Graduate Student Handbook

Department of Mathematics
University of California, Irvine

Artwork by Richard Palais
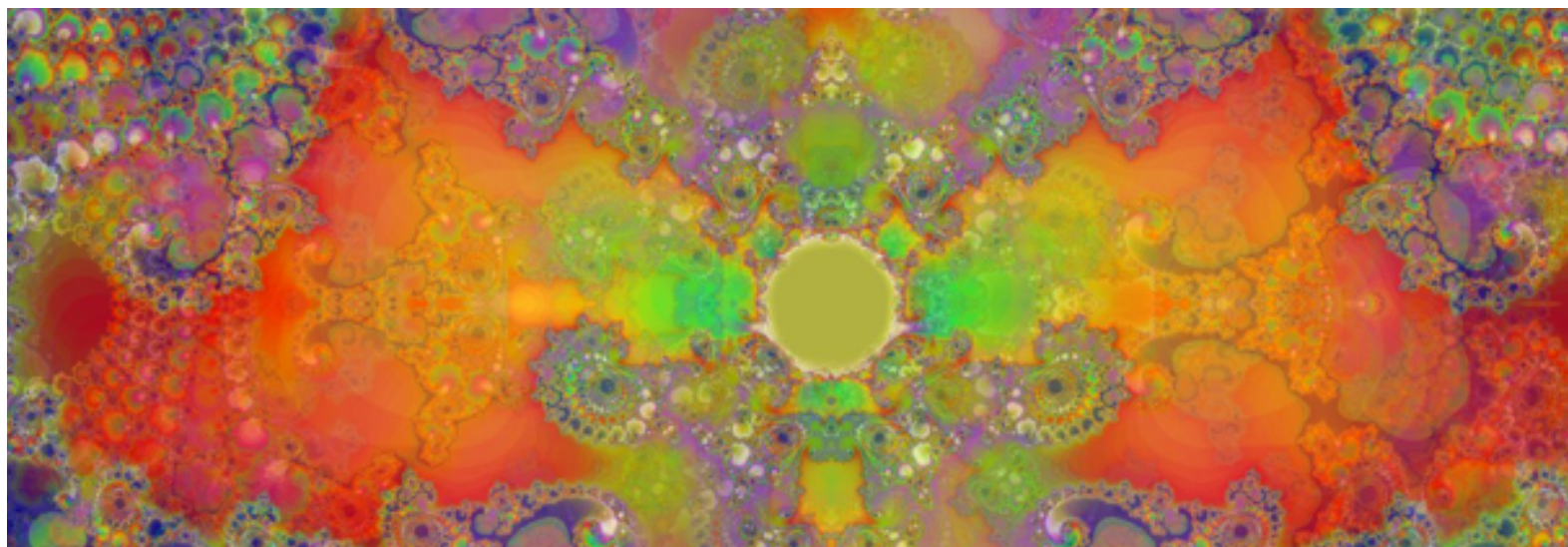
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Welcome to the UCI Mathematics Department Graduate Program

The Department of Mathematics is committed to excellence in teaching and research in a wide variety of mathematical disciplines. Undergraduate and Graduate Students are engaged in a thorough program of study leading to professional excellence in mathematical research, or in an area of application.

Graduate courses are designed to meet the needs of students pursuing graduate work in mathematics and related areas. The active fields of research covered include real analysis, complex analysis, algebra, functional analysis, geometry, topology, probability and statistics, ordinary and partial differential equations, mathematical logic, and computational and applied mathematics.

In addition to formal courses and research, seminars are held frequently. Department faculty and outstanding mathematicians from throughout the world present their latest research findings in various fields of mathematics. Topics vary from year to year reflecting the expertise of both tenured and visiting faculty. Each seminar is conducted by a faculty member specializing in the subject field. For seminar schedules go to Seminars/Colloquium at the math website.

Professor German Enciso
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Vice Chair of Graduate Studies
410F Rowland Hall

Kate Haubert
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Graduate Affairs Officer
340C Rowland Hall

I.   ADMINISTRATION

A. Administration of the Graduate Program

The Graduate Studies Committee, the Graduate Admissions and Advising Committee and the TA Training Committee are responsible for overseeing the graduate program. The Graduate Affairs Officer and Graduate Coordinator handles administrative operations (Kate Haubert).

B. Graduate Studies Committee

Patrick Guidotti (Chair), Anton Gorodetski, Abel Klein, Katya Krupchyk, Song-Ying Li, Qing Nie, Richard Schoen, Thomas Trogdon, Jeff Viaclovsky, Martin Zeman

This committee has responsibility over all policy matters relating to the graduate program of the Department. The committee oversees Departmental requirements for graduate degrees, revision of graduate courses and catalog descriptions, and standards and procedures. The committee recommends graduate courses and seminar teaching assignments to the Chair and oversees the administration of the written Master's and Ph.D. qualifying examinations and makes recommendation for students not making satisfactory progress. The committee hears appeals from Graduate Students and may recommend that students be advanced from one degree program to another or be terminated in their graduate studies in Mathematics. This committee reviews and advises on financial support for continuing Graduate Students.

C. Graduate Admissions and Advising Committee

Patrick Guidotti (Chair), Long Chen, German Enciso, Isaac Goldbring, Anton Gorodetski, Richard Schoen, Thomas Trogdon, Roman Vershynin, Jack Xin, Yifeng Yu, Xiangwen Zhang

This committee reviews the dossier of all applicants for graduate studies. They advise on the admission to the graduate program and on financial support for incoming Graduate Students. Members of this committee provide general professional advice and assistance to every Graduate Student in planning their degree program up to the time the student acquires a formal Ph.D. advisor.

D. TA Training Committee

Alessandra Pantano, Chris Davis, Patrick Guidotti

This committee advises TAs on teaching matters and provides instruction and guidance for teaching assistants throughout their TA careers. The committee assists new TAs in developing high quality teaching techniques and becoming familiar and efficient in the role of teacher. In coordination with the **Division of Teaching Excellence and Innovation** http://dtei.uci.edu/, (formerly known as Center for Engaged Instruction), this committee runs an orientation and training program for all TAs at the beginning of Fall Quarter and Teaching Seminars throughout the academic year.

II.   SCHOOL OF PHYSICAL SCIENCES STATEMENT OF PROFESSIONAL CONDUCT

This is intended to outline the standards of professional conduct expected of graduate students in the School of Physical Sciences. Adherence to these principles of conduct -- together with good academic standing -- maintains a student's "good standing" status in the School.

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

In all activities, each graduate student is expected to be respectful of the rights and interests of the community and of the others in the community and to be personally honest. All students are expected to conduct themselves in a manner compatible with the University's function as an educational institution, and with the rights of all members of the

University community to attend, make use of, and enjoy the facilities and benefits of the University without undue interruption or disruption. With their professional conduct, graduate students are expected to contribute to School climate in which all community members feel personally safe, listened to, valued, and treated fairly and with respect.

A. The Key Principles of Professional Conduct Include:

1. Professional Competence and Responsibility

As scholars, we strive to maintain the highest level of competence in our work. Members of the UCI academic community are committed to engage in teaching, learning, research, and community service and to assist one another in the creation and maintenance of an environment that fosters a professional atmosphere. This includes communicating in a manner that is respectful and in no way discriminates against or harasses others, and treats the ideas, scholarship, and interests of others with respect.

2. Integrity

UCI is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, students are responsible for maintaining this environment, and subscribe to the practice of academic integrity and accept individual responsibility for their work and actions. Violations of academic integrity are unacceptable and will not be tolerated, because they devalue the teaching and learning experience for the entire community. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.

3. Respect for People's Rights and Dignity

Respect for the rights, privileges, and sensibilities of each member are essential to maintain the spirit of our academic community. Actions that make the atmosphere intimidating, threatening or hostile to individuals are therefore regarded as serious offenses. Free speech and peaceful assembly are basic requirements of the University as a center of free inquiry and the search of knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.

4. Respect for Diversity

UCI seeks to promote full inclusion of all members and groups in every aspect of University life. Diversity -- on the basis of race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, veteran status, marital or domestic partnership status, affective or sexual orientation, socio-economic background, and other protected characteristics -- is a source of strength for the School and contributes to a positive work environment. We do not tolerate any discriminatory and/or harassing behavior based on protected characteristics, and will take immediate action to end hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of campus community.

