PROFESSOR ROB CHAI, Adviser  
Graduate Program in Civil and Environmental Engineering

PROFESSOR JEANNIE DARBY, Chair  
Department of Civil and Environmental Engineering

RE: Civil and Environmental Engineering – Revised graduate degree requirements

Dear Professors Chai and Darby,

At its meeting of March 17, 2006 Graduate Council considered and approved your January 23, 2006 request to increase the required number of graduate engineering course units (exclusive of 290C and 299) from 12 to 15 for the M.S. Plan I. The second request for adoption of the modified Doctoral Dissertation Plan B raised a number of questions and resulted in Council’s request for the CEE graduate program to consider and choose one of three options: 1. Require that every student present an exit seminar, 2. Drop the exit seminar requirement altogether so that no students would be required to present an exit seminar, or 3. Change the wording to say that at the discretion of the committee, the student may be required to defend their dissertation in a formal oral examination. Professor Carolyn de la Peña, Chair of Council’s Educational Policy Committee, forwarded that request to you.

In response to your e-mail message dated May 31, 2006, requesting approval of the first item, the unit requirements for the M.S. Plan I, I am writing to confirm Council’s approval on March 17, 2006. In order to assist graduate programs and Graduate Studies in keeping accurate records of when degree requirement changes are approved by Graduate Council, we will send you the electronic version of the approved degree requirements to which we have added the revision and approval dates. The Office of Graduate Studies also will keep copies in its files.

Sincerely,

[Signature]
Andrew Waterhouse, Chair  
Graduate Council

/lsw

Enclosure

c: Carolyn de la Peña  
Kathy Garcia  
Renée Timas

c w/o encl:  
Edward Caswell-Chen  
Jeffery Gibeling
UNIVERSITY OF CALIFORNIA, DAVIS

Civil and Environmental Engineering
Graduate Program

Guidance Manual
For Graduate Students
and their Advisors

Spring 2005*

Revised January 23, 2006

Approved by Graduate Council on March 17, 2006

"everything you wanted to know about Civil and Environmental Engineering graduate policies"

This manual presents the policies and procedures of the departmentally based graduate program in Civil and Environmental Engineering that pertain to graduate students and their advisors. The requirements and rules presented are in addition to those of the Graduate Council, the Department of Graduate Studies and the College of Engineering. Students and advisors are responsible to be aware of additional policies, requirements and deadlines described in the UC Davis General Catalog, the Schedule of Classes, and the College of Engineering Bulletin.

* subject to change without notice
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Civil and Environmental Engineering Graduate Program
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I. ADVISING SYSTEM

GRADUATE COORDINATOR
The Graduate Coordinator, Renee Timas (room 2007 EU III, phone 752-1441), handles administration of all required paperwork and forms, graduate student questions and referrals, and monitors desk space assignments for all graduate students. Please complete the graduate questionnaire so she may contact you if necessary.

FACULTY GRADUATE ADVISER
The Faculty Graduate Adviser serves as the Department's representative to the University's Graduate Studies Office. All forms requiring the Graduate Adviser's signature should be given to the Graduate Coordinator who will obtain the signature. The Graduate Adviser chairs the Graduate Program Committee (GPC), and reports on graduate matters to the faculty.

GRADUATE PROGRAM COMMITTEE (GPC)
This committee is composed of a member of each of the five groups (Environmental Engineering, Geotechnical Engineering, Water Resources, Structural Engineering and Structural Mechanics, and Transportation) within CEE, the Chairperson of the GPC, and the Chair of CEE. These five individuals serve as temporary advisers to new graduate students until the students select their Major Professor. The committee's responsibilities are outlined in detail in the bylaws of the CEE Graduate Program (Appendix A) and summarized here. The GPC administers the Graduate Program, acts on issues regarding graduate admissions and degree requirements, recommends TA assignments for incoming students, advises on fellowship support for graduate students, and reviews and approves Programs of Study for doctoral students.

STUDENT'S ACADEMIC ADVISER (MAJOR PROFESSOR)
New students should select a Major Professor before completing the first quarter. Students should discuss with the selected faculty member and obtain their consent to serve as their Major Professor. While students should feel free to discuss academic matters with any faculty member, typically the major professor will oversee most of the student's research and progress during their degree program. Students may change major professors at any time as their research and educational interests change and develop. Students working on research jointly with more than one professor also may have two co-advisors. The Major Professor submits the annual "Graduate Student Annual Progress Report" via the Graduate Coordinator to the Office of Graduate Studies. New students are temporarily assigned to the Graduate Program Committee member for their group who can assist in formulation and approval of a coherent course of study and also signs the first quarterly "Graduate Study List."

COLLEGE OF ENGINEERING GRADUATE STUDY COMMITTEE (GSC)
The Graduate Study Committee is composed of the individual Graduate Advisers or their designees from each Graduate Program in the College of Engineering. The function of this Committee shall be to coordinate and communicate matters of common interest to all graduate programs in the College of Engineering. Within the policies and procedures of Graduate Council, the GSC committee reviews cross-Department graduate curricula issues, awards of graduate fellowships and scholarships administered by the College, publications and announcements pertaining broadly to engineering graduate studies, and graduate student welfare in the College.
II. STUDENT RESPONSIBILITIES

Students are responsible for meeting all Graduate Program, Departmental, College, and Graduate Studies requirements set forth in this manual, the General Catalog, College of Engineering Bulletin, and Class Schedule and Directory. Selected requirements are tabulated below for your convenience.

Student research is essential to graduate education, and is required in some form for all CEE graduate degrees. In many cases, research or fellowship funding is available to help support student's pursuing their research. However, funded research is often not sufficient to cover all the hours a student will need to invest to complete a high quality research product. Student frequently invest unpaid time into research completing their own research or course-work.

SUMMARY OF MASTER'S DEGREE REQUIREMENTS

Degree Requirements

Course work

(Note: Refer to the Graduate Study Section of the College of Engineering Bulletin for COE policy regarding transfer of credits from other institutions, and from UCD for course work completed prior to admission to graduate standing.)

