

# **Student Handbook**

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**Graduate Group in Public Health  
Sciences**

**PhD in Public Health Sciences**

**2019 - 2020 Academic Year**

W elcome to the UC Davis Graduate Group in Public Health Sciences!

Congratulations on joining a new generation of health professionals focused on improving the lives of the many through the practice of public health.

As part of this new doctoral degree program in Public Health Sciences at UC Davis, you will become a highly educated public health research professional prepared for research and leadership in academic, government, community, and clinical settings. This research training will enable you to create innovative, evidence-based approaches to meet critical future societal health needs, particularly those of diverse populations. Students will also receive mentoring and experience teaching to educate the next generation of academic public health professionals and leaders in their field.

Here are some websites that will be most helpful as you browse this guidebook:

GGPHS: <https://health.ucdavis.edu/phs/about/aboutus.html>

Office of Graduate Studies: <https://grad.ucdavis.edu/>

Office of the Registrar: <http://registrar.ucdavis.edu/>

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# PhD Program Mission and Goals

## PROGRAM GOALS

1. To address the unique public health needs and issues of the diverse population of northern and rural California
2. To use public health translational science as a foundational approach to solving public health problems. This is accomplished by incorporating epidemiologic and social science research techniques; acknowledging the non-linear manner in which research and policy interact; and, creating innovative approaches to evidence synthesis in the face of limited definitive study results.

## PROGRAM COMPETENCIES

Upon graduation, students in the PhD in Public Health Sciences should have the following skills:

- Understand the unique public health needs and issues of the diverse population of northern and rural California.
- Apply skills in the epidemiologic traditions of surveillance and the identification of modifiable risk factors.
- Select appropriate research approaches from a variety of biomedical, social and environmental “basic sciences.”
- Create a research design, intervention, or policy that incorporates a spectrum of determinants of health, from the individual and collective levels.
- Conduct a thoughtful and inclusive synthesis of the evidence in the student’s area of research.
- Effectively communicate public health research results to a wide variety of audiences, including researchers, the public, and policy makers.

## **GGPHS Staff & Faculty**

### **STAFF:**

#### **Education Director:**

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### **FACULTY CONTACTS:**

#### **Graduate Group Chair and Graduate Advisor:**

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# Program Requirements

The Ph.D. in public health sciences follows UC Davis Plan B. UC Davis Plan B degree requirements include: qualifying examination, dissertation and review by a dissertation committee (minimum 3 members), oral final examination, and an exit seminar (Revised Davis Division Regulation 520(C) Doctor of Philosophy Dissertation and Final Examination).

## A. ADVISING

### MAJOR PROFESSOR

Upon acceptance to the PhD program, you were matched with a faculty member who agreed to mentor you. That faculty member is your Major Professor, and is responsible for preparing you for your dissertation research. For the first two years, your Major Professor is responsible for the following:

- Mentorship; your primary resource for information on research projects.
- Determining and approving a course plan for the first two years, including electives.
- After consultation with you and your Academic Advisor, your Major Professor informs your Academic Advisor when you are prepared to take your qualifying examination.

You may change your Major Professor at any time. At some point in your academic career, you will select a Major Professor who will also serve as the chair of your dissertation committee. This may be the professor who was assigned to you at the start of the PhD program, or a GGPHS faculty member who is a better fit for your dissertation research. Faculty members in the Graduate Group can be found through the GGPHS website. The website briefly outlines their activities on campus and their research interests.

The role of the Major Professor is very important. They will guide you throughout the program and into your research project. Remember, you are interviewing the professor; the professor is not interviewing you. Finding a major professor that fits your needs will ensure that you meet goals within the targeted timeline. Also, do not feel the need to apologize for making an appointment to meet with your Major Professor or any other professor at UCD. Professors are here to help graduate students with their studies and research.

### GRADUATE ADVISOR

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

In general, your Graduate Advisor acts as your first source of academic information and aids with the details of the program. Meet with your Graduate Advisor on a regular basis for updates on your progress. **Remember, it is up to you to be proactive when communicating with your Graduate Advisor.**

**Your Graduate Advisor is Responsible for the Following:**

- Reviews and approves your course of study after it is approved by your Major Professor. Process: The student and Major Professor will meet to review courses minimally 2 weeks prior to Pass Time I to develop a course plan. The plan will then be submitted to the Graduate Advisor for final review and approval no later than 1 week before the first day of registration (Pass Time I).
- Reviews and acts on each petition you might have to drop or add courses, take courses on an S/U (satisfactory/unsatisfactory) basis, and approves petitions for late adding and dropping of courses.
- Certification of Qualifying Examination Committee.
- Recommends the members of your Dissertation Committee.
- Periodically reviews your progress towards your degree objectives; files an online annual report with the Dean of Graduate Studies concerning progress toward the completion of your degree requirements.
- Approves any Planned Educational Leave (PELP) you might request.
- Mediates in the rare event that you have conflicts with your Major Professor or any other faculty member. Your Graduate Advisor should be your first contact in cases where you have differences of opinions with faculty and feel that you must seek outside assistance.

## **B. REGISTRATION & COURSE REQUIREMENTS**

### **REGISTRATION**

It is best that you plan out your class schedule as soon as possible and be prepared to register for fall quarter by late August/early September. In addition to the classes offered by the Graduate Group, many elective classes are offered outside of public health sciences as well. The best resource for the variety of classes offered at the [university is the course catalog](#). You may purchase a hard copy from the [UCD Bookstore](#) or you may view it online.

You can register for your classes online using [SISWEB](#). You may access your account (MyAccount) and register for classes (Schedule Builder). Core Course registration numbers (CRNs) will be disseminated electronically by the Public Health Sciences Education Office prior to course registration. For other elective classes offered outside of the public health sciences (SPH), you will need to contact the professor who is teaching the class for permission to add the course and the CRN number.

To be registered as a full-time student, you **MUST** sign-up for a minimum of 12 units per quarter.

### **CORE COURSES**

**The UC Davis Ph.D. Degree Plan B requires 50-60 units (12 units/term = fulltime).** After meeting the core course requirements, students will enroll in lab/dissertation units (SPH 299) through completion of the dissertation. Below you will find a table of core courses, followed by electives, and a sample schedule.

The required courses are based upon core practice and research-based competencies, and draw on the following areas:

- **Rural health.** A three-quarter series devoted to rural public health; includes an overview course on Northern California and the Central and San Joaquin Valley (SPH 202), health

disparities (SPH 205), and the impact of immigration on health (SPH 212). Issues in rural health can also be explored in elective courses and as part of the research and translational science rotations.

- **Epidemiologic and other scientific research skills.** The PhD program will require a course in epidemiologic study design (EPI 206) and advanced biostatistics (SPH 246) as well as any prerequisites required for SPH 246. Required research methods courses include health policy and economics (SPH 276) and health informatics (MHI 210), as well as any electives students choose to take in sociology, economics, political science, and other fields.
- **Research design and the spectrum of social determinants of health.** The three courses on rural health provide many examples of research that explores a range of influences on population health (SPH 202, 205, and 212). A required course on scientific protocol and proposal development (EPI 220) provides students formal training in NIH-style proposal development and may be used to develop a research proposal for the dissertation.

Two required courses will reinforce all PhD program competencies, including competencies on synthesis of evidence and effective communication.

