
Donald Bren School of Information and Computer Sciences

2011 Graduate
Student Handbook

ICS Student Affairs
352 ICS Building
gcounsel@ics.uci.edu

Table of Contents

Welcome	3
Important Dates to Remember for Fall 2011	4
ICS Student Affairs Staff	5
Web Sites	6
Directories	
New MS Graduate Students	7
New PhD Graduate Students	9
Master of Science Programs	11
Doctoral Programs	12
Course Requirements	
Informatics	14
Statistics	16
Computer Science	16
Networked Systems	18
MS in Embedded Systems	20
Policies and Procedures	22
Academic Honesty Policy	25
Policy on the Ethical Use of Computing Resources	28
Computer and Network Policy	31
Campus Resources	33
Nondiscrimination Statement, American Disability Act & Clery Act	36

Welcome to the Donald Bren School of Information and Computer Sciences Graduate Programs at UCI!

Getting Started

Now that you've arrived at UC Irvine as a Bren School graduate student, there are a few things you'll need to do right away:

● Visit the ICS Student Affairs Office (SAO) – bldg. 302 on the campus map, suite 352. Let us know you're here!

● International Students: Check-in at the International Center – bldg. 6 on the campus map. You must check-in within **five days** of your arrival.

● PhD students: Visit your advisor.

If you already have an advisor, introduce yourself (if you have not already met in person) and let them know you're here.

● Fellowship students: Contact Wendy Wehofer – bldg. 314 on the campus map, payroll/personnel office. All fellowship students must make an appointment with Wendy (wendyw@ics.uci.edu). You must complete this by September 15 for fees to be paid; we recommend you do this by September 8.

● Go to UCItems – Student Center, G203
For your UCI student ID card.

● Visit Computing Support (ICS 364, bldg. 302 on the campus map)
For your ICS computer and email accounts.

● See Jason Cleaver (jcleaver@ics.uci.edu) – bldg. 314 on the campus map, rm. 1406
For your office keys (if applicable)

● Go to the Parking Office – bldg. 7 on the campus map
For students who are commuting to campus and need a parking permit.

Housing (on campus)

If you would like to live on campus but have not submitted a housing application, we recommend that you do so right away. If you need housing in the meantime, please visit Housing Outreach Services, G465 Student Center, and ask for a list of possible roommates, rooms for rent, or off-campus rentals. You may also visit <http://www.rental-living.com/> for local Irvine apartments.

Is Your Admission Provisional?

If your UCI admission is "provisional" (refer to your acceptance letter), please make sure to clear this with the UCI Graduate Division as soon as possible. You have until the end of fall quarter to clear your provision(s). If you fail to do so, Graduate Division will revoke your graduate student status and you will not be able to register for winter quarter.

Registration

The registration, tuition and fee payment deadline was September 15, 2011. All students should have registered and paid fees or authorized payment (fellowship students) by that date. The Bren School will not cover any late fees assessed for fellowship students not registering or authorizing payment by the deadline.

You can drop classes through Friday of the second week of the quarter, and add classes through Friday of the third week (both with instructor's consent). An online petition will be used for adds, drops, and changes after enrollment deadlines have passed. Always check the Schedule of Classes on the Registrar's Website for the most recent course updates:

<http://websoc.reg.uci.edu/perl/WebSoc>.

ICS 398A (and B) & 399

All students who are on Bren School fellowships or who plan to TA for a Bren School course must take ICS 398A (it is recommended you take ICS 398A the quarter you first TA). If you would like to be considered for an opportunity to teach an ICS class during the summer, you must also take ICS 398B. *Remember* that all Ph.D. students must fulfill the two-quarter teaching requirement. All Teaching Assistants must also sign up for four units of ICS 399 each quarter they TA.

TA Assignments

If you are on a Bren School fellowship, your department manager will notify you of your Fall TA assignment, if applicable. Winter and Spring assignments will be given at a later date. The ICS Instructional Support Manager may have a desk copy of the book your class will be using. If the book is available, you are welcome to check it out for the quarter.

Mailboxes

All Bren School PhD Students will have a mailbox for receiving university-related mail. These mailboxes are small and space is limited, so please make sure all **personal** mail gets sent to your **home address**. PhD student mailboxes are located in the departments.

Important Dates to Remember for Fall 2011

Prior to arrival	F1 or J1 Student Online Orientation (new international students)
September 1	5pm Deadline to file fall quarter Petition for Resident Classification
September 15	4:00pm Deadline to pay fees at the Cashier's Office and enroll in classes using WebReg (\$50 late charge assessed after this time)
September 16	UC Irvine Campuswide New Graduate Student Orientation
September 19	ICS New Graduate Student Orientation, 10am-12pm, Bren Hall 1600
September 20 & 21	TA Training Program – MANDATORY for all new PhD students
September 22	Classes Begin!
October 7	5pm deadline to drop a class without School approval
October 12	NOON Deadline to submit part-time study petition to Graduate Division (MS students only)
October 14	4:00pm, <u>Absolute</u> deadline to enroll late in courses and pay late fees to avoid loss of student status
November 7	Access WebReg to find out when winter quarter enrollment window opens (http://www.reg.uci.edu/registrar/soc/webreg.html)
November 11	Veteran's Day Holiday

November 24-25 Thanksgiving Holiday

December 2 Instruction ends

December 3-9 Finals Week

December 23-
January 2 Winter Administrative Recess. Campus offices closed.

ICS Student Affairs Office (SAO) Staff

Name	Position	email @ics.uci.edu	Location	extn.
Mary Stasik	SAO Receptionist/Office Coordinator	mstasik	ICS 352	X45156
Neha Rawal	Undergraduate Counselor	neha ucounsel@uci.edu	ICS 352	X45156
Diana Tien	Undergraduate Counselor	dtien@uci.edu ucounsel@uci.edu	ICS 352	X45156
Karina Bocanegra	Graduate Counselor	karina gcounsel	ICS 352	X45156
Kris Bolcer	Assistant Director, Graduate Affairs	kris gcounsel	ICS 352	X45156
Tiffany Novak	Instructional Support Manager	novakt@uci.edu	ICS 352	X45156
Christine Leon	Director of Student Affairs	cmleon@uci.edu	ICS 352	X45156

The primary focus of the Student Affairs Office is to assist students and faculty with University policies, procedures and requirements related to Bren ICS academic programs. The graduate staff coordinates the graduate admissions process, fellowships, and the yearly graduate student review. It also handles the various forms and administrative functions relating to graduate students. The office is open weekdays from 9 a.m. - noon and 1 - 4 p.m. Walk-in graduate counseling is available from 1 p.m. - 3:30p.m. Monday through Friday.

...other Bren School staff/faculty you'll need to know:

Tony Givargis	ICS Associate Dean for Student Affairs	adsa	ICS 352	X45156
Wendy Wehofer	Employment, Payroll	wendyw	DBH 6024	X48543
Jason Cleaver	Keys, Office assignments	jcleaver	DBH 1406	X49404
Computing Support	Computer Accounts, Computer Problems	helpdesk	ICS 346	X44222
Mark Cartnal	CS Department Manager	mcartnal	DBH 3042	X44478
Marty Beach	Informatics Department Manager	mbeach	DBH 5042	X42901
Rosemary Busta	Statistics Department Manager	rbusta@uci.edu	DBH 2042	X45392
Sandy Irani	CS Department Chair	irani	DBH 4042	X44478
André van der Hoek	Informatics Department Chair	andre	DBH 5038	X42901
Jessica Utts	Statistics Department Chair	jutts	DBH 2206	X45392

Michael Carey	CS Vice Chair for Graduate Studies	mjcarey	DBH 2091	X42302
David Kay	Informatics Vice Chair for Graduate Studies	kay@uci.edu	DBH 5056	X45072
Wesley Johnson	Statistics Vice Chair for Graduate Studies	wjohnson	DBH 2232	X40147

Important Web Sites Relating to Graduate Study

Bren School Home Page	http://www.ics.uci.edu
Speak Test	http://www.humanities.uci.edu/hirc/speak
TOEP Test	http://e3.uci.edu/programs/esl/toep.html
UCI Homepage	http://www.uci.edu
UCI Schedule of Classes (WebSoc)	http://webster.reg.uci.edu/perl/WebSoc
UCI Graduate Division	http://www.rgs.uci.edu/grad/
Student Access	http://www.reg.uci.edu/access/student/welcome/
Associated Graduate Students	http://www.ags.uci.edu/
UCI Thesis & Dissertation Manual	http://www.lib.uci.edu/libraries/collections/special/uci_tdmanual.html
GSHIP Health Insurance	http://www.grad.uci.edu/gship/
General Catalogue	http://www.editor.uci.edu/catalogue
International Center	http://www.ic.uci.edu/

Email Alias

allgrads – is the email alias to reach all ICS graduate students (moderated mailing list)

ICS Master of Science Graduate Programs

Programs of Study

The Bren School offers MS degrees in Computer Science, Information and Computer Science, Networked Systems, and Statistics.

