International Agricultural Development Graduate Group

Graduate Student Handbook
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INTRODUCTION

This Field Guide is your handbook in navigating the winding, sometimes bumpy, but exciting terrain of graduate study at UC Davis and in the International Agricultural Development Graduate Group (IAD). If you’re a prospective student, we hope the Field Guide will answer questions that may arise during your application process. For new students, we hope it will serve as a dependable resource to help guide you through the many choices you will be making. For continuing students who encounter the unfamiliar and unexpected along the way, we hope it will serve as a reliable, hip-pocket companion.

The Field Guide is a work in progress. As you journey through your academic study and experiences, your questions and challenges will help us determine what revisions might be necessary. We welcome your comments, critiques, and suggestions as we travel the road ahead.

DEPARTMENT AND OFFICE OF GRADUATE STUDIES CONTACTS

Faculty

- Graduate Group Chair: Kate Scow, kmscow@ucdavis.edu, 3236 PES, 530-752-4632
- Graduate Group Advisers: for most updated list https://grad.ucdavis.edu/programs/giad
- Major Professor: faculty member who guides your research.

Department and Office of Graduate Studies Staff

- Graduate Program Coordinator: Angie Nguyen, htgnguyen@ucdavis.edu, 1238 PES, 530-752-4839
- Graduate Studies: Brad Wolf, bwolf@ucdavis.edu, 250 Mrak Hall, 530-752-2772

THE GRADUATE GROUP CONCEPT

Many research questions go beyond the traditional academic department. At UC Davis, graduate programs may be organized as interdisciplinary graduate groups that include faculty from various departments and Colleges, giving students broad flexibility in areas of research from across campus. The
IAD graduate group operates from the Department of Plant Sciences (PLS), and consists of 50 faculty members who hold appointments in many departments, including PLS, Agricultural Resource Economics, Animal Science, Biological and Agricultural Engineering, Human Ecology, Geography, History, Civil and Environmental Engineering, Education, Environmental Science & Policy, Land, Air and Water Resources, Native American Studies, Nutrition, Plant Pathology, Sociology, Viticulture & Enology, and Veterinary Medicine.

The chair of the graduate group is responsible for overseeing the operation of the group; the graduate group adviser guides your academic planning and committee selection; the graduate group admissions adviser oversees the admissions application process. Support staff (including Graduate Program Coordinator and departmental business office personnel, and personnel in Graduate Studies) serves as sources of information regarding procedures, records, petitions and applications, campus resources, funding, and fellowships and awards.

APPLICATION FOR ADMISSION

Preparatory Work
Applicants are expected to have the equivalent of the following UC Davis prerequisite courses:

- ARE 100A - Intermediate Microeconomics (4 units)
- PLS 120 - Applied Statistics in Agricultural Science (4 units)
- PLS 111 [formerly 110A - Principles of Agronomic Crop Production in Temperate and Tropical Systems (3 units); and PLS 110L - Principles of Agronomy Laboratory (1 unit)]
- or PLS 110 [formerly PLS 110C - Crop Management Systems for Vegetable Production) (4 units)]

Applicants admitted without these prerequisites must complete the necessary courses to satisfy their deficiencies during their first year of study.

How to Apply
Application is made through the UC Davis Graduate Studies online application system. Please visit [http://gradstudies.ucdavis.edu/prospective/apply_online.cfm](http://gradstudies.ucdavis.edu/prospective/apply_online.cfm).

Admission Requirements
Admission to IAD is based on:

- Academic background and at least a 3.0/4.0 grade point average.
- Preparation and performance in courses that constitute basic preparation for advanced study IAD. (See Preparatory Work, above.)
- Verbal, quantitative, and analytical Graduate Record Exam (GRE) scores. Subject exams are not required.
- Three letters of recommendation.
• TOEFL scores for applicants whose primary language is not English. The minimum scores required for admission to graduate study at UC Davis are 550 for the paper test and 80 for the Internet-based test.

The final decision on admission is the responsibility of the dean of Graduate Studies upon recommendation of the IAD Graduate Group.

