



Animal Biology Graduate Group

A Handbook for Entering Students

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I. Introduction:

Welcome to the website for the Graduate Group in Animal Biology at the University of California, Davis! UC Davis has an international reputation for excellence in animal biology. Current research within the Animal Biology Graduate Group extends from lipid modification and the interaction of the immune system and animal growth to conservation of indigenous species, cloning and reproduction and the interaction of animal behavior with genetic modification. Mentoring faculty are recognized as leading researchers in their fields. Students trained by our faculty have excelled in their chosen careers in academia, non-governmental organizations, industry and government.

The Animal Biology Graduate Group is designed for students interested in integrated animal biology. Research typically focuses on a multidisciplinary or interdisciplinary question and is strengthened by an understanding of organismal animal biology. The Animal Biology Graduate Group offers a Ph.D. and an M.S. in Animal Biology

II. Animal Biology Graduate Group Staff

Cassandra Tucker, Professor and Chair, Animal Biology Graduate Group

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Located: 2109 Meyer Hall

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Graduate Group Academic Advisors:

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III. Graduate Group Details

MAJOR PROFESSORS

The major professor is the faculty mentor with whom you will work most closely (often referred to as primary investigator or PI). The major professor guides you through the process of identifying a desired area of focus, pursuing a course of study that builds skills in that area, honing in on a research topic, completing the research, and preparing for a career after graduate school.

The major professor is not formally appointed by Graduate Studies. However, when you declare your thesis/dissertation committee (by submitting a form to Graduate Studies), the major professor usually serves as Chair of the Thesis/Dissertation Committee.

Major Professors Roles are:

- Course Guidance
- Serves as Chair of students Thesis Committee (Master Students)
- Serves as Chair of students Dissertation Committee (PhD Students)
- Discussion of funding should be with your major professor

GRADUATE GROUP ADVISORS

Graduate Program Advisors are officially appointed by the Dean of Graduate Studies to serve in matters affecting graduate students in their academic program. Your Graduate Program Advisor's signature is the only signature officially recognized by Graduate Studies on a variety of graduate student forms and petitions.

In general, your Graduate Program Advisor acts as your first source of academic information and provides assistance with the details of the program. You should meet with your Graduate Program Advisor on a regular basis and keep them up to date on your progress. It is your responsibility to seek out your Graduate Program Advisors as needed.

On a yearly basis, you will be asked to submit a Student Progress Assessment. This assessment should be completed along with your advisor and major professor.

Graduate Group Advisors Roles are:

- Assisting you in forming your Academic Guidance Committee (Ph.D. students only) and reviewing and approving your course of study.
- Reviewing and approving your petitions to drop or add courses, take courses on an S/U (satisfactory/unsatisfactory) basis, and late schedule adjustments.
- Reviewing and approving your Candidacy application for the MS degree and making recommendations for the composition of your MS Thesis Committee (MS only).

- Providing official recommendation of your Qualifying Examination Committee and Dissertation Committee members to the Dean of Graduate Studies upon consultation with you and your major professor Academic Guidance Committee (PhD only).
- Periodically reviewing degree progress. Your Graduate Program Advisor electronically completes your Student Progress Assessment with you and your Major Professor at least annually for submission to the Dean of Graduate Studies.
- Approving any Planned Educational Leave (PELP) you might request if needed.
- Serving as your advocate in the event that you have conflicts with your Major Professor or any other faculty member. Your Graduate Program Advisor should be your first contact in cases where you have differences of opinion with faculty and feel that you must seek outside guidance. For this reason it is optimal to match a student with a Graduate Program Advisor that is not a close collaborator with their specific area of research.

ADVISING STRUCTURE AND MENTORING: The Major Professor is the faculty member who supervises the student's research and thesis; the major professor often knows the most appropriate courses for a student; this person serves as the Chair of the Thesis Committee. The Graduate Advisor, who is appointed by Graduate Studies, is a resource for information on academic requirements, policies and procedures, and registration information and verifies that group requirements are met. The Graduate Program Staff assists students with general university policies. The Mentoring Guidelines and Resources for Mentee's can be found on Graduate Studies website found here:

<https://grad.ucdavis.edu/resources/mentoring/mentee-resources>

Mentoring guidelines are found in Appendix I

DEPARTMENT RESOURCES

The Animal Biology Graduate Group is your graduate group/program. The Graduate Group is responsible for your curriculum, including coursework requirements, and the constitution of the committees that assess your performance and mark your milestones. Your major professor's home department provides your physical work space and, often, your financial disposition. Your home department will provide your mail, office, lab, and funds for research. If you do not know whom to contact in your home department, you can talk to your major professor or Jennie Buse your graduate group coordinator.

Keys

You will need a key for the building your laboratory is housed in, a key or key card to your lab, and perhaps an animal room key. Most departments may charge a nominal deposit fee. In most cases, you will only be able to get keys to the building where your lab is located. For example, if your lab is at Vet Med, you generally wouldn't be able to get a key to Meyer Hall. But there are always exceptions: you would be able to get keys for Meyer Hall, for example, if you have animals housed there or require access to the TA office. To get keys to Meyer Hall rooms, you would go to the Animal Science Business office located on the 2nd floor of Meyer Hall.

Conference Rooms

The Animal Science Meyer Hall conference room reservations are on an online system. This includes reservations for the Weir Room, Foster room, Baldwin Room, Bradford Room, and Peanut Room. Users can view availability online and then call the Animal Science front desk at 530-752-1251 or email fc-reservation@ucdavis.edu to make a reservation. To view availability please visit the below web page (also available via Quick links in the upper right of the Animal Science website). If you have any questions about conference room reservation procedures, please contact the business office.

Mail

Departments generally provide some form of mailbox for their students, it may simply be a folder with your name on it, or an actual mail cubby or box. For example in Meyer Hall, each graduate student has a folder with his or her name on it located next to the mailboxes on the 2nd floor. You can get both campus and US mail at these boxes. If you will TA for a department that is not your home department, you might ask to have a mailbox there as well, so that your students can leave messages for you. NOTE: University policy prohibits use of outgoing US Mail service for personal mail items. There is a blue USPS mailbox available west of Meyer Hall for mailings with postage paid.

Payroll and Fellowship Payments

Payroll is handled through the UC PATH system. Everyone who is being paid from a teaching assistantship or a graduate student researcher position will be paid through UC PATH. While choosing to receive paper checks is an option, it is strongly recommended that you establish direct deposit to receive your monthly stipend, which can be done through UC PATH. More information can be found here: <https://ucpath.ucdavis.edu/>

Fellowship stipends and funds are processed through Student Aid Accounting. You can choose to receive this money through direct deposit or pick up a physical check monthly at Dutton Hall. If you wish to sign up for direct deposit for your fellowship stipends, you can follow the instructions at the following website:

<https://afsapps.ucdavis.edu/direct-deposit/>

Photocopies

There are photocopiers located in the mail room on the 2nd floor of Meyer Hall. They require a code so please check with your major professor on getting a code.

Parking

Transportation and Parking Service (TAPS) located on Hutchison Drive, next to the parking structure, or online: <http://taps.ucdavis.edu/>. Read here about parking rates <https://www.sengerio.com/daily-parking-rates-uc-davis/> . Download the parking app at <https://taps.ucdavis.edu/parkmobile>.

IV.