5. Appropriate Sexual Conduct

UCI does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. Graduate students must undergo mandatory sexual harassment compliance training.

6. Appropriate Use of Electronic Media

When acting as representatives of the School or interacting on official UCI platforms, students must be responsible in their use of social media and should not violate our professional and academic standards in their social media activities.

B. Accountability

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

C. Observance of University Policies

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

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

III. MASTER'S PROGRAM

A. Master of Science in Mathematics

The Master's program serves a dual purpose. For some students, it will be a terminal program of mathematics education; for others, it will lead to study and research at the doctoral level. To earn the Master of Science degree, the student must satisfy course and residency requirements, and achieve two passes at the M.S. level among three Exams in Real Analysis, Complex Analysis and Algebra prior to the start of the second year.

To satisfy the exam requirements, students may take the Core Assessment Exams (offered in the Spring of every year), the Comprehensive Exams (offered in the Spring of every year and described below), or the Qualifying Exams (offered before the start of the fall quarter) in Real Analysis, Complex Analysis and Algebra. Students may not attempt to take an exam in a particular subject area more than 3 times. Only (1) Comprehensive Exam can be used towards the MS exam requirement.

Some students may require additional background prior to entering Math 210 and 230. This will be determined by assessment prior to the start of the students' first year by the Vice Chair for Graduate Studies, upon consultation with the graduate studies committee. Such students will be directed into Math 205 and/or Math 206 during their first year. These students <u>may pass one Comprehensive Exam in the areas of Algebra or Analysis in lieu of achieving a M.S. pass on one Qualifying Exam that must be</u>

obtained prior to the start of the students' second year. Comprehensive Exams in Analysis and Algebra will be offered once per year in the Spring quarter.

The total number of required courses for the M.S. degree is 12, completed with satisfactory performance (B or better). Students are required to complete at least one series of the following courses: Mathematics 210A-B-C, 220A-B-C, or 230A-B-C. At most one undergraduate course may count as an elective course, provided it is sponsored by rank faculty and approved by the Graduate Advisor. At most one elective course (at least three units) is allowed outside the Department.
Students who fail to pass the required examinations satisfactorily within the period specified will be recommended for academic disqualification by the Graduate Dean. Mathematics 199, 297, 298, 299, and 399 may not be used to fulfill course requirements.

The residency requirement ordinarily is satisfied by full-time enrollment for three quarters immediately preceding the award of the M.S. degree. When appropriate, a leave of absence may be granted between matriculation and the final quarters of study.
If the candidate is not advanced before the beginning of the quarter in which all requirements are completed, the degree will not be conferred until the end of the following quarter. Deadlines for submission of the Application for Advancement to Candidacy are published on the Graduate Divisions at: https://www.grad.uci.edu/
where filing fees and deadlines may also be found.

Master's Exit Survey

All students earning a master's degree are now required to complete a master's exit survey. The department will attach the verification of the exit survey to the final degree paperwork when submitting to the Graduate Division.

Please note, only students earning a terminal master's degree will complete the exit survey and receive e-mail confirmation to submit. Doctoral students earning a master's degree en route to the PhD will need to initially sign in to the master's exit survey; however, they will not be required to actually complete the survey. Instead, they will get a message on the screen saying they do not have to take the survey at this time. Print the message and submit to Kate in order to be submitted with their final degree paperwork.

PLEASE NOTE: Do not submit the MS exit survey at the time of MS advancement, it is submitted with the MS conferral paperwork. You will be notified by Kate when to submit the exit survey.

https://apps.grad.uci.edu/exitsurvey/

A. *Master of Science in Mathematics with a Teaching Credential*

MS Math Students who are interested in pursuing a teaching credential at UCI will need to formally apply to the MAT program and begin taking courses during the first summer session. For more information please refer to the Department of Education: http://education.uci.edu/admissions/matwtc.php

B. *Advancement to Candidacy*

All Master's students prior to the beginning of the final quarter of enrollment must be advanced to candidacy for the degree. An application for Advancement to Candidacy must be completed by the student and submitted for approval by the department. The approved application must be submitted to the Office of Graduate Studies at least 30 days before the opening of the quarter in which the degree is expected (refer to the advancement deadlines). If the candidate is not advanced before the beginning of the quarter in which all requirements are completed, the degree will not be conferred until the end of the following quarter. Deadlines for submission of the Application for Advancement to Candidacy are published on the Graduate Division's website https://www.grad.uci.edu/ where filing fees and deadlines may also be found.

IV. PHD PROGRAM

A. *Doctor of Philosophy in Mathematics*

- Completion of all required coursework
- Completion of required written examinations
- Completion of Advancement to Candidacy Oral Examination
- Submission of Doctoral Dissertation

When accepted into the doctoral program, the student embarks on a program of formal courses, seminars, and individual study courses to prepare for the Ph.D. written examinations, advancement to candidacy oral examination, and dissertation. Upon entering the program, students are expected to take Math 210, Math 220 and Math 230, which must be passed with a grade of B or better. Students must complete these sequences by the end of the second year.

By the start of the second year, students must achieve at least two passes at the M.S. level among three Exams in Real Analysis, Complex Analysis and Algebra. By the start of the third year, students must achieve two Ph.D. level passes among three Exams in Real Analysis, Complex Analysis and Algebra.

To satisfy the exam requirements, students may take the Core Assessment Exams (offered in the Spring of every year) or the Qualifying Exams (offered before the start of the fall quarter) in these areas. Students may not attempt to take an exam in a particular subject area more than 3 times. A student who passes a Qualifying examination prior to taking the corresponding course will be exempted from taking the course. **Please Note: corresponding qualifying exam coursework (210,220,230) cannot be used to satisfy both exam and coursework requirements.**

Some students may require additional background prior to entering Math 210 and 230. This will be determined by assessment prior to the start of the students' first year by the Vice Chair for Graduate Studies, upon consultation with the graduate studies committee. Such students will be directed into Math 205 and/or Math 206, or equivalent, during their first year. These students may pass one Comprehensive Exam in the areas of Algebra or Analysis in lieu of achieving a M.S. pass on one Core Assessment or Qualifying Exam that must be obtained prior to the start of the students' second year. Comprehensive Exams in Analysis and Algebra will be offered once per year in the Spring quarter.

By the end of their second year, students must declare a major specialization from the following areas: Algebra, Analysis, Applied and Computational Mathematics, Geometry and Topology, Logic, or Probability. Students are required to take two series of courses from their chosen area. (Students who later decide to change their area must also take two series of courses from the new area.) Additionally, all students must take two series of courses outside their declared major area of specialization. Special topics courses within certain areas of specialization and courses counted toward the

M.S. degree, other than Mathematics 205A-B-C and 206A-B-C, will count toward the fulfillment of the major specialization requirement.

By the beginning of their third year, students must have an advisor specializing in their major area. With the advisor's aid, the student forms a committee for the Advancement to Candidacy oral examination. This committee will be approved by the Department on behalf of the Dean of Graduate Studies and the Graduate Council and will have five faculty members. At least one, and at most two, of the members must be faculty from outside the Department. Before the end of the third year, students must have a written proposal, approved by their committee, for the Advancement to Candidacy oral examination. The proposal should explain the role of at least two series of courses from the student's major area of specialization that will be used to satisfy the Advancement to Candidacy requirements. The proposal should also explain the role of additional research reading material as well as providing a plan for investigating specific topics under the direction of the student's advisor(s). ***Only one of the courses Mathematics 210A-B-C, 220A-B-C, and 230A-B-C may count for the course requirement for Advancement to Candidacy Examinations***.

After the student meets the requirements, the Graduate Studies Committee recommends to the Dean of Graduate Studies the advancement to candidacy for the Ph.D. degree. Students should advance to candidacy by the beginning of their fourth year. After advancing to candidacy, a student is expected to be fully involved in research toward writing his or her Ph.D. dissertation. Ideally, a student should keep in steady contact/interaction with his or her Doctoral committee. Teaching experience and training is an integral part of the Ph.D. program. All doctoral students are expected to participate in the Department's teaching program.