- **Translational Public Health Science Rotation.** The GGPHS requires a two quarter Public Health Translational Sciences Rotation (SPH 292A & B). The rotation will allow you to apply coursework to a short research project and provides research experience outside of the lab of your major professor. The rotation may be in one of the rural health research labs on the UC Davis campus (e.g., the Center for Occupational and Environmental Health, the One Health Institute, the Environmental Health Sciences Center based in the San Joaquin Valley) or off campus (e.g., the California Department of Public Health, CalPERS). In advance of the rotation, students will develop a meaningful research project with their site supervisor; this research project may be the foundation of their dissertation research. Most students will complete SPH 292A&B in their second year; however, with approval from their Major Professor, a student may elect to enroll in the course in the first year of the program.
- **Doctoral Seminar.** You must enroll in a quarterly, 1-unit, Doctoral Seminar throughout the program. The Doctoral Seminar will introduce you to faculty members in the GGPHS, encourage discussion of cutting-edge research techniques and topics in rural public health and public health translational science; and, provide the opportunity for peer and faculty feedback on student research presentations. In addition, the seminar will help students prepare for the qualifying exam.

Course Number	Course Name	Units
SPH 202	Public Health Issues in California's Central Valley	3
SPH 205	Health Disparities	3
SPH 212	Migration and Health	3



SPH 214	Scientific Proposal Writing	4
SPH 246	Biostatistics for Clinical and Population Research	4
SPH 276	Critical Assessment in Health Policy and Economics	2
SPH 291	Doctoral Seminar (six sessions total)	6
SPH 292A	Public Health Translational Science Rotation	5
SPH 292B	Public Health Translational Science Rotation	5
EPI 206	Epidemiologic Study Design	4
MHI 220	Introduction to Health Informatics	4

## ELECTIVES

Fourteen units of elective courses are required for graduation. Research units (SPH 299) may be used to fill out the 12-unit minimum enrollment for each quarter, but do not count toward electives. Electives can be used to prepare for successful dissertation research. You will need to meet with your Major Professor to develop an individual plan of study that will support your research interests and will ensure you take the appropriate courses along an appropriate timeline. You may take classes to make up any deficiencies (e.g., in statistics or other introductory research methods classes), but these courses will not count toward elective units.

Approved electives are listed in the table below. Also, students may request approval of new elective courses that are not on this list. Submit the new course syllabus to the Graduate Program Coordinator, who will send the request to the GGPHS Educational Policy Committee for review and approval. Be sure to submit the request before you enroll in the course to be certain it will be an approved elective.

Course Number	Course Name
EPI 204A	Epidemiologic Models Methods and Data Analysis For Scientists
EPI 204B	Statistical Models, Methods & Analysis
EPI 207	Advanced Concepts in Epidemiologic Study Design
EPI 208	Analysis and Interpretation of Epidemiologic Data
EPI 222	Epidemiological Modeling
SPH 280	SAS Programming
STA 130a	Mathematical Statistics: Brief Course
STA 130b	Mathematical Statistics: Brief Course
STA 144	Sampling Theory of Surveys
SPH 264	Public Health Econometrics
SPH 274	Economic Evaluation in Health Care
SPH 295	International Health Care
SPH 209	History of EPI in Public Health
SPH 208	Principles & Applications of Cancer Prevention & Control: A Public Health Perspective

SPH 278	Qualitative Research Applied to Health
SPH 279	Analyzing Cost Effectiveness Data
NUT 112	Nutritional Assessment: Dietary, Anthropometric, and Clinical Measures
NUT 218	Community Nutrition
NUT 219	International Nutrition
NUT 258	Field Research Methods in International Nutrition
NRS 207	Introduction to Transformative Thinking
NRS 201	Health Status and Care Systems
MHI 209	Clinical Data Acquisition and Analysis
NAS 240	Native American Public Health: Topics and Issues
BST 225	Clinical Trials
EDU 216	School-Based Prevention Programs
EDU 223	Education and Social Policy
EDU 203	EDU 203
CMN 210	Evaluation of Communication Effects
CRD 240	Community Development Theory
VME 201	Emerging Issues One Health
ETX 203	Environmental Toxicants
ETX 240	Environmental Toxicology
PHR 210	Waterborne Zoonoses
PHR 212	Epidemiology of the Zoonoses
PMI 293A	Seminar Infectious Disease
LDA 201	Theory and Philosophy of the Built Environment
SOC 248	Social Movements
CHI 298	Community-Based Participatory Research
CLH 210Y	Princ & Methods of Comparative Effectiveness Research
NAS 202	Native American Public Health

**SAMPLE PH.D. COURSE PLAN for ADVANCEMENT TO CANDIDACY AFTER 6  
QUARTERS\***

Year 1		
Fall	Winter	Spring

SPH 202 (3) Public Health Issues in California's Central Valley	SPH 213 (3) Health Disparities	SPH 291 (1) Doctoral Seminar
SPH 291 (1) Doctoral Seminar	SPH 291 (1) Doctoral Seminar	SPH 246 (4) Biostatistics for Clinical and Population Research
MHI 210 (4) Introduction to Health Informatics	EPI 206 (4) Epidemiologic Study Design	SPH 212 (3) Migration and Health
	SPH 276 (2) Critical Assessment in Health Policy and Economics	
12 units minimum; no more than 16 units	12 units minimum; no more than 16 units	12 units minimum; no more than 16 units

Year 2		
Fall	Winter	Spring
SPH 291 (1) Doctoral Seminar	SPH 291 (1) Doctoral Seminar	SPH 291 (1) Doctoral Seminar
**SPH 292A (5) Public Health Translational Science Rotation	**SPH 292B (5) Public Health Translational Science Rotation	SPH 214 (4) Scientific Proposal Writing
12 units minimum; no more than 16 units	12 units minimum; no more than 16 units	12 units minimum; no more than 16 units
		*Qualifying Exam & advance to candidacy spring year 2 or fall year 3.

Year 3		
Fall	Winter	Spring
SPH 299 Dissertation Research	SPH 299 Dissertation Research	SPH 299 Dissertation Research
12 units minimum; no more than 16 units	12 units minimum; no more than 16 units	12 units minimum; no more than 16 units

## Committees & Exams

### A. QUALIFYING EXAM (QE)

#### Overview

The QE consists of a one-hour public seminar to present the research plan (the dissertation proposal) and a private 2-3 hour oral examination with the QE Committee members.

The purpose of the QE is to assess whether the student is prepared for and capable of independent and critical thinking in general, and especially in the broad areas covered in the student's dissertation research, and to assess whether the student is qualified to pursue the formal research phase of the PhD program.

To be eligible to take the (QE), you must have satisfied all core requirements, removed all deficiencies, and must have at least a "B" average in all coursework. You must be enrolled all quarters in which you take the QE. (Students who need to retake the QE will need time to prepare, and so will schedule their second exam for another quarter.) International students need to sign up for the QE three months prior to VISA expiration. Students are not allowed to be on PELP (more on this later) the quarter before they take their Qualifying Examination.

Students are strongly encouraged to participate in mock QE exams to prepare for the actual examination. Answering questions spontaneously about one's research is an important professional skill and can only be honed through practice. SPH 291: Doctoral Seminar may provide opportunities for mock exams; students may also organize their own mock exams with other PhD students and/or faculty.