SELECTING A MAJOR PROFESSOR

The major professor guides and directs your research and is identified for each student during the MS Plan I and Plan II admission process. You should begin your search for a major professor early, while completing your application and by following these guidelines:

• Consult the IAD online faculty list and identify faculty members whose research interests align with yours. E-mail them regarding your interests.
• Write a specific statement of purpose that clearly describes your research interests. During the application review process, faculty will choose students on the basis of interests, experience, academic record, GRE scores, and letters of recommendation.
• If possible, consult with graduate students already in the program for ideas about potential major professors.
• If possible, arrange a visit to meet with potential major professors or schedule a phone call to discuss common interests.

Once you have found a major professor, talk with him/her about funding, research projects, and expectations.

REGISTRATION AND COURSE ENROLLMENT

Registered Status
Registered student status requires that you be enrolled in a minimum of 12 units of coursework or IAD 299 (research) units and that you pay fees for the quarter. If you have not enrolled and have not paid fees, you are a non-registered student. If you are on Planned Educational Leave (PELP) or are on Filing Fee status, you also are considered a non-registered student.

How to Register
• Once you obtain your student ID, password, and personal access code (PAC), you may complete your course registration online through Schedule Builder, the university computer
system, [https://my.ucdavis.edu/schedulebuilder/](https://my.ucdavis.edu/schedulebuilder/)

- To learn how to activate your student ID, visit [http://aggiecard.ucdavis.edu](http://aggiecard.ucdavis.edu).
- Obtain your e-mail address and Kerberos password by visiting [https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi](https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi).
- To log onto SISWEB, you will need your Kerberos password and a personal access code (PAC). Initially, your PAC is your six-digit birth date. Once you access the system, be sure to follow the menu prompts to choose a new PAC. You will receive notification of registration dates by mail, and once you have the above identifiers, you can complete registration for classes online.

**Class Schedule and Registration Guide**

Consult the quarterly *Class Schedule and Registration Guide*, [http://registrar.ucdavis.edu/csrg/](http://registrar.ucdavis.edu/csrg/), for registration dates and times, quarterly deadlines, course lists, wait list information, etc.

**Late Registration**

To avoid late fees and financial support problems, you must enroll, register, and pay fees in a timely manner. Keep in mind:

- If you add or drop a course after the add/drop deadlines, you will be charged a fee.
- Fees that are paid from sources such as fellowships and academic appointments will not be paid until you are registered for a minimum of 12 units. If you do not complete your registration by the last day to pay university fees, you will be charged a late fee.

**Units**

For full-time status, you must enroll in at least 12 units per quarter, which can be any combination of upper division (100-level) or graduate course units (200-level); Seminar (290), Group Study (298), Research (299) units; or Teaching Assistant Training Practicum (396) units. The graduate group encourages you to enroll in more than 12 units (up to 16 total) of upper division and graduate courses combined, or for more than 12 units (again up to 16 units) of graduate level courses. Enrolling for greater than 16 units requires the special approval of the dean of Graduate Studies.

**Enrolling in Research (IAD 299)**

IAD 299 is the course in which you enroll to receive credit for your research. The course registration number (CRN) is linked directly to the quarter and to your major professor/instructor, the individual with whom you are conducting research. Three more numbers are attached to the CRN number, defined as the section number, indicating the faculty member involved (e.g., IAD 299-034). You may enroll in up to 12 units, depending upon your research activity and course load and based upon the advice of your major professor and adviser. For your CRNs each quarter, contact the Program Coordinator via e-mail,
letting her know with whom you wish your CRN assigned and for which quarter.

**Part Time Status**
If you meet eligibility criteria, you may apply for part-time status, which is 6 units or fewer, through the Registrar, [http://registrar.ucdavis.edu/](http://registrar.ucdavis.edu/).

**Dropping Courses**
If you want to drop a course after the 10th day of instruction, you must file a Permission to Drop Petition, available at [http://gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/).

**Late Add**
If you wish to add a course after the 12th day of instruction, you must have approval from the instructor or program. If permission is granted, go to the course/program department for a PTR (permission to register) number. Use SISWEB to add the course by using the issued number within three days. You will be charged a nominal fee.

**Temporary Study at Another UC Campus**
If you are in good standing and have completed at least one quarter in residence at Davis, and you wish to study temporarily at another UC campus, you may obtain an application to the Intercampus Exchange Program, at [http://gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/).