<table>
<thead>
<tr>
<th></th>
<th>Plan I MS</th>
<th>Plan II MS</th>
<th>ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum number of graduate engineering course units (exclusive of 290C and 299)</td>
<td>15</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>Minimum number of graduate and undergraduate course units (exclusive of 290C and 299 and courses listed below)</td>
<td>27*</td>
<td>33*</td>
<td>30*</td>
</tr>
<tr>
<td>ECI 290 (Seminar)**</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>ECI 299 and ECI 290C (Independent study or research) One unit of ECI 290C must be included each quarter when 299 units are taken.</td>
<td>variable</td>
<td>variable (2 min)</td>
<td>variable</td>
</tr>
<tr>
<td></td>
<td>36</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

* No undergraduate UCD course, nor its equivalent from another institution, that is required for the B.S. degree in CEE at Davis, may be applied toward this requirement, with the exception of EAD 115 and ECI 114. HYD 144 may not be taken for credit if ECI 144 is offered in the same calendar year. Courses ENG 103, 105, 104 and ECI 132, 135, 141, 141L, 171, 171L are considered core undergraduate courses and may not be counted toward a Master's degree. No graded course may be taken for credit more than once.

** MS students are encouraged to take ECI 290. However, waivers may be granted to students with equivalent public speaking and presentation skills. For waiver conditions, see the Section on ECI 290 Seminar Requirements later in this manual.

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Approved by Graduate Council on March 17, 2006
Thesis/Report/Exam

In conjunction with your Major Professor, select a three-person thesis or comprehensive examination committee as soon as practical (See Part III for Committee Membership and Responsibilities). Electronic copies of theses and reports (preferably in pdf format) should be submitted electronically to the Graduate Coordinator.

M.S. Plan I: Must write thesis and have it approved and signed by three-person committee.

M.S. Plan II: Enroll in a minimum of 2 units of ECI 299 entailing directed research with a member of the faculty, who will require a written report. The written report is generally expected to have the scope and quality of a refereed journal paper, without the need to be an original contribution to the field. The student must have the report approved by a three-person committee, which constitutes a written examination. In addition an oral presentation and exam may be required. Oral exams vary but typically the three committee members meet with the student for one hour and questions are asked. The questions may be directly related to the report and/or to any courses that the student has taken. The relevant Graduate Studies requirements are: "Plan II requires completion of 36 units of upper division and graduate courses and satisfactory performance on a comprehensive final examination. A comprehensive final examination in the major subject may be written or oral or both according to the rules adopted by the particular graduate program. The student should be informed in advance of the general subject matter on which she/he will be examined".

M.E.: Work a minimum of five hours per week per unit of ECI 299 credit on an approved engineering project, culminating in a written report. The quality of work should be equivalent to an A grade in a regular course and must be approved by their Major Professor. Must pass a comprehensive exam administered by their three-person committee.

Required Forms to File

- "Graduate Study List" - First year students must file this form quarterly with the Graduate Coordinator after obtaining your adviser's signature. These are placed in graduate student mailboxes at the beginning of each quarter.

- "Graduate Student Annual Progress Report" These are placed in student mailboxes each year early in May. Return to the Graduate Coordinator after obtaining your group adviser's signature.

- "Master's Final Notice Form" and "Application for Candidacy" - Submit applicable form to Graduate Coordinator no later than the middle of the quarter preceding the quarter in which you intend to graduate (see General Catalog and Class Schedule and Directory for filing deadlines). Graduate Coordinator will obtain the signature required of the Graduate Adviser. This form may be obtained from the Graduate Coordinator.
SUMMARY OF DOCTORAL DEGREE REQUIREMENTS

"The Doctor of Philosophy degree is not granted by the University of California merely for the fulfillment of technical requirements, such as residence or the completion of fundamental courses. The recipient of a Ph.D. degree is understood to possess thorough knowledge of a broad field of learning and to have given evidence of distinguished accomplishment in that field; the degree is a warrant of critical ability and powers of imaginative synthesis. The degree also signifies that the recipient has presented a doctoral dissertation containing an original contribution to knowledge in her or his chosen field of study." (from UC Davis Graduate Advisors Handbook)

Preliminary Examination
Contact the member of the GPC from your Area to determine if you will be required to take a Preliminary Examination. If so, you must take it before the end of the first year of enrollment as a doctoral student or prior to transfer from a Master's Program at UC Davis CEE into the Ph.D. program.

Select Guidance Committee
Consult with your Major Professor to identify a Guidance Committee as soon as possible, but no later than the end of your first quarter of study (see Section III for Committee Membership Requirements). Doctoral Guidance Committees, composed of three faculty members, have the responsibility to guide you in formulating your "Program of Study." In consultation with your Guidance Committee, develop a "Program of Study."

"Program of Study" for PhD
"Programs of Study" should be filed with the Graduate Coordinator before the end of the second quarter of Ph.D. studies. The "Program of Study" form can be downloaded from http://cee.engr.ucdavis.edu/gradinfo/DeptInfo/DeptInfo.htm. The "Program of Study" must be reviewed and approved by the GPC within the first three quarters of your Ph.D. program. Early submission of your Program will allow Ph.D. students to adjust their Programs before investing time and energy in courses that may not be approved by the GPC. Revisions of the "Program of Study" are common.

Approval by the GPC should not be taken for granted; this Committee will reject "Programs of Study" that are inadequately developed. It is recommended that you consult with your Guidance Committee early in your course work, and follow the guidelines (below) carefully in developing your "Program of Study."

The "Program of Study" can be based on 1 major with 1 minor, or 1 major with 2 minors. In either case, a minimum of 54 units of course work beyond the baccalaureate degree, and exclusive of seminars and research, are required. A minimum of 30 units must be taken at the Davis campus. Total program must contain at least 40 units of graduate courses (not including seminars and research units). Programs of study with one minor must contain at least 30 units in the major (at least 24 units at the graduate level) and at least 15 units in the minor (at least 9 units at the graduate level). Programs of study with two minors must contain at least 27 units in the major (at least 21 units at the graduate level) and at least 12 units in each minor (at least 9 units in each minor at the graduate level). Courses taken more than eight years prior to the Qualifying Examination are normally not counted toward satisfaction of the "Program of Study."

It is strongly recommended that you consult with faculty members in the minor areas, as well as your own guidance committee and Major Professor, to develop coherent minor(s).
Examples of minors include mathematics, numerical analysis, statistics, chemistry, microbiology, and economics.