Students pursuing the MS in Information and Computer Science must complete a concentration in Embedded Systems or Informatics.

The graduate program in Networked Systems is administered by faculty from two academic units: the Department of Computer Science (CS) in the Donald Bren School of ICS, and the Department of Electrical Engineering and Computer Science (EECS) in the Henry Samueli School of Engineering. The program offers MS and Ph.D. degrees in Networked Systems. Students must apply directly to this program.

The objective of the terminal MS degree is to prepare students for a variety of advanced careers in the computing industry (e.g., software development, information technology consulting, application specific integrated circuit design, network design and configuration, embedded systems design, algorithms development, data mining). The Master's program can be pursued full- or part-time and should take no longer than two years (full-time).

Timeline

Years 1 & 2: Students may take their required courses during years 1 & 2. Once a student has completed all courses for his/her area of study, s/he should file an advancement to candidacy for the MS form with the graduate counselor. **This is not an automatic process; students are responsible for making sure this form gets filed.**

Year 2: Comprehensive exam - students take and pass the comprehensive exam for the MS. Most students take this exam after they have completed all course work. Note: students must complete all core courses prior to taking this exam.

Thesis Option - students make an oral presentation to their committee and turn in their completed thesis to the Library Archives. Alternatively, the thesis may be filed electronically.

Course Requirements

All course requirements can be found on pages titled "Course Requirements."

MS Exams and Reviews

Graduate Student Review

At the end of each spring quarter, the ICS Graduate Office, in consultation with the department Vice Chairs and the Associate Dean, conducts a formal review of all ICS MS students. If unsatisfactory progress is being made, a letter of probation will be sent to the student and placed in their file. The probation period varies, depending on each student's academic situation. If the problem is not cleared during the probation period, the ICS Graduate Office may recommend to Graduate Division that the student be dismissed from the program. It is the student's responsibility to make sure the ICS Graduate Office is aware of any problem that has been cleared during the probation period. Reasons for a probation letter may include a GPA below 3.0, too many "I" (Incomplete) grades, unsatisfactory progress, and not meeting timeline standards.

Advancing to Candidacy for the MS Degree

Both MS and Ph.D. students can advance to candidacy for the MS degree (this is not applicable, however, to Ph.D. students who already hold an MS degree in Computer Science or a related field). Advancement to candidacy implies that a student is almost finished with his/her degree requirements. Students must advance to candidacy at least one quarter prior to degree conferral.

Comprehensive Exam

Each student must pass a comprehensive examination offered by the department or by a representative of the specific research area (or complete a thesis, see below). The comprehensive exam is usually held twice a year, in fall and spring quarters; some concentrations may offer it on an ad hoc basis. Students should speak to the ICS Graduate Counselor or research area representative regarding test dates, preparation, and reading lists. The faculty within the particular area develops the exam; this may result in the content and structure varying from year to year.

The exam is graded on two levels: Pass and Fail. Students may re-take the exam once. To take the exam for a third time, students must petition both the ICS Associate Dean for Student Affairs and the Dean of Graduate Division for permission. If the petition is denied, the student may be dismissed from the program.

Thesis Option

The thesis option is available to MS students who do not plan to take the comprehensive exam and who are in good academic standing with the School (not available to students in the Statistics program). Students pursuing this option must enroll in at least two quarters of Thesis Supervision (CS 298 or Inf 298), which will substitute for two required courses as specified under the concentration area or track of choice.

A committee of three faculty members, the majority of whom must be from the student's department, will guide the student and give final approval of the thesis. The committee consists of an advisor, who must be from the student's department and who is willing to supervise the thesis project; and two other faculty members who are willing to serve on the committee as readers. An oral presentation of the thesis to the committee is required.

Degree Conferral

The MS degree will be conferred by the UCI Graduate Division the quarter following advancement to candidacy if all degree requirements are satisfied. Graduate Division and/or the ICS Graduate Office will send a letter of degree confirmation. Diplomas will be ready for pick up from the Registrar's Office about four months after graduation.

ICS Ph.D. Programs

Programs of Study

The Bren School offers PhD degrees in Computer Science, Information and Computer Science, Networked Systems, and Statistics.

Students pursuing the PhD in Information and Computer Science must complete a concentration in Informatics.

The graduate program in Networked Systems is administered by faculty from two academic units: the Department of Computer Science (CS) in the Donald Bren School of ICS, and the Department of Electrical Engineering and Computer Science (EECS) in the Henry Samueli School of Engineering. The program offers MS and Ph.D. degrees in Networked Systems. Students must apply directly to this program.

The Ph.D. programs are research oriented and encourage students to collaborate with faculty to solve advanced problems in computer science. The programs are full-time and usually take six years to complete (different degrees/concentrations may have different normative times to degree; students should check the catalogue for their area).

Course Requirements

All course requirements can be found on pages titled "Course Requirements."

PhD Exams and Reviews

Graduate Student Review

At the end of each spring quarter, the ICS Graduate Office, in consultation with the department Vice Chairs and the Associate Dean, conducts a formal review of all ICS Ph.D. students. If unsatisfactory progress is being made, a letter of probation will be sent to the student and placed in their file. The probation period varies, depending on the individual student's academic situation. If the problem is not cleared during the probation period, the ICS Graduate Office may recommend to Graduate Division that the student be dismissed from the program. It is the student's responsibility to make sure the ICS Graduate Office is aware of any problem that has been cleared during the probation period. Reasons for a probation letter may include a GPA below 3.0, too many "I" (Incomplete) grades, unsatisfactory academic and research progress, and not meeting timeline standards.

Advancing to Candidacy for the MS degree

Both MS and Ph.D. students can advance to Candidacy for the MS degree (this is not applicable, however, to Ph.D. students who already hold an MS degree in Computer Science or a related field). Advancement to candidacy implies that a student is almost finished with his/her degree requirements. Students must advance to candidacy at least one quarter prior to degree conferral.

Teaching Requirement

All Ph.D. students are required to participate in teaching activities for two quarters. Summer teaching or teaching at another university may be accepted in fulfillment of this requirement. Students who fulfill this requirement with a teaching assistantship at UCI are required to take an orientation course, ICS 398A, enroll in four units of ICS 399 each quarter they serve as a TA, and attend the TA training program during Welcome Week.

Students with a Previously Earned Master's

ICS students with an MS degree from another university who are working towards their Ph.D. may qualify to receive credit for required courses if their previous MS degree was in computer science or a closely related field. Course equivalency will be determined by the ICS Associate Dean for Student Affairs following a written recommendation from the student's advisor. Advisors may require that students take additional courses when appropriate. Final approval will be determined by the Dean of Graduate Division. Students will be notified of the decision by email.

Advancing to Candidacy for the Ph.D. degree

The advancement exam is an oral presentation to a five-member committee. Please consult the ICS Graduate Counselor about committee membership requirements, which may vary among degree programs/departments.

Once the exam is finished, each committee member must sign the candidacy form (PhD Form I, available from the ICS Graduate Office). The student should identify the three members who will be on their dissertation committee (the majority of whom must be from the student's department), get the ICS Associate Dean's signature from the ICS Graduate Office, and pay the

\$90 advancement fee at the Cashier's Office (located in Aldrich Hall). The candidacy form should then be submitted to the Graduate Division Office; when the Dean of Graduate Division has approved advancement, the ICS Graduate Office will notify the student.