THINGS TO DO AT THE START OF THE FALL QUARTER:

- After meeting with your Major Professor, register for Fall classes using SISWeb or Schedule Builder at <https://registrar.ucdavis.edu/registration/register/sisweb.cfm>
- Domestic, nonresident students should begin establishing residency. More to come below.
- Unpaid Fall fees/charges not covered by an academic appointment should be paid by Mid **November** otherwise, the Registrar may charge a late fee which may prevent you from registering for Winter quarter.
- Be sure to complete any new hiring paperwork. You will receive this from the DiSSC team (payroll) so keep an eye out for this. **TA's**- all tuition and fees are covered with the exception of Non-Resident tuition (NRST) . If you have this balancing owing, please contact me. For GSR's, full tuition and fees are covered.
- TA and GSR salaries are paid through payroll. Other financial awards including loan disbursements, fellowship fee and tuition awards, and stipends are paid through Student Aid Accounting in Dutton Hall. You are encouraged to establish direct deposit for both forms of payment, but they are two separate enrollments.
- Look into the Student Health Insurance Plan (SHIP) which provides medical, dental, and vision coverage. You are automatically enrolled in SHIP as a registered graduate student. You have the option of voluntarily enrolling your dependents as well (students are responsible for the fees associated with dependent enrollment). If you do not want coverage through the school then you need to file a waiver by **September 1st** SHIP details can be found at <https://shcs.ucdavis.edu/insurance-services>
- Get your 'Aggie Card' student photo ID card by going online to the Aggie Card Photo Upload Tool at <https://registrar.ucdavis.edu/records/aggiecard-photo-submit>
- Student Aid Accounting in Dutton Hall begins disbursing financial aid loans and grants (and some fellowship stipend awards) as early as mid-September; TA and GSR appointments first payday will be on or around **November 1st**. For students who do not enroll in direct deposit, your checks will be mailed to your address on file. Please visit www.ucpath.ucdavis.edu

V. IMPORTANT DATES:

On or before the noted deadlines, it is *easy* to drop courses via Sisweb. After the specified days, it is *very hard* to drop courses. If you are concerned about your courses, see your advisor early to discuss various options, *before* the drop deadline. Graduate Students Dates and Deadlines can be found here: <https://grad.ucdavis.edu/academics/academic-dates-deadlines>

Payment Dates (Disbursement Dates) can be found on Grad Studies website found here:
<https://grad.ucdavis.edu/academic-dates>

Graduate Student Final Fee Payment dates are found here:
<https://registrar.ucdavis.edu/calendar/web/fees> . This will include Health Center Charges and any tuition/fees if you are not covered by an academic appointment or fellowship.

Other Important dates

Mid-late September	ABG New Student Orientation and Luncheon
Mid-late October	Annual ABG Colloquium
January 15 th	Internal Fellowship, and Summer Fellowship Applications DUE
March 15 th	Animal Science Department TA Applications DUE (see below)
March 1st	Jastro Shields Application DUE
March 15 th	Spring Quarter Travel Award Application DUE
April 1 st	Student Progress Assessment Begins
Fall Quarter	ABG Annual Meeting
June 30 th	Student Progress Assessment Completed

ANIMAL BIOLOGY GRADUATE GROUP COURSEWORK

Current Degree Requirements can be found on our website at:

<https://animalbiology.ucdavis.edu/admissions/advising>

Master's Program

COURSE GUIDANCE: The major professor is responsible for the educational direction of our students. These responsibilities include advising on courses to be taken to provide a broad education in the animal biology, ensuring you are adequately prepared for research, and guiding you through a research project. You should then meet with your graduate adviser to assess background, research interests, and your goals. You and your graduate advisor should agree to a program of courses for the first year during the first quarter (courses should be entered on M.S. Mentoring Form). You, your major professor, and graduate adviser should discuss any remaining course requirements, course work and preparation for continuing research during the third quarter and the M.S. Mentoring Form should be completed and signed. Your Mentoring Form should be turned into your Graduate Group Coordinator after your Student Progress Assessment is completed.

PLAN I COURSEWORK PLAN

MS (Plan I) Program

A minimum of 30 units of graduate and upper division courses (100 and 200 level):

Of that 30 units:

Seminar Requirement:

-1 unit ABG 298, Mastering your Masters- Year 1/Fall Quarter

-1 unit ABG 290 Seminar-Year 2

Research Units:

-ABG 290C Research conference with Major Professor. 1 unit per quarter is required.

A maximum of 6 units can be counted towards the 30 units.

-ABG 299 Research units. Every quarter, you would register for a variable number of ABG 299 units (depending on your coursework units) to bring the total of your overall enrollment to 12 units/quarter. A maximum of 12 units of ABG 299 can be counted towards the 30 units.

Coursework Units: You must complete at least 6 units of graded 200 level courses (not 290, 290C, 291, 297, 299)

Completion of an original research project written as a MS thesis and signed by major professor and at least two additional thesis committee members. *Ideally*, the original data will be published as a scientific paper.

THESIS COMMITTEE: You, in consultation with and approval of your major professor and graduate advisor, nominate three faculty to serve on your Thesis Committee. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. The major professor serves as Chair of the Thesis Committee.

THESIS COMMITTEE MEETINGS: You and major professor should meet at least once a year with the other members of the thesis committee to discuss progress and any changes in research objectives.

THESIS REQUIREMENTS (PLAN I): Research for the Master's thesis is to be carried out under the supervision of a faculty member of the program and must represent an original contribution to knowledge in the field. The thesis research must be conducted while you are enrolled in the program. The thesis is submitted to the thesis committee at least one month before you plan to make requested revisions. All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend a student for disqualification from the program to the Dean of Graduate Studies. The thesis must be filed in a quarter in which the student is registered or on filing fee. . Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from Graduate Studies at [Filing your Thesis or Dissertation](#).; the dates are also printed in the UC Davis General Catalog and in the Class Schedule and Registration Guide issued each quarter. You must have a GPA of 3.0 for the M.S. degree to be awarded.

ADVANCEMENT TO CANDIDACY: Every student must file an official application for Candidacy for the Degree of Master of Science after completing one-half of their course requirements and at least one quarter before completing all degree requirements; this is typically the summer following the first year. The Candidacy for the Degree of Master form can be found online at: <https://grad.ucdavis.edu/financial-support/forms> . A completed form includes a list of courses that you will take to complete degree requirements. If changes must be made to your course plan after you has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. You must pay the candidacy fee, have your Graduate Adviser and committee Chair sign the candidacy form before it can be submitted to the graduate Coordinator for submission to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to: the appropriate graduate staff person and you; the Thesis Committee Chair will also receive a copy, if applicable. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include: grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

Normative Time to Degree: Normative time to degree is 6 quarters with 3 quarters being Normative Time to Advancement to Candidacy.

AN OVERVIEW OF THE "TYPICAL" M.S. PROGRAM

YEAR ONE

You will complete most if not all of your required coursework during your first year. You will begin work on a research project under the guidance of your major professor (How much of a beginning this is varies widely, ranging from identifying the project and wetting one's feet in techniques by the end of spring quarter to sufficient data for an abstract).

SUMMER ONE

You should Advance to Candidacy. To do so, you need to have identified your thesis committee members with the assistance of your major professor and concurrence of your Graduate Advisor, and complete the appropriate forms, pay the associated fee at the Cashier's Office, and submit the petition to the Office of Graduate Studies.

YEAR TWO

Present poster at Colloquium. You will finish any remaining course requirements this year such as the second quarter of ABG 290, and complete your research work. You will be making progress on writing your thesis.

SUMMER TWO

You will finish writing your thesis, editing drafts with major professor input, send near final draft to other committee members, make final corrections and submit to the Office of Graduate Studies by September 1.

Then it's time to **celebrate!**

PLAN II

This plan requires 36 units of graduate and upper division courses (100 and 200 series). 27 of the 36 required units are to be graded units and 18 of these 27 will be graded graduate level units (200 series). A minimum of six research units (ABG 299 and maximum of 7 units) are required within this 36 units. Electives are chosen with the approval of the graduate adviser. In addition, a written report in the style of a standard scientific journal in the field must be filed with the major professor of record who will judge its adequacy in the description of the research and the presentation of the results. A comprehensive final examination in the major subject is required of each candidate. No thesis is required. Per UC regulations students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

Comprehensive Exam Committee: The three faculty are appointed by the graduate advisers acting together and the chair is chosen by the advisers as well. You and your major professor may make suggestions of faculty and why each would be appropriate. Advisers may choose to have major professor on comprehensive exam committee. The comprehensive exam includes examination in the area of general organismal animal biology covering nutrition, genetics, behavior and physiology as well as more in depth examination in one of the disciplines chosen by you with the advice and consent of the Major Professor. The student's written report of research will be made available to all members of this comprehensive oral exam committee.