Acceptable “Programs of Study” must satisfy the following qualitative criteria:

**breadth:** two or three broad fields of study; a major and one or two minors;

**depth:** knowledge of theoretical and practical aspects of the field usually, but not always, satisfied by a minimum of 30 units in the major;

**coherence:** the courses in the minors should broaden and complement the stated major. The requirement of coherence expressly precludes taking a large number of single courses in unrelated areas.

**“Program of Study” for Doctor of Engineering**

Doctor of Engineering programs are expected to be of equal quality and follow the same general rules as for the Ph.D. The major difference is that the orientation of the D.E. is toward professional practice, as opposed to research. Often, it is difficult to distinguish between D.E. and Ph.D. programs, as well as between the engineering dissertation and the doctoral dissertation. The Graduate Program Committee reviews and approves D.E. “Programs of Study” using the same standards as for Ph.D. “Programs of Study” (See the College of Engineering Undergraduate and Graduate Bulletin for a description of the D.E. degree).

**ECI 290 requirements for Ph.D. and D.E. students**

The ECI 290 course should be listed on the “Program of Study” but is not counted toward the 54-unit course work requirement. If a student has already taken ECI 290 (seminar) as a Masters student, he/she need not take it again as a Ph.D. student. Waivers may be granted to students with equivalent public speaking and presentation skills. For waiver conditions, see the Section on ECI 290 Seminar Requirements later in this manual.

**Other Key Requirements for Ph.D. and D.E.:**

- Grade point average of at least 3.25.
- Satisfy residency requirement (minimum of 6 quarters of full-time enrollment)
- Approval a program of study (graduate course-work plan)
- Pass qualifying examination (five-person committee)
- Approval of Ph.D. or Engineering Dissertation (three-person committee). The doctoral dissertation must be an original and substantial contribution to knowledge in your major field. In it, you must demonstrate the ability to carry out a program of advanced research and to report the results in accordance with standards observed in recognized scientific journals.

**Summary of Required Forms to File**

Students are required to obtain all of the forms listed below and complete them with the guidance of their Major Professor. Forms can be obtained from the Department’s Graduate Coordinator. After completion they should be returned to the Graduate Coordinator for appropriate signature and/or approval for processing:

a. “Program of Study” - This form should be filed not later than the second quarter of study. The GPC will then review the “Program of Study” at their next meeting. The “Program of Study” and all revisions (if any) must be approved by the GPC before filing the “Application for
Qualifying Examination.”  

Note: the GPC meets at least once per quarter; (second or third week of quarter). A copy of the approved “Program of Study” is filed in the Department office.

b. "Application for Qualifying Examination" - This form is required to establish the membership of a Qualifying Examination committee and to set the date of the examination. The Graduate Adviser will confirm satisfactory execution of the “Program of Study” before this form is forwarded to the Office of Graduate Studies for approval. (Note: If your GPA is less than 3.25, you will not be admitted to a doctoral oral qualifying examination.) The Graduate Studies office must receive this form one month in advance of the qualifying exam (see Part III for Committee Membership). The examination should not take place until all course-work in the major and minor fields is completed. In any case, regardless of the total number of units in your approved “Program of Study,” you cannot take your Qualifying Exam until at least 54 units of your Program have been completed.

c. "Application for Advancement to Candidacy" - Following successful completion of the qualifying exam, the student will obtain a copy of this form and submit it to the Chair of the Dissertation Committee who will sign and return the form to the student. On this form the student, in consultation with his/her Major Professor suggests the membership of the Dissertation Committee (see section on Committee Membership). The student submits the form to the Graduate Coordinator, who confirms that the “Program of Study” and Qualifying Examination have been completed and passes it for approval and signature of the Graduate Adviser. The Graduate Coordinator then sends the application on to Graduate Studies. A $65.00 validation fee from the student is required to process the form before the Graduate Adviser signs.

d. "Graduate Student Study List" - is required to be completed quarterly by all first year students, approved by their Major Professor or program advisor before the 10th day of instruction and filed with the Graduate Coordinator.

e. "Graduate Student Annual Progress Report" - is due annually for all students. The student initiates this report and then passes it to their Major Professor for a signature and then it is forwarded to the Graduate Coordinator.

f. "Doctoral Final Notice Form" - must be filed no later than the beginning of the quarter preceding the quarter in which you wish to graduate (see the UC General Catalog and Class Schedule and Room Directory for filing deadlines).

Transfer from Masters to Doctoral Program

Students whose degree objective is MS or ME may petition to change their degree objective to Ph.D. The request for continuation into the Doctoral program is initiated by filing a "Petition for Change of Degree Objective" form and departmental form. These forms are available from the Graduate Coordinator and approval (and subsequent signature) of the Graduate Adviser will be given without further consultation with faculty within the student's group if four of the following five criteria are satisfied:

1. Undergraduate GPA > 3.2.
2. Graduate GPA > 3.5.
3. Quantitative GRE score greater than 75th percentile.

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4. Positive recommendation from Master's Major Professor.
5. Positive recommendation from the faculty member in the CEE department graduate program likely to be advising the student in doctoral work.

This change in degree objective becomes effective with the completion of the masters degree. Furthermore, if a Preliminary Examination is to be administered, it must be passed before filing the “Petition for Change in Degree Objective” form. As a Master's student, if you have any inclination to pursue Doctoral studies, speak to your program Major Professor or the Graduate Adviser about preparing a “Program of Study.”

**PREPARATION OF THESIS AND REPORTS**
Consult with the Graduate Studies Office on the required format for M.S. Plan I and Doctoral theses. Formatting of M.S. Plan II and M.E. reports are at the discretion of the Major Professor. The Department does not permit the use of staff time or equipment for the word processing or photocopying of theses and reports, unless all costs are covered through research grants or by the student. Computers and printers are available in the CEE graduate student lab for research- or course-related work. A copy of the thesis is required by Graduate Studies and all members of your Thesis Committee. M.E. and M.S. II plan students are required to submit a copy of their reports to their Major Professor and to the members of their comprehensive examination committees (student is not required to submit a copy to Graduate Studies). An electronic copy of the completed thesis or report should be provided to the Graduate Coordinator, preferably in pdf format.

**III. COMMITTEE MEMBERSHIP AND RESPONSIBILITIES**

**MEMBERSHIP OF ADVANCED DEGREE COMMITTEES**
The Graduate Adviser, in consultation with the student, the Major Professor and Program members, recommends appointment of members to serve on examination committees, doctoral dissertation committees, and master's thesis committees. The Graduate Adviser nominates the committee to the Office of Graduate Studies, and final approval of the membership on these committees rests with the Dean of Graduate Studies.

