Donald Bren School of Information and Computer Sciences

2019 Graduate Student Handbook

ICS Student Affairs
352 ICS Building
gcounsel@ics.uci.edu
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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: Please complete the International Center Visa Check-in Process, using iNavigateUCI (https://ic.uci.edu/resource-pages/i-navigate-uci.php). iNavigateUCI must be completed within 3 days after your arrival to the U.S.

- PhD students: Visit your 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 the UCI Bookstore – Student Center, "The Hill" For your UCI student ID card.

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

- For office keys (if applicable), please submit a request through the key system at keys.ics.uci.edu.

- 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 / off campus)
If you would like to live on campus but have not submitted a housing application, we recommend that you do so as soon as possible at https://housing.uci.edu/grad/index.html. If you need housing in the meantime, or if you are interested in off campus housing, you may visit the Anteater Housing Network at https://offcampus.housing.uci.edu/.

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 is September 17, 2018. All students must register and pay 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 add and drop classes through Friday of the second week of the quarter. Requests to add/drop courses after Friday of Week 2 will require documentation of an extenuating circumstance and approval from the Associate Dean. An Enrollment Exception is required for any requests made after the deadline. Always check the Schedule of Classes on the Registrar’s Website for the most recent course updates: http://websoc.reg.uci.edu/perl/WebSoc.

**TA Assignments**
You will be required to fill out a TA application every quarter you wish to TA. Your department manager will notify you of your appointment each quarter, if applicable.

All students who are on Bren School fellowships or who plan to TA for a Bren School course must take ICS 398A. *Reminder* that all PhD 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.

If you would like to be considered for an opportunity to teach an ICS class during the summer, you must also take ICS 398B.

**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 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Prior to arrival</td>
<td>F1 or J1 Student Online Orientation (new international students)</td>
</tr>
<tr>
<td>September 1</td>
<td>5pm Deadline to file fall quarter Petition for Resident Classification</td>
</tr>
<tr>
<td>September 16</td>
<td><strong>5:00pm</strong> Deadline to pay fees at the Cashier’s Office and enroll in classes using WebReg ($50 late charge assessed after this time)</td>
</tr>
<tr>
<td>September 29</td>
<td>UC Irvine New International Graduate Student Orientation, <strong>11:00am - 5:30 pm</strong>, Bren Events Center</td>
</tr>
<tr>
<td>September 20</td>
<td>UC Irvine Campuswide New Graduate Student Orientation, <strong>8:00am - 6:00 pm</strong>, Bren Events Center</td>
</tr>
<tr>
<td>September 23</td>
<td>ICS New Graduate Student Orientation from 10am-12pm, Donald Bren Hall 1100 – MANDATORY for all new Bren ICS graduate students</td>
</tr>
<tr>
<td>September 24 &amp; 25</td>
<td>TA Training Program – MANDATORY for all new Bren ICS PhD students, <strong>8 AM - 5 PM, Physical Sciences Plaza (outside PSLH100)</strong></td>
</tr>
<tr>
<td>September 25</td>
<td>International TA Training, <strong>12:45pm-5:30pm</strong>, Location TBD.</td>
</tr>
<tr>
<td>September 26</td>
<td>Instruction Begins!</td>
</tr>
<tr>
<td>October 11</td>
<td><strong>5:00pm</strong> deadline to add/drop a class without School approval</td>
</tr>
<tr>
<td>October 16</td>
<td><strong>NOON</strong> Deadline to submit part-time study petition to Graduate Division (MS students only)</td>
</tr>
<tr>
<td>October 18</td>
<td><strong>4:00pm</strong>, Absolute deadline to enroll late in courses and pay late fees to avoid loss of student status</td>
</tr>
<tr>
<td>November 11</td>
<td>Access WebReg to find out when winter quarter enrollment window opens (<a href="http://www.reg.uci.edu/registrar/soc/webreg.html">http://www.reg.uci.edu/registrar/soc/webreg.html</a>)</td>
</tr>
<tr>
<td>November 12</td>
<td>Veteran’s Day Holiday</td>
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<tr>
<td>November 28-29</td>
<td>Thanksgiving Holiday, Campus closed</td>
</tr>
<tr>
<td>December 6</td>
<td>Instruction ends</td>
</tr>
<tr>
<td>December 7-13</td>
<td>Finals Week</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
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<td>-----------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Shannon Rudder</td>
<td>Student Affairs Assistant</td>
</tr>
<tr>
<td>Neha Rawal</td>
<td>Associate Director</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Priscilla de Lara</td>
<td>Undergraduate Counselor</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Christine Tran</td>
<td>Undergraduate Counselor</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Angelica Vazquez-Villa</td>
<td>Undergraduate Counselor</td>
</tr>
<tr>
<td>Nina Federizo</td>
<td>Undergraduate Counselor</td>
</tr>
<tr>
<td>TBA</td>
<td>Undergraduate Counselor</td>
</tr>
<tr>
<td>Majde Al Salibi</td>
<td>Graduate Counselor (Professional Programs)</td>
</tr>
<tr>
<td>Julie Oh</td>
<td>Graduate Counselor</td>
</tr>
<tr>
<td>Kaelyn Costa</td>
<td>Graduate Counselor</td>
</tr>
<tr>
<td>Lumen Hwang</td>
<td>Instructional Support Manager</td>
</tr>
<tr>
<td>Kruthika Bhimsen</td>
<td>Instructional Support Assistant</td>
</tr>
<tr>
<td>Kris Bolcer</td>
<td>Director of Student Affairs</td>
</tr>
</tbody>
</table>