**TAKING A BREAK OR LEAVING CAMPUS**

If you wish to take a break from your course of study or temporarily leave the UC Campus, you have the options listed below.

**Planned Education Leave (PELP)**
PELP status is available if you wish to take a leave for various reasons, including health issues, family crises, clarification of educational goals, or military service. PELP may be approved for a maximum of three quarters. Link to PELP leave form: [http://gradstudies.ucdavis.edu/forms/GS338_PELP.pdf](http://gradstudies.ucdavis.edu/forms/GS338_PELP.pdf). An extension can be requested, form available at [http://gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/). New graduate students are NOT eligible for a PELP during their first term of instruction. Students may NOT hold student employment (TA, GSR, etc.) and may not receive fellowship funds while on PELP. International students must have their PELP status approved by the Services for International Students and Scholars (SISS), [http://siss.ucdavis.edu/](http://siss.ucdavis.edu/), prior to submission of the PELP application. PELP applications must be submitted to Graduate Studies no later than the first day of the quarter in which the PELP status is to begin. If you begin the registration process and then withdraw from registration after the first day of the quarter, you may be billed for fees owed or have to repay funding. The program coordinator will help you initiate the application process.
Filing Fee
Filing Fee is a non-registered status available if you have advanced to candidacy for your degree. Filing Fee status maintains your eligibility to complete your degree while not registered. You can use this option when all of your courses and research have been completed and you no longer need to use campus facilities. Filing fee status is for ONE QUARTER ONLY. If you have not filed your thesis/dissertation or taken your final examination by the quarter indicated on your application, you may be required to readmit, register, and pay full fees in order to fulfill all degree requirements. You may hold an academic appointment title (GSR, TA, Associate In (AI), and similar titles) for ONE QUARTER ONLY.


Registration in Absentia
Graduate students whose research or study requires them to remain outside California for the entire quarter may register in absentia and pay a reduced fee. Visit [http://gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/) and click on “In Absentia” links. In Absentia Registration Frequently Asked Questions link: [http://gradstudies.ucdavis.edu/students/in_absentiaFAQs.html](http://gradstudies.ucdavis.edu/students/in_absentiaFAQs.html)

Withdrawal

Readmission
If you drop out of the graduate program, but wish to return, you must file an Application for Readmission, available at [http://gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/) at least six weeks prior to the beginning of the quarter in which you plan to enroll. The Graduate Group requires additional documentation for readmission application. Please see the graduate coordinator for details.

HEALTH INSURANCE

UC requires that all registered students have health insurance. The Graduate Student Health Insurance Plan (GSHIP) is designed specifically for UC Davis students, providing medical, dental and vision benefits. Registered students are automatically enrolled in GSHIP. Students with comparable health insurance may waive participation through the online waiver application. GSHIP coverage, fees, policies, and waiver application are available at [http://healthcenter.ucdavis.edu/insurance/gship/index.html](http://healthcenter.ucdavis.edu/insurance/gship/index.html).

Once you submit your waiver application and it is approved, it will remain in effect for the rest of the
academic year. If you are enrolled in Davis SHIP for Spring term, your coverage automatically extends through the ends of Summer term at no extra cost. Frequently Asked Questions link: http://shcs.ucdavis.edu/insurance/ship/faqs.html

Graduate students who are enrolled in GSHIP have the option to enroll eligible dependents in a voluntary plan. For information, visit http://shcs.ucdavis.edu/insurance/ship/dependents.html.

ENROLLMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS

If you are a new international student, you will have an immigration hold that must be released by Services for International Students and Scholars (SISS) before you can complete registration. SISS information is available at http://siss.ucdavis.edu/.

Prior to your first quarter of enrollment, if your native language is not English and you have an undergraduate degree from an institution at which English is not the primary language of instruction, you are required to take the English examination given by the English as Second Language (ESL) office. More information is available at http://esl.ucdavis.edu/. Results of this exam will determine what, if any, ESL class that you will be required to take.

BILLING, FEES, TUITION

Billing

Here’s a list of resources regarding your billing:

- For up-to-date information on fees, fee payment options, deadlines, late fees, etc., visit the Student Accounting Web site, http://studentaccounting.ucdavis.edu.
- You may contact the Student Accounting Office, 530-752-3646 or visit 2100 Dutton Hall.