*Only program Faculty members* have the automatic eligibility to serve as members or chairs on advanced degree committees. Program membership normally includes all faculty with Academic Senate appointments and Adjunct Faculty in the Department of Civil and Environmental Engineering and other faculty that have been elected to membership in the Program. The current membership of the program is listed in Appendix A. Non-members of the Program can serve as members on advanced degree committees upon written recommendation by the Graduate Adviser and approval by Graduate Studies as discussed in the Graduate Advisers Handbook of the Office of Graduate Studies. The approval of non-members to advanced degree committees requires special approval by the Office of Graduate Studies and must be justified by special expertise and qualifications that cannot be duplicated by program members. If a student desires to use a non-member on one of his/her committees, the student must submit a brief written rationale for the appointment and a resume to the Graduate Coordinator, along with the committee request form.

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1. When a proposed committee member is not a faculty member of the CEE Graduate Program, committee membership must obtain approval before the committee begins to discharge its duties.

2. Nomination of a non-member of the program to serve as the chairperson of an advanced degree committee is approved by the GPC only in the most unusual circumstances.

3. The Chair of a student's Dissertation Committee cannot be the Chair of the student's Qualifying Examination Committee.

4. At least three members of each Qualifying Examination Committee must be members of the CEE Graduate Program.

5. At least one person on each Qualifying Examination Committee must be a faculty member from a department other than the CEE Department.

**Responsibilities of Committees for Masters Students**

For M.S. Plan I students, a three-person thesis committee must approve and sign the thesis. For the M.S. Plan II and M.E. students, a three-person committee administers the comprehensive examination and reviews the project.

The M.S. Plan I Thesis Committee ensures that the quality of the thesis is appropriate for the degree. The thesis is more research oriented (though not necessarily an original contribution to knowledge) than the Engineering Report for the M.E. degree.

For M.S. Plan II and M.E. students, the Comprehensive Examination Committee examines the candidate on: (1) his or her general engineering knowledge as it particularly applies to the report, and (2) the content of the report. The exam may be written, oral, or both. Upon completion of the Comprehensive Examination, the Chair of the Committee must notify the Graduate Coordinator, indicating the following:

   a) when the student took the exam,
   b) the members in attendance, and
   c) the recommendation to pass or not pass.

**Responsibilities of Committees for Doctoral Students**

Doctoral students need three committees: the Guidance Committee (three persons), the Examination Committee (five persons), and the Dissertation Committee (three or more persons).

**Guidance Committee**

The Guidance Committee for Ph.D. and D.E. students is expected to evaluate the student's ability to fulfill the requirements for a Doctoral degree, and to report questionable cases to the Graduate Adviser. Guidance Committee members should be selected who will have considerable course contact with the student. The committee evaluates the student's ability to successfully complete a Ph.D. program in the following manner.

1. The Committee reviews the student's Master's degree work and subsequent performance in course-work during the first quarter after completion of the Master's degree. (If the student has obtained the Master's degree at some other institution, the review should be conducted during the first quarter of residence at Davis.) The Committee may solicit comments from other faculty members.
2. The Committee has the option of administering a Preliminary Examination to the student. The Preliminary Examination is given with some (although not extensive) notice, so that the student will not spend an undue amount of time preparing for the examination. Preliminary Examinations should be designed to serve two purposes:
   a. Indicate weaknesses in a student's background that can be remedied by additional coursework.
   b. Assess the potential for successfully undertaking doctoral level course-work and for pursuing research.

3. The Committee guides the student in the preparation of a "Program of Study" (See Section II).

4. The Committee advises the student on selection of members of the Qualifying Examination Committee.

**Qualifying Examination Committee**
The five-person Examination Committee normally is composed of three or four people knowledgeable in the candidate's major, and one or two persons knowledgeable in the minor(s). Students are cautioned that a deep understanding of one's research project does not, by itself, represent sufficient preparation for the Qualifying Examination. Indeed, the Qualifying Exam is intended to be a broad examination over the student's entire field of study, as defined by the "Program of Study." At the Examination Committee's discretion, a portion of the exam may be devoted to an evaluation of the student's understanding of the research project topic. Similarly, the Qualifying Examination may range over fundamental undergraduate-level material as well, especially if weaknesses are perceived as the Qualifying Exam progresses.

Upon completion of the Qualifying Examination, the committee chair indicates the results on the "Report on Qualifying Examination for Admission to Candidacy for the Degree Doctor of Philosophy" form, and returns it to the Graduate Coordinator, who then sends it to Graduate Studies. Upon successful completion of the Qualifying Examination, the student receives an "Application for Candidacy for the Degree of Doctor of Philosophy." The Chair of the Qualifying Examination signs the form, and the student completes the application, pays the fee, and then returns it to the Graduate Coordinator for processing.

**Dissertation Committee**
The **Major Professor** of the student is usually the chair of this three (or more) person committee. The other members are selected based on their interest and involvement in the student's research. Only program Faculty members have the automatic eligibility to serve as members or chairs on advanced degree committees. This Committee provides guidance to the student in formulating and carrying out a Doctoral research project. A dissertation must be reviewed and approved (via signatures) by all members of this Committee.

**IV. FUNDING, FEE, AND TUITION POLICIES**

**ESTABLISHING CALIFORNIA RESIDENCY**

Domestic nonresident students must establish evidence of intent to become a California resident as soon as possible. No US citizen or Permanent Resident will receive a Nonresident Tuition
Fellowship beyond the first three quarters of graduate study (See the College of Engineering Bulletin for details on establishing evidence of intent).

**FILING FEE OPTION**

Students who have completed all course-work and residence requirements, and all laboratory and other research work, are eligible to pay a reduced fee instead of registering as a regular student. Students must have completed a draft of their thesis or research paper before becoming eligible for “filing fee” status. The “Filing Fee” petition, must be filed before ceasing to register as a regular student. Please note: “Students electing to go on “Filing Fee” status are no longer eligible to use any University facilities, including office desk space, faculty time (except for the final reading of the thesis), computers, mailboxes, etc.”