- 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 annual graduate student review. It also handles the various forms and administrative functions relating to graduate students.
- The Student Affairs Office is open weekdays from 9am-12pm and 1pm-4pm. Walk-in Graduate Counseling is available Monday through Friday, 1pm-4pm.

### Other Bren School Staff/ Faculty you'll need to know:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gopi Meenakshisundaram</td>
<td>ICS Associate Dean for Student Affairs</td>
<td><a href="mailto:adsa@ics.uci.edu">adsa@ics.uci.edu</a></td>
<td>ICS 352</td>
<td>X45156</td>
</tr>
<tr>
<td>Wendy Wehofer</td>
<td>Employment, Payroll</td>
<td><a href="mailto:wendyw@ics.uci.edu">wendyw@ics.uci.edu</a></td>
<td>DBH 6024</td>
<td>X48543</td>
</tr>
<tr>
<td>Jason Cleaver</td>
<td>Director of Facilities</td>
<td><a href="mailto:jcleaver@ics.uci.edu">jcleaver@ics.uci.edu</a></td>
<td>DBH 1406</td>
<td>X49404</td>
</tr>
<tr>
<td>Computing Support</td>
<td>Computer Accounts, Issues</td>
<td><a href="mailto:helpdesk@ics.uci.edu">helpdesk@ics.uci.edu</a></td>
<td>ICS 346</td>
<td>X44222</td>
</tr>
<tr>
<td>Holly Byrnes</td>
<td>CS Department Manager</td>
<td><a href="mailto:hbyrnes@ics.uci.edu">hbyrnes@ics.uci.edu</a></td>
<td>DBH 3042</td>
<td>X44478</td>
</tr>
<tr>
<td>Marty Beach</td>
<td>Informatics Department Manager</td>
<td><a href="mailto:mbeach@ics.uci.edu">mbeach@ics.uci.edu</a></td>
<td>DBH 5042</td>
<td>X42901</td>
</tr>
<tr>
<td>Rosemary Busta</td>
<td>Statistics Department Manager</td>
<td><a href="mailto:rbusta@ics.uci.edu">rbusta@ics.uci.edu</a></td>
<td>DBH 2042</td>
<td>X45392</td>
</tr>
<tr>
<td>Alex Nicolau</td>
<td>CS Department Chair</td>
<td><a href="mailto:nicolau@uci.edu">nicolau@uci.edu</a></td>
<td>DBH 3082</td>
<td>X44079</td>
</tr>
<tr>
<td>André van der Hoek</td>
<td>Informatics Department Chair</td>
<td><a href="mailto:andre@uci.edu">andre@uci.edu</a></td>
<td>DBH 5038</td>
<td>X42901</td>
</tr>
<tr>
<td>Dan Gillen</td>
<td>Statistics Department Chair</td>
<td><a href="mailto:dgillen@uci.edu">dgillen@uci.edu</a></td>
<td>DBH 2206</td>
<td>X49862</td>
</tr>
<tr>
<td>Gene Tsudik</td>
<td>CS Vice Chair for Graduate Studies</td>
<td><a href="mailto:gts@ics.uci.edu">gts@ics.uci.edu</a></td>
<td>DBH 3228</td>
<td>X43410</td>
</tr>
<tr>
<td>Melissa Mazmanian</td>
<td>Informatics Vice Chair, Graduate Studies</td>
<td><a href="mailto:mmazmani@uci.edu">mmazmani@uci.edu</a></td>
<td>DBH 5092</td>
<td>X49284</td>
</tr>
<tr>
<td>Babak Shahbaba</td>
<td>Statistics Vice Chair, Graduate Studies</td>
<td><a href="mailto:babaks@uci.edu">babaks@uci.edu</a></td>
<td>DBH 2228</td>
<td>X47361</td>
</tr>
<tr>
<td>Scott Jordan</td>
<td>Director of Networked Systems</td>
<td><a href="mailto:sjordan@uci.edu">sjordan@uci.edu</a></td>
<td>DBH 3214</td>
<td>X42177</td>
</tr>
</tbody>
</table>
### Important Web Sites Relating to Graduate Study