### **Dissertation Proposal**

Students are expected to write a dissertation proposal for the QE committee members to use as the basis of the exam. An outline of the dissertation proposal is included in this handbook in Appendix A. The GGPHS allows students to present the dissertation research as three publishable papers, and we anticipate many students will select this option. Therefore, the dissertation proposal should provide sufficient detail on the background, hypotheses, data sources, and research methods for each of the three publishable papers to enable the QE committee members to evaluate the research plan.

The chair of the student's dissertation committee will provide important guidance on the dissertation proposal. This is because the dissertation chair is likely to be the faculty member most familiar with the student's research plan and may even be providing data for the student's dissertation research. In order to present the strongest possible dissertation proposal, students are expected to select a dissertation chair and meet with that person to finalize the dissertation proposal.

### **Timing of the Qualifying Examination**

You may schedule the QE for the end of year two in spring quarter or at any time during year three. The UC Davis Office of Graduate Studies requires students to fulfill their coursework requirements and to pass their qualifying exam before students can advance to candidacy. Students must complete and submit the [Plan B Advancement to Candidacy form](#) in order to officially advance. Once the student has advanced to candidacy, the final requirement for graduation is a completed and approved dissertation.

GGPHS encourages students to advance to candidacy after completing six quarters and all required coursework. Students may take additional time to complete coursework and have up to

nine quarters to complete the Qualifying Exam (QE) and advance to candidacy. To continue to be employed at UC Davis and conduct research, students must have advanced to candidacy after nine academic quarters. Start scheduling early as it can be difficult to find a time when all faculty members are available.

### **Selecting QE Committee Members and Scheduling the Exam**

You will work with the Graduate Advisor to identify **five QE Committee** members, including at least one qualified member from a relevant field outside of the GGPHS. QE Committee members should have content or research methods expertise relevant to your dissertation research. You may include a QE member who is not on the UC Davis faculty, but that member must be approved in advance by the Office of Graduate Studies. If you plan on doing this, please consult with the Graduate Advisor. Your Major Professor, who will serve as your Dissertation Committee Chair, may be a member of the QE committee, but not be the chair. In general, all members of the Qualifying Examination Committee should have achieved a degree at least equivalent to the Ph.D.

Consistent with [Office of Graduate Studies policy](#), QE Committee members should meet the following criteria:

- The Chair of the QE committee shall be a member of the student's graduate program.
- No fewer than three members of the QE committee shall be voting members of the Academic Senate of University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence and Professors of Clinical Medicine)
- At least one member should be external to the student's graduate program, except when the program has an approved exception. (The process to request an exception is part of the degree requirement approval process and is described at the end of this document.)
- In cases where a student is completing a Designated Emphasis (DE), at least one committee member must be affiliated with the DE (GC1988-03). In such cases, the QE committee shall include a minimum of five members.

You must submit the Qualifying Examination Application to the Office of Graduate Studies at least **4 to 6 weeks prior** to the exam. Download the form from the [Graduate Studies Web site](#). Complete and submit this form as soon as your committee is confirmed. Graduate Studies does not need the exact date of your exam - the month or quarter in which you expect to take the exam is sufficient. **A copy of the form and date/time/location of the exam must be provided to the Graduate Program Coordinator for signature. The Graduate Program Coordinator will then submit it to the Office of Graduate Studies.**

Scheduling the exam should begin 3-6 months in advance given the difficulty of coordinating multiple professors and their commitments. Some professors may not be available in the summer depending upon their research commitments and whether they have a nine-month appointment. The GGPHS Graduate Program Coordinator can help with room reservations but will not communicate with QE Committee members to schedule the exam.

Once the Committee is appointed you are advised to meet with the individual members to discuss their philosophy and general expectations regarding the Qualifying Examination. Also, you should have some idea of the members' areas of research and you may request suggested reading materials from each Committee member.

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 should e-mail the QE Committee members reminding them of the date, time, and location of the examination. **IMPORTANT: Please inform your Graduate Program Coordinator of your exam date, time, and location.**

### **QE Public Seminar**

GGPHS PhD students will present a public seminar describing the proposed dissertation research topic. The seminar should indicate the specific hypotheses, the reasoning behind the hypotheses, design, materials, assays, methods, statistical tests and anticipated results. The seminar must be presented prior to the QE. Students are responsible for scheduling, in conjunction with the QE committee members, the required seminar on their proposed research sometime before the QE. The seminar should be attended by all QE members, although the QE Committee Chair may allow a committee member to participate remotely. The public seminar must be advertised at least two weeks prior to the seminar by e-mail to all GGPHS faculty and students. The GGPHS Graduate Program Coordinator will help publicize the seminar.

### **Format and Administration of the Examination**

The QE is an oral examination that lasts two to three hours. The Committee Chair must be present for the exam. One member of the committee, but not the chair, may participate remotely via tele- or videoconferencing. Remote participation by a committee member must be requested and approved in advance of the examination and noted on the report form provided to Graduate Studies.

The exam may begin with a very brief student presentation of her/his research, and then proceed to questions from the QE committee members on any aspect of the proposed dissertation research. Questions may cover the rationale for the study, measures and methods, interpretation of results, alternative study designs, previously published research on the topic, etc. QE Committee members will ask questions to help them determine whether the student is ready for independent research. Details of the examination, such as breaks during the exam or use of slides in the student presentation, will be determined by the Committee Chair.

### **Assessment of Student Performance by the Committee**

A committee member should refrain from making conclusions as to the ultimate disposition of the QE until the final phase of the process when the QE committee deliberates the final decision. The QE should attempt to assess the student's performance with respect to her/his independent and critical analysis, including analytical skills specific to public health and statistics; ability to apply principles and knowledge in the subject area; knowledge of current and contemporary issues in the student's proposed research; general knowledge of public health sciences; ability to integrate information and to reason based on examples or situations similar to her/his proposed research; and ability to hypothesize, extrapolate, and synthesize ideas.

Assessment of student performance should consider the student's ability to defend methods and concepts, justify analyses, and critically assess the strengths and weaknesses of her/his proposed research, and to be able to provide appropriate reasoning behind the research. The student should be able to demonstrate an appropriate depth and breadth of knowledge in the area of her/his research.

Assessment of student performance should not be based on such factors as the nature of perceived scientific merit of the proposed research, future career goals, academic affiliations, faculty membership, or funding potential of proposed research.

Student performance on the QE is evaluated by all committee members. Three outcomes of the first QE are possible:

- A student may pass
- A student may not pass all or part of the examination
- A student may fail the QE

A pass on the qualifying exam indicates that the student's performance has been judged to be of sufficiently high quality to recommend her/him to be advanced to candidacy to pursue the formal research phase of graduate education in public health sciences.

The committee may also choose a "not pass" for the student and provide the student an opportunity to be examined again. The Committee will determine the format for the second examination in the case of a "not pass." This could involve an oral or written exam on all or part of the material covered in the first exam. After a second examination, the only outcomes allowed are "Pass" or "Fail." Only one retake of the qualifying examination is allowed.

A "fail" means that the student is disqualified from the program. Disqualification means that a student is no longer eligible to continue graduate study in her/his graduate program at the University of California, Davis.

### **Appeals Process in Case of a QE Fail**

Students may appeal a Fail. 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 final decision is made by the Graduate Council and 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.