**FELLOWSHIPS AND NONRESIDENT TUITION FELLOWSHIPS**

Students are encouraged and responsible to take the initiative to investigate and apply for fellowships for which they are eligible. Many University Fellowships (highly competitive) are available for graduate study and all applications are due each year by January 15 unless otherwise indicated. There are three main forms that should be completed by all U.S. Citizens, permanent residents, and immigrants:

- Fellowship application form - required for all fellowships
- Supplementary Fellowship Application Form - required for TOPS, Work-Study, and others
- FAFSA - required for TOPS, Work-Study, and many others

Please complete all three forms even if you think you will not qualify. Each year, our students and the graduate program lose funding only because unwittingly eligible students did not complete one of the forms. Applications for fellowships may be picked up from the Graduate Coordinator, completed and returned for consideration and review by the Admissions Committee and other appropriate members in the selection process. Fellowships include First Year Graduate Fellowships, GOF (Graduate Opportunity Fellowships), TOPS Fellowships, and Block Grant Stipends or Nonresident Tuition Fee Fellowships. For information on fellowships that are available through the Department, see the Graduate Coordinator. For other available fellowships, consult with the Office of Graduate Studies located at 250 Mrak Hall and http://gradstudies.ucdavis.edu/support/studsup.htm.

**REDUCTION IN NONRESIDENT TUITION FOR PH.D.**

Nonresident Ph.D. students who have advanced to candidacy by the first day of the academic term following advancement to candidacy may be eligible to a reduced nonresident tuition rate. The tuition is reduced by 75% for a maximum of three years. Any student that continues to be enrolled or who re-enrolls after receiving the reduced fee for this period, will be charged the full nonresident tuition that is in effect at that time.

**RESEARCH ASSISTANTSHIPS**

Research Assistantships are awarded from research projects with available funding by individual faculty members. The research project typically forms the basis of the student's thesis. Normally,
Research Assistants are expected to work 20 hours/week, and receive a 50 percent time appointment during the academic year. Full-time appointments during the summer are possible if funding is available. Appointment as a Research Assistant at 25% or greater, entitles the student to a fee remission that covers all in-state fees for each quarter that the student is employed. The minimum GPA requirement is 3.0.

**WORK-STUDY RESEARCH ASSISTANTSHIPS**

Research Assistantship support is also available for students under a federally funded Work-Study Program. This program offers funds partially subsidized by the federal government that substantially reduce the burden on a faculty member’s research projects. Students must be a U.S. Citizen or Permanent Resident, have been on the campus for two or more quarters, and have a demonstrated financial need before they can participate in the Work-Study Program. Work-study research assistantship support may be requested from the Graduate Coordinator. Students must demonstrate eligibility for the Work-Study Program by filing a FAFSA form (online).

**TEACHING ASSISTANTS AND ASSOCIATE-INS**

Teaching Assistant appointments are offered to exceptional students that show promise as classroom instructors. These appointments are made by the faculty Teaching Assistant Coordinator with a limited number of offers made to potential new graduate students. Applications for Teaching Assistant position may be picked up from the Graduate Coordinator in 2007 ENG III. The number of Teaching Assistant appointments available depends on the demand and/or courses offered during each Fall, Winter and Spring quarters. Teaching Assistants are needed in all areas of our graduate program and first consideration is given to continuing students. You may pick up a list that indicates those courses requiring a Teaching Assistant from the Graduate Coordinator. The University allocates funds for TA positions to the Department, so the number of Teaching Assistantships is limited. Some Teaching Assistants with three quarters of experience are sometimes appointed as an Associate-In Civil Engineering and may take full charge of a lower division course, and in some cases, with approval by the Committee on Courses and Graduate Studies may also take full charge of an upper division course. Funds for these appointments are limited. Teaching Assistants are appointed at either 25% or 50% appointments that entitles the student to a fee remission of their in-state fees for each quarter they are appointed as a TA. The minimum GPA requirement for Teaching Assistants is 3.0. All Teaching Assistants must enroll in a total of twelve units. The units must include ECI 390 and may also include ECI 290C and 299 research units.

**HYDROLOGIC ENGINEERING CENTER INTERNSHIPS**

The CEE Graduate Program and UC Davis Internship and Career Center has a longstanding agreement with the US Army Corps of Engineers Hydrologic Engineering Center (located in downtown Davis) to support several incoming graduate students with research interests compatible with HEC activities (e.g., water planning and management, hydraulics, hydrology, water quality, and information technology). Interns are selected as part of normal graduate recruiting, based on faculty nominations, and coordinated by the HEC Intern Faculty Coordinator.
and the Graduate Advisor. Internship appointments do not cover UC Davis fees or tuition, but typically include 50% salary during the academic year and 100% salary for the summer.

V. OTHER GRADUATE STUDENT POLICIES

ACADEMIC RESIDENCE REQUIREMENTS

Master's students are required to be registered as full-time students for a minimum of three academic quarters, and Doctoral students as full-time students for a minimum of six quarters. Two consecutive summer sessions may be counted as the equivalent of one regular quarter for residence purposes, so long as at least two units are taken in each session.

FULL-TIME STATUS

Graduate Studies considers 12 units to be a minimum academic workload for full-time students. Students must enroll in at least 12 units (including 290C and 299) unless they are: (1) a first-quarter international student who last studied in a language other than English, or (2) officially designated as a part-time student. First quarter international students who last studied in a language other than English may seek the Graduate Adviser's approval to enroll in less than 12 units the first quarter of study at Davis.

PART-TIME STATUS

Part-time student status is available only for students who have full-time employment, health constraints, or family obligations. Part-time students may enroll in not more than six units of credit, including 290C and 299, during any quarter. Approved part-time students pay the full Registration Fee, the Health Insurance fee, Memorial Union fee, ASUCD fee, and one-half the Educational Fee. Applications for part-time status are available at Graduate Studies or from the Graduate Coordinator.

PLANNED EDUCATIONAL LEAVE PROGRAM (PELP)

Students wishing to go on PELP are required to contact the Graduate Coordinator in the CEE Department to offer guidance on the PELP application process and how PELP status impacts eligibility for University services (e.g., financial aid, housing, academic appointments, fellowships, etc.).

Satisfactory/Unsatisfactory (S/U) Grades

Master's students may not opt to take any courses on as S/U basis that are used to satisfy the course unit requirements given in Section II.1.a. Doctoral students may not opt to take any courses on a S/U basis that appear on their "Program of Study."