Special requirements: Poster presentation of research/research objectives at the Graduate Group Research Colloquium is required of year 2 students.

PhD PROGRAM

Dissertation Plan B: Plan B specifies a three member dissertation committee, a potential final oral examination (determined on an individual students basis by the dissertation committee), and an exit seminar

COURSEWORK PLAN

Ph.D. Program

31-43 units are required. Courses that fulfill any of the program requirements, may not be taken S/U unless the course is normally graded S/U. Of those 31-43 units:

Core Courses (8 Units):

3 units ABG 200A Integrated Animal Biology- year 1/Fall

3 units ABG 200B- Integrated Animal Biology II – Year 1/Spring

2 units ABG 401- Ethics and Professionalism in Animal Biology (offered alternating years; if approved by your Academic Advisor, you may take an alternative course. Talk to your advisor)

Interdisciplinary Courses Additional (8-20 units):

At least 6 units of graded 200 level courses (not 290, 290C, 291, 297, 299 etc.)

Statistics (6 units):

At least 6 units in Statistics at graded graduate level (>200) from a series), PLS 205/206 recommended

Grant Proposal Writing (2units):

1 Course in Scientific Writing/Grant Writing: ABG 202 (Fall), NPB 270 or NUT 492C recommended

Seminar Requirement (2 quarters):

2 quarters Disciplinary Seminar – Seminars are offered each quarter

Teaching Experience (minimum 1 quarter)

1 quarter (minimum) Teaching experience (ABG 300/396) recommended

MENTORING COMMITTEE: You in conjunction with major professor identifies two additional UC Davis faculty to serve on your mentoring committee during the first or second quarter. Graduate advisors approve this committee and your graduate advisor may not be a member of the mentoring committee. You meet with your mentoring committee at least once each year. Mentoring Committee is particularly useful in suggesting courses to best meet your disciplinary interest and to help you prepare for qualifying exam. Coursework plan is completed during third quarter as part of annual progress evaluation. The Graduate Advisor is not a member of the Mentoring Committee but the advisors check the coursework plan as part of annual progress evaluation.

***A minimum of annual meetings with the mentoring committee are required before and after the qualifying exam, but more frequent meetings are encouraged for the most benefit to the student.

PRELIMINARY EXAM-

Taken June-September, before the beginning of the second year

The Preliminary Examination Committee consists of three faculty members of the group, selected by the Graduate Committee and is the same committee (see exception below) for all students taking the preliminary exam that year. This is a 75 minute oral exam covering your breadth of knowledge in the field of animal biology. If one of these committee members is the major professor for a student, an alternate faculty member is selected by the Graduate Committee to replace that committee member. More information on the Prelim can be found on our website here: [Preliminary Exam](#)

QUALIFYING EXAM-

General Information. The main purpose of the Qualifying Examination (QE) is to validate that the student is academically qualified to conceptualize a research topic, undertake scholarly research and successfully produce the dissertation required for a doctoral degree. The QE will evaluate the student's command of the field, ensuring that the student has depth of knowledge and does not focus solely on the proposed dissertation research. No more than half of the exam should concern the proposed dissertation research. In addition, the QE provides an opportunity for the committee to provide important guidance to the student regarding his or her chosen research topic. The Qualifying Examination is an oral examination although a written research proposal is required in advance of the examination.

All students will complete all course requirements and shall have a 3.0 GPA, before taking their Qualifying Examination. Passing this exam makes the student eligible for advancement to candidacy. (Students may take the Qualifying Exam during the quarter that they are taking the last required course but cannot advance to candidacy until they have passed all required courses.) The qualifying exam should be taken by the (7th) quarter and passed no later than the end of the (9th) quarter after admission to the Ph.D. program

The main purpose of the examination is not to test you for factual information, but to evaluate your ability to apply scientific reasoning to a solution. There may not be any single "right answer" to the questions posed to you. The Committee members are often more interested in the reasoning process you use to develop an answer than in the answer itself. You may want some idea of the members' areas of research and you certainly may request some suggested reading materials from each Committee member.

Selecting Your QE Committee: You, in consultation with your mentoring committee will suggest eight faculty to the Graduate Advisors to serve on the Examination Committee (by the end of the 5th quarter). You will submit the names using the [Nomination Form to Propose QE Members](#) to your Graduate Group Coordinator by the end of your 5th quarter. No fewer than three members of the QE committee must be voting members of the Academic Senate of University of California which includes Professors, Lecturers with Security of Employment, Professors in Residence and Professors

of Clinical “”, and Acting Professors, the full policy can be found here: [Policy on Service on Advanced Degree Committees](#).

The graduate Advisors will typically select at least one member not on your list and forward the selected names to the nominees selected to confirm their willingness to serve. Once confirmation is received you will submit the finalized committed member names to the Office of Graduate Studies for formal appointment by submitting the QE Application found here on Graduate Studies website [Qualifying Examination Application \(GS319\)](#). At least one member of the QE committee is not a member of ABG and the chair of the QE committee is always a member of ABG. The major professor does not serve on the QE committee. The QE Committee conducts the exam and submits results to the Office of Graduate Studies.

If the appointment of a Committee member from outside the University of California is necessary, please consult with your Graduate Program Advisor. You’ll need to complete an “External Committee Membership” form (link below), along with the suggested Committee member’s CV, and submit to the Office of Graduate Studies for approval:

<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g311-external-committee-membership-app.pdf>.

Written Research Proposal The research proposal must be provided to members of the qualifying examination committee at least 7 days before the qualifying exam. This proposal is to be 3-5 pages, describing specific research aims, hypotheses, progress to date, and experimental approach. Concepts within the research proposal can be discussed with others (such as the student's major professor and peers) prior to submission.

Oral Portion of the Exam The oral portion of the qualifying exam will be approximately 3 hours in length and is intended to evaluate your eventual ability to pursue independent research. You should demonstrate independent and creative thinking and the ability to synthesize broad concepts with critical evaluation. You will be asked to defend two disciplinary areas of animal biology in depth. These two disciplinary areas were suggested by you at the same time that potential members of the qualifying exam were suggested and are part of the rationale for selection of faculty nominees for the QE committee by the Graduate Advisors. The Graduate Advisors as a group may have accepted the initial disciplinary suggestions, modified the suggestions or engaged in further dialog with the student if the areas are inappropriate to the group or too narrow or too broad. You will be informed of the final wording of the two disciplinary areas when your committee is selected.

Outcome of the Exam A week before the examination date, you may wish to meet with the chair of the Qualifying Examination Committee to discuss the details necessary for the examination, e.g. the actual room set-up, the order of the examiners, etc. Also, you or your chairperson should send a memo to the Committee members reminding them of the date, time, and location of the examination. **IMPORTANT: Please inform your Graduate Program Staff Coordinator of your exam date, time, and location.**

The date of the examination will be arranged between you and your Committee chair. The Committee will conduct the examination and will submit the report of each of its members to Graduate Studies in one of the following outcomes:

- ◆ **PASS;**
- ◆ **NOT PASS;** with the option to retake all or part of the examination within a specified time period, or to satisfy specific requirements;
- ◆ **FAILURE.**

In cases where your Committee reports a Not Pass or Fail, the chair shall inform you of your right to appeal the Committee's decision for cause. Appeals cannot be based on the academic judgment of the Committee. The appeal is directed to the Associate Dean of Graduate Studies, who submits the matter to the Administrative Committee of the Graduate Council for review and recommendation. The chair of the Qualifying Examination Committee is responsible for reporting the votes and supplying other information to Graduate Studies within 72 hours of the examination.

The findings of the Qualifying Examination Committee, and especially its overall vote, are given to you immediately after the Examination so that you can know whether you performed acceptably. You should be aware that the final decision is made by the Graduate Council and that one or more negative votes does not necessarily mean a failure. When the decision is unanimous, the Graduate Council has delegated decision authority to the Qualifying Examination Committee itself.

