student has 120 days from date of exam to file the dissertation with the Graduate Division. If a student's 120 days extends into another quarter, they must be paid/enrolled or on filing fee in order to file the dissertation.

\*\*A waiver MUST be accompanied by a memo of justification from the chair of the dissertation committee.

**Change Request Form**  
**Ph.D. Dissertation Committee**  
 Fall 2008 catalog year and beyond  
*(this form must be filed and approved prior to defense)*

Name of Student \_\_\_\_\_ SID# \_\_\_\_\_

The Department of Computer Science supports the following dissertation committee revision:

| <b>Current Committee</b> | <b>Initials</b> | <b>Updated Committee</b> | <b>Initials</b> |
|--------------------------|-----------------|--------------------------|-----------------|
| _____                    | _____           | _____                    | _____           |
| Chairperson              |                 | Chairperson              |                 |
| _____                    | _____           | _____                    | _____           |
| _____                    | _____           | _____                    | _____           |
| _____                    | _____           | _____                    | _____           |

***\*\*Only the professor(s) being removed and the professor(s) being added above must initial next to their name to acknowledge the committee change.***

**Justification:**

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ ID# \_\_\_\_\_

The Department of Homeland Security requires international students in F and J immigration status to carry and complete a full course of study every quarter. A full course of study is defined as 12 credit bearing units of coursework.

United States immigration regulations allow international students to reduce their course load only for the reasons listed below. Any other reasons, including economic reasons, are not acceptable according to immigration regulations. Final approval to drop below for immigration purposes must be given by a Designated School Official (DSO) or Alternate Responsible Officer. Students are advised that they must also obtain permission from the Dean of the Graduate Division.

The above-named student will be taking \_\_\_\_\_ units during the \_\_\_\_\_ quarter due to:

Illness or other medical problem (Attach required documentation)

Valid academic reasons during the first session of study:

Improper course placement

Initial difficulty with reading requirement

Initial difficulty with English language

Unfamiliarity with American teaching methods

Student is completing his/her program of study and needs less than 12 units in the final quarter

Student is enrolled concurrently at UCR and another SEVIS certified school (Attach required documentation)

#### FILING DEADLINE

With the exception of illness or other extenuating circumstances, this form must reach the International Student Resource Center no later than one week after the last day to enroll for the quarter. The deadline for enrollment can be found in the online "Schedule of Classes" each quarter. An email notifying you of the final decision will be sent to your UCR email address from the International Student Resource Center.

#### APPROVAL SIGNATURES

|   |                                 |             |
|---|---------------------------------|-------------|
|   |                                 |             |
| <i>Signature, Advisor/Student Affairs Officer</i> | <i>Written Name and College</i> | <i>Date</i> |
|   |                                 |             |
| <i>Signature, Dean, Graduate Division</i>         | <i>Date</i>                     |             |
|   |                                 |             |
| <i>Signature, DSO/ARO, ISRC</i>                   | <i>Date</i>                     |             |