### **Checklist of Student Responsibilities to Prepare for the QE**

- Work with a faculty member, ideally your dissertation chair, to refine your dissertation research ideas and proposal.
- Meet with the Graduate Advisor to identify appropriate members of the QE Committee.

- Write a one-page abstract or summary of the dissertation research, including the hypothesis and methods, to include in invitations to faculty to join the QE Committee.
- Contact each member of the QE committee to determine dates and times available for the QE, notify each QE committee member of the final date, time, and location of the QE.
- Complete the [Qualifying Exam Application](#) form for the Graduate Advisor's signature and confirm that the form was submitted to the Office of Graduate Studies.
- Reserve a room for the public seminar and the QE for at least 4 hours for the date and time; the typical time for the examination process is at least 3 hours. The GGPHS Graduate Program Coordinator can help the student identify available rooms.
- Meet with each nominated QE committee member at least once before the scheduled examination. Frequency, duration, and number of meetings between individual committee members and the student are decided by those two individuals. The purposes of the meetings should be to understand the committee member's expectations for the student's performance on the QE, to identify relevant material and approaches for preparation, and to familiarize the faculty with the student's proposed research.
- In coordination with the chair of the QE committee, provide each QE committee member with a dissertation proposal at least three weeks before the scheduled examination. General recommendations for the written proposal are provided in Appendix A of this handbook, but the student should consult with the chair of the QE committee to determine any specific expectations the committee members may have for format, detail, and length of the proposal.
- Two weeks before the QE public seminar, provide a title and brief abstract, as well as the date, time, and location, to the GGPHS Graduate Program Coordinator who will advertise the public QE seminar to all GGPHS faculty and students.
- Take advantage of mock QEs provided by SPH 291: Doctoral Seminar, similar courses on campus or Grad Pathways. Or organize your own mock QE to practice answering questions about your research "on your feet."

### **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 your Major Professor and your Graduate Advisor (no signature from the QE committee chair necessary). When it is filled out and signed, *first* you pay a candidacy fee (\$90.00) at the Cashier's Office (Dutton Hall) and *then* return the form to Graduate Studies (Mrak Hall) with a copy to the Graduate Program Staff Coordinator. Note that for international students, NRST fees are waived in all 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.



## **B. DISSERTATION COMMITTEE**

This committee serves to direct you in your research and to guide you in the preparation of your dissertation. Your Major Professor is the chair of the Dissertation Committee. You and your major professor nominate the other members of the Committee. At least one member should represent your area of emphasis. You should meet with the members individually before submitting the Advancement to Candidacy form.

### **The Committee is charged with three responsibilities:**

1. To approve your dissertation topic and the plan that you have developed for independent study.
2. To advise you during your research. You are responsible for informing the Committee of your progress.
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 dissertations and to recommend to the Dean that you have satisfactorily fulfilled the dissertation requirement.

Detailed instructions on the format of dissertations can be obtained from the Graduate Studies Office (<https://grad.ucdavis.edu/students/filing.html>). As stated above, three publishable papers are an acceptable means to present your research in a dissertation format.

There are forms you must complete and submit with your dissertation. If you have any questions, please call the Graduate Studies office. After submission of the dissertation, the candidate is expected to participate in an oral final exam and an exit seminar, as required by UC Davis Dissertation Plan B. Please note that to file your dissertation, you must either be enrolled or on filing fee.

# Financing and Managing Graduate Funds

## A. PROGRAM FEES AND LIVING EXPENSES

For **Tuition and Fees**, please visit the Budget & Institutional Analysis website. The tuition, fees and charges posted are estimates based on currently approved amounts.

All registered students are automatically enrolled in the **UC Davis Student Health Insurance Plan** (Davis SHIP). If you have comparable insurance and do not wish to be enrolled in Davis SHIP for the academic year, you must submit a waiver application by the stated deadlines. More information is available at: <http://shcs.ucdavis.edu/insurance>.

## B. 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) GGPHS Graduate Program Coordinator & Graduate Advisor, 3) Office of Graduate Studies at 250 Mrak 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.

\*\*\*First stipend disbursement and/or paycheck is **November 1st**. You will be in school for over 1 month without receiving any form of money.

### **FEDERAL FINANCIAL AID**

All graduate students (US citizens, permanent residents or immigrants) are **required** to file a "Free Application for Federal Student Aid" (FAFSA) as early as possible, but no later than March 1. 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>.

## C. GRADUATE STUDENT RESEARCH, TEACHING ASSISTANTSHIPS & READERS

Current PhD students may have access to student teaching and research employment through one or more of the following positions:

- **GRADUATE STUDENT RESEARCHER (GSR):** A GSR is a full-time registered graduate student appointed to assist in performing research under the direction of a faculty member or authorized Principal Investigator. These positions are offered on a limited basis and you

should seek these out on your own. You will gain valuable experience working part-time on research projects, and you receive a stipend and/or tuition assistance. To be eligible, you must be in good academic standing with a minimum 3.0 cumulative GPA. GSR appointments, above 25% and not exceeding 50% time, provide full fee remission of in-state fees. This policy is reviewed for renewal each year.

***GSR Buy-Down Program*** - The Provost allocates funds to partially buy-down Tuition & Fees and Nonresident Supplemental Tuition (NRST) for GSRs supported on extramural sources. Under the GSR Buy-Down Program, the campus pays 25% of the Tuition & Fees and NRST for a GSR appointment paid by certain extramural funds; the balance is charged to the extramural contract or grant.

To be eligible for the buy-down, the student must be hired under a GSR title code. Training grants are not included in this program because the campus already provides supplemental matching commitments for these particular grants.

Nonresident Supplemental Tuition (NRST) GSR Buy-Down Expanded Fall 2014: 100% of the Nonresident Supplemental Tuition (NRST) for pre-candidacy, 2nd & 3rd year, international, PhD and MFA students who are supported by a qualifying extramural GSR appointment is rebated by central funds.

Contact Steven Albrecht ([sjalbrecht@ucdavis.edu](mailto:sjalbrecht@ucdavis.edu)) with questions.

- **TEACHING ASSISTANT (TA):** A TA is a full-time registered graduate student serving an apprenticeship under the supervision of a regular faculty member. Some departments have TA positions available to a limited number of students who have substantial preparation in their area of study. TA appointments, above 25% and not exceeding 50% time, provide partial remission of in-state fees. This policy is reviewed for renewal each year. The GGPHS Program office advertises GSR and TA positions as they become available. GSR/TA appointments will typically reduce your loan eligibility. Each Fall, a mandatory TA Orientation is held for all students interested in holding a TA position for the academic year. Registration for the Orientation is required. More information on the Orientation, including registration instructions can be found via the Center for Educational Effectiveness website: <https://cee.ucdavis.edu/tao>.
- **READERS:** Readers are graduate students who work as readers render diverse services as a course assistant, including the grading of student papers and examinations. Duties in this position begin on the first day of classes for the quarter appointed, and terminates on the last day of the quarter (last day of finals). Readers' hours vary per week and typically correspond to busy times in the quarter such as midterms and finals. A Reader with a 25 percent appointment shall not be assigned a workload of more than 110 hours per quarter, nor should a reader expect to work more 20 hours in any one week or more than four hours in one day.