Final Defense

For the final dissertation defense, students should e-mail the ICS Graduate Office with the date, time and location for the defense, the names of their committee members, and the title and abstract of their dissertation; this should be done no less than two weeks before the defense. This information will be sent to all ICS graduate students and faculty. In addition to the student's committee members, anyone else who wishes to attend the defense may do so. Students should obtain a Ph.D. Form II (Report on Final Examination for the PhD Degree) from the ICS Graduate Office and, at the end of the defense, have each of their committee members sign it.

The completed dissertation and signed PhD Form II should be submitted to the UCI Library Archives (525 Langson Library). Alternatively, the dissertation may be filed electronically. Please see the UCI Thesis and Dissertation Manual for filing and formatting procedures: http://www.lib.uci.edu/libraries/collections/special/uci_td/tdmanual.html. The Library will notify the Graduate Division office that the dissertation has been turned in and the degree is ready for conferral. Graduate Division will notify students once their degree has been conferred.

Course Requirements

Informatics (MS and Ph.D.)

Core Requirements - Students in ALL Informatics tracks must complete the Core Requirements.

All courses must be passed with a grade of B or better. MS and Ph.D. course requirements for each concentration are listed below. Every student completing a degree in one of these areas must take the following courses:

Survey of Research and Research Methods: Research Methodology for Informatics (Informatics 201) and two quarters of Seminar in Informatics (Informatics 209S). Students in the MS program may substitute for Informatics 201 either two quarters of Seminar in Informatics Research (Informatics 208S) or one additional Informatics course numbered 200-299.

Informatics Core Courses: three courses chosen from Software Engineering (Informatics 211), Human-Computer Interaction (Informatics 231 or Informatics 232), Introduction to Ubiquitous Computing (Informatics 241), Social Analysis of Computing (Informatics 261).

Informatics Breadth: two four-unit graduate courses in ICS, CS or Statistics, outside of Informatics.

Informatics: General Informatics Track (INF: GEN)

Electives: six four-unit graduate courses approved by the student's advisor and the Department Chair, excluding 290s, 298s and 299s. Two of the six elective courses may be non-Informatics.

*Note: MS students pursuing a Thesis option must substitute two 4-unit courses of Inf 298, Thesis Supervision.

Informatics: Interactive and Collaborative Technology Track (INF: ICT)

ICT electives (group 1): two courses chosen from Computerization, Work and Organizations (Informatics 263), Theories of Computerization and Information Systems (Informatics 265), Qualitative Research Methods in Information Systems (Informatics 203), Quantitative Research Methods in Information Systems (Informatics 205).

ICT electives (group 2): two courses chosen from Knowledge-Based User Interfaces (Informatics 233), Advanced User Interface Architectures (Informatics 235), Computer-Supported Cooperative Work (Informatics 251).

ICT Breadth: two four-unit graduate courses approved by the student's advisor, excluding 290s, 298s and 299s. Students are encouraged, but not required, to take them outside of Informatics.

*Note: MS students pursuing a Thesis option must substitute two 4-unit courses of Inf 298, Thesis Supervision from the ICT Breadth courses.

Informatics: Software Track (INF: SW)

Software electives: three courses from Formal Specification and Modeling (Informatics 213), Software Analysis and Testing (Informatics 215), Software Processes (Informatics 217), Software Environments (Informatics 219), Software Architecture (Informatics 221), Applied Software Design (Informatics 223), Knowledge-Based User Interfaces (Informatics 233), Advanced User Interface Architecture (Informatics 235), Special Topics (Informatics 295 by Software faculty; no more than two 295s are permitted).

Software Breadth: three graduate courses outside of Software, drawn from a list maintained by the Software faculty.

*Note: MS students pursuing a Thesis option must substitute two 4-unit courses of Inf 298, Thesis Supervision for two Software Electives.

Informatics: Ubiquitous Computing Track (UBICOMP)

Additional required courses: Ubiquitous Computing and Interaction (Informatics 242) and Introduction to Embedded and Ubiquitous Systems (Informatics 244).

UBICOMP Breadth: four four-unit graduate courses approved by the student's advisor, excluding 290s, 298s and 299s. Students are encouraged, but not required, to take them outside of Informatics.

*Note: MS students pursuing a Thesis option must substitute two 4-unit courses of Inf 298, Thesis Supervision for two UBICOMP Breadth courses.

Research Project for the Ph.D.

Each student must find an Informatics faculty advisor and successfully complete a research project with that faculty member by the end of the second year. The research project should be done over at least two quarters of independent study or thesis supervision (Informatics 299 or 298) with that faculty.

Written Assessment for the Ph.D.

Each student must pass a written assessment. Students in the SW and ICT tracks must pass a written examination regularly administered by the department. This examination is based on predetermined reading lists maintained by the SW and ICT faculty. Students in the UBICOMP and GEN tracks must describe the research project in a publication-quality report, which must be approved by three UBICOMP and Informatics faculty.

Candidacy Examination for the Ph.D.

Each student must pass the oral advancement to candidacy examination, which assesses the student's ability to conduct, present, and orally defend research work at the doctoral level.

Students in the UBICOMP and GEN tracks, additionally to questions about the presented research, will also be asked questions about a predetermined list of papers. In the case of UBICOMP, that list is maintained by the UBICOMP faculty; in the case of GEN, that list is to be determined by the student's committee.

Dissertation Topic Defense

The student must present a dissertation plan that includes the proposed dissertation abstract, a dissertation outline, a comprehensive survey of related work, and a detailed plan for completing the work. This plan must be unanimously approved by the dissertation committee.

Doctoral Dissertation and Final Examination

The student is required to complete a doctoral dissertation in accordance with Academic Senate regulations. The student must also pass an oral thesis defense which consists of a public presentation of the student's research followed by an oral examination by the student's doctoral committee. The thesis must be approved unanimously by the committee.

Statistics (MS and Ph.D.)

Master of Science in Statistics

Statistics Course Requirements

Intermediate Probability and Statistics (Stats 200A-B-C)

Statistical Methodology (Stats 210, 211, 212)

Three quarters of Seminar in Statistics (Statistics 280)

Six other graduate courses in or related to statistics, at least three of which are offered by the Department of Statistics.

At most one of the six elective courses may be an Individual Study (Stats 299), and only with prior approval of the Department Graduate Committee.

The entire program of courses must be approved by the Statistics Department Graduate Committee. Students are required to pass a written comprehensive examination ordinarily at the end of the first year, covering the material from Stats 200A-B-C, 210, 211 and 212.

Doctor of Philosophy in Statistics

Statistics Course Requirements

Intermediate Probability and Statistics (Stats 200A-B-C)

Statistical Methodology (Stats 210, 211, 212)

Advanced Probability and Statistics Topics (Stats 220A-B)

Bayesian Statistical Analysis (Stats 225)

Statistical Computing Methods (Stats 230)

Five other graduate courses in or related to statistics, at least two of which are offered by the Department of Statistics.

Continual enrollment in Seminar in Statistics (Stats 280) is required in all quarters.

Coursework must be completed prior to candidacy.

Each Ph.D. student is required to take a written comprehensive examination ordinarily at the end of the first year, covering the material from Stats 200A-B-C, 210, 211 and 212. In addition, each student is required to take a written comprehensive examination after completion of the second year course work, covering material from Stats 220A-B, 225 and 230.

PhD students who have passed the written comprehensive examinations are required to give a post-comprehensive research presentation each year.

Computer Science (MS and Ph.D.)

Each student must complete at least 47 units with an average GPA of 3.5 and at least a B in each course.

Required: Three quarters of Seminar in Computer Science Research (CS 200S)

Core Courses: one course from four of the following seven listed areas.

Data Structures and Algorithms (CS 260, CS 261 or CS 263)

Architecture/Embedded Systems (CS 250A or CS 244)

System Software (CS 241, CS 243 or CS 230)

Artificial Intelligence (CS 271 or CS 273A)

Networks/Multimedia (CS 232, CS 203 or CS 212)

Database Systems (CS 222 or CS 223)

Scientific and Visual Computing (CS 206 or CS 211A)

Electives: Students must take seven elective courses which can be any set of CS, Informatics and Statistics courses, including the above core courses, excluding 290s, 298s, 299s or any course with a suffix of "S." No more than two CS 295s may be taken to satisfy elective course requirements. Two of these courses can be graduate courses offered by a department outside of ICS, with written consent of the advisor. MS students must obtain written consent from the Computer Science Vice Chair for Graduate Studies.