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>UCI Homepage</td>
<td><a href="http://www.uci.edu">http://www.uci.edu</a></td>
</tr>
<tr>
<td>UCI Graduate Division</td>
<td><a href="http://www.grad.uci.edu">http://www.grad.uci.edu</a></td>
</tr>
<tr>
<td>Associated Graduate Students</td>
<td><a href="http://www.ags.uci.edu">http://www.ags.uci.edu</a></td>
</tr>
<tr>
<td>UC SHIP Health Insurance</td>
<td><a href="http://www.shs.uci.edu/health_insurance_privacy/insurance.aspx#shipplam">http://www.shs.uci.edu/health_insurance_privacy/insurance.aspx#shipplam</a></td>
</tr>
<tr>
<td>General Catalogue</td>
<td><a href="http://catalogue.uci.edu">http://catalogue.uci.edu</a></td>
</tr>
<tr>
<td>International Center</td>
<td><a href="http://www.ic.uci.edu">http://www.ic.uci.edu</a></td>
</tr>
<tr>
<td>Speak Test</td>
<td><a href="http://www.humanities.uci.edu/hirc/speak">http://www.humanities.uci.edu/hirc/speak</a></td>
</tr>
</tbody>
</table>

**allgrads@ics.uci.edu** - is the email alias to reach all ICS graduate students (moderated mailing list)
ICS Master of Science Graduate Programs

Programs of Study

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).

The Bren school also offers the Master of Human-Computer Interaction & Design, Master of Computer Science, and Master of Software Engineering. Students must apply directly to these self-supporting programs.

Timeline

Years 1 & 2: Students may take their required courses during years 1 & 2. Students must submit an Advancement to Candidacy form to the graduate counselor one quarter prior to the quarter in which they plan on graduating. This is not an automatic process. Students are responsible for making sure this form gets filed. The Master's Degree Advancement Form can be found at http://www.grad.uci.edu/forms/.

Year 2:

Comprehensive Exam Option - Students take and pass the comprehensive exam(s) for the MS by the end of year 2.

Thesis Option - Students make an oral presentation to their committee and turn in their completed thesis to the Special Collections and Archives.

Course Requirements
Please see the catalogue for specific course requirements pertaining to each individual program.

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 Associate Dean 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 PhD students can advance to candidacy for the MS degree (this is not applicable, however, to PhD students who already hold an MS degree in an ICS 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(s) offered by the department or by a representative of the specific research area (or complete a thesis, see below). Students should speak to the Vice Chair regarding test dates, preparation, course requirements, 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 will send a letter of degree confirmation, if requested. Diplomas will be ready for pick up from the Registrar's Office about four months after graduation.

Graduate Division requires that all graduating MS students complete the UCI Master's Exit Survey: [http://apps.grad.uci.edu/exitsurvey/](http://apps.grad.uci.edu/exitsurvey/)
ICS PhD Programs

Programs of Study

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

Course Requirements
Please see the catalogue for specific course requirements pertaining to each individual program.

PhD Exams and Reviews

Graduate Student Review
At the end of each spring quarter (and Fall quarters for Informatics and Software Engineering), the ICS Graduate Office, in consultation with the department Vice Chairs and the Associate Dean, conducts a formal review of all ICS PhD 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 Associate Dean 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 3.5, too many “I” (Incomplete) grades, no advisor, unsatisfactory academic and research progress, and not meeting timeline standards.