Fellowship Stipend

If you are to receive a stipend, you will be paid monthly (1st of the month) through the UC Davis Student Accounting Office for domestic students. For international students, you will receive your payment through the Payroll System (checks pick up at the hiring department).

Note that fellowships do not disburse until you enroll in classes. These awards are subject to gubernatorial, legislative and Regental action, and adjustments will be made to your award for actual
fee amounts. Unused fee awards will not generate a refund to you. For tax information, please refer to the *Regulations for Graduate Students Receiving Fellowships*. This award also requires the filing of a *Free Application for Federal Student Aid (FAFSA)*. The first payment for Fall Quarter is November 1st, Winter is February 1st, and Spring is May 1st. To save time, you should sign up for direct deposit so that you do not have to stand in line to receive your check.

Information about **Direct Deposit**: [http://accounting.ucdavis.edu/directdep.cfm](http://accounting.ucdavis.edu/directdep.cfm)

**Quarterly Fees/Tuition**

As a full-time graduate student you pay various fees for such services as the Graduate Student Association (GSA), campus improvement, safety, your health insurance (SHIP), and, of course, your education. To learn exactly what your fees are and where they go, visit [http://budget.ucdavis.edu/studentfees](http://budget.ucdavis.edu/studentfees). If you’re a part-time student, you receive a 50% reduction of the educational fee. If you’re a part-time nonresident student, you also receive a 50% reduction in nonresident tuition. If your status is Registration *in Absentia*, which means your study requires you to remain outside California, visit [http://www.gradstudies.ucdavis.edu/students/in_absentiaFAQs.html](http://www.gradstudies.ucdavis.edu/students/in_absentiaFAQs.html).

If you are a nonresident and are not able to establish California residency, you must pay nonresident tuition each quarter. Visit [http://gradstudies.ucdavis.edu/facstaff/nrt_remission.html](http://gradstudies.ucdavis.edu/facstaff/nrt_remission.html) for more information.

**One-time Fees**

One-time fees include application for admission fee, readmission fee, PELP, candidacy fee, Filing Fee. These fees change periodically; consult the Graduate Program Coordinator or Graduate Studies, [http://gradstudies.ucdavis.edu/index.cfm](http://gradstudies.ucdavis.edu/index.cfm), or the Registrar, [http://registrar.ucdavis.edu/](http://registrar.ucdavis.edu/), for current fee amounts.

**Establishing California Residency**

As a California resident, you will not have to pay nonresident tuition. Therefore, it is to your advantage if you are a US citizen or have a green card to investigate the steps necessary to becoming a legal resident.

Begin the process as soon as you arrive and at least one full year before the start of the quarter in which you wish to be classified as a resident. For tuition purposes, physical presence and intent must be demonstrated for more than one year. Intent includes, but is not limited to, having a California driver’s license or ID card, registering to vote and voting, using a California permanent address on all records, and paying state income tax as a resident.

During the quarter preceding the one for which you seek reclassification, obtain a petition from the Residence Deputy located in the Registrar’s office, 12 Mrak Hall, 530-752-5029, [http://registrar.ucdavis.edu/html/slr.html#WhoResident](http://registrar.ucdavis.edu/html/slr.html#WhoResident). Return the completed petition at least two weeks before the start of the quarter.
FINANCING GRADUATE SCHOOL

Details of financial support and research funding are listed below.

**Free Application for Federal Student Aid (FAFSA)**
Annually, all graduate students who are US citizens, permanent residents, or immigrants are required to file a FAFSA, preferably by the priority filing date of March 2. This form is submitted directly to the US Department of Education and determines your financial need. It is used for consideration of fellowships, block grants, stipends, loans, and Work Study funds that pay some GSR salaries. FAFSA is available at the UC Davis Office Financial Aid in Dutton Hall or online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Include UC Davis School Code 001313 on the FAFSA.

**International Student Requirements**
International students are advised to consult Services for International Students and Scholars (SISS), at [http://siss.ucdavis.edu/](http://siss.ucdavis.edu/), regarding immigration visa status and employment.