The candidate must demonstrate independent, creative research in Mathematics by writing and defending a dissertation that makes a new and valuable contribution to mathematics in the candidate's area of concentration. Upon advancement to candidacy a student must form a Thesis Committee, a subcommittee of the Advancement Examination Committee, consisting of at least three faculty members and chaired by the student's advisor. The committee guides and supervises the candidate's research, study, and writing of the dissertation; conducts an oral defense of the dissertation; and recommends that the Ph.D. be conferred upon approval of the doctoral dissertation. The normal time for completion of the Ph.D. is five years, and the maximum time permitted is seven years. Completion of the Ph.D. degree must occur within 9 quarters of Advancement to Ph.D. candidacy.

B. Areas of Specialization and Their Corresponding Advancement to Candidacy Courses

Ph.D. students will choose from one of six areas of specialization in the Mathematics Department, which determines coursework requirements. Each area of specialization will have a core course, which the Department will do its best to offer each year. The Department will offer other courses every other year, or more frequently depending on student demands and other Department priorities. Students are required to take two series of courses from their chosen area and take two series of courses outside their declared major area of specialization. Special topics courses within certain areas of specialization and courses counted toward the M.S. degree, other than Mathematics 205A-B-C and 206A-B-C, will count toward the fulfillment of the major specialization requirement.

Algebra	Analysis	Applied and Computational Math	Geometry and Topology	Logic	Probability
Math 230ABC (core)	Math 210ABC (core)	Math 290ABC (core)	Math 218ABC (core)	Math 280ABC (core)	Math 210ABC
Math 232ABC	Math 220ABC (core)	Math 225ABC	Math 222ABC	Math 281ABC	Math 211ABC
Math 233ABC	Math 211ABC	Math 226ABC	Math 240ABC	Math 282ABC	Math 270ABC
Math 234ABC	Math 260ABC	Math 227ABC	Math 245ABC	Math 285ABC	Math 271ABC
Math 235ABC	Math 295ABC	Math 291ABC	Math 250ABC		Math 272ABC
Math 239ABC	Math 296	Math 295ABC			Math 274

C. PhD Requirements Summarized

- ***By the beginning of the 2nd year:*** Pass at the Master's level of proficiency two exams in real analysis, complex analysis or algebra.
- ***By end of the 2nd year:*** Declare a major specialization. Complete the course series 210A-B-C, 220A-B-C, 230A-B-C.
- ***By the beginning of the 3rd year:*** Demonstrate Ph.D.-level proficiency on Qualifying exams in two of the following three areas: Real analysis, Complex analysis and Algebra. Select an advisor specialist in the major area and form a committee for the Advancement to Candidacy oral exam.

- ***Before the end of the 3rd year:*** Have a written proposal, approved by the committee, for the Advancement to Candidacy Examination.
- ***By the beginning of the 4th year:*** Students should have advanced to Candidacy. Upon Advancement to Candidacy: Form a Thesis Committee, a subcommittee of the Advancement Examination Committee.
- ***Completion of the PhD:*** Average completion time is five years; maximum time permitted is seven years. The Department will not financially support students past their sixth year in the PhD program. Completion of the Ph.D. degree must occur within 9 quarters of Advancement to PhD candidacy.

D. Graduate Program in Mathematical and Computation Biology

The graduate program in Mathematical, Computational Systems Biology (MCSB) is designed to meet to meet the interdisciplinary training challenges of modern biology and function in concert with selected department programs, including the Ph.D. in Mathematics.
Detailed information is available online at http://mcsb.uci.edu/

V. ADVANCEMENT AND DISSERTATION GUIDELINES

A. Master's Degree Advancement & Conferral

1. Advancement to MS Candidacy

a. All Master's students must be advanced candidacy for their degree prior to the beginning of the final quarter of enrollment. An application for Advancement to Candidacy must be initiated by the student and submitted for approval by the department (submit to Kate). The approved application must be submitted to the Office of Graduate Studies at least 30 days before the opening of the quarter in which the degree is expected (refer to the advancement deadlines). The application must be accompanied by petitions for any course credits that have not already been approved by the Graduate Dean. If the candidate is not advanced before the beginning of the quarter in which all requirements are completed, the degree will not be conferred until the end of the following quarter. Deadlines for submission of the Application for Advancement to Candidacy are published on the Graduate Divisions (https://grad.uci.edu/), where filing fees and deadlines may also be found.

b. Check the filing deadline for MS advancement
c. Download the MS Advancement to Candidacy Final Report for the Master's Degree/Comprehensive Exam Option here: https://www.math.uci.edu/sites/math.uci.edu/files/Adv_to_Candidacy_Masters.docx
d. Fill in the form with all eligible 12 courses (B or better). The advancement quarter and the conferral quarter courses can be listed if needed for the required 12 courses, (for example, if you are advancing W15 and expecting a conferral date of S15, both quarter courses can be listed, but not counted in the "units completed at advancement" total, add only the **completed** courses.
e. Sign name (pg. 1) print name on (pg.2) and sign on (pg.3) where indicated.
f. Donna will review the MS form for completeness and accuracy, obtain department signatures and submit to Graduate Division.

2. MS Conferral:

‗, In order for the MS degree to be conferred, you must fill out the Master Degree Survey in the quarter to which the degree is to be conferred. Link to Survey: https://apps.grad.uci.edu/exitsurvey/

- Doctoral students earning a master's degree en route to the PhD will need to initially sign in to the master's exit survey; however, you are not required to actually complete the survey. Instead, you will get a message on the screen saying you do not have to take the survey at this time, *print this notification and submit it to Kate, so it can be submitted with the MS final degree paperwork.*

- Students graduating with an MS, must complete the Master Degree exit survey, print it and submit it to Kate to be forwarded with final degree paperwork. Do not submit this form until the quarter the degree will be conferred. Kate will notify you of when to submit.

B. Ph.D. Advancement & Dissertation Guidelines

1. *Advancement to Candidacy Oral Examination*

- Check the filing deadlines.
- Arrange the date and time with your advisor and the advancement committee.
- Book the room with the **Kate** in the Math Department Office.

- ***Notify Gena Thompson at least 2 weeks prior to the exam date in order to post the announcement on the Mathematics Department website. Be prepared to submit the title, date, time, and room number and Advisors name.***
- Download the **Report of Ph.D. Candidacy Committee Form I** https://www.math.uci.edu/sites/math.uci.edu/files/PhD_Form_I.docx
- Complete all 3 pages of the form including the Conflict of Interest form on page 3 (Required).

2. *Advancement Committee*

- 5 Senate members required for the PhD advancement committee, the Chair must be from the Math Department or have a joint appointment.
- The majority of the committee must be from the Math Department
- The outside member cannot be from the Math Department or have a joint appointment/affiliation with the Math Department.
  1. Take the completed form to the Advancement Oral Examination and obtain the signatures of <u>all</u> Committee Members if the decision is favorable. (use an asterisk * to indicate (3) Final Examination Committee Members). You and your advisor will need to sign page 2 & 3 where indicated.
  2. Bring the form to Kate to obtain the signature of the Department Chair and the Graduate Vice Chair. Kate will take a copy for your academic file and confirm all signatures have been obtained.
  3. The Advancement to Candidacy Fee of $90 must be paid at the Cashier's Office located in Aldrich Hall. The cashier will stamp this form to indicate receipt of payment.
  4. Take the completed PhD form I with the cashier's stamp (indicating payment) to Graduate Division located at 101 Aldrich Hall.
  5. The completed from constitutes an application for Advancement to Candidacy. The student's official date of advancement is the day the completed Ph.D. Form I is received in Graduate Division.

3. *Final Examination for Degree of Doctor of Philosophy*

- Check the **filing deadlines** https://grad.uci.edu/academics/filing-deadlines.php
- Arrange the date and time with your advisor and the advancement committee. <u>If any of the members have changed since the Advancement to Candidacy Oral</u>

Examination, <u>notify Kate Haubert immediately</u>. An exception will have to be submitted to Graduate Division and approved prior to the PhD Defense.