M.S. students completing the thesis option must take two quarters of CS 298 (4 units each) with a thesis advisor; these may substitute for two electives.

MS Thesis/Examination

Each student must 1) pass a comprehensive examination given by CS faculty. The examination covers the core requirements and is given twice a year (Fall and Spring quarters), or 2) turn in a thesis which will be defended and approved in accordance with UCI Academic Senate policy.

Research project for the Ph.D. Degree

Ph.D. students must find a faculty advisor and successfully complete a research project with that faculty member by the end of their second year. In coordination with this project the student must take at least one independent studies course (CS 299) with the advisor. By the end of the second year, the student must present the outcome of the research in a technical report, which must be approved by the advisor.

Ph.D. Candidacy Exam

The objective of the candidacy exam is to demonstrate in-depth knowledge of an area of computer science and readiness to carry out independent research at the doctoral level in that area. The student must complete all course requirements and the research project prior to advancing to candidacy. All requirements for candidacy including the candidacy exam must be completed by the end of the third year (or, for students entering the program with a master's degree, by the end of the second year). If the student does not pass on the first trial, they will be allowed until the end of the first quarter of the following year to advance to candidacy. Students should see the ICS Graduate Counselor for policies regarding committee membership. The student takes an oral exam, administered by the five-member committee, during which s/he is tested on knowledge relevant to the chosen area of specialization. Each area is defined by a set of topics and reading lists, which are maintained by the Computer Science department office.

The current specialization areas include: Algorithms and Data Structures; Computer Architecture and Embedded Systems; Database Systems and Multimedia; Computer Networks; Distributed Systems; Artificial Intelligence and Machine Learning; Informatics in Biology and Medicine; Computer Graphics and Visual Computing; Cryptography and Computer Security; Computational Neuroscience; Scientific Computing; Systems Software.

Dissertation Topic Defense

The student must produce a substantial written document representing his/her dissertation plan. This must include the proposed dissertation abstract, a dissertation outline, and a detailed plan for completing the work. A dissertation defense committee is formed in accordance with UCI Academic Senate regulations. The dissertation committee must unanimously approve the student's proposal. At the discretion of the student's advisor, the student may be required to give an oral presentation of the proposed plan to the committee. This must be completed by the end of the fourth year in the program.

Doctoral Dissertation and Final Examination

Ph.D. students are required to complete a dissertation in accordance with Academic Senate regulations. In addition, they must pass an oral dissertation defense which consists of a public seminar presenting results followed by a private examination by the doctoral committee and other interested members of the faculty of the Computer Science Department.

Networked Systems (MS and Ph.D.)

Master's Degree

Students pursuing the MS degree may choose either Plan I (Thesis Plan) or Plan II (Comprehensive Examination Plan).

Students following Plan I must complete the three core courses, two courses chosen from the breadth course list with at most one chosen from the Management and Applications of Technology List, three courses chosen from the concentration course lists with at least one course chosen from at least two different concentrations, two additional courses chosen with the approval of the advisor, and a thesis.

Students following Plan II must complete the three core courses, three courses chosen from the breadth course list with at most two chosen from the Management and Applications of Technology List, four courses chosen from the concentration course lists with at least one course chosen from at least three different concentrations, and two additional courses chosen with the approval of the advisor. Students pursuing this option must pass a comprehensive examination which will be administered through Net Sys 295 and will consist of a term paper on a topic relevant to the student's educational program and that year's speakers.

Ph.D. Degree

The Ph.D. degree requires the following thirteen courses: three core courses; three courses chosen from the breadth course list, with at most two chosen from the Management and Applications of Technology list; four courses chosen from the concentration course lists, with at least one course chosen from at least three different concentrations; and three additional courses, chosen with the approval of the research advisor. Students must also complete two teaching practicum courses (ICS 399) and a dissertation.

Core Courses

Internet (Net Sys 201)

Networking Laboratory (Net Sys 202)

3 units of Networked Systems Seminar (Net Sys 295) in Fall, Winter and Spring of the same academic year

Breadth Courses

Computer Science & Engineering Breadth Courses

Foundations of Cryptographic Protocols (CS 201)
Principles of Data Management (CS 222) OR Advanced Data Engineering (EECS 225)
Advanced System Software (EECS 211) OR Distributed Computer Systems (CS 230)
Computer Architecture (EECS 213) OR Computer Systems Architecture (CS 250A)
Design and Analysis of Algorithms (EECS 215) OR Fundamentals of the Design and Analysis of Algorithms (CS 260)
Data Structures (CS 261)
Graph Algorithms (CS 265)
Random Processes (EECS 240) or Probability Models (CS 278)
Linear Systems I (EECS 260A)
Advanced Analog Integrated Circuit Design I (EECS 270A)

Management and Applications of Technology Breadth Courses

Instructional Design and Educational Technology (Education 240)
Issues in Educational Policy and Reform (Education 251)
New Information and Communication Technologies for Administrators (Education 270)
School Restructuring and Resource Allocation (Education 277B)
Computer-Supported Cooperative Work (In4matx 251)
Social Analysis of Computing (In4matx 261)
Computing and Cyberspace (In4matx 267)
Computer Law (In4matx 269)
Strategic Information Systems (MBA 275)
Managing Electronic Business (MBA 277)
Technology and Economic Development (PPD 106)
Technology Analysis (PPD 173)
Political/Social Impacts of Computing (Political Science 155B)
Network Theory (Sociology 212)
Analysis of Social Network Data (Sociology 280)

Concentration Courses

Networks Concentration

Advanced Networks (Net Sys 210)
Internet Technology (Net Sys 220)
Wireless and Mobile Networking (Net Sys 230)
Network and Distributed System Security (Net Sys 240)
Introduction to Embedded and Ubiquitous Systems (CS 244)

Performance Concentration

Performance Analysis of Computer Networks (Net Sys 250)
Queuing Networks (Net Sys 251)
Network Coding (Net Sys 256)
Introduction to Optimization (CS 268)
Transportation Systems Analysis I (CEE 221A)
Transportation Systems Analysis II (CEE 221B)
Urban Transportation Networks I (CEE 228A)
Urban Transportation Networks II (CEE 228B)
Nonlinear Optimization Methods (MAE 206)

Management Science (MBA 201B)

Middleware Concentration

Middleware for Networked and Distributed Systems (Net Sys 260)

Distributed Computer Systems (Net Sys 261)

Multimedia Systems and Applications (CS 212)

Distributed Software Architecture and Design (EECS 219)

Real-time Computer Systems (EECS 223)

Fault-tolerant Computing (EECS 224)

Communications Concentration

Digital Image Processing (EECS 203A)

Digital Communications I (EECS 241A)

Digital Communications II (EECS 241B)

Information Theory (EECS 242)

Error Correcting Codes (EECS 243)

Wireless Communications (EECS 244)

Space-Time Coding (EECS 245)

Digital Signal Processing I (EECS 250)

Detection & Estimation & Theory I (EECS 251A)

Detection & Estimation & Theory II (EECS 251B)

Data Compression (CS 267)

Additional ICS Master's Degrees Course Requirements

MS in Embedded Systems Requirements

All courses must be passed with a grade of B or better.

Required Courses

All students must complete six courses from the following List A:

Introduction to Embedded & Ubiquitous Systems (CS 244/Inf 244)

Design Automation and Prototyping of Embedded Systems (CS 247)

Computer Systems Architecture (CS 250A)

Internet (CS 232)

Network & Distributed Systems Security (CS 203)

Parallel Computing (CS 242)

Modern Microprocessors (CS 250B)

Distributed Computer Systems (CS 230)

High-Performance Architectures and their Compilers (CS 243)

Six additional courses chosen in one of the following two ways: (1) for students pursuing the Thesis option, two 4-unit courses in Thesis Supervision (CS 298), plus four graduate courses taken from List A or the following List B; or (2) for students taking the comprehensive exam, six graduate courses taken from List A or the following List B.