## D. FELLOWSHIPS, SCHOLARSHIPS, AND TRAVEL AWARDS

### INTERNAL FUNDING

A variety of fellowships (i.e., scholarships) and other research and travel awards are awarded internally. Fellowships may 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).

You can apply for funding: (a) through the university's annual internal fellowship application (b) through university-wide travel award applications, and (c) through opportunities specific to GGPHS students.

Internal fellowships are awarded once per year based on academic merit. Applications are available online [HERE](#). The application deadline is December 1<sup>st</sup> (i.e. Dec 1<sup>st</sup>, 2018 is the deadline for funding awarded for the 2018-2019 year). While filling out this application, you may choose from several fellowships and research awards.

#### EXAMPLES OF FELLOWSHIPS:

**Dissertation Year Fellowship** is open to domestic grad students in their final year of doctoral work. 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.

**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 ([LINK](#)).

**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 [HERE](#).

**Dean Witter Fund** provides a limited amount of money to help offset the cost of room rental and food & beverage expenses for events intended to promote faculty/student academic interaction in informal settings. Graduate students or faculty may act as a sponsor and apply for Dean Witter funds. The sponsor may be reimbursed for up to \$10 per individual with a maximum of \$100 per event. Apply [HERE](#)

Other helpful links:

- Graduate Studies [web site](#) has information about funding:
- Grad Financial Aid: 530-752-9246
- [Student Accounting](#) (located in Dutton Hall, 2nd Floor)
- [Residency and Tuition](#)
- [International Students](#)
- [Direct Deposit](#)
- [Loans](#) (emergency, short-term, and assistance)

## 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 Travel Award.** Covers up to \$500 of travel expenses. There are winter and summer application deadlines. ([LINK](#))

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

Examples of some external funding sources are listed below (not an exhaustive list!):

- [American Heart Association \(AHA\)](#) pre-doctoral fellowships. Multiple funding cycles each year.
- [NIH F31](#) pre-doctoral fellowships. Multiple funding cycles each year.
- [National Science Foundation \(NSF\)](#) Graduate Research Fellowship Program (GRFP). Deadline in the fall.

# Student Resources

## A. REGISTERING FOR COURSES

You will use [Schedule Builder](#) to create your schedule. On Schedule Builder, you can:

- Search for classes, and view class details and critical class messages
- Check for registration holds and errors
- Create and save multiple schedules with varying classes and sections for the same quarter
- View your schedule in both list and calendar formats
- Register for a full schedule (all classes) or one class at a time
- Swap (add & drop) classes and sections in one action

If you have selected a variable-unit course or course requiring the consent of the instructor for enrollment, you will see the @ symbol instead of the CRN in Schedule Builder. Obtain the CRN from the department offering the course, and then enroll using Schedule Builder.

Students without existing enrollment by the [10th day of instruction](#) will not be able to register for courses. See [Late Schedule Adjustments](#) for further information.

### Registration Tips:

- Once registered, even for just one class or unit, all students become financially liable and responsible for [full-time tuition and fees](#) for the term.
- **Financial Aid recipients must enroll for a minimum of 12 units** (including workload units) during Pass 1 to ensure disbursement of any financial aid. Be sure to register for 12 units **prior** to the [Registration Freeze](#).

- [Wait-listed courses](#) do not count toward full-time enrollment status or the 12-unit financial aid minimum, but wait-listed courses do count toward the registration unit limit per pass.
- The [Registration Freeze](#) goes into effect on the [Student Fee Payment Deadline](#). The registration freeze allows for payments to be properly applied to the student account balance due, provides an opportunity to for the [Drop for Non-Payment process](#), and to roll paid students into open classes from the wait-list.
- Students are dropped from their classes if they have not paid their current university tuition, fees and any outstanding balance due by the [Student Fee Payment Deadline](#); **remember to pay your fees on time!**
- Students who no longer wish to remain enrolled in classes for the term must complete a [Cancellation/Withdrawal Form](#). They should not use or expect the [Drop for Non-Payment process](#) to remove them from their classes, or relinquish them from their financial responsibility and obligations for the term.
- Courses canceled by the department are dropped from your schedule automatically.
- If you choose a course marked TBA, it is possible that when the TBA course time is announced, the course may create a time conflict with other courses you have selected. Schedule Builder will automatically drop one course from your schedule.
- **There is no automatic fee reduction for enrolling in fewer than full-time units.** See either [Part-Time](#) or [Employee-Student Reduced Fee](#).

### 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 ASSESSMENT

Student progress is reviewed annually by the student's Major Professor and Graduate Advisor. In an effort to improve the mentorship experience of graduate students at UC Davis, Graduate Council, in consultation with Graduate Student Association representatives and Graduate Studies, revised the Mentoring Guidelines and developed a Graduate Student Mentoring Action Plan (GSMAP) in 2017. The SPA assessment is completed online by students, major professors, and graduate advisors. It is meant to be a collaborative process, meaning that you should be in contact with your Major Professor & Graduate Advisor about completing this assessment.

## B. ACADEMIC LEAVE

### FILING FEE STATUS

Filing fee was established to assist you when you have completed all requirements for your degree except to take the M.S. comprehensive examination, file your M.S. thesis, or Ph.D. dissertation. Filing fee is a one-time fee of \$162.00. Filing fee status is for **ONE QUARTER ONLY**.

To be eligible for filing fee status you:

- Must have advanced to candidacy
- No longer require university facilities including lab space. (You can buy library and ARC privileges, and the health insurance)
- Cannot use faculty time other than the time involved in the final reading of the thesis or dissertation or in holding the M.S. comprehensive exam
- Cannot receive a fellowship or financial aid

Filing fee applications are available in the Graduate Studies Office. There is more information on the form and online in the Graduate Studies [Web site](#). The form requires the signature of your Graduate Faculty Advisor and the Chair of your thesis/dissertation committee. The fee must be paid before Graduate Studies will process the form. You must either be registered or on filing fee when you submit your dissertation or thesis. If for some reason you must 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 and cannot return as a graduate student after that quarter!**

### **PLANNED EDUCATIONAL LEAVE PROGRAM (PELP)**

The [Planned Educational Leave Program \(PELP\)](#) 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 Graduate Advisor, Graduate Program 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 based on extenuating circumstances. More information about PELP is available from your Graduate Advisor and your Graduate Program Coordinator.

### **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.

### **C. ESTABLISHING CA RESIDENCY**

To be considered a resident you must prove the following:

- Minimum of 366 days in California
- Intend to remain in California
- Obtain California driver's license
- Register to vote in California
- File taxes as California resident
- Financial independence (see below)

You are considered financially independent if you are over the age of 24 by December 31 of the year resident classification is sought. If you are under the age of 24 and your parents qualify as California residents, you do not have to verify that you are financially independent. If your parents are not California residents, you must demonstrate that you were not claimed as dependents for the tax year immediately preceding the term for which a resident classification is sought. If you are a graduate student instructor, teaching or research assistant, or teaching associate employed at 49% time or more (or awarded the equivalent in University-administered funds, e.g., grants, stipends, fellowships) in the term for which resident classification is sought you may be exempt from the financial independence requirement.

California residence is difficult to establish if you have legal connections to another state or country (e.g. state tax liability, driver's license, voter's or vehicle registration). If you moved to California primarily for educational purposes, you are not eligible for a resident classification for purposes of tuition and fees.