- Book the room with **Kate** in the Math Department Office.
- ***Notify Gena Thompson at least 2 weeks prior to the exam date in order to post the announcement on the Mathematics Department website. Be prepared to submit the title, date, time, and room number.***
- Prepare your paperwork (**Ph.D. form II**) prior to your defense date. All committee members must sign the form once the dissertation is complete. Bring the completed Ph.D. form II to Kate in order to obtain Department Chair or Graduate Vice Chair's signature and to take a copy of the form prior to submitting it to library archives or Graduate Division.
  - **PhD Dissertation Submission Checklist:** http://www.grad.uci.edu/forms/current-student/Phd_Dissertation_Checklist.docx
  - *LaTeX Template* https://github.com/lotten/uci-thesis-latex
  - **UCI libraries** (https://etd.lib.uci.edu/) provide feedback on thesis and dissertation formatting online. There is about a two-day turnaround.

C. Thesis and Dissertations

Graduate students have the option of submitting their thesis or dissertation electronically. We strongly encourage submission electronically via the UMI ETD system, but we will continue to accept paper submissions. Students are responsible for submitting a manuscript that adheres to our manual for paper or electronic submissions. Degree candidates should carefully review all instructions and guidance on this website well in advance of the relevant submission deadline.

Special Collections and Archives staff review each manuscript for adherence to formatting standards and accept it upon approval. Provided a student has met all other requirements, this is the final step prior to being awarded the graduate degree. Congratulations!

Note: A **pre-submission critique** (https://etd.lib.uci.edu/etd-consultation-request-form) is available to all students who would like to have their formatting reviewed prior to meeting with their committee members. It is not a required step in the filing process.
If your committee members have already approved of your thesis/dissertation, please bypass the pre-submission critique and follow the **electronic filing**

submission (https://etd.lib.uci.edu/electronic/td6e) steps outlined in **Section 6 of the manual** (https://etd.lib.uci.edu/electronic/td6e). Once you have submitted your final manuscript through the electronic filing system, we will review your thesis/dissertation for formatting. If revisions are needed, we will reply with additional feedback. If the manuscript clears all formatting requirements, you will receive the final confirmation email from the University Archives.

You may not make any revisions to the submission once you receive the final confirmation email from the University Archives. Please make sure your committee members have signed all required forms and do not require any further revisions prior to your submission.

The quarterly workshop is conducted twice per quarter, except for summer session. The workshop explains the requirements for submitting theses and dissertations. The **workshop schedule** is available at https://etd.lib.uci.edu/how-we-can-help

Degree Certification Request form (optional)
http://www.grad.uci.edu/forms/current-student/Degree_Cert_letter.docx
Because it may take four to six months to receive a diploma, you may submit this form receive a Letter of Certification that certifies your graduation. If you do not receive the letter in fourteen working days contact graduate studies at (949) 824-4611.

VI. COURSE OFFERINGS

A. Mathematics Graduate Course Offerings

2017-2018 Academic Year

Course	Title	Fall	Winter	Spring
205ABC	Introduction to Graduate Analysis	F	W	S
206ABC	Introduction to Graduate Algebra	F	W	S
210ABC	Real Analysis	F	W	S
218ABC	Introduction to Manifolds and Geometry	F	W	S
220ABC	Analytic Function Theory	F	W	S
222ABC	Complex Variables & Geometry	F	W	
226ABC	Computational Differential Equations	F	W	
227ABC	Mathematical & Computational Biology	F	W	S
230ABC	Algebra	F	W	S
232ABC	Algebraic Number Theory	F	W	S
245ABC	Topics in Differential Geometry	F	W	
260ABC	Functional Analysis	F	W	S
271ABC	Stochastic Processes	F	W	S
282ABC	Model Theory	F	W	
290ABC	Methods in Applied Mathematics	F	W	S
295ABC	Partial Differential Equations	F	W	S
296	Cancer Modeling			
296	Introduction to Random Matrix Theory			
296	Ergodic Theory			S

All courses require sufficient enrollment and are subject to cancellation at any time.

VII. EXAMINATIONS

A. Spring 2020 Graduate Exam Schedule

COMPREHENSIVE EXAMINATIONS

ALGEBRA
Thursday, June 18, 2020
9:00am-11:30am

REAL ANALYSIS
Friday, June 19, 2020
9:00am-11:30am

QUALIFYING/CORE ASSESSMENT EXAMINATIONS

ALGEBRA
Monday, June 18, 2020
4:00 pm -6:30 pm

REAL ANALYSIS
Friday, June 19, 2020
1:00 pm -3:30 pm

COMPLEX ANALYSIS
Saturday, June 20, 2020
1:00 pm -3:30 pm

B. Exam Information, Master Students

To satisfy exam requirements, students need to obtain **a M.S. level pass** (*prior to the start of their second year*) in the **in two of the three areas**: Real Analysis, Complex

Analysis, and Algebra. At most one pass can stem from a Comprehensive exam. This only applies to students who were asked to take Math 205 or Math 206 (see below).

- *Core Assessment Exam* (offered in the Spring of every year) or the
- *Comprehensive Exam* (offered in the Spring of every year) or the
- *Qualifying Exam* (offered before the start of each Fall quarter)

Students may not attempt to pass an exam in any particular area more than three times.
Some students may require additional background before entering Math 210 or Math 230. This will be determined by assessment prior to the start of students' first year by the Vice Chair of Graduate Studies, upon consultation with the Graduate Studies Committee. Such students will be directed into Math 205 and/or Math 206 during their first year.

C. Exam Information, PhD Students

<u>By the start of the second year</u>, students must achieve at least
- **2 M.S. level passes** among three Exams in Real Analysis, Complex Analysis and Algebra.

<u>By the start of the third year</u>, students must achieve
- **2 Ph.D. level passes** among three Exams in Real Analysis, Complex Analysis and Algebra.

To satisfy these exam requirements, students may take the
- *Core Assessment Exam* (offered in the Spring of every year) or the
- *Qualifying Exam* (offered before the start of the fall quarter) or the
- *Comprehensive Exam* (only grants a MS pass, offered in the Spring every year): at most one***in these areas.

Students may not attempt to take an exam in a particular subject area more than 3 times.

A student who passes a Qualifying examination at the PhD level prior to taking the corresponding course will be exempted from taking the course.

- ***Please Note: corresponding qualifying exam coursework (210,220,230) cannot be used to satisfy both exam and coursework requirements.***

***Some students may require additional background prior to entering Math 210 and 230. This will be determined by assessment prior to the start of the students' first year by the Vice Chair for Graduate Studies, upon consultation with the graduate studies committee. Such students will be directed into Math 205 and/or Math 206, or equivalent, during their first year. (The summer Jumpstart Program, August - September, covers Math 205/206). These students (only) may pass one Comprehensive Exam in the areas of Algebra or Analysis in lieu of achieving a M.S. pass on one Core Assessment or Qualifying Exam that must be obtained prior to the start of the students' second year.

VIII. CONDITIONAL STATUS

A. Events Triggering Automatic Placement on Academic Conditional Status

- A graduate student's grade point average for any term is less than 3.0, calculated on all of the letter graded upper division and graduate courses completed while registered as a graduate student at the University of California.
- A graduate student's cumulative grade point average is less than 3.0, calculated on all of the letter graded upper division and graduate courses completed while registered as a graduate student at the University of California.
- A graduate student earns a grade of B- or lower in a course.
- A graduate student accumulates a combination of more than eight units of "I," "U," and/or "F" grades in total.

B. Events That May Lead to Placement on Academic Conditional Status at The Discretion of The Associate Dean

- Failure to make satisfactory progress in research or coursework (e.g. failing a comprehensive/prelim exam, not advancing to candidacy, not passing a language requirement, or other program requirements).
- Failure to complete the degree within the approved maximum time.
- Unsatisfactory progress towards the degree as determined by the student's faculty advisor, committee, or academic unit.

C. Notice of Placement on Academic Conditional Status

At the time of placement on Academic Conditional Status, graduate programs must provide students with written notification. This letter must provide specific information on areas that require improvement, provide an outline and a timeline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement. The purpose of the notice of potential unsatisfactory progress is to provide the student with a period of time (usually at least one academic quarter) in which to make necessary improvements in their academic status and successfully complete their graduate study. A copy of Academic Conditional Status letters should be sent to the Assistant Director of Academic Affairs, Kate Brigman (kate.brigman@uci.edu), in the Graduate Division.