Upon recommendation of the Qualifying Examination Committee and with the approval of the Dean, you may repeat the Qualifying Examination once. The exam must be held by the same Committee except that members may be replaced, with the approval of your Graduate Program Advisor and the Dean, for cause such as extended absence from the campus. Failure to pass the examination on the second attempt will result in disqualification from further study for the doctoral degree at UC Davis. Upon successful completion of the Qualifying Examination, the chair of the Qualifying Examination Committee will report this information to Grad Studies

ADVANCEMENT TO CANDIDACY: After passing your Qualifying Exam, you must complete the Candidacy for the Degree of Doctor of Philosophy Plan B form. You should meet with your major professor to discuss who you would like to serve on your dissertation committee, described in more detail below. The candidacy form should be signed by you, your Major Professor and your Graduate Program Advisor (no signature from the QE committee chair necessary). When it is filled out and signed, *first* you pay a candidacy fee (approx. \$90.00) at the Cashier's Office (Dutton Hall) and *then* return the form the Graduate Coordinator to sign and file with Graduate Studies. Find the Candidacy Form, Plan B: [Candidacy for the Degree of Doctor of Philosophy, Plan B \(GS321\)](#)

* Note that for international students, NRST fees are waived in the 9 quarters following that in which the candidacy form is approved by Graduate Studies. NRST fees will be reinstated for International students if they do not complete their degree within 3 years of advancing to candidacy. However, the Graduate Studies Post-Candidacy Non-Resident Supplemental Tuition Fellowship program may help offset these costs. Eligible students will directly receive information from Graduate Studies annually.

THE DISSERTATION COMMITTEE-

The function of this 3-member committee is to direct you in your research and to guide you in the preparation of your dissertation. The chairperson of the Dissertation Committee is your Major Professor. The other members of the Committee are nominated by you, your Major Professor, and your Graduate Program Advisor, and appointed by the Dean of Graduate Studies. At least one faculty member must be a member of the Academic Senate, and at least one member should represent your area of emphasis. Once the Dissertation Committee is appointed, its composition can only be changed by petition to Graduate Studies. However, it is advisable for you to meet with the members individually before submitting the Advancement to Candidacy form.

The Dissertation Committee is charged with the following responsibilities:

1. To approve your dissertation topic and the plan that you have developed for independent study.
2. To advise you during the course of your research. You are responsible for informing the Committee of your progress. You are expected to meet with the Chair of their dissertation committee regularly and with the Dissertation Committee as a group a minimum of once yearly.
3. To evaluate your dissertation, and your defense of the research, to recommend further research if desirable, and finally, to determine the acceptability of your thesis and to recommend to the Dean that you have satisfactorily fulfilled the dissertation requirement.
4. Dissertation committee members are expected to read and comment on a dissertation within four weeks from its submission. This time limit policy does not apply to summer periods for faculty holding nine-month appointments. You and the Chair will coordinate a timeline for you to present your dissertation to the dissertation committee. This timeline must allow all dissertation committee members enough time to fulfill their responsibilities within the four-week deadline.

Detailed instructions on the format of dissertations (theses) can be obtained from the Graduate Studies Office (<http://gradstudies.ucdavis.edu/students/filing.html>). There are forms you have to complete and submit with your dissertation. If you have any questions, please call the Graduate Studies office.

After submission of the dissertation, you are expected to present the results of this research in a graduate group exit seminar. Please note that in order to file your dissertation, you must either be enrolled or on filing fee (with the exception of Summer).

EXIT SEMINAR- The dissertation follows Plan B with a required exit seminar. Satisfaction of this requirement must be verified by your Dissertation Committee Chair. The Exit Seminar is a formal public presentation of your research before the program faculty and students. The Dissertation Committee chair should not sign the Dissertation until after the exit seminar has taken place. Scheduling your exit seminar is your responsibility and can be done through the help of the Assistant of the Chair of Animal Science located in the Animal Science Business Office.

COLLOQUIUM

The ABG Colloquium is an annual event normally held at the end of October. All 2nd year MS and PhD students are required to present a poster of their research. Details of the poster requirements will be sent out prior to the event.

3rd year PhD students in the Animal Biology Graduate Group are required to present a 15-20 minute oral presentation (depending on the number of presenters) of their research at the annual colloquium. This timeframe includes a Q&A segment.

AN OVERVIEW OF THE "TYPICAL" Ph.D. PROGRAM

YEAR ONE

During the first year, a great deal of time is spent taking classes. The core courses ABG 200A and 200B are designed to cover essential animal biology principles and provide background information needed for the Ph.D. Qualifying Examination. In addition, you should start to explore research opportunities. You should begin working on a research project and proposal. You will take the Preliminary Exam in the Summer at the end of your first year, just prior to the beginning of your second year. The Preliminary Exam is a one to one and half hour oral exam administered by three Professors from the Animal Biology Graduate Group appointed by the Executive Committee. The exam covers basic animal biology breadth (based primarily on the required course material).

YEAR TWO

At the end of the Spring quarter of year two you will take your oral Preliminary Exam.

You will complete your course requirements this year, and you should complete the two required quarters as a Teaching Assistant. By serving as a TA, you will develop teaching skills (good teachers are made, not born), which will help you to teach more confidently. Serving as a TA is also excellent preparation for the Ph.D. Qualifying Examination. You learn a subject well by teaching it.

By the end of the second year (or beginning of the third year), you should take the Ph.D. Qualifying Examination.

YEARS THREE to FIVE

After passing your Ph.D. Qualifying Examination, you will form a Dissertation Committee and Advance to Candidacy (within the quarter you take your exam). During the last two or three years, you will devote all your time to your doctoral research (taking a course load of 11 units of ABG 299, and 1 ABG 290C unit each quarter).

The successful completion of an original, significant research project is determined by the Dissertation Committee. When your dissertation is completed, the three professors making up your committee sign the cover sheet of your dissertation. You will give a private and informal dissertation defense to your committee and a public exit seminar for the group on your research. The exit seminar is also a great opportunity to develop a presentation which may prove useful for interviews with potential employers.

Then it's time to **celebrate!**

ABG GRADUATE GROUP COURSE DESCRIPTIONS

[course #, title, # units, description, quarter offered (F= Fall, W= Winter, S= Spring)]

200A. Integrated Animal Biology (3)

Lecture/discussion—3 hours. Prerequisite: graduate standing; Biological Sciences 101 or the equivalent or the consent of the instructor. Natural history, management, historical and current uses, and specialized disciplinary features of model and novel animal systems used in research. Development of conceptual approaches in organismal biology to improve experimental design and interpretation of interdisciplinary research studies. Limited enrollment; first pass restricted to Animal Biology Graduate Group students. (FALL)

200B. Integrated Animal Biology (3)

Lecture/discussion—3 hours. Prerequisite: course 200A. Natural history, management, historical and current uses, and specialized disciplinary features of model and novel animal systems used in research. Development of conceptual approaches in organismal biology to improve experimental design and interpretation of interdisciplinary research studies. Limited enrollment; first pass restricted to Animal Biology Graduate Group students. (SPRING)

202. Grant Procurement and Administration (2)

Lecture—1 hour; discussion/laboratory—1 hour. Prerequisite: course 200A. Topics include structure of grants, attention to specifications, concise persuasive writing, and grant budgeting. Students will learn how to identify grant opportunities, write a persuasive research grant proposal, and administer grants. Limited enrollment; Pass1 restricted to Animal Biology Graduate Group students. (FALL)

255. Physiology of the Stress Response (2)

Lecture/discussion—2 hours. Prerequisite: graduate student status. Definition of Stress; Physiological mechanisms of adaptation to stress; Hormonal control of the systemic stress response; Mechanisms of the cellular stress response; Discussion of current trends in stress physiology and current methods for studying the stress response. (Same course as Molecular, Cellular, and Integrative Physiology 255.) (SPRING)

290. Seminar in Animal Biology (1)

Seminar—1 hour. Prerequisite: graduate standing. Seminar on advanced topics in animal biology. Presentations by members of the Animal Biology Graduate Group and guest speakers. May be repeated for credit. (S/U grading only.) (FALL, WINTER, SPRING)

290C. Research Conference (1)

Discussion—1 hour. Prerequisite: graduate standing and consent of instructor. Student presentations of research in Animal Biology and discussions among participating students and Animal Biology faculty. May be repeated for credit. (S/U grading only.) (FALL, WINTER, SPRING)

298. Group Study in Animal Biology (1-5)

Prerequisite: graduate standing.