Advanced Compiler Construction (CS 241)

Software for Embedded Systems (CS 245)

Validation and Testing of Embedded Systems (CS 246)

Introduction to Computer Design (CS 252)

Advanced System Software (EECS 211)

Visual Computing (CS 211A)

Introduction to Ubiquitous Computing (CS 248A/Inf 241)

Software Engineering (Inf 211)

Advanced User Interface Architecture (Inf 235)
Wireless and Mobile Networking (CS 236)
Digital System Verification and Testing (CS 251)
Design Description and Modeling (CS 253)
Design Synthesis (CS 254)
System Tools (CS 255)
Combinatorial Algorithms for Design Synthesis (CS 258)
Graph Algorithms (CS 265)
Data Compression (CS 267)
Real-Time Computer System (EECS 223)

M.S. students who do not have an undergraduate degree in Computer Science or equivalent must also take CS 260.

Comprehensive Examination or Thesis

Each student must either (1) pass a written comprehensive examination administered by the Embedded Systems faculty; or (2) submit a thesis for approval by a three-person committee consisting of an advisor (who is a full-time Bren School Embedded Systems faculty member) and two other full-time faculty members (one of whom must be from the Bren School).

Policies and Procedures

California Residency

To establish California residency for tuition/fee purposes students must:

- 1) File a Petition for Residence Classification with the Registrar's Office
- 2) Be a U.S. citizen or permanent resident
- 3) Be physically present in California for more than one calendar year
- 4) Have come to California with the intent to make California their permanent home
- 5) Show that they intend California to become their home

Examples of (#5) include:

- Registration as a voter in California
- Designation of California as their permanent residence on all University documents
- Obtaining a California Driver's License or ID Card
- Registration of their car with the State of California
- Payment of California income taxes as a resident
- Maintenance of a home in California

For more information about residence classification, please see <http://www.reg.uci.edu/residency/classification.html>.

Grading Policies

*** It is the student's responsibility to check grades at the end of each quarter! ***

Grades are available from the Registrar's Office (fees apply for copies of official transcripts; unofficial transcripts are free of charge) or through Student Access.

Traditional grades: A, B, C, etc... Students are expected to maintain a B average (this is an absolute requirement if on a fellowship—GSR, TA, GAANN, etc.). In order to receive graduation credit, students must earn a grade of B or better in all required courses, core courses and breadth courses. A grade of B- or below does not have to be improved and can remain on the transcript if that grade is not going to be counted toward graduation requirements.

Pass/No Pass: P/NP is for undergraduate courses only. Graduate students must receive a letter grade to pass a course. Graduate students should not sign up for P/NP.

Satisfactory/

Unsatisfactory: S/U is for graduate courses only and is considered to be a letter grade. Faculty can assign an S/U instead of an A, B, C, etc. Students are responsible for asking the instructor if they can receive the S/U option instead of an A, B, C, etc. Please keep in mind that the S grade is equal to a B or better and the U grade is equal to a B- or below. A student who receives a U grade will have to repeat the course if it is going to count towards degree requirements.

Incompletes: The "I" grade is reserved for occasions when a student's work is satisfactory but is incomplete because of circumstances beyond the student's control, and when the student has been excused in advance from completing the quarter's work. Students may ask the instructor to assign an "I," but it may or may not be granted. If granted, a student has up to three quarters to complete the work. If the work is not completed and a grade has not been assigned after three quarters, the "I" will turn to an F. Once the work has been completed, the instructor must turn in a grade change report to change the "I" into a letter grade. The student should check Student Access often to confirm that the grade has been changed.

Graduate Division will not continue to approve employment for a student who has more than two Incompletes on their transcript.

No Reports: NR means no grade was reported. This can be the result of a variety of reasons:

- The faculty member did not turn the grades in on time
- The faculty member does not recognize the student's name on the class roster
- The faculty member turned in the wrong grade
- The course's grade roster was unreadable

An NR will turn into an F after one quarter. Students who receive an NR should talk to their instructor immediately. The professor will need to complete a grade change report.

Transfers of Academic Credits

Previously taken graduate-level courses may count toward ICS degree requirements if they meet the following criteria:

- Must have been passed with a grade of B or better
- Must not have been applied toward a bachelor's degree or MS degree from another university
- Cannot have been taken while the student was on a leave of absence from the ICS program
- Must be approved by the ICS Associate Dean for Student Affairs and the Dean of Graduate Division

In addition, no more than one-fifth of the total units required for a Bren School MS or Ph.D. degree may have been transferred from another institution, from UCI Extension, or from Summer Sessions at any other UC campus. Note: Students may only waive **two** courses of their Bren School degree requirements.

To obtain a petition to transfer course work from another university, contact the ICS Graduate Counselor. Keep in mind that, for courses taken at another university, students should petition to **WAIVE** the course; if the course in question is a UCI course, they should petition to **SUBSTITUTE** the course (see below).

Waive: If a course taken at another university is identical to a Bren School course, contact the professor who usually teaches the course. S/he can determine whether or not the course is equivalent. If it is, s/he can sign the petition form, which must also be approved by the Associate Dean for Student Affairs. Students must provide a syllabus of the course and their transcript from the other university along with their petition form.

Substitution: If the course to be substituted is a UCI course, students should speak to the professor who teaches the course, or to their faculty advisor. If s/he agrees with the substitution, s/he can sign the petition form.

Once the form is completed and signed by the professor or advisor, it should be returned to the ICS Graduate Office. It will be forwarded to Graduate Division for consideration, and once a decision is made, the ICS Graduate Office will notify the student via e-mail.

Leave of Absence

All graduate students can petition for a leave of absence from the program for a period of up to, but no more than, three quarters total. The LOA form is available in the ICS Graduate Office. Students should fill out the form well in advance to make sure it gets approved. The leave must be approved by both the ICS Graduate Office and the Dean of Graduate Division (the

International Center, as well, for all international students). The ICS Graduate Office will notify students via email once the leave has been approved/denied.

Curricular Practical Training (CPT)

International students may be eligible for CPT, a type of employment authorization that allows students to complete an internship/training off campus during the summer. Please consult the International Center for CPT policies and application requirements. Students will need the approval of their advisor on the CPT application.

Summer Enrollment

Continuing graduate students generally do not need to enroll in Summer Session (international students on CPT may be required to enroll). However, students who will graduate during summer quarter MUST either be enrolled or on filing fee (if eligible). During the summer, graduating students will generally enroll in the minimum allowable units (two) of Individual Study or Thesis Supervision with their advisor. Graduating students who do not have an advisor should consult the ICS Graduate Counselors for assistance with summer enrollment.

Filing Fee

Graduate students are eligible for **one** filing fee quarter during their graduate career. During the filing fee quarter, students pay one-half the registration fee and do not enroll in any classes.

The filing fee option applies only to students who have completed **ALL** requirements for a Master's or Ph.D. degree except for official submission of a thesis or dissertation to the University Archives, or completion of the final formal examination (e.g., the comprehensive examination). Consult the ICS Graduate Counselors for other policies and limitations related to the filing fee. Additionally, international visa restrictions may preclude filing fee status for students who are not citizens or permanent residents of the United States. International students should verify their eligibility for filing fee status via the International Center well in advance of need.

Optional Practical Training (OPT)

International students may be eligible for OPT after graduation. OPT provides the opportunity to gain employment experience in the student's major/field of study. Please consult the International Center for OPT policies and application requirements. The ICS Graduate Counselors can verify your graduation date and sign the Graduation Confirmation/OPT Recommendation Form that is required as part of the OPT application package.

Bren School Academic Honesty Policy

The UCI Academic Senate policies on academic honesty apply within the Bren School of ICS. These policies are published in both the *UCI General Catalogue* and online at <http://www.editor.uci.edu/catalogue/appx/appx.2.htm#gen0>. While these policies suffice for much of the work that occurs within the School, including examinations and written assignments, they do not deal explicitly with course work involving computers. Thus, the policies below have been created to cover those cases.

Definition of Cheating

The decision as to whether a student has cheated depends on the intent of an assignment, the ground rules specified by the instructor and the behavior of the student. Two guidelines help an instructor decide if cheating has occurred:

1. Program plagiarism will be suspected if an assignment that calls for independent development and implementation of a computer program results in two or more solutions so similar that one can be converted to another by a mechanical transformation.

2. Cheating will be suspected if a student who was to complete an assignment independently cannot explain both the intricacies of his or her solution and the techniques used to generate that solution.