IX. FREQUENTLY ASKED QUESTIONS

A. Department Logistics:

1. How can grad students acquire a parking pass on campus?

YES. Go to http://www.parking.uci.edu/ and log in. Sign up for Sustainable Transportation. A list of incentives for students who walk/bike to school are listed here: http://www.parking.uci.edu/AT/incentives/graduate.cfm
Students will receive 60 total day passes (5 passes/month) and 60 total evening/weekend passes (5 passes/month) that can be used from July 1 to June 30th the following year. The later you sign up, the fewer passes you will receive. Steps to receive these permits are listed on the link above.

2. How do I place myself on the private tutoring list on the math department website?

Email Donna (dmcconne@uci.edu) with your rate, description of yourself, contact info, and they will place you on the list. (Refer to the current students private tutoring listings for examples).

3. How do I create a website with a math.uci.edu URL?

First you need access to the math department server. Download WinSCP (for windows) or Fugu (for macs) or a SFTP software for our computer. Sign into the server: home.ps.uci.edu, your user name is your UCInetID, your password is your math.uci.edu email password. On the home.ps.uci.edu window, create a new folder with the name public_html, create a similar folder on the Local window.

On your computer, create a .html file on Notepad or a similar text processing software on your computer (Word will not work). Save the file with the name index.html. Find the file on your SFTP software, and drag the file to the math sever and save it under the public_html folder. Right click the public_html folder and click "get info" or "properties", on the octal mode representation type in 0755

Now on your internet browser, go to math.uci.edu/~*UCInetID*, where it says UCInetID, insert your UCInetID. The website should work now.

4. Where are the printers located? How do we get access to them?

There are printers in the 410 and 540 hallways, 440M (math library), and in the 510R computer lab. The printers can be accessed by IP address. On your computer, add printer through preferences, and there is an option to add by IP address. Input the IP address for the printer(s) that you want access to.

5. Can we checkout textbooks for courses that we are enrolled in?

NO, you can only checkout textbooks for the courses that you are a Teaching Assistant.

6. What do we need to report on our taxes? (i.e. Fellowships, TA appointments, etc.)

This depends on your marital status, etc. You will receive a W-2 from UCI to report your salary (TA/Reader, GSR), and your 1098-T to report any fellowships/tuition etc. You can contact Faye Shores in the Tax Compliance and Reporting Division @ 949-824-7228 or Elaine Wiederman, Tax Relief Act Coordinator, elainew@uci.edu 949-824-1940. They are in the UCI payroll Department and you can also consult a tax professional for additional information.

7. What are the steps to become a California resident? And why do we need to become in- state resident?

Out of state students are charge tuition. The Mathematics Department expects that students will become CA residents by their 2nd year. Once students are CA residents, tuition will not be charged. Please refer to this link for detailed information: http://www.reg.uci.edu/residency/classification.html

8. How do I get a building key to get access to the building on Sundays/holidays?

You may receive a key on a case-by case basis from the Mathematics Department Front Office Coordinator in RH 340, with approval from Donna.

9. Can we switch our offices?

Possibly upon availability. Send the request to Donna, with justification and it will be forwarded to the Front Office Coordinator, in order to determine if it is possible to switch offices, if you are a 2nd year and beyond student.

10. Does the department provide funding for travel?

YES, until the funding has been exhausted. The Math Department may give up to $500 per request, per year, with a $1500 maximum during your entire academic career. You must write a formal request addressed to the Vice Chair of Graduate Studies, Patrick Guidotti, and send to Donna McConnell via email. The request will include 1) a description of the purpose of the trip, name of the conference, dates and location, 2) tentative budget and an email from a faculty/advisor confirming your participation with a presentation or poster in the conference, 3) copies of receipts of the budget, 4) copies of the program in which you are presenting in the conference.

B. Academic Logistics:

1. How many seminars are we supposed sign up for during our first and second year?

Two seminars. (1) is the graduate seminar that is held almost every Friday at 4pm **(mandatory for 1st and 2nd year students).** One of the purposes of this seminar is to expose first and second year students to the research of the professors in the department and also Teaching Assistant workshops. (2) The other is a research seminar in an area of your specialization interest. The purpose of this seminar is to

expose first and second year students to research in their chosen area. Guest speakers from other universities are invited to come speak on their research.

2.   What are the steps to file for a Master's Degree?

First is to be sure that you are eligible for a Master's Degree. The criteria is (1) Pass two exams (comprehensive or qualifying) with at least a Master's pass, (2) Complete 12 courses with a B or better, (3) Complete either 210/220/230 ABC series, and (4) be an enrolled student the quarter the degree is to be conferred. You must advance the quarter prior to the quarter that you want the degree to be conferred.

3.   Fill out the petition for Master's Degree form:

http://www.grad.uci.edu/forms/current-student/Adv_to_Candidacy_Masters.doc
Once you have completed this form, bring it to Donna to get it signed and they will process the form and send it to Graduate Division for advancement.
During the quarter the degree is to be conferred, you will receive an email from Donna to fill out the Master Exit survey. Open the **Master Exit Survey**:
https://apps.grad.uci.edu/exitsurvey/ (PhD students that are pursuing their MS degree reroute to the PhD, will need to initially sign in to the exit survey; however, they will not be required to actually complete the survey. Instead they will get a message on the screen saying they do not have to take the survey at this time, print this notification and submit it along with your paperwork. Master Students must complete the survey and print it and submit to Donna.

4.   What happens when I miss a graduate seminar?

Email the Vice Chair of Graduate Studies and copy Donna (the Vice Chair will be hosting the seminar) to let them know.

5.   What if there are graduate courses that I want to take but they are scheduled in the same hour?

Contact the instructor of the courses that are in conflict, and explain the situation and ask if they are willing to change the time of their classes. If there are students signed up for the classes already, ask them to see what time works best for them. If the instructor agrees, they will make contact the department (Undergraduate Coordinator, Mike Vo) to see if it is possible to change the time or the course.

6.   What happens when I receive a B- in a course?

Generally (1) exception can be requested for a B- if it is used for a course requirement (MS or PhD). Donna will contact you for procedures. You are not in dire peril; however, it is not a passing score. Students must maintain at least a 3.1 GPA in order to be appointed as a TA.

7.   What are the steps for Advancing to PhD Candidacy?

Once you are in your 3rd year and your advisor has deemed that you are ready to advance (you should have done a significant amount of research with your advisor at this point), contact professors that you and your advisor will want to be on your Advancement Committee. Your committee must consist of (1) your advisor, (2) three Senate-faculty members of the department (Senate-faculty members of the department can be found on http://www.math.uci.edu/category/position/faculty and (3) one Senate-faculty member outside of the department. Ultimately, you will need five Senate-faculty members, at least three must be in the math department and at least (1) must be outside the department. (The outside member cannot hold a joint appointment in math).

Once you have contacted your committee, schedule a date that works for all five members. This date must be at least two weeks from when you assemble your committee. Once you and your committee settle on a date, email Donna to let her know (she needs at least two weeks notice of the date) and she will assign a room and a time for your advancement. Let your committee know of the day, time, and room. Remind them the week of. If you have a working document on your research that you will be presenting for your Advancement, email that document to your committee so that they can review your work prior to seeing your presentation.

Prior to the day of your advancement, fill out the advancement to candidacy form: http://www.grad.uci.edu/forms/current-student/PhD_Form_I.doc

Once you pass your advancement, give the form to Donna to sign. Go to the cashier's office, located in Aldrich Hall, and pay the $90 filing fee (cash only). And turn in the form with the receipt of the filing fee to Grad Division (101 Aldrich Hall).

8.   How can I give a talk on my research in the department?

YES. There are the research seminars that you can present by the permission of the professor who is leading the seminar. There are also the Learning Seminars in the department, where the purpose of these seminars is to learn and teach each other in the seminar on research topics related to the field of interest.
Finally, there is the Mathematics Graduate Student Colloquium (MGSC, http://www.math.uci.edu/~mgsc/) that is hosted by grad students. The purpose of the MGSC is for grad students to present their research or any related topics to other grad students, this is to create a safe space for grad students to inquire each other about the research they are doing, work on presentation skills, and to get advice on their work.

9. **What happens when I do not satisfy my exam requirements by the beginning of the 2nd year? By the beginning of the 3rd year?**

You must talk to Kate/German about the next steps to take.