# Additional Resources

## A. UC DAVIS CAMPUS RESOURCES

### ACADEMIC RESOURCES

- **ASSOCIATION OF GRADUATE STUDENT EMPLOYEES**

The UC Student-Workers Union is the union that represents over 17,000 Academic Student Employees—Teaching Assistants (TAs), Graduate Student Instructors (GSIs), Readers, and Tutors—at the University of California. Our Union negotiates a Collective Bargaining Agreement, or contract, that sets the base-level pay, benefits, and rights and protections of every Academic Student Employee (ASE) at the University of California.

- [The Associated Students, UC Davis](#)

Also known as ASUCD, the Associated Students, University of California, Davis is constituted to represent its membership in the University of California and in the greater community and to increase the role and impact of its members on those decisions affecting their lives. The Association creates and provides services and activities for students attending UC Davis such as the Aggie Resource Manual.

- Campus Libraries

Campus libraries are integral to student academic and professional success. There are many libraries on the Davis campus. The main library on campus is the **Shields University Library** and you should take time to become familiar with it because it provides great services and resources.

As Public Health students, you will spend much time in the [Carlson Health Science Library](#). It is located on the veterinary school campus. The Carlson Library is the principle library serving the departments of Public Health Sciences, Epidemiology, Biostatistics as well as the School of Veterinary Medicine. The Carlson Library is open every day; see the above link for more details.

At Carlson Library, you may access reserved course texts, computers (with internet and various software packages you might need), and reserve study rooms. You may also access the library's vast digital database (PubMed), granting you access to millions of scientific articles and studies, which should serve you well in your research.

The library provides tours of its facilities throughout the year and provides regularly scheduled tours during the first two weeks of fall quarter. The Shields Library is home to one of the many computer labs on campus and houses **I.T. Express**, the place where you go to set up your UC Davis e-mail account and set your login ID and password.

- [GRAD PATHWAYS](#)

Professional development for grad students is crucial to future success. GradPathways is a program is dedicated to helping graduate students and postdoctoral scholars succeed both at UC Davis and in their chosen career paths. Grad Pathways is a nationally recognized effort that has served thousands of UC Davis graduate students and postdoctoral scholars since its inception in 2004.

Grad Pathways provides professional development assistance for socialization/networking, writing and publishing, presentation skills, teaching and mentoring, leadership and management, scholarly integrity, career search, and health and wellness. Grad Pathways also offers individual development plans, and frequent professional/academic workshops and seminars. It also provides resources for financial support, academic certificates, and general support for incoming or returning grad students.

- **[Graduate Student Organization\(GSA\)](#)**

The UC Davis [Graduate Student Association \(GSA\)](#) is a student-driven representative organization, linking students of the diverse graduate programs. Funded by graduate student fees, GSA provides services to graduate students and protects and promotes their interests at all levels of University administration. Regularly enrolled graduate students, professional students in the School of Medicine, and professional students in the teaching credential program are automatically GSA members. The GSA offers coffee and donuts every Friday from 9 am to noon, holds social events throughout the school year, and offers travel awards to graduate students. The GSA office/lounge is located at 253 South Silo.

- **[Internship and Career Center](#)**

The Internship and Career Center, also known as the ICC, is located on the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor of South Hall. The ICC offers a wide range of career-related services to UC Davis students and alumni including the following:

- Career and internship advising, drop-in hours and by appointment
- Handshake, online job board for students
- Workshops and webshops in a wide variety of career-related topics
- Internship and career fairs, 4-6 large fairs per year
- On-campus interviews with employers, find out who is interviewing on the UC Davis campus
- Information sessions with employers, get to know employers in a smaller setting than a career fair
- ICC calendar of events, search or browse all upcoming ICC events
- Email subscriptions and social media, stay up-to-date with job and internship postings, and ICC events and services
- Career resource manual, a downloadable and printable guide for finding an internship or job

To contact the Internship and Career Center

- Email: [icchelp@ucdavis.edu](mailto:icchelp@ucdavis.edu)
- Phone: 530-752-2855

- **[Student Academic Success Center](#)**

The Student Academic Success Center (SASC) houses a number of centers and programs geared toward supporting various student communities including former foster youth, transfer, first generation, low income, undocumented students and other groups that are underrepresented in higher education. The SASC provides both general and subject-specific academic assistance to all registered UC Davis Student as well as Professional Advising. The Student Academic Success Center is located in 2205 Dutton Hall.

To contact the Student Academic Success Center:  
Phone: 530-752-2013

- [Information and Educational Technology](#)

The Information and Educational Technology (IET) department provides tools and services for the UC Davis community such as Open Access Labs where you can find computing, scanning, and printing services on campus.

To contact the Information and Educational Technology department:  
Student Computing Services Help Desk 530-754-HELP

- [UC Davis Office of Graduate Studies](#)

The Office of Graduate Studies, commonly referred to as “Grad Studies,” is located at 250 Mrak Hall. Grad Studies has a wealth of information on their website. If you have a question about anything and can’t find someone to ask, check out the website. It contains information on fees, funding, living in Davis, deadlines, degree requirements, forms, teaching assistant (TA)/Graduate Student Researcher (GSR) positions, residency status, etc.

The GGPHS contact in the Office of Graduate Studies is: Rachel de los Reyes, [radelosreyes@ucdavis.edu](mailto:radelosreyes@ucdavis.edu).

## STUDENT SERVICES

- [Center for Student Involvement](#)

The UC Davis Center for Student Involvement (CSI) is a department within the Division of Student Affairs and the Community Resource and Retention Centers. Here you can find resources about how to get more involved in Student Organizations, Involvement Fairs, and your UC Davis Community.

- [Cross Cultural Center](#)

UC Davis Cross Cultural Center, the CCC, provides a culturally relevant community space where student voices can be expressed and respected. The CCC values advocacy, cultural competency, community building, academic excellence, research and education, identity exploration, and leadership development. Through the CCC can find a large variety resources available on and off campus such as the Graduate Students of Color Mentor Program and even a library of its own. It is located on the 1st floor of the Student Community Center on campus.

To contact the Cross Cultural Center:  
Phone: 530-752-4287  
Email: [ccc@ucdavis.edu](mailto:ccc@ucdavis.edu)

- [Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center](#)

The purpose of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center (LGBTQIA+ Resource Center) is to provide an open, safe, inclusive space and community that is committed to challenging sexism, cissexism/trans oppression/transmisogyny, heterosexism, monosexism, and allosexism. The LGBTQIA+ Resource Center serves UC Davis and the surrounding region by providing a wide spectrum of programs, resources, outreach and advocacy. The LGBTQIA+ Resource center is located at the Student Community Center, Suite 1400.

To contact the LGBTQIA Resource Center:  
Phone: 530-752-2452.

- [Services for International Students and Scholars](#)

Services for International Students and Scholars (SISS) assists incoming and current international students and scholars, and their families with visa and immigration issues while they are at UC Davis. SISS provides orientation, assistance, information, and referral to international students, faculty, and researchers regarding financial, personal, cultural, and academic concerns.