It is unreasonable to expect a complete definition of cheating; each case is important enough to be given careful, individual scrutiny. It is, however, helpful to have guidelines and precedents. Here are some examples of cases which are clearly cheating and clearly not cheating.

Cheating

- Turning in someone else's work as your own (with or without the other person's knowledge). Turning in a completely duplicated assignment is a flagrant offense, but even copying only a portion of the assignment and turning it in as your own is considered cheating.
- Allowing someone else to turn in your work as his or her own.
- Several people writing one program and turning in multiple copies, all represented (implicitly or explicitly) as individual work.
- Using any part of someone else's work without proper acknowledgment.
- Stealing an exam or a solution from the instructor. This is an extremely flagrant offense.

Not Cheating

- Turning in work done alone with the help of the course staff.
- Submission of one assignment for a group of students if group work is explicitly permitted (or required).
- Getting or giving help on how to operate the computer or terminal.
- Getting or giving help on how to eliminate minor syntax errors.
- High-level discussion of course material for better understanding.
- Discussion of assignments to understand what is being asked.

Penalties

The procedures that are followed and the sanctions that may be imposed for an incident of academic dishonesty are outlined in the UCI Academic Senate Policies on Academic Honesty.

All students should be aware that a recorded incident of academic dishonesty will disqualify them for consideration for honors at graduation.

In the event that an instructor writes a letter accusing a student of academic dishonesty, the student may prepare a statement giving his/her side of the case for inclusion in the student's file.

UC Irvine Academic Honesty Policy

Preamble

The University is an institution of learning, research, and scholarship predicated on the existence of an environment of honesty and integrity. As members of the academic community, faculty, students, and administrative officials share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at the University of California, Irvine. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the University's educational, research, and social roles. They devalue the learning experience and its legitimacy not only for the perpetrators but for the entire community.

Responsibilities

All members of the academic community have a responsibility to ensure that academic honesty is maintained.

Faculty have primary responsibility for:

1. Upholding and enforcing University-wide principles of academic honesty and integrity and explaining clearly these principles including any qualifications which may be operative in the classes they are teaching.
2. Minimizing opportunities for academic misconduct in their courses.
3. Confronting students suspected of academic dishonesty in a way that respects student privacy.
4. Affording students accused of academic misconduct the right to appeal any resulting disputes to disinterested parties for hearing and resolution.
5. Assigning an appropriate grade to a student who engages in academic dishonesty.
6. Reporting all instances of academic dishonesty to appropriate Associate Deans.
7. Protecting the anonymity of any student reporting an incident of academic dishonesty to the extent permitted by due process required for the accused and other legal requirements.

Students have responsibility for:

1. Refraining from cheating and plagiarism.
2. Refusing to aid or abet any form of academic dishonesty.
3. Notifying professors and/or appropriate administrative officials about observed incidents of academic misconduct. The anonymity of a student reporting an incident of academic dishonesty will be protected.

What is Academic Dishonesty?

Academic dishonesty applies equally to electronic media and print, and involves text, images, and ideas. It includes but is not limited to the following examples:

Cheating

1. Copying from others during an examination.
2. Communicating exam answers with other students during an examination.
3. Offering another person's work as one's own.
4. Taking an examination for another student or having someone take an examination for oneself.
5. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
6. Tampering with an examination after it has been corrected, then returning it for more credit.
7. Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.
8. Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Changing or attempting to change academic records without proper sanction.
3. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.

4. Forging add/drop/change cards and other enrollment documents, or altering such documents after signatures have been obtained.
5. Intentionally disrupting the educational process in any manner.
6. Allowing another student to copy off of one's own work during a test.

Plagiarism

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own the ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.
3. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information which is not common knowledge.

Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to disciplinary action for academic dishonesty.

Procedures for Dealing with Incidents of Academic Dishonesty

Many, perhaps most, incidents of academic dishonesty involve accusations which are based on clear evidence and which are not contested by the accused student. In such cases, if the infraction is relatively minor and there is no indication that the accused student has previously been involved in such incidents, it is most appropriate that the matter be resolved between the student and the faculty member. When this occurs, it is nevertheless important that a written report of the incident be filed to ensure that penalties assessed are commensurate with the offense and that repeated infractions can be detected and dealt with appropriately.

More serious incidents and repeat offenses which call for stronger disciplinary action may result in campus wide sanctions, in addition to the actions imposed by the faculty member. In such cases, these sanctions, as described in Section 105.00 of the Policies Applying to Campus Activities, Organizations, and Students, will be administered by the Academic Associate Deans or the Office of the Dean of Undergraduate Education or Graduate Division.

Finally, whenever an accusation of academic dishonesty is made by a professor or a grade given by a faculty member is contested, the student has recourse for mediation of the dispute. Processes for mediation resolution and/or an investigation may be requested by the student or the Associate Dean (Undergraduate or Graduate) of the faculty member's school through the Office of the Ombudsman. In incidents where a campus wide sanction has been imposed, the student can request a hearing with the appropriate Committee on Academic Honesty. The hearing will be convened by the Office of either the Dean of Undergraduate Education or the Dean of Graduate Division, depending on the academic status of the accused student.

The procedures outlined herein are designed to institute a system that recognizes that many cases of academic misconduct are best resolved solely between the student and faculty member involved, while it provides for appropriate handling of serious and repeated offenses and guarantees a fair hearing to an accused student.

Bren School Policy on the Ethical Use of Computing Resources

Introduction

As a student you are probably aware of certain ethical responsibilities you have in doing class work. However, another area in which you have important ethical responsibilities is in your use of computing resources. Described in this policy document are some of these responsibilities, as well as the ICS policy on student use of computing resources. Some of these policies might be different from what you would expect, so please read over and understand this document.

ICS provides for you, the student, a wide range of computing resources ranging from X-Terminals to PCs to large, multiuser UNIX systems. These machines are expensive to buy and expensive to maintain, but it is the School's goal to provide you with the very best computing environment possible. Many users depend on these computers for doing class assignments, research, and for communications. We are a community of computer users, and like any community we can all make the best use of our resources if we establish some guidelines for how we can use them responsibly.

Some computing facilities, such as those which hold classified data, may establish expensive and complex security systems. At the Bren School, we do not do this. Instead, we have some security mechanisms that greatly decrease the risk that one user will accidentally interfere with another, but no great ingenuity is needed to get around these mechanisms. As a result, we need to trust the people who use our machines.

The fundamental principle behind our policies is straightforward: While using the computers, you should never do anything that harms another user or prevents him or her from getting work done.

If you have any questions about these rules or if you suspect that an account (yours or someone else's) has been compromised, please contact the ICS Computing Support Group via email to helpdesk@ics.uci.edu, or stop by the Group's office in ICS 346 and explain the problem.

Computer Accounts

ICS has a wide range of computers available and they are located in several different labs. Some of these labs are open only to people enrolled in certain classes; other labs are available for general drop-in use. Each Bren School major is given both a Windows and a UNIX account on the Sun workstations. Different courses will require the use of different platforms. Non-majors will be given accounts only if required for a course in which they are enrolled.

All Bren School computers are to be used only by Bren School students, faculty, and staff. People outside the School who wish to use computers should go to one of the OIT (Office of Information Technology) drop-in labs (various locations around campus). OIT provides computing access for non-Bren School people.

Any computer account created for you remains the property of the Regents of the University of California. You are responsible for this account, and you may not allow any other person to use it.

The primary purpose of your account is to allow you to carry out your computing assignments and other instructional activities. You may also make modest use of these resources for other purposes, such as sending e-mail to friends on campus, reading the electronic bulletin boards, and playing games, provided that this usage does not significantly interfere with instructional use of the machines.

An example of how one might "significantly interfere" would be to tie up a computer for game-playing when no other computers are free and someone else is waiting to use the computer to do an assignment. If you have a game or other program you would like to make available to other users, please give it to the system administrator for public installation (you can contact the system administrator by e-mailing helpdesk@ics.uci.edu). You may not use the machines for commercial purposes, such as preparing bills for your company or advertising products, or for work related to non-UCI organizations, such as an off-campus political or religious group. More details about this are given below. If you are in doubt about the appropriateness of using an ICS machine, ask the Support Group staff.

Ethical Behavior

Below is a list of some examples of activities that the Bren School does not allow. If a student makes such unethical use of School computers, that student will be subject to the penalties described in the Disciplinary Procedures section.