10. **What is expected of us at "vacation time?" Can we go home during finals week when we don't have exams?**

The only expectation that the department has, is that you should arrive back to campus at least a few days prior to the beginning of the quarter. (If you are a US-Non/resident seeking CA residency, please refer to the link on #7 above).
This is the link to the academic calendar for the year. Use this to help you plan when you should come back. https://www.reg.uci.edu/navigation/calendars.html
Each Advisor has different expectations; you should ask them what they expect you to do over the summer or winter/spring breaks.

11. **When should I choose an advisor?**

You should choose an advisor at the latest by the beginning of your 3rd year. At this point, you should have already finished your Qualifying exams and should have completed a majority of your course requirements. You should have been exposed to many of the professors and their research from the graduate seminar. If you are unsure of who to choose as your advisor from a certain discipline, then you should talk to many of the professors in that discipline and let them know that you're interested in their field but not sure exactly who you want to work with. They will definitely give you a better idea of who to work with. You can also talk to Professor Guidotti for his input.

12. What are the PhD course requirements?

You must complete the entire series of 210, 220, and 230. Once you have decided your area of concentration (this decision will be concurrent with your decision of choosing an advisor), then you will need to complete two courses inside your area and two courses outside of your area. Note that 205/206 do not count as an inside/outside course.

210/220/230 can be used as an inside or an outside only when they are not being used for a Qualifying exam requirement.

The following are the courses that can be used as possible inside/outside courses:

Algebra	Analysis	Applied and Computational Math	Geometry and Topology	Logic	Probability
Math 230ABC (core)	Math 210ABC (core)	Math 290ABC (core)	Math 218ABC (core)	Math 280ABC (core)	Math 210ABC
Math 232ABC	Math 220ABC (core)	Math 225ABC	Math 222ABC	Math 281ABC	Math 211ABC
Math 233ABC	Math 211ABC	Math 226ABC	Math 240ABC	Math 282ABC	Math 270ABC
Math 234ABC	Math 260ABC	Math 227ABC	Math 245ABC	Math 285ABC	Math 271ABC
Math 235ABC	Math 295ABC	Math 291ABC	Math 250ABC		Math 272ABC
Math 239ABC	Math 296	Math 295ABC			Math 274

13. When is the latest that I can advance to candidacy?

By the summer before your 4th year.

C. Teaching:

1. If an instructor wants me to attend lecture, am I supposed to?

YES, so long as you do not have a conflicting schedule (such as you have your own class during lecture time) or if you do not go over your 20 hours of work per week, or if you do not go over your 220 total hours of work per quarter. You should maintain constant communication with the instructor.

2. What percentage of the midterm are TAs supposed to grade?

Depending on the number of TAs that are assigned to the lecture, the work should be divided almost evenly between TA's. The instructor may assign you more grading, as long as you do not go over your 20 hours of work for that week, or if you do not go over your 220 total hours of work for the quarter.

3. What happens when I forget to login at the Tutoring Center?

Email Donna to let them know, and schedule to make up those hours that you missed.

4. What if I wanted to change the room for one of my discussions? Who do I talk to?

Contact the Undergraduate Program Coordinator (Mike Vo) and let them know that there is an issue with your room, and that you would like to change the room. This may or may not be possible, depending on the availability of rooms, etc.

5. What if an instructor asks me to cover their lecture? Am I allowed to?

NO. Grad students are not permitted to be the Instructor on Record (IR). IR roles and responsibilities are to lead lectures and provide new materials to students that will be discussed in discussion and may be tested on the exams. IR can ask if you could switch lecture and discussion times, so that they can make up their lecture during your discussion time, and your discussion during lecture time (this is to be sure that you and the IR will not work more than the 20 hours per week as mandated in your contract).

6. How long do TAs have to hold onto assignments that students did not pick up? (i.e. homework, quizzes, midterms, finals, etc.)

TAs should turn in all assignments that were not picked up by students to the Instructor, he can determine if they should be turned into the department for shredding. Final exams are to be held by the IR and for a period of two academic years.

7. **How do I reserve a room to lead a review session for my students' midterm/final?**

Contact the Undergraduate Program Coordinator two weeks prior to the date that you want to have a review session. You can fill out a form, located in the office window of the Undergrad Coordinator (RH 340B)

8. **Are TAs responsible to submit grades at the end of the quarter?**

Typically, the Instructor of Record will submit grades at the end of the quarter.

9. **If we are giving evening or Saturday review sessions, are there rooms open in RH? Do we have to reserve the room?**

Ideally, you shouldn't give review sessions on the weekends or late evenings, and it is not encouraged. In the event you would like to request this, please discuss with the Undergrad Program Coordinator (Mike Vo).

10. **Are there syllabus files or files of old exams?**

YES. They are located on the math website.
http://www.math.uci.edu/courses-instruction/course-syllabi
http://www.math.uci.edu/undergraduate/courses/calculus-2a2b-resources

11. **When students ask you advising questions that you don't know the answer to, to whom should you send them?**

The Vice Chair of Undergraduate Studies or the Undergraduate Program Coordinator (RH 340B) or Student Affairs (RH 134).

12. **When do we find out about TA assignments for the following quarter?**

You should know about a week before the quarter begins. Sometimes, you may know the day before or as early as two weeks before. It depends on a lot of factors; when Kate receives all of the TA preference forms, and when all notifications for GSR support is received from Faculty. It is very important that you turn in your forms on time, preferably way before the deadline, so the TA pool can be determined.

13. Can we get our teaching schedule changed?

Most likely your assignment cannot be changed. It creates a domino effect. You may ask Kate; however, it has to be a very good reason in order to make a change to your schedule (changing instructors, switching discussions with another TA, times, rooms, etc.)

Can I cancel my discussions?

NO. Under no circumstance can you cancel your discussion. You must hold your discussion at the time that is assigned on Webreg, or you must have your TA buddy hold your discussion for you for that day. You cannot cancel your discussion in hopes to make it up at a later point in the quarter. You cannot move your discussion time to an earlier or later time without contacting the Undergraduate program coordinator or Kate (this is rarely approved).

14. How do I find a TA buddy?

You can ask another fellow TA from your cohort or a current grad student who is also a TA to be your TA buddy. You can email the math forum math-forum@math.uci.edu to ask the entire grad student body to be your TA buddy. But you must list a TA buddy within the first week of the quarter.

15. What happens when my TA buddy can't cover my discussions or tutoring center hours?

Ideally, your TA buddy is supposed to be someone that can cover your discussion or office hours. If for some unforeseeable circumstances that your TA buddy cannot cover for you, then you must find a replacement TA buddy by asking another TA that has an assignment in the quarter that you are requesting. In the event you have your buddy or another TA cover, you must contact the Instructor and Donna, prior to the occurrence.

16. What happens when I can't find a TA buddy?

Ask your pedagogical fellow to be your TA buddy or send an email to

math-forum@math.uci.edu

17. Is there a timesheet for being a TA? Or being a grader?

There is only a timesheet for being a grader and can be filled out on TRS. And a log-in when working in the tutoring center (this log-in is to keep track of your hours).

18. **Can we date undergraduate students? NO. Can we date peer graduate students?**

As long as you are not a TA for a graduate course that they are enrolled in, and it is mutual.

19. **What if there is a question that we have about teaching that hasn't been addressed yet (in training, seminars, FAQ, etc.)?**

Contact your pedagogical fellow. Their position is to help you with all your teaching needs and answer any questions you may have, and help you. If you have any teaching problems or conflicts, with students or Instructors, please contact the 2A/2B coordinator (Professor Chris Davis and Professor Alessandra Pantano).

D. Qualifying Exams:

1. **How many times can I take a certain Qualifying Exam?**
   You can take an exam up to 3 times. After the second time, however, you will need to submit a petition to Kate, to take an exam for a 3rd time. The petition will be forwarded to the Graduate Studies Committee for review and decision. The petition may or may not be granted.

2. **If we do not show up to take a Qualifying exam, will that still count as an attempt?**
   NO. But let Kate know as soon as you decide not to take it so the exam roster will be complete and accurate.

3. **Is there a way to be removed from the roster for the Qualifying exam?**

   YES, email Kate.