**Academic Appointments**
By working as a GSR, TA, or Reader, you gain professional experience while earning a paycheck and obtaining fee remissions. Students may work up to 50% time. As an entering student, you may receive an appointment as a GSR under the direction of your major professor, and as such, you are eligible for a remission of in-state and nonresident tuition and fees. IAD students receive electronic notification of TA and Reader positions each quarter with instructions on application. Students may seek TA opportunities in other departments. TAs and Readers employed at a minimum of 25% of full time receive a partial remission of their fees. Please note that students are responsible for the GSA, MU, Facilities & Campus Enhancements, Campus Expansion Initiative, and Student Facility Safety fees.

A Teaching Assistant (TA) is a full-time registered graduate student, chosen for excellent scholarship and teaching promise, serving an apprenticeship under the active tutelage and supervision of a regular faculty member. The Teaching Assistant is responsible only for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course’s entire instruction, including the performance of Teaching Assistants, has been assigned.

The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

For more information, visit [http://budget.ucdavis.edu/studentfees](http://budget.ucdavis.edu/studentfees).
Graduate Student Appointments: [http://gradstudies.ucdavis.edu/employment/](http://gradstudies.ucdavis.edu/employment/)

**Other Employment**
The Graduate Program Coordinator will distribute employment information to students as positions are advertised. For more information about employment opportunities or professional development services, you can meet with a coordinator in the Graduate Student and Postdoctoral Career Services program area of the Internship and Career Center, located in South Hall, or call 530-752-7841 to schedule an appointment. Online resources and a calendar of workshops and events for graduate students are also available at http://gsps.ucdavis.edu/pds. Also, as part of Financial Aid, the Student Employment Center coordinates employment opportunities, including community service jobs. Visit http://jobs.ucdavis.edu, or call 530-752-0502.

**Fellowships and Scholarships**

Graduate Studies (internal) fellowships and graduate scholarships are awarded once a year for the following year, beginning in the fall quarter and usually due in early December. New students apply online at the time of application for admission; continuing students also apply on-line and instructions for on-line application will be sent during the fall quarter.

More info about internal fellowships: http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html#1
Graduate Program Fellowship Allocations (formerly called Block Grants) for Departmental Stipends, Fee and Tuition Support

The Scholarship Committee and Graduate Program Coordinator will notify students of the application process and submission deadlines each academic year. Awards are made to entering students upon recommendation for admission on a case-by-case basis.

Jastro Research Scholarship Awards

These awards are made through the College of Environmental and Agricultural Sciences and by the IAD Graduate Group in recognition of students’ potential to carry out research. The IAD scholarship committee and Graduate Program Coordinator will notify students of the application process and submission deadlines each academic year.

External Grants and Fellowships

As a graduate student, you will be notified about external grants and fellowships as they become available. The Student Affairs Officer will distribute external grant and fellowship information as it is advertised by Graduate Studies and other sources.

Work Study


Loans

Information available at Financial Aid, http://financialaid.ucdavis.edu/graduate/Types/Loans.html

Travel Grants

Graduate Studies offers a limited number of travel awards twice per year for travel to professional meetings. You will be notified of application due dates throughout the year. The amount of the award varies depending on how far you are traveling. You are only eligible to receive this award once. For more information, visit http://gradstudies.ucdavis.edu/ssupport/internal_travel.html

Travel Grants through the Graduate Student Association (GSA)

The GSA also offers a limited number of travel awards twice per year. (You cannot receive a GSA travel award if you have received an award from Graduate Studies for the same instance of travel.) Visit the GSA Web site, http://gsa.ucdavis.edu/Travel_Awards.

Online Funding Resources

- Community of Sciences, http://www.cos.com
Online Grant Writing Resources

- The Foundation Center, http://foundationcenter.org
- The University of California, Berkeley article, The Making of a Successful Proposal, http://ls.berkeley.edu/graduate/grant-writing-resources
- The University of California, Berkeley Dissertation Proposal Workshop, http://globetrotter.berkeley.edu/DissPropWorkshop

COMMITTEES

MS Thesis/ Capstone Exam Committee
The MS thesis committee consists of your major professor and no fewer than two other faculty members. Members of the committee are selected through consultation among you, your major professor, and perhaps with input from your assigned graduate advisor. You complete the Candidacy for the Master’s Degree – Thesis Plan I available at http://www.gradstudies.ucdavis.edu/forms/, secure appropriate program approvals, submit it to the Graduate Program Coordinator, pay the candidacy fee at the Cashier’s Office, and file it with Graduate Studies; the dean of Graduate Studies makes the official committee appointment. For a general calendar of deadline and filing dates, visit http://www.gradstudies.ucdavis.edu/students/calendar.html.