299. Research (1-11)

Prerequisite: graduate standing and consent of instructor. Research with a faculty member in Animal Biology Graduate Group. May be repeated for credit. 1 UNIT PER 3 HOURS (S/U grading only) (FALL, WINTER, SPRING)

300. Methods in Teaching Animal Biology (2)

Lecture/discussion—2 hours. Prerequisite: graduate standing and consent of instructor. Practical experience in the methods and problems of teaching animal biology. Includes analysis of laboratory exercises, discussion of teaching techniques, grading scientific essays, preparing for and conducting discussion or laboratory sections, formulating quiz and exam questions under supervision of instructor. May be repeated up to three times for credit. (S/U grading only.)

396. Teaching Assistant Training Practicum (1-4)

Variable—3-12 hours. Prerequisite: graduate standing and consent of instructor. May be repeated for credit. (S/U grading only) (FALL, WINTER, SPRING)

401. Ethics and Professionalism in Animal Biology (2)

Discussion—2 hours. Prerequisite: graduate standing; first pass Animal Biology graduate group students. Case studies and discussion of ethical and professional issues for animal biologists, including the use of animals in research and teaching, patenting and intellectual property, consulting and conflict of interest, scientific integrity, dealing with the media, and mentoring relationships. **(FALL)**
****offered every other year**

ANS Graduate Courses

291. Current Research in Animal Science (1)

Seminar—1 hour. Prerequisite: graduate standing. Current research in animal science explored at weekly seminars presented by guest lecturers. Discussion of research presented. May be repeated for credit. (S/U grading only) (FALL, WINTER, SPRING)

*****offered every quarter, and seminars are traditionally always during the Monday noon hour.*

Graduate Seminars

290 seminar courses are offered by most departments. Ph.D. students but not M.S. students can take a course outside animal biology as long as it applies to your research interests **and your Graduate Advisor approves!** Most of the time, 290 courses are NOT listed in the UC Davis Class Schedule. The best place to find out about seminar series is through the individual departments and through the various e-mails they send out with seminar announcements.

Elective Courses

Unfortunately, there is no single listing of all animal or biology oriented classes in the UC Davis Class Schedule. The best way to find an elective class is to look through the General Catalog (<http://registrar.ucdavis.edu/ucdwebcatalog/>) course offerings for each department and by talking to your major professor and mentoring committee. Some good departments to check out are:

MCP (Molecular, Cellular and Integrative Physiology)
NPB (Neurobiology, Physiology and Behavior)
NUT (Nutrition)
ANS (Animal Science)

The veterinary school (VMD) also has several different programs such as APC (Anatomy, Physiology, and Cell Biology) and PMI (Pathology, Microbiology, and Immunology) which often have interesting and varied listings.

Professional courses numbered 300 and 400 must be approved for graduate credit to count towards degree requirements. **Please see your Graduate Advisor prior to enrolling; if you are near university minimums, check with Graduate Studies (or the Graduate Group Office) as well to verify specific courses of interest have been approved at the campus level.**

DESIGNATED EMPHASIS

The Designated Emphasis is awarded in conjunction with the Ph.D. degree and is signified by a transcript designation; for example, "Ph.D. in Animal Biology with a Designated Emphasis in Biotechnology."

Graduate students in ABG may participate in the following Designated Emphasis:
Biotechnology <https://deb.ucdavis.edu/program-overview>

The designated emphasis in Biotechnology provides a very effective multidisciplinary biotechnology concentration, which includes exposure to bioethics, business and legal aspects of biotechnology as well as a 3-6 month internship in a biotechnology company or research laboratory in another college or national laboratory. Dr. Abhaya Dandekar, Chair, assists the students in locating internships, preparation of a strong cover letter and curriculum vitae, and the development of professional skills related to the business environment.

Program Chair: Abhaya Dandekar- amdandekar@ucdavis.edu

Reproductive Biology <https://grad.ucdavis.edu/programs/designated-emphases/gdrb>

The DE in Reproductive Biology offers research opportunities ranging from molecular to organismal and from basic research to applied studies in agricultural and health related sciences. The astonishing breadth and depth of the campus's research programs in this field have created a dynamic research environment that promotes collaborative investigations and provides outstanding opportunities for graduate education.

Chair: Neil Hunger, Professor, Anatomy, Physiology & Cell Biology (530) 752-9511

Host-Microbe Interactions <https://grad.ucdavis.edu/programs/designated-emphases/gdhm>

One of the most influential areas of modern biomedical science is elucidating the ramifications and complexity of host-microbe interactions that affect animal and plant health, and dramatically

influence micro- and macro-ecosystems. Fueled by technological advances, we are entering a new era of interdisciplinary approaches that enable investigators to delve deeply into the reciprocal influence of host and microbes. Training new scientists in this area will fill an unmet potential for UC Davis graduate education. The DE-HMI will synergize the campus' scholarly power to train scientific leaders that will drive new technological transformation both in the academic and private sector arenas. In addition, training students to work within an arena of interdisciplinary investigation will enable them to tackle pressing and difficult problems that they will encounter throughout their scientific careers. The DE-HMI will train students with various backgrounds to engage in science that requires a multidisciplinary approach. No graduate program at UC Davis provides the necessary educational background to enable students to rigorously investigate the complex mechanisms that underlie host-microbe interaction. The DE-HMI fills that need.

Program Chair: Sebastian Winter sebwinter@ucdavis.edu

VI. Funding Graduate School

Financial support for graduate study at UC Davis is available in several forms: 1) financial aid, 2) fellowships, scholarships, grants and travel awards, and 3) teaching and research assistantships. Talk with your major professor to determine what funding is available to you and how they expect your graduate studies to be funded.

Each type of financial support requires a different application process. The best resources to assist with this are 1) your Major Professor, 2) GABG graduate staff coordinator & Graduate Program Advisors, 3) Office of Graduate Studies at Walker Hall website:

<https://gradstudies.ucdavis.edu/current-students/financial-support>

IMPORTANT NOTES:

***Taxes may not be withheld from the funds listed below. You may need to set money aside each month to pay for your taxes.

*** Fall Fellowship Pay- For the Fall quarter only, students receiving a fellowship payment will be paid in 4 monthly installments instead of 3 as in other quarters. This does not apply to TA/AI positions.

FEDERAL FINANCIAL AID

All graduate students (US citizens and permanent residents) are **REQUIRED** to file a "Free Application for Federal Student Aid" (FAFSA) as early as possible, but **no later than March 1st**. This form, submitted directly to the Federal Student Aid Program Office, Iowa City, Iowa, is used to determine financial need only. Financial need is a component of the eligibility criteria for many fellowships, and for all forms of financial aid. The FAFSA may be obtained from the Financial Aid Office or online:

<http://www.fafsa.ed.gov>.

FELLOWSHIPS, SCHOLARSHIPS, AND TRAVEL AWARDS

Complete Regulations for Graduate Students Receiving Fellowships can be found at the Office of Graduate Studies at

https://grad.ucdavis.edu/sites/default/files/upload/users/g501_fellowship_regulations.pdf

FALL FELLOWSHIP STIPENDS

Students who receive fellowship stipends during fall quarter can now receive disbursements starting October 1, if the funder enters the fellowship information into Banner before mid-September. In this case, the total stipend amount for the quarter stays the same, but is spread out into four payments rather than three. Fellowship stipend disbursement dates can be found [here](#).