4. **Are we allowed to know who is on the Exam committee? How does the committee work?**

You are not allowed to know who is on the committee. For every exam, there are three professors on the committee. Historically, one of the professors on the committee is the instructor. There may be times where the instructor is not on the committee (vacation, sabbatical, scheduling, etc.) The committee will choose a set of problems for the June and September exams. It is to the discretion of the committee to decide how they want to grade the exams and decide what is a passing score. The decision on what is a passing score is determined after all exams have been graded. The passing scores are reviewed and approved by the Vice Chair of Graduate studies, prior to being released to the students.

5. **What can I expect on the day of a Qualifying exam or comprehensive exam?**

   On the day of, you should have your student ID, a few pencils, and an eraser. The proctor will come into the room and take attendance of who is taking the exam. The proctor will then hand out blank pieces of paper to everyone. You should have at least one sheet for every problem of the exam. Then you will receive the problems list (one sheet).

   You must only use one side of every paper that you use. You must write MATH EXAM ID on every paper that you use. You must label every problem that you solve, and you must have at most one problem per sheet of paper (that is you cannot have two problems on the same sheet).

   DO NOT staple your exam when your turn it in. The reason is so that the committee can scan your exams and grade them easily.

   If you believe that there is a typo or a mistake on the exam, quietly walk up to the proctor and let them know, they will ask you to return to your seat and contact the other committee members to be sure that there is a typo. They will make an announcement of the error if there is one.

6. **When do we find out about our results for our Qualifying exams?**

   Kate will email you your results about a week after the exam has taken place or when the results have been received from the Exam Committees. Definitely before summer session II or fall quarter begins.

7. **When can we look at our exam results?**

You can request a copy of your graded exam from Kate. Each score needs to be recorded in the database and official letters are prepared and put in each students' academic file. When you are able to look at your exams, you cannot take them outside of RH

340. If you want a copy of it, Kate will be able to make a copy for you.

8. **What happens if you feel that you would like to contest your score on the Qualifying exams?**

Email Kate, with **specific details** of the problem(s) you are addressing, and she will forward your email to the Vice Chair of Graduate Studies. Professor Enciso will review the issue and meet with the Exam Committee.

X.   HEALTH INSURANCE

A. *Graduate Student Health Insurance Plan (GSHIP)*

UC Irvine Student Health Center is proud to announce our participation in the 2011-12 University of California Student Health Insurance Plan (UC SHIP), a system-wide insurance plan covering more than 130,000 University of California students. This new plan enhances the already outstanding student health benefits offered at UC Irvine by reducing out-of-pocket costs, providing a dependent plan option for children and spouses/domestic partners of enrolled students, and creating administrative efficiencies for the University of California system.

All registered graduate students who pay full registration fees and attend U.C. Irvine, are eligible and are automatically enrolled in the ***mandatory*** Graduate Student Health Insurance Plan (UC SHIP). It provides coverage for medical, dental, vision and worldwide travel benefits. Students are assessed a fee each quarter and coverage is provided year-round. Insurance for eligible students enrolled in the spring quarter will extend through the summer until the beginning of the subsequent year. (Reminder:

The University automatically pays 100% of the assessed fee for UC SHIP for students who are appointed as TA's for 25% or more time for the respective quarter.)

If you have other health insurance that offers coverage that is comparable or greater than UC SHIP, you may apply for an exemption. Enrollment in UC SHIP is automatic at the time fees are assessed; therefore, the exemption process must be completed prior to the fee payment deadline. Waiver information can be found at: http://www.shc.uci.edu/insurance#Waiving

Additional Student Health Insurance information and forms are found at: http://www.shc.uci.edu/insurance

The University of California Student Health Insurance Plan http://www.ucop.edu/ucship/ includes the following:

1. *Medical Benefits*

Summary of Benefits and Coverage: What this Plan Covers & What it Costs
- Summary of Benefits for 2017-18
  http://www.shc.uci.edu/sites/default/files/docs/uc-ship-uci-sbc-2017-18-08292017.pdf

Plan Booklet for 2017-2018: This Benefit Booklet gives you a description of your benefits while you and your eligible Dependents are enrolled under the University of California Student Health Insurance Plan (UC SHIP) (the "Plan") offered by your University.
- Plan Booklet for 2017-18
  http://www.shc.uci.edu/sites/default/files/docs/2017-18-uci-gship-benefit-booklet.pdf

The medical and mental health benefits of the plan are provided through Anthem Blue Cross. Anthem Customer Service: (866) 940-8306.
- New Anthem Live Chat option for GSHIP members
  http://www.shc.uci.edu/sites/default/files/docs/UC-SHIP-Live-Chat.pdf

- Anthem-UC SHIP Pediatric Dental Benefits FAQ

http://www.shc.uci.edu/sites/default/files/docs/Anthem-UC-SHIP-Pediatric-Dental-Benefits-FAQ.pdf

For more information please visit the University of California's UC SHIP Website: http://www.ucop.edu/ucship/

Find a Doctor: https://www.anthem.com/ca/health-insurance/provider-directory/searchcriteria

2. *Vision Benefits*

Your Vision benefits are provided through Anthem Blue Cross Blue View Vision. Vision care is not available on campus, however there are many vision care providers available in the community. To find a provider, please visit http://www.geoaccess.com/awp/Dental/PO/RefineSearch.asp?guid=5C8E0E82-E6F4-4705-9D7D-AB3178B7AF38&vguid=F8A11F06-6896-4DE9-85AA-707B45008926&prodid=3446231&netCode=BVVI&company=Anthem-BC&rolecode=16&srchtype=SEARCH&SRC=&languagetype=21

Customer Service: (866) 940-8306

Plan Booklet
http://www.shc.uci.edu/sites/default/files/docs/Vision-SPD11-2017-2018Final.pdf

Plan Booklet (Spanish)
http://www.shc.uci.edu/sites/default/files/docs/Vision-SPD11-2017-2018Final_SP.pdf

Plan Snapshot
http://www.shc.uci.edu/sites/default/files/docs/UCSHIP%20Vision%20Summary%202017_2018.pdf

3. *Dental Benefits*

Delta Dental is the dental insurance provider for UC SHIP students. The Student Health Center Dental Clinic is staffed by Delta Dental PPO dentists and is conveniently located on campus. UC SHIP members can also select from a wide choice of local dentists, listed on the Delta Dental website at www.deltadentalins.com/ucship **or** www.ucop.edu/ucship

Customer Service: (800) 765-6003

Plan Booklet

http://www.shc.uci.edu/sites/default/files/docs/UC%20SHIP%20Delta%20Group%20%304633%20and%20%305364%20%28PPO%20EOC%2008-01-2017%29.pdf

📄 Plan Booklet (Spanish)
http://www.shc.uci.edu/sites/default/files/docs/UC%20SHIP%20Delta%20Group%20%304633%20and%20%305364%20%28SPANISH%20PPO%20EOC%2008-01-2017%29.pdf

📄 Plan Snapshot
http://www.shc.uci.edu/sites/default/files/docs/105754_HL_PPO_V7%20Delta%20Dental_0.pdf

4. *Nurseline*

Toll-free number: (877) 351-3457. Available for all UC SHIP members when the Student Health Center is closed.

Student Health Insurance Office Contact Information:

UC Irvine Student Health Insurance Office

501 Student Health

Irvine, CA 92697-5200

Phone: (949) 824-2388

Fax: (949) 824-5062

E-mail: shc-insurance@uci.edu

Regular Office Hours

Monday-Friday: 8:00 am-4:00pm

XI. POLICIES AND ENROLLMENT

A. *Deadlines*

Deadlines are published each quarter in the Schedule of Classes. General registration at UCI consists of two separate steps:

- Enrollment in classes via **WebReg**:
  http://www.reg.uci.edu/registrar/soc/webreg.html
- Payment of **Fees:** http://www.reg.uci.edu/fees/

To avoid late charges, be sure you are registered by the end of the second week of classes.

Graduate students can enroll in classes via WebReg during the regular enrollment period, or by processing an add/drop/change card at the Registrar's office before the end of the second week of classes or a late enrollment service charge of $50.00 is assessed. Those students receiving fee or tuition credits either from a fellowship or academic appointment will see this reflected on their ZotBill. If you believe you should be receiving fee credits and you do not see these adjustments, contact the Graduate Advisor Officer as soon as possible for follow up, so that the proper adjustments can be made before the fee payment deadline. For tuition and fee amounts and for further details, see the Schedule of Classes, available each quarter.