- You may not introduce viruses, worms, Trojan horses, password cracking or login spoofing programs on any University computer or network. In fact, because of the serious damage such programs can cause, the Bren School faculty has adopted a policy which forbids students even to have these types of programs in their accounts or to place them on any School computer. In addition, you may not store such a program on a departmental computer even if you only wish to study the program.
- You may not try to use equipment or accounts that have not been assigned to you.
- You may not interfere with anyone's ability to make use of resources. For example, it might be reasonable to lock a workstation if you need to leave the room for two or three minutes, but it is not reasonable to lock it while you leave to buy lunch. Another example would be doing something that ties up all or a significant fraction of the machines, thus preventing others from receiving their fair time at the machines.
- You may not destroy other people's work.
- You may not "spy" on people, that is, you may not attempt to gain information from anyone else's accounts or from their diskettes when there is good reason to believe that they do not wish you to obtain that information. Also, you may not attempt to violate the protection facilities provided by the system and/or take deliberate advantage of someone else's failure to protect sensitive information on their account. This works both ways. For example, it would be unethical for a faculty member or Support Group member to browse through your personal messages just out of curiosity, even if they have a security level that allows them to do so. The Bren School does, however, retain the right to inspect material on your account when this is necessary to investigate a suspected violation of University rules, such as a cheating incident or a violation of the rules in this document.
- You may not send e-mail that appears to come from someone else.
- You may not advertise any commercial products or use your account to earn money. If for some reason you need an account that can be used for commercial purposes, contact OIT with your inquiry.
- You may not display offensive material in any publicly accessible area. There are materials available on the Internet and elsewhere that some members of the Bren School community will find offensive (one example is sexually explicit graphics; another is political argument on such issues as abortion). The School and the University are committed to maintaining the free and open exchange of ideas as well as a non-offensive working environment. Thus, the School does not restrict the availability of potentially offensive material, but does regard as unethical conduct the display of such material in any publicly accessible area, including on workstation screens in public rooms and in computer labs.

- You may not use the computers' printers as copying machines. For example, you may not print out 100 copies of a report; instead, print out one copy of the report and use a copying machine to obtain the other 99.

Disciplinary Procedures

What happens if you violate any of these rules? It depends on the seriousness of the offense, but could be one or more of the following. Disciplinary procedures and sanctions will be consistent with those outlined in the UCI Implementation of "Interim Policies and Procedures Applying to Campus Activities, Organizations, and Students, Part A."

1. You may have to meet with the chair of the Computing Resources Committee (CRC), the Dean of the Bren School of ICS, or the manager of the Computing Support Group to discuss abuse of computing resources.
2. Your account may be locked. (Again, we recognize an obligation to respect your rights, as well. No student account will be locked without discussion and approval of the Bren School Dean, or the chair of the CRC, except in the case of security violations. It would not be ethical for us to lock your account capriciously; for example, we agree not to lock it simply because you send a message to a board expressing disagreement with some School policy or action.)
3. For minor infractions, some form of departmental services (e.g., cleaning a lab) may be requested in exchange for unlocking the account.
4. For offenses involving abusing computing resources, cheating on course related work, or preventing others from working on assignments, your grade may be lowered in the class or you may receive a failing grade.
5. For severe offenses, or repeated minor offenses, you may lose access to all Bren School computing facilities for a period of time. Access to computing can be denied for a limited time (e.g., one week, the remainder of the quarter, an entire quarter) or permanently.
6. You may be suspended or dismissed from the University.
7. In serious cases, your name and a description of the violation may be reported to the police. California Penal Code Section 502 makes certain computer abuses a crime, and penalties can range up to a \$10,000 fine and up to three years in prison.

Good Citizenship

Your cooperation in the following areas will help us make efficient use of the computing resources and will avoid unnecessary impositions on the time of faculty, staff, and other students. These are not the sorts of things which we can expect to enforce rigidly; rather, we are asking for your cooperation for the benefit of the entire School community. Violations of these guidelines would not ordinarily result in any of the penalties listed above beyond number one, unless they were especially flagrant or persist after faculty or staff has asked you to stop.

- Please be careful not to use the computer to annoy people, for example by sending them messages which they do not wish to receive. (The mail system makes it rather easy to send a message to a very large group of people; please be responsible in your use of this capability. In particular, when you reply to a message sent to a large group, avoid cc'ing your reply to the entire group unless it is a matter of interest to them.)
- Please do not waste anything (i.e., paper, disk space, CPU time, people time, etc.). Please put your old printouts in the recycling bins.

Acknowledgments

Some of these policies are adapted from those used by the UCLA CS Department. They adapted some of their policies from Columbia University and the California Institute of Technology.

UCI Computer and Network Policy

UC Irvine provides computing resources and worldwide network access to members of the Bren School electronic community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the UCI community (faculty, staff, students, and authorized guests) sharing these resources also share the rights and responsibilities for their use.

Rights and Responsibilities

Worldwide, open-access electronic communication is a privilege and continued access requires that users act responsibly. Users should be able to trust that the products of their intellectual efforts will be safe from violation, destruction, theft, or other abuse. Users sharing computing resources must respect and value the rights and privacy of others, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Users are responsible for refraining from acts that waste resources, prevent others from using them, harm resources or information, or abuse other people. To help protect files, users are responsible for setting passwords appropriately and for keeping passwords confidential by not giving them to another person.

Most UCI-owned computers are under the control of a system administrator or lab manager. These administrators are expected to respect the privacy of computer system users. However, UCI computer system administrators may access user files or suspend services on the systems they manage without notice as required to protect the integrity of computer systems or to examine accounts that are suspected of unauthorized use, misuse, or that have been corrupted or damaged. This includes temporarily locking vulnerable accounts, removing hung jobs, reprioritizing resource-intensive jobs, and such.

Many UCI departments have their own computing and networking resources and policies. When accessing computing resources, users are responsible for obeying both the policies described here and the policies of other departments. Student responsibilities are also described in the *Policies Applying to Campus Activities, Organizations, and Students*. In addition, all users are responsible for obeying policies of off-campus network services accessed using UCI resources.

Examples of Misuse

Examples of misuse include, but are not limited to:

- Knowingly running or installing on any computer system or network, or giving to another user, a program intended solely for the purpose of damaging or placing excessive load on a computer system or network. This includes, but is not limited to, computer viruses, Trojan horses, worms, bots, flash programs, or password cracking programs.
- Attempting to circumvent data protection schemes or uncover security loopholes without prior written consent of the system administrator. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypting secure data.
- Using computers or electronic mail to act abusively toward others or to provoke a violent reaction, such as stalking, acts of bigotry, threats of violence, or other hostile or intimidating "fighting words." Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, sexual orientation, disability, and other protected characteristics.
- Posting on electronic bulletin boards or Web pages materials that violate the University's codes of conduct (faculty, student). This includes posting information that is slanderous or defamatory in nature or displaying graphically disturbing or sexually harassing images or text in a public computer facility or location that is in view of other individuals.

- Attempting to monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Violating terms of applicable software licensing agreements or copyright laws.
- Using campus networks to gain, or attempt to gain, unauthorized access to any computer system.
- Using a computer account or obtaining a password without appropriate authorization.
- Facilitating or allowing use of a computer account and/or password by an unauthorized person.
- Masking the identity of an account or machine. This includes sending mail that appears to come from someone else.
- Performing an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others' ability to make use of the resources.
- Using an account for any activity that is commercial in nature and/or not related to work at UCI, such as consulting services, typing services, developing software for sale, advertising products, and/or other commercial enterprises for personal financial gain.
- Deliberately wasting computing resources, such as playing games (for example, MUDS or IRC) while someone else is waiting to use the computer for UCI-related work, sending chain letters, spamming, treating printers like copy machines, storing or moving large files that could compromise system integrity or preclude other users' right of access to disk storage, and the like.

Consequences of Misuse

Misuse of computing, networking, or information is unacceptable, and users will be held accountable for their conduct. Serious infractions can result in temporary or permanent loss of computing and/or network privileges and/or Federal or State legal prosecution. Appropriate corrective action or discipline may be taken in conformance with applicable personnel policies, student policies, collective bargaining agreements, and procedures established by the Academic Senate. California Penal Code, Section 502 makes certain computer abuses a crime (such as illegal reproduction of software protected by U. S. copyright law), and penalties can include a fine and/or imprisonment. Files may be subject to search under proper authorization.