INTERNAL FUNDING OPPORTUNITIES

A variety of fellowships (i.e., scholarships) and other research and travel awards are awarded internally within the University. Fellowships typically cover tuition and provide a stipend to help cover living expenses. Research awards typically are solely dedicated to research expenses such as lab supplies, relevant software, and study participant compensation, although some awards may cover other costs such as travel to conferences (if you are a presenter) and other forms of professional development. Travel awards are available to cover the cost of conferences (if you are a presenter). Three key ways to apply for these funding sources are: (a) through the university's annual internal fellowship application (b) through university-wide travel award applications, and (c) through opportunities specific to GABG students.

Internal fellowship application

Internal fellowships are awarded once per year for the following year based on academic and professional promise and merit. Applications are available online at <https://grad.ucdavis.edu/financial-support/internal-fellowships>. The application deadline is January 15 annually for funding awarded for the following academic year. While filling out this application, you will have the option to choose to apply to each of several fellowship and research awards. The same application will be submitted for consideration of multiple awards, although some awards may require additional materials (e.g., a 250-word response to one additional essay question). Descriptions of available fellowships: <https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/application-and-descriptions>

Examples of internal fellowships:

- **DISSERTATION YEAR FELLOWSHIP** is open to domestic graduate students, in their final stages of doctoral work, who demonstrate strong potential for university teaching and research. It includes a stipend of ~\$25,000 plus fee remission for the dissertation year, a research allowance of \$500, and \$500 for travel to other UC/CSU campuses to present their research.
- **EUGENE AUSTUN LYONS FELLOWSHIP** This is a 12-month fellowship open to students and/or practitioners in the field of veterinary medicine or animal science who are pursuing research into the causes, control and treatment of illnesses, diseases and health problems of farm livestock, especially sheep and cattle. Preference is given to residents of Humboldt and Del Norte Counties, California. Approximately four to eight fellowships are awarded annually.
- **LILY MAY RICHARDS FELLOWSHIP** This is a nine-month fellowship open to continuing students. Students must be U.S. citizens or permanent residents with financial need that are studying dairying, with preference given to graduates of San Juan High School of Fair Oaks, California. One fellowship will be awarded.
- **UCD HUMANITIES GRADUATE RESEARCH AWARD** gives up to \$1,500 for financial support of research for masters or doctoral students. This is usually applied for within the Internal

Fellowships Application, due during the fall quarter. <https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/application-and-descriptions>

University-wide travel awards

GRADUATE STUDIES TRAVEL AWARD. Covers up to \$500 within CA, up to \$1000 within the rest of the contiguous US, and up to \$1500 for international travel and travel to Alaska and Hawaii. There are fall and spring application deadlines. <https://grad.ucdavis.edu/current-students/financial-support/internal-fellowships/travel-awards>

GRADUATE STUDENT ASSOCIATION (GSA) TRAVEL AWARD. Covers up to \$500 of travel expenses. There are winter and summer application deadlines. <https://gsa.ucdavis.edu/funding-opportunities>

GABG-Specific awards

The GABG Graduate Coordinator will periodically send out information about additional awards, so check those emails! One of the most popular research awards that is available on an annual basis is the Jastro (see below).

JASTRO SHIELDS GRADUATE RESEARCH AWARD program provides annual awards to students with outstanding research proposals who are either in the College of Agricultural and Environmental Science or who are working with a major professor with an appointment to the Agricultural Experimental Station. Award applications are available annually. The amount of the award is based upon the allocation given to the group by the College of Agricultural and Environmental Science, up to \$3,000. Award applications are reviewed at the graduate group level, and nominations are forwarded to the College for final approval.

URSULA ABBOTT TRAVEL AWARD Our former colleague, Ursula K. Abbott has endowed a travel fund for graduate students in the Department of Animal Science. The purpose of this award is help support student travel to other research institutions to learn or perfect a research technique and support students travel to present a paper at a North American Scientific meeting which the presenter is a senior author and is based on the graduate student's dissertation (thesis)

EXTERNAL FUNDING OPPORTUNITIES

In addition to internal fellowships, there is a wide variety of external funding opportunities available. Grad Studies is a great resource to learn about many opportunities: <https://grad.ucdavis.edu/financial-support/external-fellowships>.

You can subscribe to receive email alerts about external funding opportunities using the UC Davis sympa system for all list serves: <https://lists.ucdavis.edu/sympa>. After logging into sympa using your Kerberos ID, search for "external funding" or the list serve titled "gradfund@ucdavis.edu."

An examples of an external funding source relevant to GABG students is listed below:

- National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP). Deadline in the fall. <https://www.nsfgrfp.org/>

ADDITIONAL WEBSITES

Resource	Website
Direct Deposit	https://financeandbusiness.ucdavis.edu/student-resources/accounting/dd
Loans (emergency, short-term, and assistance)	http://financialaid.ucdavis.edu/graduate/types/loans.html
Residency and Tuition	http://registrar.ucdavis.edu/html/slr.html
Student Accounting	http://studentaccounting.ucdavis.edu/

TEACHING AND GRADUATE STUDENT RESEARCH ASSISTANTSHIPS

Graduate Student Research Assistantships (GSRs) are an excellent opportunity to gain invaluable experience in areas important to your graduate education and to receive financial support at the same time. Information and application materials for GSRs are available from the department in which you want to work.

A limited number of federally partially-funded work-study GSRs are awarded by the GABG to offset costs to your GSR funding source. Please indicate to your major professor and/ graduate group coordinator your interest in obtaining a work-study GSR appointment; you must be a Citizen or Permanent Resident whom has filed a FAFSA to be eligible.

Holding a **Teaching Assistantship (TA)** is a great way to help fund your graduate education. As a TA, you will be responsible for assisting the instructor of record with running undergraduate courses and have responsibilities such as teaching discussion sections, holding office hours and grading. TA positions will cover the cost of your in-state tuition, most fees, and will provide either a 25% or 50% FTE (full-time equivalent) salary. 25% TAs require no more than 10 hours of work per week while 50% TAs require no more than 20 hours of work per week. There also specific eligibility criteria that must be met in order to hold a TA position. Please see the Grad Studies page on [Student Teaching and Research](#) for more information on job description, general eligibility and restrictions, tuition and fee remission and salary scales.

Not covered by a TA appointment -Non Resident Tuition per quarter- \$5,034.00

GABG students may apply for Teaching Assistantships in any department in which the individual believes he or she qualifies. Every department has its own hiring process, so we encourage you to reach out to the department in which you wish to gain an appointment directly.

GABG students will be reminded to apply for TA positions within the Department of Animal Science. The application is due no later than March 1st and must be submitted to the Graduate Group Coordinator along with all college transcripts and 3 letters of recommendation (which may be sent directly to the coordinator). Please see the following links for more information on TAs in other departments:

- [Animal Science](#)

- [Nutrition](#)
- [Neurobiology, Physiology & Behavior \(NPB\)/Molecular and Cellular Biology](#)
- Other positions may be found at the Biological and Life Sciences website found here: <https://gradstudies.ucdavis.edu/sites/default/files/upload/photos/news/bio-and-lifesciences.pdf>

In addition to the CETL required TA Orientation, an individual department may require that you attend a departmental TA orientation. Please contact the departmental Teaching Coordinator for that area where you will be working. In Animal Science, it is Lisa Nash Holmes (lnholmes@ucdavis.edu), and the departmental orientation this year is scheduled for September 28th.

Research Mentorship Program provides research assistant support to PhD students who are in the early stages of their graduate research. Recipients will hold a 50% research assistant appointment for up to one year (you may apply for a second year). You may download and print the application for the Research Mentorship Program or obtain one from the Office of Graduate Studies ([here](#)).