- **[Student Disability Center](#)**

Located in 54 Cowell Building, the Student Disability Center (SDC) provides accommodations and coordinates support services to meet the individual needs of students with disabilities. Based on the student's documentation of disability, the SDC recommend services, accommodations and auxiliary aids and that the student then selects what they need for specific classes and situations. Services provided by the SDC include assistance with needs relating to vision, hearing, medical, psychological, and mobility as well as access to tutoring, counseling/advising, exam accommodations, parking, service animals, and much more.

To contact the Student Disability Center:

Phone: 530-752-3184

Email: [sdc@ucdavis.edu](mailto:sdc@ucdavis.edu)

- **[Women's Resources and Research Center](#)**

The Women's Resources and Research Center (WRRC) provides a place for students to learn about resources and educational programs that focus on gender equity and social justice. The WRRC provides resources and support for academics, crisis, health, parenting and childcare, and much more. The WRRC offers discussion groups including a support group for women graduate students. The WRRC is located on the first floor of North Hall.

To contact the Women's Resources and Research Center:

Phone: 530-752-3372

Email: [wrrc@ucdavis.edu](mailto:wrrc@ucdavis.edu)

## **WELLNESS AND SAFETY**

- **[Activities and Recreation Center](#)**

The Campus Activities and Recreation Center, also known as the ARC, offers recreation opportunities to make it easy for you to keep fit, relax, have fun, and meet your fitness goals. Current UC Davis students and CR Members may use the ARC at no additional cost. Programming within the ARC, including Group Exercise classes, Dance Series classes, Martial Arts Series classes, Personal Training, rock climbing and Intramural Sports, may require an additional low-cost fee.

To contact the Activities and Recreation Center:

Phone: 530-754-5306

Email: [arc@campusrec.ucdavis.edu](mailto:arc@campusrec.ucdavis.edu)

- **[Center for Advocacy Resources and Education](#)**

The UC Davis Center for Advocacy, Resources & Education (CARE): Advocacy Office for Sexual and Gender-based Violence and Sexual Misconduct, formerly known as Campus Violence Prevention Program (CVPP), is the on-campus, confidential resource for all students, staff and faculty who have experienced any form of sexual violence, including sexual assault, sexual harassment,

domestic/dating violence, and stalking. CARE provides 24/7 emergency response, crisis intervention, and support services for survivors.

To contact the Center for Advocacy Resources and Education:

Phone: 530-752-3299

Email: [ucdcare@ucdavis.edu](mailto:ucdcare@ucdavis.edu)

- [Emergencies and FAQs](#)

As your safety is of great importance, UC Davis has a comprehensive emergency management program and its own full-service police and fire departments. Visit the website to find resources relating to; emergency preparedness, personal safety, campus intervention programs, campus health and counseling services, and community services.

- [Harassment & Discrimination Resources](#)

The Harassment & Discrimination Assistance and Prevention Program (HDAPP) at UC Davis supports the University's commitment to a harassment and discrimination-free work and learning environment for all members of the UC Davis and UC Davis Health campuses.

To contact the Harassment & Discrimination Assistance and Prevention Program:

Phone: 530-747-3864

Anonymous Call Line: 530-747-3865

- [Student Health and Counseling Services](#)

UC Davis Student Health and Counseling Services or SHCS provides a wide variety of medical, mental health and wellness services to all registered UC Davis students regardless of insurance coverage. SHCS offers; Medical services, Health and Education Promotion, Counseling services, and a large variety of Wellness services. These services are provided at two primary locations: North hall and The Student Health and Wellness Center.

To contact Student Health and Counseling Services:

- North Hall:

- Administration Consultation and General Information: 530-752-0871

- SHCS:

- Administration and General Information: 530-752-2300

## FOOD AND FINANCIAL SECURITY

- [Aggie Compas](#)

Aggie Compas provides one online access point for UC Davis information, resources and services pertaining to food security and nutrition. As a response to the UC Global Food Initiative, UC Davis established the AFC to connect the UC Davis student population with easy, immediate and confidential UC Davis food resources while working to overcome stigma associated with needing help.

To contact Aggie Compas

Phone: 530-752-9254

- [CalFresh](#)

Also known as Supplemental Nutrition Assistance Program, offers financial assistance, based on income, to reduce the burden of food insecurity (visit the website to determine your eligibility – most grad students are eligible). Aggie Compas can assist you in applying for CalFresh

To contact CalFresh:  
Phone: 1-877-847-3663

- [Davis Pantry](#)

Located in the Memorial Union room 154 the pantry is a student-run food pantry. Its mission is to aid UC Davis students in the pursuit of higher education by ensuring that no student ever has to miss a meal or go without basic necessities due to financial reasons.

To contact The Pantry:  
[thepantry@asucd.ucdavis.edu](mailto:thepantry@asucd.ucdavis.edu)

## **TRANSPORTATION SERVICES**

[Transportation Services](#), also known as TAPS, provides services such as the sale of parking permits, bicycle registration, and equipment maintenance and repair. If you plan on using a vehicle on campus you will need to purchase a parking permit. The TAPS website contains information regarding the rates and types of permits to purchase. Another service TAPS offers is to issue bicycle registration and permits in which your bike will be registered and, if stolen, you'll have a more likely chance of retrieving it.

## **UC DAVIS STORES**

[UC Davis Stores](#) serves the UC Davis community by providing on campus tools needed for academic success. If you are in need of merchandise while on campus the UC Davis Stores provide; course materials, general books, technology sales and services, licensed apparel and gifts, school and office supplies, campus produced and grown products, as well as on the go snacks and drinks. Locations include:

- The Campus Store
  - Phone: 530-752-6846

## **B. LOCAL POINTS OF INTEREST**

### **RECREATION:**

Davis is located within driving distance of Tahoe National Forest and Yosemite National Park where you can enjoy swimming, skiing, mountain biking, horseback riding, fishing, hiking, camping, etc. You can enjoy the beautiful beaches of the Bay Area at Stinson Beach (85 miles) and Santa Cruz (140 miles).

### **ARBORETUM**

The UC Davis Arboretum is a living museum and a refuge of great beauty where students can step away from their busy lives and reconnect with nature. Students may wander through the Arboretum on their own or join public tours. The Arboretum gardens are open 24 hours a day, every day of the year, and there is no charge for admission. It is the perfect place to exercise with a 3.5-mile loop for walking, jogging or biking and bathrooms and water foundations throughout. It is located along the southern edge of the UC Davis

Campus stretching from Borders Books downtown all the way to the Vet Med Center at the west end of campus.

Contact:

Phone: 530-752-4880

Email: [arboretum@ucdavis.edu](mailto:arboretum@ucdavis.edu)

### **CENTRAL PARK**

Located in Downtown Davis, Central Park offers picnic facilities, fields and play areas, the local farmers' market, festivals and more.

### **CRAFT CENTER**

Experience new growth at the Craft Center. The Craft Center offers more than 100 classes, ranging from one-day workshops to seven-week courses. Their classes are small, providing lots of hands-on experience and plenty of time for guidance from the instructor.

### **DAVIS FARMERS' MARKET**

Featured in national magazines and frequently voted "best thing to do in Davis," the [Davis Farmers Market](#) is open year-round – rain or shine. The Farmers' Market is the place to be in Downtown Davis within Central Park each Saturday morning and Wednesday night. You'll find a wide range of fruits and vegetables, including certified organic produce, as well as fresh baked goods, flowers and plants. Everything sold in the market is either grown by or made by the seller.