The MS thesis committee supervises your research and has the final authority to review and approve your thesis. It is your responsibility to keep the thesis committee informed of your progress.

MASTER’S DEGREE

Degree Requirements
A master’s degree may be awarded upon completion of one or two basic plans in which either a thesis
or a capstone/ exam is required. MS degree requirements are available at:

Only courses in which you receive grades of A, B, C, or S may satisfy requirements for the master’s
degree. If you receive a D+ or lower, that course cannot be used to satisfy the unit requirement for the
master’s degree. However, that grade will be used to determine your grade point average. You must
maintain an average GPA of 3.0 in all upper division and graduate courses during residence. Courses
graded S/U will not be used to determine GPA.

You may apply for advancement to candidacy if your GPA is slightly below 3.0 and if you are currently
enrolled in course work, the successful completion of which will give you the required 3.0 GPA. Even if
you’ve advanced to candidacy, you must attain a minimum GPA of 3.0 before your degree will be
awarded.

**Advancement to Candidacy**

After completing one-half of your course requirements and at least one quarter before completing all
degree requirements, you must file an official application for Candidacy for Degree of Master of Science
before completing all degree requirements. The Candidacy for the Master’s Degree – Thesis Plan I form
and the Candidacy for the Master’s Degree – Comprehensive Exam Plan II form are each available
online at http://www.gradstudies.ucdavis.edu/forms/.

**Thesis Plan I and Instructions**

If your candidacy is approved, Graduate Studies will send a copy to your thesis committee chair, the
Graduate Program Coordinator, and to you. If Graduate Studies determines that you are not eligible for
advancement, you will be told the reason for your deferral, which may include low GPA, outstanding
Incomplete grades, a grade of U, or D+ or below in required courses, or insufficient units.

Once you have advanced to candidacy under Thesis Plan I, you will write your thesis and present it to
your committee for review and approval. All committee members must sign the thesis title page to
certify their satisfaction with the thesis. If the quality of your thesis is unacceptable, the committee will
give you a clearly specified period of time to improve your thesis, usually one quarter or more. If, after
that period of time, the thesis is still unacceptable, the majority may recommend to the dean of
Graduate Studies that you be disqualified from further graduate study.

You are responsible for filing your thesis on the appropriate filing dates according to the proper format.
The following Web sites will assist you:

- Instructions for electronic submission are located
  at http://www.gradstudies.ucdavis.edu/students/degree_candidates.html.
- For instructions on thesis preparation,
  visit http://www.gradstudies.ucdavis.edu/students/filing.html.
• For a general calendar of deadline and filing dates, visit http://www.gradstudies.ucdavis.edu/students/calendar.html.

The following two documents must accompany the thesis and can be found online:

• University Library Release Form, http://gradstudies.ucdavis.edu/students/filing.html
Capstone/Exam Plan II and Instructions

If you have opted for Plan II, you will take the comprehensive examination during the Spring quarter of your second year. Typically, the exam is about 2 hours. Students who do not pass may take the examination one additional time. When you take the exam, you must be registered or on Filing Fee status. The results of the examination must be reported to Graduate Studies by your committee chair, using the Master’s Exam Report Form, available at http://www.gradstudies.ucdavis.edu/forms/.

The following provides an overview of the requirements for completing an MS Plan II degree in the IAD program. Below we describe guidelines for the capstone project required of all plan II students in IAD. Also described are the steps involved in preparing for and an overview of the comprehensive exam.

Capstone project: Capstone projects are focused on development practice and demonstrate your ability to take an idea from conception to final presentation. A successful capstone project will combine academic knowledge, research, and professional skills into a coherent final product. Ideally, you will define a capstone project in consort with stakeholders or a community with whom you are working and demonstrate competency in project design and management skills, written and oral presentation of complex ideas, and analytical and empathetic thinking.