The student may take courses in addition to those needed to satisfy degree or program requirements on a S/U grading basis as either a Master's or Doctoral degree student. However, in accordance with Graduate Council policy, they may take only one course per quarter on this
basis. After advancing to Candidacy for the Ph.D. or D.E. degree, students, with the approval of
the Graduate Adviser, may take an unlimited number of courses on an S/U grade basis.

If the student wishes to be graded on a Satisfactory/Unsatisfactory basis in any course, they must
file a petition for that course. These petitions must be approved by the Graduate Adviser and the
Dean of Graduate Studies. If the student accumulates a combination of more than eight units of
"Incomplete" and "Unsatisfactory" grades before Advancement to Candidacy, they will be
placed on academic probation. If a student elects the S/U grading option, the student is assigned
a letter grade by the instructor on the same basis as other students in the class (for e.g., in a
graduate course, if a student earns a grade of B- or higher, an S is shown on the record; in a
undergraduate course, if a student earns a grade of C- or higher, an S is shown on the record).

GUIDELINES FOR MINIMUM PERFORMANCE IN 299 COURSES

The number of hours that a student is expected to devote to 299 courses should not be less than
three hours of research per week per unit of 299. **Students enrolled in a 299 course must also
enroll in one unit of ECI 290C** and meet with the **Major Professor** regularly during the quarter.
Modern research investigators usually need financial and other support for their research. To
obtain this support, the investigator must be capable of writing research reports, status reports,
and final reports. It is strongly recommended that our students be trained in these aspects of
research. ECI 290C and 299 courses are a logical place for the students to receive this training.
Each individual faculty member is assigned CRN numbers for these courses. These CRN
numbers change each quarter and are available from the Department’s administrative staff.

COURSE CREDIT BY CONCURRENT ENROLLMENT, EXAMINATION, AND TRANSFER

Prior to admission into the CEE graduate program, a student may be authorized to take 12 units
on a “concurrent” basis through University Extension. These units will be counted toward a
graduate degree if this student is eventually admitted into our graduate program. Courses taken
on a “concurrent” basis after a student has been admitted for graduate study may not be used for
degree credit.

Masters Programs

The sum of the units earned in “concurrent” extension courses, courses taken by "examination,"
and courses taken at other institutions, may not exceed twelve for a Master's program. Up to six
200 series course units that were taken in undergraduate status at UCD may be transferred into a
Master’s program, so long as they were not used to satisfy any requirements for the B.S. degree.
Similarly, up to six course units taken outside the UC system and while in graduate standing,
may be transferred into a Master’s program.

Doctoral Programs

For the “Program of Study” for a Doctoral Candidate," the sum of the units earned in
“concurrent” courses, and courses satisfied by “examination,” may not exceed twelve. Approval
for all such courses must be sought in the form of a petition to Graduate Studies signed by the
Graduate Adviser. **Acceptance is not automatic.** For students desiring credit through any of

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these avenues, they must have a written note of approval from their Major Professor. Refer to the Graduate Study section of the College of Engineering Bulletin for further details regarding COE policy on transfer of credit.

ECI 290 - SEMINAR REQUIREMENTS

All Master's and Doctoral students should take the seminar course ECI 290 or its equivalent (as approved by the GPC) at least once. Waivers may be granted to students without taking ECI 290 whose advisors are able and willing to verify that the student has the equivalent (or better) critiqued public speaking experience and is competent in presentation skills. Waiver forms are available from the department’s website and must be filed with the Graduate Adviser before the start of the last quarter of residency. This course is not to be mistaken for ECI 290C. ECI 290 and ECI 290C are two different courses. Both are graded on a S/U basis.

REQUIRED BACKGROUND COURSES FOR STUDENTS WITHOUT A DEGREE IN ENGINEERING

Students without a BS in Engineering who are admitted to the CEE graduate program are required to complete the following courses or equivalents. The engineering nature of prior degrees may be certified by the Graduate Advisor, with appeal to the Graduate Program Committee based on the course content of prior degrees.

At least one class in four of the following six categories

- ENG 103 (Elementary Fluid Mechanics)
- ENG 104 (Mechanics of Materials)
- ENG 105 or Chem 110C or Chem 107A or Chem 107B (Thermodynamics)
- ECI 141 and ECI 141L (Engineering Hydraulics)
- EAD 115 (Numerical Methods)
- ECI 114 (Probabilistic Systems Analysis)

including at least two of the following three classes:

- ENG 103 (Elementary Fluid Mechanics)
- ENG 104 (Mechanics of Materials)
- ENG 105 (Thermodynamics)

and 6 additional upper division engineering course units approved by the student's Major Professor.

In consultation with their major professor, students must prepare a list of the courses that they are taking to satisfy the above requirements including a brief written explanation of any equivalent courses. Some or all of these course requirements may be satisfied by equivalent courses. Equivalent status of courses is determined on a case-by-case basis by the Graduate Adviser, in consultation with the student's Major Professor and the Chairperson, upon a written request by the student. If a student would like to count a course taken at another institution to fill one or more of these requirements, they must provide to their Major Professor and the Graduate Adviser a syllabus of the course taken, and evidence that they received a satisfactory grade in the course. None of the courses taken to fulfill the above requirements may be used for credit toward an advanced degree in Engineering, and all must be taken for a letter grade.

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ACADEMIC DISHONESTY
Academic work is concerned with developing students’ own scholarly and professional capabilities and their respect for the work of others. Undisclosed collaborations, un-cited use of other’s work, plagiarism, and other forms of academic dishonesty corrode development of professional and scholarly skills and demonstrate lack of respect for the works of others. Appropriately, faculty, students, the CEE program administration, and the UC Davis campus treat any such behavior with grave seriousness. Such cases are referred to Student Judicial Affairs (http://sja.ucdavis.edu/index.htm).

RESEARCH CONDUCTED AT OFF-CAMPUS LOCATIONS
Research for the thesis may be conducted at an on- or off-campus location provided that:
1. The planning, execution of the research, and resolution of the data are essentially an independent effort by the student.
2. Members of the thesis committee have access to the research area.
3. The results of the research may be published in full, and in unrestricted journals.
4. University patent policies are recognized.
5. The student is enrolled in a 299 course so that a faculty supervisor is formally appointed and budgetary credit can be obtained for (a) the faculty member's effort, (b) support by other University personnel, and (c) use of University facilities. No research involving the use of University facilities or supervision by faculty members is to be conducted by the student when he or she is not enrolled in a 299 course. Exceptions may be made for research conducted during the summer. After the research has been completed, and with the concurrence of the thesis committee, a student may write his or her thesis without enrolling in a 299 course. The thesis committee may require that the student give a defense of the research to establish that the research is completed.
6. All other policies regarding 299 courses apply.