B. Fees and Expenses

Fees for each quarter are due and payable in advance and within deadlines published in the Schedule of Classes. A student will not be officially enrolled in classes or receive any University benefits until fees are paid in full. For tuition and fees amounts visit http://www.reg.uci.edu/fees/

	Fall 2017	Winter 2018	Spring 2018	Annual
Student Services Fee	376.00	376.00	376.00	1,128.00
Tuition	3,834.00	3,834.00	3,834.00	11,502.00
Assoc. Grad Students Fee	9.00	9.00	9.00	27.00
Student Center Fee	136.50	136.50	136.50	409.50
Bren Events Center Fee	23.00	23.00	23.00	69.00
Recreation Center Fee	88.00	88.00	88.00	264.00
Student Health Insurance	1,311.00	1,311.00	1,310.00	3,932.00
Total California Resident	$ 5,777.50	$ 5,777.50	$ 5,776.50	$ 17,331.50
Nonresident Supplemental Tuition	5,034.00	5,034.00	5,034.00	15,102.00
Total Nonresident	$ 10,811.50	$ 10,811.50	$ 10,810.50	$ 32,433.50

C. Full-Time Study

Full-time study is defined as enrollment in at least 12 units of upper-division or graduate academic credit per quarter, including credit for supervised research or teaching. The Graduate Studies Committee must approve course loads in excess of 16 units in advance. Students must enroll in (3) math courses per quarter, with concentration on the PhD advancement to candidacy requirements; (2) complete series inside the chosen area and (2) complete series outside their chosen area. It is expected that course requirements are satisfied prior to advancement to PhD candidacy in order for the student to focus on research with their advisor.

D. Fees for Part-Time Status

Graduate students (MS only) on approved part-time status (enrollment in eight units or less per quarter, including physical education units) pay the full University Registration Fee and one-half the Educational Fee paid by students on full-time status. Part-Time status is open to Masters' students only. Those part-time students who have been determined to be nonresidents of the State of California are assessed one-half the Nonresident Tuition, in addition to the full Registration Fee and one-half the Educational Fee. Students seeking part-time status must obtain the approval from the home department and the Graduate Dean. Part-time status can be granted only for reasons of occupation, health, or family responsibilities. Ordinarily, graduate students who are not U.S. citizens or permanent residents are not eligible for part-time status because of Federal regulations governing student visa status. International students should contact the International Services Office for further information. **Part-time status lapses at the end of each academic year; therefore, a student must reapply each year that part-time status is desired**.

E. Miscellaneous Fees

- Application Fee $105.00 US - $125.00 Foreign Applicants
- Advancement to Candidacy for Ph.D. $ 90.00
- Filing Fee $162.00

F. Residency Requirements

If you have questions regarding the residence requirement for tuition purposes, you need to contact the Residence Deputy, Registrar's Office, 215 Administration Building, University of California, 92697-4975; telephone (949) 824-6129.

No other University personnel are authorized to supply information relative to residence requirements for tuition purposes. Any student, following a final decision on residence classification by the Residence Deputy, may make written appeal to the Legal Analyst Residence Matters (300 Lakeside Drive, 7th Floor), University of California, Oakland, California 94612-3565 within 90 days after notification of the final decision by the Residence Deputy.

G. English Proficiency

The Mathematics Department expects International and U.S. Permanent Resident graduate students whose primary or dominant language is not English to pass a Test of Spoken English by the 3rd year of admission.   The Mathematics Department will not support students after the end of the 3rd year, who do not satisfy this requirement and all academic requirements.   Students will be responsible to obtain their own support after this period of time.

H. Important Deadlines

Filing deadlines for MS Advancement, final degree paperwork and Filing deadlines for PhD advancement and final degree paperwork can be located on the **Graduate Division website** https://www.grad.uci.edu/academics/filing-deadlines.php
Dissertation/Thesis deadlines are Friday of the eighth week of classes for each quarter. However, those students who complete all requirements and submit thesis's and dissertations after the end of the eighth week of classes and prior to the start of the subsequent quarter will earn a degree the following quarter, but will not be required to pay fees for that quarter. Please note that in order to avoid payment of fees, manuscripts, all forms, and degree paperwork must be submitted prior to the first day of the quarter in which the degree is to be earned.

Filing Deadlines

The following are the 2019-20 academic year deadlines for advancement-to-candidacy and final degree paperwork for both master's and doctoral students.

FINAL DEGREE PAPERWORK

Summer 2019	September 11, 2019
Fall 2019	December 6, 2019
Winter 2020 **Spring 2020** **Summer 2020**	March 13, 2020 June 5, 2020 September 9, 2020

* NO EXCEPTIONS ALLOWED

ADVANCEMENT DEADLINES – MASTER'S

Summer 2019	September 20, 2019
Fall 2019	December 13, 2019
Winter 2020 **Spring 2020**	March 20, 2020 June 12, 2020

ADVANCEMENT DEADLINES – DOCTORAL

Summer 2019	September 20, 2019
Fall 2019	December 13, 2019
Winter 2020	March 20, 2020
Spring 2020	June 12, 2020

I.   Scholarships

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship. A graduate student is expected to make satisfactory progress toward an approved academic objective, as defined by the faculty of the program in accordance with policies of the Graduate Council, and to maintain a satisfactory grade point average for all work undertaken while enrolled in graduate study. Satisfactory progress is determined on the basis of both the recent academic record and overall performance. A graduate student normally is expected to complete satisfactorily at least eight units of academic credit applicable to the graduate program in each regular academic session and satisfy all requirements of the academic program according to an approved schedule. 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. You must maintain a 3.1 GPA to be a Teaching Assistant.

J. Graduate Student Associations

All graduate and medical students are members of the Associated Graduate Students (AGS). The purpose of AGS is to promote and provide for the distinct needs and priorities of graduate students. AGS representatives can be reached at (949) 824-6351. AGS functions as a liaison between graduate students and the UCI administration, faculty, and staff by addressing concerns and working to resolve grievances. AGS provides graduate students with numerous student-operated services. It publishes 'AGS Scope' to inform graduate students of relevant issues on campus and elsewhere; maintains a referral service for teaching assistants; and provides funding for special projects.

These funds are allocated on a rolling basis to petitioning clubs and organizations on campus. For more information, telephone the Vice President-Financial Affairs at (949) 824-2405.

K. Graduate Program Policies

The complete Mathematics Graduate Program Handbook is in the process of being updated. Additional forms and announcements for current students can be found at https://www.math.uci.edu/node/15144

L. Graduate Travel & Research Funds

The Department of Mathematics welcomes applications for travel support contingent on availability of funds. All post advancement Mathematics PhD students in good academic standing that would benefit from dissemination of their results at a national or international conferences in their field of research. Support requested should commensurate with traveled distance and is limited to $1,500 per student over the course of each student's academic career in the Mathematics Department. *No more than one award will be given in any twelve-month period. Students may request up to **$500** per request. **Please Note:** *Travel reimbursement is limited to expenses for transportation (air-fare, taxi, bus, etc.) and costs associated with conference registration, and hotel. Meals are not included.*

A formal request in writing to include:
- A description of the purpose of the trip, name of conference, dates and location-destination

- A tentative budget and an email/letter from the faculty advisor confirming student's participation with presentation (talk or poster) in the conference.
- Student Name and ID number on the request.

Please address the request to the Vice Chair of Graduate Studies, German Enciso enciso@uci.edu and submit to Kate Haubert khaubert@uci.edu.
Applications by students with no alternative funding available and attending conferences which do not offer travel grants for students will be given priority.

Awards must be requested in advance of the travel date. The money will be distributed on a first come-first served basis.

M. Housing

UCI is very proud of the various housing options, which are available to graduate students and those with families. Housing applications require a $20.00 non-refundable processing fee.

Students applying for housing should apply as early as possible as there is currently a waiting list of at least a year and a half for graduate student housing.

Contact
Phone: (949) 824-7247
Email: housing@uci.edu
UCI housing website http://www.housing.uci.edu/