XI. Graduate Student Resources

GRADUATE STUDIES- Located in Walker Hall, provides assistance and support to graduate students. On their website you will find information on academics, financial support, resources & forms and professional development. Find information at <https://grad.ucdavis.edu/about-us>

RECOMMENDED UNIT LOAD

No more than 16 units of upper division (100 level) and graduate (200 level) courses should be taken in combination per quarter. Normally, no more than 12 units of 200 level course work should be taken per quarter. All full-time students must be enrolled in a minimum of 12 units per quarter.

SATISFACTORY/UNSATISFACTORY GRADING OPTION

The purpose of satisfactory/unsatisfactory (S/U) grading option is to allow graduate students the opportunity to explore areas unrelated to the student's academic discipline. No program core requirements may be taken S/U unless prior approval has been granted by the Graduate Council. Only one graded course per quarter may be taken S/U. In lower or upper division work (courses numbered 1-199) S means a grade of C- or better; in graduate work (courses numbered 200) an S requires a B- or better.

STUDENT PROGRESS

Student progress is reviewed annually by the student's GABG Graduate Program Advisor. If progress is unsatisfactory, an electronic notice will be sent to the student and to the Dean of Graduate Studies; receipt of such notice is regarded as being on academic probation. The Dean of Graduate Studies will provide notification to the student, indicating time limit and work required for completion in order to attain a satisfactory evaluation. If the student fails to meet the requirements specified, the student will be subject to disqualification from further graduate study in the program.

ESTABLISHING CALIFORNIA RESIDENCY

Full guidelines for establishing California Residency can be found on the Office of the Registrar (<https://registrar.ucdavis.edu/tuition/residence>).

FILING FEE STATUS

Filing fee is a one-time, non-registered status available to graduate students who have advanced to candidacy and completed all degree requirements except for the final administrative/clerkal (non-research) steps involved in filing of their thesis/dissertation/capstone report or completion of their comprehensive exam. Please see the requirements on Grad Studies website here:

<https://grad.ucdavis.edu/filing-fee>

If for some reason you have to return to registered status after going on filing fee, you will have to complete the readmission application.

NOTE: Do not go onto filing fee unless you are certain this will be the last quarter you are enrolled at Davis. You are only eligible for one quarter of filing fee.

PLANNED EDUCATIONAL LEAVE PROGRAM (PELP)

The Planned Educational Leave Program is designed to allow you to suspend your program of study for good cause (illness, temporary departure from the University, financial problems, etc.). You can leave the campus and return at the end of your PELP to enroll and continue your study and research. PELP is recommended if you are certain which quarter you will return and if you will be away a maximum of 3 quarters. (If you are not certain of your return date, it is suggested that you use the readmission application when you are ready to continue your study.) The form requires the approval of your academic advisor, graduate program staff coordinator, Student Accounting, SISS (for international students), and a \$70 non-refundable fee.

Your PELP can be lengthened or shortened with the approval of those listed above and the Dean of Graduate Studies. Extension of PELP is considered on the basis of extenuating circumstances. More information about PELP is available from your Graduate Program Advisor and your Graduate Program Staff Coordinator, 1249 Meyer Hall.

WHAT IS THE DIFFERENCE BETWEEN PELP AND FILING FEE?

PELP is for those students who have not completed all their requirements, and will be away from campus up to 3 quarters. This is for students who intend to return to campus and enroll in classes. Filing fee is for students who have advanced to candidacy, no longer need University facilities, and only need to take their M.S. comprehensive exam, or submit their thesis or dissertation.

XII. Academic Campus Programs and Resources

SAFETY SERVICES and OCCUPATIONAL HEALTH AND SAFETY

Students have the right and responsibility to know what hazards they may encounter while pursuing their education and what measures to take to protect themselves and others. Campus policy requires all UCD employees and students to receive safety information and training from their Major Professor or Supervisor. This training encompasses chemical, biological, animal, physical and radiation hazards, including specific safety training in unit unique protocols and instrumentation. The websites for both Occupational Health (<https://safetyervices.ucdavis.edu/categories/occupational-health>) and Safety Services (<https://safetyervices.ucdavis.edu/>) contain a vast amount of information regarding your rights, lab and office safety, and what to do in case of an emergency.

UNIVERSITY LIBRARIES

Research can be made easier if you know how to maximize your resources! Did you know that you can connect remotely to the UC Davis library and access research articles from anywhere [by connecting to the library VPN](#)? Additionally, if you can't find the article you are looking for, you may be able to request a copy from another UC library! Check out all the resources on <https://library.ucdavis.edu/>.

TEACHING ASSISTANT (TA) SUPPORT

Are you serving as a TA during your time in graduate school? The Center for Educational Effectiveness (CEE) offers a variety of resources for getting started or improving as a TA. For new TAs, the CEE hosts a required TA orientation held prior to the start of fall quarter each year. For seasoned TAs, the CEE offers workshops for developing teaching skills and consultations about your classroom teaching technique complete with video recordings of your class. The CEE also provides test analysis support (scoring scantrons from in-class exams). For appointments and for more information about the CEE, visit: <http://cee.ucdavis.edu/index.html>.

STATISTICAL CONSULTING SERVICES

Statistical Laboratory

Statistical Consultation: <http://www-stat.ucdavis.edu/stat-lab/index.html>

Services include providing advice to individual researchers in preparing statistics-related sections of proposals for extramural funding, assisting researchers on the design of prospective experiments or studies, conducting or giving advice concerning statistical data analysis, and planning or executing statistically motivated computation.

Graduate students who have advanced to candidacy may receive consultation at no cost for thesis/dissertation related advice (although there is an additional hourly charge for associated programming or computation). A copy of the Advanced to Candidacy form should be brought to the first meeting.

Social Science Data Service

Statistical Consultation: <https://www.ssdv.ucdavis.edu/consulting>

SSDS provides consulting services on a range of software and data sources used in social science research. Staff can assist with questions regarding the use of SSDS computers, as well as statistical and data-related programming. Limited statistical consulting also is available on both basic and

intermediate methods including multiple regression, crosstabs, t-tests, and other procedures. In addition, our staff is knowledgeable about social science data sources and provides access to a variety of data sources.

Clinical and Translational Science Center (CTSC) Biostatistics

Statistical consulting: <http://www.ucdmc.ucdavis.edu/ctsc/area/biostatistics/>

The Biostatistics Group assists researchers with all sizes and types of projects, from simple data analyses to large, multi-center clinical trials. Specific services include:

- Grant proposal preparation
- Study design/sample size calculation
- Statistical analysis plan
- Data analysis and interpretation
- Manuscript review and preparation

Students can receive up to two hours of free support. While this time can provide support for various areas listed above, this amount of time is generally not sufficient for conducting analyses unless they are relatively straight-forward.

DataLab: Data Science and Informatics

This program emerged from the Data Science Initiative and facilitates data science methods and best practices to enhance research and learning in all domains across the university. Workshops are periodically offered: <https://datalab.ucdavis.edu/archive/>

Working groups meet regularly:

- Davis R Users Group (D-RUG): <https://datalab.ucdavis.edu/davis-r-users-group/>
- Meet and Analyze (Biological) Data (MAD): <https://datalab.ucdavis.edu/meet-analyze-biological-data/>

ADDITIONAL WEBSITES

Resource	Website
Fleet Services	https://facilities.ucdavis.edu/fleet-services
Information Educational Technology (IET)	http://iet.ucdavis.edu/
Institutional Animal Care and Use Committee (IACUC)	https://research.ucdavis.edu/policiescompliance/animal-care-use/iacuc/
IRB Administration	https://research.ucdavis.edu/policiescompliance/irb-admin/
Occupational Health	https://safetyservices.ucdavis.edu/categories/occupational-health
Office of Research	https://research.ucdavis.edu/
Safety Services	https://safetyservices.ucdavis.edu/
Student Affairs	http://success.ucdavis.edu/
Student Disability Center	http://sdc.ucdavis.edu/
Diversity, Equity, Inclusion Office	https://diversity.ucdavis.edu/

XIII. Non-Academic Campus Programs and Resources

The UC Davis campus has a wide range of organizations and activities to complement your academic work, to entertain you, and to give you support. Below is a **small** sample of campus resources that might interest you. All of these organizations and dozens more can be accessed through the UC Davis Web site at <http://www.ucdavis.edu>.