GRADUATE STUDENT DESK SPACE
One of the purposes of graduate student offices is to foster communications among students, and between students and faculty. The Department’s Graduate Student Office space is located in: Bainer Hall, Engineering III, and Academic Surge. Each office has very limited desk space, and in many cases students offer to share a desk with one another. Our intent is to find desk space for all students who indicate a need for one and sharing is one solution. New and continuing students who will be holding a TA position (during any quarter of the academic year) will definitely be assigned a desk for that quarter. The exact location will be determined based on availability. To request a desk and location for holding office hours, please contact the Graduate Coordinator who will be in charge of scheduling and availability. For all other new and continuing students not holding an academic appointment, the Graduate Coordinator will put you on a waiting list and notify you when a desk becomes available. Students on PELP or Filing Fee status are not eligible for desk space.

To best accommodate students requesting a desk, assignments are given priority as follows:
1. Postdoctoral researchers (non-student PGR titles) employed by the department working with a CEE faculty member.
2. Ph.D. students who have Advanced to Candidacy

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3. Ph.D. students who have not Advanced to Candidacy
4. M.S. students who are TAs during a particular quarter
5. M.S. students doing a thesis
6. M.S. students doing a project
7. Any other students (including part-time or CWO status)

Notes on the priority system:
1. All of the offices will be considered as a group (EUIII, Bainer, and Academic Surge).
2. When all offices are assigned and there is still a demand, students will be asked to share desks starting at the bottom of the list.
3. There will be no preference for particular groups (environment, water, etc.) for space.
4. Students in other Graduate Groups who have a CEE faculty member as a Major Professor have equal priority to CEE Program students.
5. Desk assignments are never permanent. A student may be asked to move to another location or lose an office altogether if a person with a "higher priority" needs office space.
6. Whenever possible, students/postdocs who need common space (e.g., because of computational needs) will be kept together, but this will never override the priority scheme. (Note that all space belongs to the department and not to individual faculty or groups.)
7. Students who are on PELP and filing fee are not entitled to a desk by University policy and will not be provided one.
8. Within a priority class, seniority determines who has priority (e.g., second year MS receive higher priority than first year).
9. Desks that are unused for one full quarter during the academic year may be transferred from one student to another student.
10. Students should notify the Graduate Coordinator if their desk space is no longer needed.

Purchases with University-Controlled Funds
Please contact the purchasing staff in the CEE office before you purchase or agree to purchase anything with research or department funds. A purchase request must be submitted in advance of any purchase, with the appropriate signatures, before a purchase order is generated. Any purchase without the proper paperwork, is considered "unauthorized" and you may be held responsible for the amount owed. Department policy is to allow a two day turnaround time for processing any purchase request. As per the UC Davis Policy and Procedure Manual 350-10:

*........"An "Unauthorized" purchase is a purchase, letter of intent to purchase, or request for scheduling in advance of an order that is made by a person who lacks the proper authorization to commit University-controlled funds. Unauthorized purchases are a violation of University Policy and the individual who purchases goods or services can be held responsible for payment of charges incurred."

Administrative and Support Staff
A complete listing of the graduate program members and their research areas is provided at the end of the manual. The following is a list of key support personnel and their roles:

Renee Timas (2-1441) Graduate Coordinator, Information on Graduate Program

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<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Position/Responsibilities</th>
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<tbody>
<tr>
<td>Pamela Morgan</td>
<td>(2-1228)</td>
<td>Financial Analyst</td>
</tr>
<tr>
<td>Renee Domino</td>
<td>(2-8775)</td>
<td>Financial Analyst</td>
</tr>
<tr>
<td>Anna Finlay</td>
<td>(2-7433)</td>
<td>Purchasing, Reimbursements</td>
</tr>
<tr>
<td>Margaret Lozano</td>
<td>(2-1434)</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Nancy Nelson</td>
<td>(2-3425)</td>
<td>Undergraduate Student Advising, PTA #s</td>
</tr>
<tr>
<td>Pam Pickering</td>
<td>(2-6900)</td>
<td>Travel reimbursements, Conferences and Meetings</td>
</tr>
<tr>
<td>Anni Carroll</td>
<td>(2-0586)</td>
<td>Reception, Textbook Orders, Room Reservations, Key Distribution &amp; Visas</td>
</tr>
<tr>
<td>James Dungca</td>
<td>(2-8948)</td>
<td>Payroll/Personnel</td>
</tr>
<tr>
<td>Heidi Arnold</td>
<td>(2-6465)</td>
<td>Computer Consultant, Manager for computer labs</td>
</tr>
<tr>
<td>John Lin</td>
<td>(4-6421)</td>
<td>Computer Consultant, Manager for computer labs</td>
</tr>
<tr>
<td>Bill Sluis</td>
<td>(2-0589)</td>
<td>Design of Lab Apparatus, Equipment Maintenance</td>
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<tr>
<td>Daret Kehlet</td>
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</tr>
<tr>
<td>Gerry Ito</td>
<td>(2-5669)</td>
<td>Environmental Lab Management, Cylinder Orders</td>
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APPENDIX A (GRADUATE PROGRAM BYLAWS)

UNIVERSITY OF CALIFORNIA, DAVIS CIVIL AND ENVIRONMENTAL ENGINEERING BYLAWS

Administrative home: Department of Civil and Environmental Engineering

Revised and approved by graduate program on June 13, 2002
Approved by Graduate Council June 2002

Article I. Objective
The departmentally-based graduate program in Civil & Environmental Engineering ("Program") is organized to establish and administer a graduate program of instruction and research leading to graduate degrees in civil & environmental engineering in conformance with the regulations of the Office of Graduate Studies of the University of California, Davis.

Article II. Membership
1. Membership in the Program shall be limited to members of the Academic Senate and Adjunct Faculty associated with the Davis campus. Membership is based on disciplinary expertise and is independent of specific departmental appointment.