A capstone project differs from an MS I thesis project in not requiring original research, but demonstrating the ability to apply what was learned during the IAD program (including specific IAD courses, as relevant) to a problem in international agricultural development. It is expected that the final capstone report will be approximately 15-20 pages, not including references, tables, and figures. The paper must include an executive summary (limited to 300 words) and references.

The precise content of the final capstone report and the types of analysis included will depend on the nature of the issue and, if relevant, the needs of the stakeholders engaged. In most cases the final report will include the following topics:

- Background, context, and description of the problem, including analysis of broader development context into which the issue falls, identification of target audience(s)
- Method(s) of analysis
- Analysis of alternatives to the solution or amelioration of the problem
- Recommendations for action
- Discussion of methods for monitoring and evaluation of the outcome
- Optional additional products—e.g., lesson plan for course or extension activity, podcast, video, website, monitoring and evaluation report, implementation plan developed for an organization, curriculum for participatory extension

At the end of the capstone experience you will have produced the following deliverables.

1. A written paper with final recommendations
2. A final briefing via oral presentation to your examination committee

3. Potential additional product (see list of report topics)

Students writing a Master’s thesis in another graduate program may incorporate material from this thesis into their Capstone project, but the project must also include work carried out independently of the thesis.

Preparing for the exam (students)
1. Establish an academic specialization in winter or spring of the first year (e.g. soil science, agricultural economics). Develop a course plan based on discussion with your academic advisor.
2. Narrow down the topic of your capstone project in winter or spring of your first year. Discuss your options with your academic advisor and other relevant faculty and staff.
3. Choose a capstone mentor to provide guidance for your project before you begin the project or the start of fall quarter of the second year, whichever is earlier. The mentor may also be the chair or a member of your examination committee.
4. Submit your capstone proposal to your mentor. Format to be determined by the student and their mentor; can be in grant proposal format if student has submitted request for funding (Blum, RIFA, Jastro, Trellis, etc.).
5. Carry out the capstone project and begin writing the final report and creating any other products or outputs.
6. Advance to candidacy no later than the end of winter quarter of the second year. (Link to candidacy form is at the end of this document.)
7. Identify examination committee members and have the committee approved. This is the responsibility of the student and the academic advisor. Contact the graduate program coordinator for help determining the eligibility of prospective committee members. (Link to committee approval form is at the end of this document.)
8. Arrange the exam time, day, and location. Provide this information to the graduate program coordinator no later than two weeks before the exam.
9. One week prior to the exam, the student will submit the final written report to the committee.

Preparing for the exam (academic advisors)
1. Beginning in the student’s first year, help student narrow their area of specialization, create a course plan, consider project topics, and help identify possible capstone mentors.
2. Meet with student to complete and sign the advancement to candidacy form.
3. Meet with student to discuss and approve exam committee members.

Preparing for the exam (exam committee chair)
1. Meet with student to review and sign the exam committee approval form.
2. Work with student and other committee members to identify a day and time for the exam.
3. Review student’s final capstone report before the exam. You will be given at least one week for review.
4. Bring necessary documentation (provided by the graduate program coordinator) to the exam.
5. Prepare questions for your portion of the exam (20 minutes).
6. Attend the exam.

Second Master’s Degree
You may work toward a second master’s degree as long as the adviser and the dean of Graduate Studies...
determine that your second degree will not be a duplication of your previous degree. You may share up to 12 units from one UC Davis program with another and you must spend at least two quarters in regular graduate standing in your second master’s program. You must also complete a separate thesis or capstone/examination. See the Graduate Program Coordinator for the application.

**Time to Complete Degree**

You will have four calendar years after the date you pass your qualifying examination to submit your thesis/capstone exam report. For details, visit [http://gradstudies.ucdavis.edu/gradcouncil/timetodegree.pdf](http://gradstudies.ucdavis.edu/gradcouncil/timetodegree.pdf).

**GRADES**

**Repeating a Course for Improvement**

With the consent of the adviser and the dean of Graduate Studies, you may repeat a course in which you received a grade of C, D, F or U up to a maximum of nine units for all courses repeated. In such repeated courses, only the most recently received grade and corresponding grade points shall be used in calculating your GPA, but all units attempted and grades received shall remain part of your permanent record.