Advancing to Candidacy for the MS
Both MS and PhD students can advance to Candidacy for the MS degree (this is not applicable, however, to PhD students who already hold an MS degree in an ICS 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 PhD 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 mandatory TA training program during Welcome Week.

Students with a Previously Earned MS
ICS students with an MS degree from another university who are working towards their PhD may qualify to receive credit for required courses if their previous MS degree was in an ICS related field. Course equivalency will be determined by the ICS Associate Dean 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 PhD**

The advancement exam is an oral presentation to a five-member committee. The PhD Advancement Committee must be composed of the Chair, three general members, and one outside member. The Chair of the Candidacy Committee must hold either a primary or joint appointment in the student’s department. At least two members in addition to the Chair must hold either a primary or joint appointment in the student’s department. The majority of the committee must be from the student’s department. The outside member must be a UC Irvine faculty member and may not be affiliated with the student’s department.

Once the exam is finished, each committee member must sign the candidacy form (PhD Form I, available at [https://grad.uci.edu/forms/current-student/PhD_Form_I.docx](https://grad.uci.edu/forms/current-student/PhD_Form_I.docx)). 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 email 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 PhD Form II (Report on Final Examination for the PhD Degree) from [https://grad.uci.edu/forms/current-student/PhD_Form_II.docx](https://grad.uci.edu/forms/current-student/PhD_Form_II.docx) and, at the end of the defense, have each of their committee members sign it. The student will then bring the PhD Form II to the ICS Graduate Office for the Associate Dean’s signature.

The completed dissertation should be submitted to the UCI Special Collections & Archives (525 Langson Library). Alternatively, the dissertation may be filed electronically. Please see the UCI Thesis and Dissertation Manual for filing and formatting procedures [https://etd.lib.uci.edu/electronic/td1e](https://etd.lib.uci.edu/electronic/td1e). Students doing a paper submission, 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.

In addition, Graduate Division requires that all graduating PhD students complete two surveys. For more information on PhD dissertation submission requirements, please go to: [https://grad.uci.edu/forms/current-student/Phd_Dissertation_Checklist.docx](https://grad.uci.edu/forms/current-student/Phd_Dissertation_Checklist.docx).
Program Requirements

Informatics (MS)

All M.S. students are expected to maintain a minimum GPA of 3.0 throughout the program. Failure to maintain this minimum will result in a recommendation that the student be disqualified. In addition, no grade lower than a B is counted toward satisfying any course requirements.

Please visit the following link for a list of all program and degree requirements for the MS Informatics degree:

http://catalogue.uci.edu/donaldbrenschoolofinformationandcomputersciences/departmentofinformatics/#graduatetext

Informatics (PhD)

All PhD students are expected to maintain a minimum GPA of 3.5 throughout the program. In addition, no grade lower than B is counted towards satisfying any course requirements.

Please visit the following link for a list of all program and degree requirements for the PhD Informatics degree:

http://catalogue.uci.edu/donaldbrenschoolofinformationandcomputersciences/departmentofinformatics/#graduatetext

If a Master's degree will be awarded en route to the Ph.D., students must advance to master’s candidacy at least one quarter prior to conferral of the master’s degree.

Teaching Requirements

To enhance their education and experience in teaching, all students will be required to work as readers or TAs for at least two quarters. Additionally, before or during the first quarter in which they are working in this capacity, all students will enroll in ICS 398A, a two-unit seminar. All Teaching Assistants must also sign up for four units of ICS 399 each quarter they TA. Those students wishing to gain more instruction around their teaching may also enroll in ICS 398B, the advanced teaching seminar, which is also a two-unit seminar.

Annual Student Review

Each year, students will be evaluated individually and given written feedback about their progress (for first year students, this evaluation will take place before the end of Spring quarter; for continuing students, it will take place before the end of Fall quarter). In preparation, students will write a statement about their progress and meet with their advisors who give some feedback and complete a form reporting their assessment of the student’s progress. The program faculty as a whole will then meet to discuss all the students, with a letter written to the student summarizing the assessment and, if necessary, deadlines for specific activities to be finished or goals to be achieved. This evaluation letter will state either that the student is making good progress or has been given cautionary status. The students who have certain activities to finish will be reviewed again 6 months after this evaluation. A second cautionary review constitutes formal failure to make adequate progress within the program.