Minor infractions of this policy, such as poorly chosen passwords, overloading systems, excessive disk space consumption, are typically handled internally by the department in an informal manner. More serious infractions such as abusive behavior, account invasion or destruction, attempting to circumvent system security, and the like are handled formally through the Office of the Dean of Students or by other appropriate officials.

Contact Information

For additional information, contact the Office of Information Technology by calling (949) 824-2222, or by sending electronic mail to oit@uci.edu.

Campus Resources

Campus Billing Services

Campus Billing Services (CBS) acts as the **ZotAccount Information Center** for the 27,000+ UCI students who are billed for registration fees each quarter. Every year, they handle thousands of inquiries about ZotAccount Online, including questions about charge amounts, due dates, and payment options. They can help you **understand your ZotBill** by explaining the various charges and credits, and showing you how the amount due was calculated.

Location & Contact Information:

109 Aldrich Hall

949-824-2455, 949-824-9807 Fax, email: cbs@uci.edu

Web Site: https://www.fs.uci.edu/CBS/Cbs_home.htm

Career Center

The Career Center's services, events, and resources are centered on providing access to opportunities, career consulting, and professional education to UCI students and alumni. It serves as a bridge between the academic and professional world, connecting students and employers. As UCI's "Internship Central", it has extensive resources and information on internships on and off campus. The team of Career Counselors is professionally trained to help students identify and create their career goals. The Center's nationally recognized webshops and videos are a fun and interactive way to learn professional development and career tips.

Location & Contact Information:

100 Student Services I

949-824-6881, email: career@uci.edu

Web Site: <http://www.career.uci.edu/>

Central Cashier

At UCI, the staff of the Central Cashier assists the campus community by processing payments and deposits, and answering questions at their service windows. They process your payments for registration and other charges, such as add/drops, readmission applications, and transcript and diploma requests. They also receive payments for bills like Student Health invoices, returned checks, and library fines.

Location & Contact Information:

228 Aldrich Hall

949-824-6916, 949-824-3252 Fax, email: cashiers@uci.edu

Web Site: <http://www.fs.uci.edu/Cashier/CashHome.htm>

Counseling Center (Psychological)

The Counseling Center is the primary counseling and mental health agency for UC Irvine undergraduate and graduate students. The Center provides short term time limited individual, couples, group and family counseling. The Center also assists students with urgent care and some psychological testing. Psychiatric evaluation and intervention are available on a limited basis for students concurrently seen in therapy. A wide range of workshops and courses related to interpersonal and developmental issues including cross cultural interaction, intimacy and friendships, interpersonal communication, and coping and resiliency are offered annually. The Center's services are available and free of charge to currently registered students.

Location & Contact Information:

203 Student Services I

949-824-6457

Web Site: <http://www.counseling.uci.edu/>

Cross-Cultural Center

The mission of the Cross-Cultural Center is to provide a network of support services promoting the personal, social, cultural, and academic well-being of UCI's ethnic and culturally diverse student body. Toward this end, the Cross-Cultural Center offers a wide array of educational programs that advance learning and discovery about UCI's various multicultural communities. The Cross-Cultural Center supports the campus's academic mission by promoting an environment that encourages intellectual exchange, civility, and the responsible exercise of individual expression.

Location & Contact Information:

Across Ring Mall from the UCI Student Center
949-824-7215, 949-824-3056 Fax
Web Site: <http://www.ccc.uci.edu/>

Disability Services Center

Core functions include: Provide effective and reasonable academic accommodations and related disability services to UCI students; Consult with and educate faculty about reasonable academic accommodations; Strive to improve access to UCI programs, activities, and facilities for students with disabilities; Advise and educate academic and administrative departments about access issues to programs or facilities; Promote increased awareness of disability issues on campus.

Location & Contact Information:

Building 313 on campus map
949-824-7494, 949-824-3083 Fax, 949-824-6272 (TDD), email: dsc@uci.edu
Web Site: <http://www.disability.uci.edu/>

UCI Student Health Center

Graduate students covered under the GSHIP may be seen for all medical appointments at the UCI Student Health Center on the UCI campus.

Location & Contact Information:

501 Student Health
Phone: 949-824-5301
GSHIP Coordinator: 949-824-2388
Graduate Student Health Insurance Program: <http://www.garnett-powers.com/gship/uci/index.htm>
Student Health Center: <http://www.shs.uci.edu/>

International Center

The International Center promotes and facilitates international education by providing services to advance the university's mission and support the academic goals and objectives of international students, faculty, and researchers. The International Center Staff is committed to providing quality services to comply with government regulations and promote intercultural understanding.

Center staff counsel and assist international students, faculty, researchers, staff and scholars with immigration, orientation, employment and adjustment needs throughout their stay at UCI. In addition, the staff brings together international and domestic members of the UCI community for a variety of cultural, educational, social and recreational activities.

Location & Contact Information

500 East Peltason Drive
(building 6 on the campus map)

949-824-7249, 949-824-3090 Fax, email: intl@uci.edu
Web Site: <http://www.ic.uci.edu/>

Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center

The LGBT Resource Center is dedicated to providing a safe and welcoming environment for UCI's diverse lesbian, gay, bisexual, transgender, queer, questioning, intersex, and ally communities. They raise awareness, increase visibility, and engage in advocacy regarding LGBT issues. In addition, they provide opportunities for leadership and personal development, serve as a resource for LGBT students, and create programs and services that work to eliminate heterosexism, homophobia, and gender identity oppression.

Location & Contact Information:

G302 Student Center
949-824-3277, 949-824-7971 Fax, email: lgbtrc@uci.edu
Web Site: <http://www.lgbtrc.uci.edu/>

Graduate Resource Center

The Graduate Resource Center (GRC) exists to enrich the experiences of the graduate and postdoc community by providing coordinated services, events, programs, information and support. The GRC also serves as a meeting place for students to relax, interact with other students, plan events, share ideas, network and develop friendly relationships. The GRC offers a wide variety of personal and professional development opportunities for graduate students and postdoctoral scholars. They also sponsor writing workshops throughout the academic year.

Location & Contact Information:

C114 student Center
949-824-3849
grc@uci.edu

Langson Library (Main) & Ayala Science Library

The UC Irvine Libraries' collections support the teaching and research mission of the campus. The UCI Libraries hold more than 2.7 million volumes and provide access to approximately 47,000 print and online journals and scholarly resources. The Libraries also maintain a collection of 2.3 million microforms -- as well as more than 114,000 cartographic and graphic materials, computer files, audio recordings, films, and videos.

Location & Contact Information:

Langson Library: 102 on the Campus Map
949-824-6836

Web Site: <http://langson.lib.uci.edu/>

Ayala Science Library: 520 on the Campus Map
949-824-3681

Subject Librarian for ICS: Julia Gelfand, 949-824-4971, jgelfand@uci.edu
Web Site: <http://scilib.lib.uci.edu/>

**2011-2012 Nondiscrimination, American Disability Act
& Clery Act Statements**

Nondiscrimination Policy Statement Regarding Student-Related Matters

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy(1), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services(2). The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to:

Kirsten K. Quanbeck, Director
Office of Equal Opportunity and Diversity
103 Multipurpose Science & Technology Building (MSTB)
Irvine, CA 92697-1130
Phone: (949) 824-5594
Email: eod@uci.edu

1 *Pregnancy* includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

2 *Service in the uniformed services* includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

American Disability Act Statement

The information in this publication will be made available in alternative formats for people with disabilities, upon request. Requests should be directed to the Disability Services Center, telephone 949-824-7494; TDD 949-824-6272. The campus and all buildings are accessible by wheelchair.

Clery Act Statement

Pursuant to 20 U.S.C. Section 1092 (f), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" ("Clery Act"), and the Code of Federal Regulations (CFR), UC Irvine distributes the annual crime statistics report.

Clery Crime Statistics reflect statistics for the past three years related to crimes and incidents reported to the UCI Police Department, local law enforcement agencies and campus security authorities (whether the crime occurred on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus). This report is available online at <http://www.police.uci.edu/awareness/jca.html>.