UC DAVIS STUDENT PARENT CHILD CARE FUNDING PROGRAM

The UC Davis Student Parent Child Care Funding Program has two sources: (1) Community Based Care Grant (CBCG) for undergraduate, graduate and professional students, and (2) Graduate Student Child Care Grant (GSCCG) for graduate and professional students only provides \$900 to \$1,350 per quarter for child care expenses, regardless of financial need. Apply at: http://worklife-wellness.ucdavis.edu/family_care/children/childcaresub.html

CAMPUS SAFETY

UC Davis is not a crime-free zone. The Campus Police Department has many programs to help all members of the campus community be safe. Through the Police Department, the Aggie Hosts offer an Escort Service **530-752-COPS (2677)** for anyone needing to walk to their bike, car, a bus, or to another building for FREE. The service is available 365 days of the year from 5:30 p.m. to 3:00 a.m. 7 days a week, excluding major holidays. For more information about the Campus Police Department visit <http://police.ucdavis.edu/>.

SERVICES FOR INTERNATIONAL STUDENTS AND SCHOLARS

The best source of information for international students is the Services for International Students and Scholars office (SISS): <https://siss.ucdavis.edu/>. It is important that you contact SISS before Changing Major, Changing Degree Objective, going on PELP (Planned Educational Leave Program), and going on Filing Fee. Changes in your academic status could change your visa.

YOUR GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is the officially recognized student government for UC Davis graduate students. GSA is a vital communications network linking you and other graduate students from all corners of the campus to the UCD administration. GSA provides a place for discussion of any issue affecting graduate student academics and quality of life.

The Graduate Group in Nutritional Biology has two GSA representatives. For GSA to advocate for your concerns effectively, input is needed from the graduate student body. GSA provides advocacy, services and information to all graduate students, but in turn, needs your participation. Your voice counts!! To become a GSA representative contact your GABG Graduate Group Coordinator.

GSA General Assembly meetings are held once a month and are **open to all**. Graduate students are elected to the GSA Executive Council in a variety of positions, mandated to carry out the policies and/or functions of the organization. A small portion of your registration fees is used to support the activities of GSA. The GSA retains the services of a lawyer and a patient advocate who are available to help graduate students with legal or medical issues. For more information visit <https://gsa.ucdavis.edu>.

ADDITIONAL WEBSITES

Resource	Website
Activities & Recreation Center (ARC)	https://cru.ucdavis.edu/arc/
Campus Recreation	http://campusrecreation.ucdavis.edu/
Center for Advocacy, Resources & Education (CARE)	https://care.ucdavis.edu/
Center for Educational Effectiveness	https://cee.ucdavis.edu/
Cross Cultural Center	http://ccc.ucdavis.edu/
Harassment & Discrimination Assistance and Prevention Program	https://hdapp.ucdavis.edu/
Internship and Career Center	http://iccweb.ucdavis.edu/
LGBTQIA+ Resource Center	http://lgbcenter.ucdavis.edu/
Transportation and Parking Services (TAPS)	http://www.taps.ucdavis.edu/
Whistleblower Process	http://compliance.ucdavis.edu/complaint_processes/whistleblower.cfm
Women's Resources and Research Center	http://wrrc.ucdavis.edu/

Appendix 1: Mentoring Guidelines

Developed by the UC Davis Graduate Council

Mentoring Guidelines

Mentoring is defined as a close relationship between a graduate student and a faculty member who provides guidance, support and research advice in an individualized manner.

Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. The responsibilities of the faculty mentor are broad and diverse. They include, but are not limited to serving as a role model, advising a student as to course work requirements, and providing formal instruction in a given discipline as well as helping students identify and achieve their individual short and long-term educational goals.

While the major professor usually acts as a student's primary mentor, many of the mentoring "functions" described below, may also be performed by other program/group faculty and staff over the course of a student's graduate experience. A corollary to this recognition is that much of the interaction of faculty with all students includes important mentoring components. Similarly, graduate students have important responsibilities to ensure they are open to and accepting of faculty mentoring and articulate their needs effectively. Thus, it is together that faculty and students identify and discuss their goals and expectations for each other, and outline approaches to reach those goals and satisfy those expectations.

Basic mentoring practices include guiding students through program expectations, protocols of academic conduct, degree requirements, research and teaching, capstone work (such as thesis or dissertation research), and professional development.

1. Mentors and/or the advising system should provide, and students should acquire, a clear map of program requirements from the beginning, making clear the coursework requirements, and expected timelines for completion of all required examinations and capstone requirements.

Mentors are responsible for

1. Respecting their student, including the student's identity including race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people.
2. Assisting students in the identification of support networks (people who can help the student for different aspects of their tenure at UCD).
3. Being a student's advocate and assisting the student in a timely manner in finding sources to support dissertation research (teaching assistantships, research assistantships, fellowships, research needs and required resources, including desk and/or laboratory space).
4. Addressing problems or challenges that could affect completion of the degree as soon as they become aware of them.
5. Tailoring, modifying or adjusting the faculty member's mentoring style to the particular needs of each graduate student, to a reasonable extent.

6. Encouraging an open exchange of ideas, including by empowering students to independently follow research ideas of their own whenever feasible.
7. Checking regularly on progress. Graduate Council recognizes each graduate program/group, mentor and mentee should agree upon a reasonable frequency of meetings and communications, which may vary widely by discipline, but should not usually occur less than at least once per quarter.
8. Encouraging and giving feedback on written work, oral presentations and experimental work in a timely manner within a mutually agreed upon time frame, and consistent with Graduate Council policies.
9. Providing and discussing clear criteria for authorship of collaborative research, consistent with Graduate Council policies on co-authorship.
10. Encouraging participation in professional meetings of regional groups as well as of learned societies and facilitating interactions and networking with other scholars, on campus and within the wider professional community.
11. Helping the student in identifying appropriate resources for career guidance, providing help with preparations of CV and job interviews, as well as writing letters of recommendation in a timely manner.
12. Empowering and encouraging the student in seeking their own career paths and supporting the student independent of the chosen career paths they identify.
13. Participating regularly in mentorship training.

As partners in the mentoring relationship, graduate students have responsibilities. These responsibilities include:

1. Respecting their mentor, including their mentor's identity including race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people
2. Seeking assistance from multiple individuals/organizations to fulfill the mentoring roles described above, because one faculty member may not be able to satisfy all of a student's mentoring needs.
3. Understanding and clearly articulating to their mentors their own mentoring needs and how they change through their graduate tenure.
4. Respecting their mentor's other responsibilities and time commitments.
5. Communicating regularly with their mentors, especially their major professor, including updates on progress, challenges, needs, goals and expected completion timelines.
6. Completing tasks in a timely fashion and following mutually agreed upon timelines and informing mentors about expected absences and delays before they occur.
7. Participating in departmental and graduate program/group community including attending activities, lectures, and events.
8. Acting in a manner that will encourage professors to see them as colleagues. Seeking constructive criticism and feedback on academic work.
9. Seeking information, exploring career options and developing clear career goals.
10. Participating regularly in mentee-ship training.

While we have tried to provide general examples of what mentoring means, we recognize that each discipline has its own special set of mentoring needs and challenges. Therefore, Graduate Programs/Groups may set specific guidelines to further define the individual roles of Graduate Advisors, major professors, faculty supervisors, and staff program/group advisors (see Appendix A for an example). Graduate programs/group mentoring guidelines and activities will be reviewed during the program review process.

Additional Resources and Guidelines

- I. [Mentoring at Critical Transitions \(UC Davis\)](#)
- II. [How to Mentor Students: A Guide for Faculty \(University of Michigan\)](#)
- III. [Research Mentoring: Cultivating Effective Relationships \(University of Wisconsin\)](#)