Qualifying Exams

At the end of the student’s second year - The student develops an appropriate reading list to fit his/her areas of interest within Informatics, co-developed with the advisor. The student then writes a paper synthesizing this literature and noting the areas that are currently interesting and
under-researched. The paper serves as the basis for an oral examination, generally in the Spring quarter of the second year.

_At the end of the third year_ - The student will be evaluated by an assessment of a research portfolio. A portfolio should comprise of three papers of publishable quality, as judged by the faculty. These papers might well be expansions or developments from term papers developed in class; the goal is to determine the student’s capacity to produce research writing of publishable quality. Students may work on papers collaboratively, but the portfolio as a whole must demonstrate writing ability through single-authored or lead-authored work. (Collaboratively written papers will be accompanied by a statement of contributions signed by all authors).

The students are encouraged to report on projects conducted with at least two different faculty members. Advancement to candidacy is on the basis of an oral defense of the research portfolio, normally in the Spring of the third year. The advancement committee is formed in accordance with UCI campus regulations.

**Doctoral Dissertation**

Students are required to complete a doctoral dissertation in accordance with the Academic Senate regulations. In addition, they must pass an oral dissertation defense that consists of a public presentation of the student’s research followed by an oral examination by the student’s doctoral committee. The dissertation must be approved unanimously by the committee.

**Final Examination**

The dissertation defense committee is formed in accordance to UCI Senate regulations. This committee must approve the following for the student to pass the final examination:

Dissertation topic: The student must present a substantial written document representing the student’s dissertation plan. This document must include the proposed dissertation abstract, a dissertation outline, a comprehensive survey of related work, and a detailed plan for completing the work. The student must present this dissertation plan to the dissertation committee, who must unanimously approve the student’s proposal.

Dissertation document: The student must prepare the written dissertation in accordance with Academic Senate regulations and present this document to the committee with enough advance notice for appropriate review and critique prior to an oral defense. Following an oral defense of this document, any changes required must be approved by the entire committee.

Oral defense: The student must pass an oral dissertation defense that consists of a public presentation of the student’s research followed by an oral examination by the student’s doctoral committee. To ensure the public has an opportunity to participate in this examination, the student must announce the defense title, date, and time at least two weeks prior to the event to all faculty and doctoral students in the department.

**Normative Time from Matriculation to Degree**

Students making normal progress are expected to complete their coursework and produce 2-3 research papers of publishable quality in three years. The dissertation proposal is expected midway through the fourth year, with completion in the sixth.

**Software Engineering (MS and PhD)**

All Ph.D. students are expected to maintain a minimum GPA of 3.5 throughout the program. All M.S. students are expected to maintain a minimum GPA of 3.0 throughout the program. Failure to maintain this minimum will result in a recommendation that the student be disqualified. In addition, no grade lower than a B is counted toward satisfying any course requirements.
Please visit the following link for a list of all program and degree requirements for the MS Software Engineering degree:
http://catalogue.uci.edu/donaldbrenschooolofinformationandcomputersciences/departmentofinformatics/#graduatetext

Please visit the following link for a list of all program and degree requirements for the PhD Software Engineering degree:
http://catalogue.uci.edu/donaldbrenschooolofinformationandcomputersciences/departmentofinformatics/#graduatetext

MS Course Requirement

M.S. students must complete the Software Engineering core course (SWE 211), five elective courses, and at least three quarters of Individual Study and/or Thesis Supervision courses. Students must take additional courses of their own choosing, or additional Individual Studies, so to fulfill 48 credits. The selection of courses should form a coherent educational plan to be approved by the student’s faculty advisor. All five elective courses must be regular, 4 unit courses from the School of ICS. At least three of the elective courses should be from the SWE 2XX series. Individual Study, Thesis Supervision and Seminars do not qualify as electives. Additionally, students are expected to attend at least 20 talks from within the several seminar series in ICS. Attendance bears no course credit, but it is required for advancement to candidacy. The student’s faculty advisor is responsible for ensuring this requirement is met.

Capstone Requirement

• Thesis - Students must take and pass the Research Assessment examination. Additionally, students are required to defend their thesis in a public exam according to UCI Senate Policy. This requirement must be completed by the end of the second year.

All MS students must Advance to Candidacy at least one quarter before they plan on graduating.