**Opting for S/U Grading**

You may elect to take one normally graded course per quarter on an S/U basis provided the course is used to explore an area unrelated to your academic discipline and cannot be used to fulfill any of your graduate program course requirements or prerequisites. To receive an S grade in lower or upper division work, you must achieve at least a C-. To receive an S grade in a graduate course, you must receive a B- or better. S/U petitions must be filed with Graduate Studies by the end of the fifth week of the quarter. For more information, visit [http://gradstudies.ucdavis.edu/gradcouncil/su.pdf](http://gradstudies.ucdavis.edu/gradcouncil/su.pdf). The form is available at [http://gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/).

**Incomplete (I) Grade**

If you are doing well in a course but are unable to complete the work because of illness, personal emergency, or other good cause, an Incomplete is appropriate. You must remove the Incomplete grade before the end of the third succeeding quarter, otherwise the grade will revert to an F. To remove the incomplete, a Petition for Incomplete Grad Change form must be signed by the instructor and be submitted by either the instructor or the Student Affairs Officer.


**PROBATION AND DISQUALIFICATION**

If your performance is less than satisfactory or you are not meeting program requirements, you are placed on academic probation and given a timeline for removing your deficiencies. Academic probation
can result in disqualification, which means you are no longer eligible to continue graduate study at UC Davis. (The term “disqualification” should not be confused with “dismissal.” Dismissal is removal from graduate study based on behavior or conduct.) If you are subject to disqualification, you may submit an appeal within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council.


**MENTORING GUIDELINES**

Mentoring of a graduate student by a faculty member, as recognized by the UC Davis Graduate Council, is broader than advising a student in a program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline. Faculty and graduate students must realize that, while the major professor will be the primary mentor during a student’s career at UCD, many of the mentoring "functions" defined below may be performed by program faculty other than the major professor. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important mentoring component to it. Graduate students also have responsibilities toward successful mentoring, also indicated below.

Faculty’s responsibility in mentoring graduate students is defined as:

- Guiding students through degree requirements.
- Guiding students through thesis or dissertation research.
- Guiding students through professional development.

As partners in the mentoring relationship, graduate students have responsibilities. As mentees, students should:

- Be aware of their own mentoring needs and how they change through their graduate tenure and discuss these changing needs with their mentors.
- Recognize that one faculty member may not be able to satisfy all of a student’s mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.
- Recognize that their mentoring needs must respect their mentor’s other responsibilities and time commitments.
- Maintain and seek regular communication with their mentors, especially their major professors.

GRADUATE STUDENT ASSOCIATION (GSA)

The UC Davis GSA is the officially recognized student government for the entire campus and serves to build community through activities and advocacy. Visit http://gsa.ucdavis.edu/ or network with your fellow graduate students to learn about your current IAD representative.

THE COMMENCEMENT CEREMONY

If you receive your graduate degree in September, December, March or June, you are eligible to participate in the annual commencement ceremony held in June. Immediately following the ceremony is a reception for degree recipients and their guests. In April, Graduate Studies will send you information about commencement.

ADDITIONAL CAMPUS RESOURCES

- Graduate Studies: http://gradstudies.ucdavis.edu/index.cfm
- Union for Academic Student Employees: http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/index.html
- Library: http://www.lib.ucdavis.edu/
- Internship and Career Center: http://iccweb.ucdavis.edu/
- Student Health Center: http://shcs.ucdavis.edu/
- Counseling and Psychological Services (CAPS): http://shcs.ucdavis.edu/services/caps.html
- Student Disability Center: http://drc.ucdavis.edu/
- Teaching Resources Center: http://trc.ucdavis.edu/
- Housing: http://housing.ucdavis.edu/
- Transportation and Parking Services (TAPS): http://www.taps.ucdavis.edu/
- Recreation: http://cru.ucdavis.edu

PRINCIPLES OF COMMUNITY

Please visit http://principles.ucdavis.edu/, for the UC Davis Principles of Community.

GRADUATE STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Please visit http://www.gradstudies.ucdavis.edu/forms/GS401_StudentRightsResponsibilities.pdf.