### **EQUESTRIAN CENTER**

The Equestrian Center offers Horseback riding lessons, Competitive and Sports Equestrian Club, Horse Boarding, and Horse Shows. It is located at One Equestrian Lane; directly across the street from the Vet Med Teaching Hospital off Health Science Drive. You can also locate it from the bike trail at the west end of the arboretum.

Contact:

Phone: (530) 752-2373

E-mail: [equestriancenter@campusrec.ucdavis.edu](mailto:equestriancenter@campusrec.ucdavis.edu)

### **EXPERIMENTAL COLLEGE**

Learn to play guitar, perfect your salsa dance moves or try your hand at Jiu-Jitsu at the Experimental College.

### **LAKE BERRYESSA**

Situated in beautiful Napa, California, Lake Berryessa is the perfect destination to go hiking, camping, fishing, and relax. Forever Resorts operates three campgrounds and a marina on Lake Berryessa: Steele Canyon Campground and Pleasure Cove Campground and Marina.

### **MANETTI SHREM MUSEUM**

Located near the Mondavi Center, the [Manetti Shrem Museum of Art](#) has a fine arts collection of more than 5,000 objects. Serving both the public and our university community with a dynamic artistic program, the museum: presents exhibitions and events that advance students' understanding of their place in the world; connects to faculty teaching and research; and creates a lively forum for community engagement and creative practice.

Contact:

Phone: 530-752-8500

Email: [manettishrem@ucdavis.edu](mailto:manettishrem@ucdavis.edu)

## **MONDAVI CENTER**

[The Robert and Margrit Mondavi Center for the Performing Arts](#) explores the full range of the performing arts, from the traditional to the innovative, and from diverse cultures and disciplines through presentation, education, public service, and research. As part of the UC Davis mission as a land grant university, the Mondavi Center provides outstanding cultural programming, support for the University's academic departments, and a professional laboratory to train students in the performing arts.

Contact:

Phone: (530) 754-2787

## **OLD SACRAMENTO**

[Old Sacramento](#), authentically restored to its Gold Rush-era style, houses more than 130 specialty and tourist shops and restaurants and features three museums. This National Historic Landmark District and State Historic Park offers dining, shopping, and attractions. Many festivals and special events are held here annually.

## **MOVIE THEATERS**

Davis has several movie theaters to select from including: Regal Cinemas Davis Holiday 6, Regal Cinemas Davis Stadium 5, and Varsity Theater. All of which are conveniently located in Downtown Davis and offer various movie times.

## **LOCAL SERVICES:**

### **DAVIS POST OFFICE**

The Davis main post office is located at 2020 5th Street (at the corner of Pole Line Road) and is open Monday through Friday, 8:30 a.m.–5:30 p.m., and Saturdays, 10:00 a.m.–1:00 p.m. In addition to the main post office, Davis has a few minimum service branches that provide basic services, such as selling stamps and mailing packages and letters within the United States. One of these is in the UC Davis Memorial Union on campus.

### **DAVIS CHAMBER OF COMMERCE**

To learn more about Davis's local community and what it has to offer, visit the [Davis Chamber of Commerce](#) for additional information about the neighborhood, business community, local activities, and resources. The Davis Chamber of Commerce is conveniently located in the heart of downtown Davis.

### **THE DEPARTMENT OF MOTOR VEHICLES (DMV)**

This is the place to go for driver's licenses (required for driving in California), ID card processing, driving tests, and anything else related to your vehicle. The DMV is located at 505 Pole Line Road (corner of 5th and Pole Line Road), and is closed on Mondays and Sundays. It is open from 8:00 a.m. to 5:00 p.m. Tuesday – Saturday. For general information, call (800) 777-0133.

## **SHOPPING:**

### **ARDEN FAIR MALL-SACRAMENTO**

Located roughly 25 minutes from Davis in Sacramento, CA, the [Arden Fair Mall](#) is a shopping center with over 165 stores and restaurants including; Macy's, JCPenney, Sears, and the Apple Store.



## **DAVIS SHOPPING**

Davis has many businesses to fulfill all your shopping needs including The University Mall, Marketplace Shopping Center, Davis Commons, and the Davis Manor Shopping Center. The City of Davis has a local Target, TJ Maxx, Safeway, and Office Depot for your varying needs as well. For a full list of the businesses in Davis, visit the Davis Chamber of Commerce website, directory of businesses.

## **VACAVILLE PREMIUM OUTLETS**

Vacaville Premium Outlets is an outdoor shopping property in Vacaville, CA containing 120 stores. The [Vacaville Outlets](#) are located about 20 minutes from Davis and offer a variety of shopping options.

## Appendix A. Dissertation Proposal Outline

### Project Title

A brief, clear, specific designation of the subject of the research. The title, used by itself, should reflect the objectives and scope of the project.

### Abstract

The proposal must contain an abstract, not to exceed one page single-spaced. The summary is not intended for the general reader; consequently, it may contain technical language comprehensible by persons in disciplines relating to the subject of the project. The abstract should be self-contained, with a specific description of the activity to be undertaken and should focus on:

- Overall project goal(s) and supporting objectives
- Plans to accomplish project goal(s)
- Relevance of the project to potential long-range improvement in plant, animal, and/or human health

### Proposal

The text of the proposal should not exceed 10 single-spaced pages. All proposals should be submitted on standard 8.5" x 11" paper. In addition, margins must be at least 1", type size should be 12 characters per inch or larger, and there should be no page reductions. The proposal must contain the following components:

- Background/Introduction. A clear statement of the long-term goal(s) and supporting objectives of the proposed dissertation should be included. The most significant published work in the field under consideration should be reviewed. The current status of research in this field of science also should be described. Preliminary data pertinent to the proposed research should be included in this section. Indicate the additional knowledge needed, which the research is expected to provide.
- Three chapters. The dissertation proposal should have at least one page, single-spaced on each chapter. The following sections should be covered for each chapter:
  - Objectives/Aims. Provide the main objectives or aims of the chapter, detailing what you hope to accomplish with the proposed research.
  - Hypothesis. Provide a clear, logically arranged, and succinct statement of each research hypothesis being tested. For each, also provide the respective alternative hypothesis.
  - Methods/Experimental Plan. For each hypothesis describe the following:
    - A description of the investigations and/or experiments proposed in the sequence in which the investigations or experiments are to be performed.
    - Describe all sources of bias (error) that may be present and specifically how the bias will be avoided, corrected, or controlled. Provide calculations for estimation of sample sizes.
    - Techniques to be used in carrying out the proposed project, including the feasibility of the techniques
    - Results expected (provide examples)

- Means by which experimental data will be analyzed or interpreted
- Means of applying results or accomplishing technology transfer, where appropriate
- Pitfalls that may be encountered
- Limitations to proposed procedures
  
- A tentative schedule for conducting major steps involved in these investigations and/or experiments. Provide an estimate of the maximum time likely to be required to complete the project and publish results.

o Rationale and Significance. Present concisely the rationale behind the proposed research. The objectives' specific relationship to the potential long- range improvement in plant, animal, and/or human health should be shown clearly. Any novel ideas or contributions that the proposed dissertation offers also should be discussed in this section. The facts and reasoning that logically support the hypothesis should be stated clearly (What is the factual and logical justification for each hypothesis?).

- Literature Cited. Provide a reference list of pertinent literature cited in the proposal.