Please find the MS Advancement to Candidacy form here: https://grad.uci.edu/forms/current-student/Adv_to_Candidacy_Masters.docx

PhD Course Requirement

The PhD course requirement is the same as the MS.

If a Master's degree will be awarded en route to the Ph.D., students must advance to master’s candidacy at least one quarter prior to conferral of the master’s degree.

PhD Research Assessment

Students must find a faculty advisor and successfully complete a research project with that faculty member. The research project should be done over the course of at least three quarters of individual study with that faculty member. The goal of this research assessment is to introduce the student to the practice of scientific publication.

Based on the project, the student must produce a research paper of publishable quality. This research paper must be reviewed by three faculty members in a peer-review process, revised by the student, and approved by the three faculty members.
The research assessment is graded PhD PASS, MS PASS or FAIL. In case of MS PASS or FAIL, the student can re-submit the paper at most one more time within the maximum period of six months. A second MS PASS or FAIL results in disqualification from the doctoral program.

**PhD Advancement to Candidacy Exam**

Each PhD student must pass the oral advancement to candidacy exam, which assesses the student’s ability to conduct, present, and orally defend research work at the doctoral level. The research project and paper are the basis for the student’s oral advancement to candidacy exam. The oral candidacy exam consists of the research presentation by the student, followed by questions from the candidacy committee.

The student must complete the course requirements, and pass the research assessment prior to advancing to candidacy. The candidacy committee will consist of five faculty members, the majority of whom must be members of the student’s program, and is conducted in accordance with UCI Senate regulations. The Advancement to Candidacy announcement must be sent to the ICS Graduate Counselors at least two weeks prior to the event.

The Advancement to Candidacy form (PhD Form I) can be found here:
https://grad.uci.edu/forms/current-student/PhD_Form_I.docx

**PhD Dissertation Topic Defense**

The student must present a carefully articulated document representing the student’s dissertation plan. This document must include the proposed dissertation abstract, a discussion of the approach, a comprehensive survey of related work, and a plan for completing the work. The dissertation plan is presented by the student to the dissertation committee, who must unanimously approve the student’s proposal. The dissertation defense committee is formed in accordance to UCI Senate regulations.

The Dissertation Topic Defense form can be found here:

**PhD Doctoral Dissertation and Final Examination**

Students are required to complete a doctoral dissertation in accordance with Academic Senate regulations. In addition, they must 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 committee must approve the thesis unanimously. The final defense announcement must be sent to the ICS Graduate Counselors at least two weeks prior to the event.

The PhD II/Report on Final Examination form can be found here:
https://grad.uci.edu/forms/current-student/PhD_Form_II.docx

The normative time for advancement to candidacy is three years. The normative time for completion of the Ph.D. is six years, and the maximum time permitted is seven years.

**Statistics (MS and PhD)**

**Master of Science in Statistics**
Please visit the following link for a list of all program and degree requirements for the MS Statistics degree:
http://catalogue.uci.edu/donaldbrenschoolofinformationandcomputersciences/departmentofstatist
cs/#graduatetext

The entire program of courses must be approved by the Statistics Department Graduate Committee. Students with previous graduate training in Statistics may petition the committee to substitute other courses for a subset of the required courses. 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, 210B, 210C and STATS 205. In addition, students need three quarters of Seminar in Statistics (STATS 280); five other graduate courses in or related to Statistics, at least two of which are offered by the Department of Statistics. STATS 211 and STATS 212 may be substituted for STATS 210B and STATS 210C. At most one of the five elective courses may be an Individual Study (STAT 299), and only with prior approval of the Department Graduate Committee. STATS 281A-B-C may not be taken as an elective.

**Doctor of Philosophy in Statistics**

Please visit the following link for a list of all program and degree requirements for the PhD Statistics degree:
http://catalogue.uci.edu/donaldbrenschoolofinformationandcomputersciences/departmentofstatist
cs/#graduatetext

PhD students must take STATS 200A-B-C, STATS 210, STATS 211, STATS 212, STATS 220A-B, STATS 225, STATS 230, STATS 275 and four other graduate courses in or related to Statistics, at least two of which are offered by the Department of Statistics. STATS 202, STATS 203 and STATS 281A-B-C may not be taken as electives. In addition, continual enrollment in Seminar in Statistics (STATS 280) is required in all quarters.

Coursework must be completed prior to candidacy.