2. Membership in the Program shall include all faculty with Academic Senate appointments and Adjunct Faculty in the Department of Civil & Environmental Engineering (CEE). Expectations of members are set forth in section II.4 below. Review of these members is accomplished during the normal merit review process in the Department of CEE.

3. Individuals included by Article II.1 but not Article II.2 may become members in the Program on a case-by-case basis as follows. Any Program member may nominate an individual to become a member of the

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Approved by Graduate Council on March 17, 2006

Program. Nominees are limited to members of the Academic Senate or Adjunct faculty who (1) hold a Ph.D. or equivalent degree, (2) have the appropriate background and training and have done research in engineering or closely related areas, and (3) meet the expectations set forth in section II.4 below. The candidate will be evaluated by the Program members. The evaluation will be based on a wide range of relevant information including the candidate's qualifications, experience, and interests. In particular, participation in graduate student and post-doctoral training relevant to civil engineering will be considered. Program members will vote on the candidate’s membership by a confidential ballot. Upon election as described under Article V, the new member will be sent a letter of invitation by the Program Chair and be considered a member only in the event of an affirmative reply in writing. This membership will be reviewed every 6 years by the GPC. Evaluation will be based on the criteria described in II.4 below. Members with positive reviews will be notified in writing and will be considered a re-appointed member only in the event of an affirmative reply in writing. Members may resign from the Program at any time by writing a letter of resignation to the Program Chair.

4. Membership expectations are as follows:
   a. Have an active research program commensurate with the expectations of the University of California.
   b. Be willing to participate in the administration of the graduate program, e.g., by serving on Program administrative committees or as an administrative officer of the Program.
   c. Provide graduate level instruction and/or offer research instruction.
   d. Serve on guidance, thesis/dissertation and examination committees for graduate students in the Program.
Article III. Organization and Administration of the Program

1. The administration of the Program and its activities will be vested in a Graduate Program Committee (GPC) consisting of seven Program members. The membership of the GPC will include the Chair of CEE, a Vice Chair of CEE and one member drawn from each of the five major areas of study represented within CEE. The Vice Chair of CEE that is a member of GPC will serve as chair of GPC and Master Adviser of the Program.

2. The administrative home of this Program is CEE. The Chair of CEE, who is Chair of the Graduate Program as well, shall appoint the Program's GPC.

3. The principal responsibilities of the Graduate Program Committee (GPC) and the Chair of the program are the following:
   a. The GPC is responsible for nominating candidates for Graduate Adviser to the Graduate Studies Associate Dean for Programs who will recommend nominees to the Chair of Graduate Council for appointment. The Master Adviser may be nominated to be the Graduate Adviser.
   b. The members of the GPC will serve as area graduate coordinators for their respective areas.
   c. The GPC will advise the Graduate Adviser on interpretation of policies described in the Guidance Manual for Graduate Students and Their Advisors, a document that reflects the advising system, student responsibilities, committee membership and responsibilities, and other policies relating to graduate student advising. Major changes to this manual may require action from the Program membership.
   d. The GPC will act on issues associated with graduate admissions such as recruitment and admissions criteria. Members of the GPC make recommendations to the Graduate Adviser regarding admission decisions of applicants to their disciplinary area.
   e. The GPC will make recommendations, as necessary, regarding requirements for graduate degrees and other programmatic proposals for consideration by members of the Program.
   f. The GPC will make recommendations concerning disbursement of Block Grant support and work study to the Chair of the Program. The Chair of the Program may make the final decision or delegate this decision to the Chair of the GPC.
   g. The GPC will make recommendations to the Chair of the Program regarding student fellowships. Based upon these recommendations, the Chair of the Program may make the final decision or delegate this decision authority to the Chair of the GPC.
   h. The GPC will make recommendations to the Chair of the CEE department regarding selection of teaching assistants.
   i. The GPC will review and approve the Programs of Study for doctoral students.
   j. The GPC will review graduate program membership and bring membership issues to the attention of the graduate program members.
   k. The GPC will review, edit, and maintain the Guidance Manual for Graduate Students and Their Advisors as necessary.

4. If a member of the Program has an unresolved disagreement with the Graduate Adviser over the interpretation of the CEE graduate program policies, then that Program member may appeal to the GPC for a clarification of policy. The seven member GPC will review the appeal and vote on the policy interpretation if necessary. The majority vote of the GPC shall be binding in terms of policy interpretation. It will then be the responsibility of the Graduate Adviser to implement the policy and act accordingly.

Article IV. Composition of Degree Committees
1. The Graduate Adviser, in consultation with the student, the major professor and Program members, recommends appointment of members to serve on examination committees and to review and pass upon the merits of each doctoral dissertation and master's thesis. Final approval of the membership on these committees rests with the Chair of Graduate Council.

2. Program members, and only Program members, have the automatic right to serve as members or chairs on advanced degree committees. Non-members of the Program can serve as members or chairs on advanced degree committees upon written recommendation by the Graduate Adviser and approval by Graduate Studies as discussed in the Graduate Studies Handbook of the Office of Graduate Studies. The Chair of the qualifying examination committee may not also be the chair of the doctoral dissertation research committee.

**Article V. Meetings and Voting**

1. An annual meeting of the program will be held in the Spring Quarter of each year. The Chair may call meetings of the Program membership as needed. In all cases, a quorum for the purpose of voting, either via a meeting and/or via paper or electronic ballot, to modify bylaws or establish graduate program policy or elect membership must be greater than 50% of the non-emeriti and non-adjunct Program members. Passage of proposals requires approval by greater than 50% of the members who actually vote on the proposal.

2. Balloting can be done in a meeting of the Program and/or via paper or electronic communication. If via a meeting, notice of the meeting time, date, and location will be provided to Program members at least seven calendar days prior to the meeting. If via paper or electronic communication, at least seven calendar days will be allowed for expression of opinions about the proposal and acceptance of votes.

3. New and revised bylaws must be submitted to the Graduate Council for review and approval.
MEMBERS OF THE GRADUATE PROGRAM

CIVIL & ENVIRONMENTAL ENGINEERING UNIVERSITY OF CALIFORNIA, DAVIS

Last update - Spring 2005

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<thead>
<tr>
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<td>Tchobanoglous, George</td>
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<td>Chency, James A.</td>
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<td>Shen, C.K.</td>
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Civil and Environmental Engineering Graduate Program
Approved by Graduate Council on March 17, 2006