Each PhD 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, STATS 210, STATS 211 and STATS 212. In addition, each student is required to take a written comprehensive examination after completion of the second year coursework, covering material from Stats 220A-B.

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

If a Master's degree will be awarded en route to the Ph.D., students must advance to master's candidacy at least one quarter prior to conferral of the master's degree.

The normative time for advancement to candidacy is three years. The normative time for completion of the PhD is five years, and the maximum time permitted is seven years.

**Computer Science (MS and PhD)**

PhD students must complete at least 47 units with an average GPA of 3.5 and MS students with a 3.0. Students must receive at least a B in each course counted towards filling these requirements.

Please visit the following link for a list of all program and degree requirements for the PhD Computer Science degree:
Please visit the following link for a list of all program and degree requirements for the MS Computer Science degree:
http://catalogue.uci.edu/donaldbrenschoolofinformationandcomputersciences/departmentofcomputerscience/#graduatetext

**MS Comprehensive Examination/ Thesis**
Each student must 1) pass a comprehensive examination given by CS faculty. The examination covers the core requirements and is given within each core course, or 2) turn in a thesis which will be defended and approved in accordance with UCI Academic Senate policy.

All MS students must **Advance to Candidacy** at least one quarter before they plan on graduating.

Please find the MS Advancement to Candidacy form here: https://grad.uci.edu/forms/current-student/Adv_to_Candidacy_Masters.docx

**Research project for the PhD Degree**
PhD 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.

**PhD 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.
The Topic Defense form can be found here:

**Doctoral Dissertation and Final Examination**

PhD 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.

The PhD II/Report on Final Examination form can be found here:
https://grad.uci.edu/forms/current-student/PhD_Form_II.docx

The normative time for completion of the CS PhD program is six years.

**Networked Systems (MS and PhD)**

**MS Degree**

Please visit the following link for a list of all program and degree requirements for the MS Networked Systems degree:
http://www.networkedsystems.uci.edu/requirements09.html

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.

All MS students must **Advance to Candidacy** at least one quarter before they plan on graduating.

*Find the MS Advancement to Candidacy form here: https://grad.uci.edu/forms/current-student/Adv_to_Candidacy_Masters.docx

**PhD Degree**

Please visit the following link for a list of all program and degree requirements for the PhD Networked Systems degree:
http://www.networkedsystems.uci.edu/requirements09.html
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.

Courses applied to the M.S. degree can also be applied to the Ph.D. degree. Students who have taken similar graduate-level courses at another university may petition to apply these courses to the Ph.D. requirements. Ph.D. students who have served as teaching assistants, readers, or tutors at another university may petition to apply this experience toward the teaching practicum requirement. The normative time for advancement to candidacy is three years (two for students who entered with a master’s degree).

The normative time for completion of the Ph.D. is six years (five for students who entered with a master’s degree), and the maximum time permitted is seven years.
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 letter grades: In order to receive graduation credit and maintain fellowship opportunities, students must earn a grade of B or better in all required 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. at the beginning of the quarter. 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. The student must make arrangements with their
instructor to complete the coursework within a period of no more than 12 months following the
term in which the grade Incomplete was originally awarded, or prior to the end of the quarter
immediately preceding award of the degree, whichever comes first. 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 instructor 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 PhD
degree may have been transferred from another institution, from UCI Extension, or from Summer
Sessions at any other UC campus. Note: MS Students may only transfer two courses of their
Bren School degree requirements, PhD students can waive three courses.

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 (for PhD) or TRANSFER (for MS) 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 your
advisor. They can determine whether or not the course is equivalent. If it is, they 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.

Transfer: Petitions for transfer credit will be considered only when the work is necessary to fulfill
degree requirements. If official transcripts of academic work are not already in the student’s file,
they must be submitted as part of any petition for transfer credit or course substitution of degree
requirements. No petition for transfer credit is needed for work completed as a regular graduate
student in UCI regular academic sessions, at other UC campuses through Intercampus Exchange,
or in UCI Summer Sessions, including Summer Sessions prior to the first quarter you registered at UCI following formal admission to a graduate program.

Substitute: 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 they agree with the substitution, they 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 email.

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 your advisor, the ICS Graduate Office, the International Center (for international students) and the Dean of Graduate Division. The Graduate Division will notify students via email once the leave has been approved or 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 and the graduate counselors on the CPT application, and must attend the annual ICS CPT workshop in winter quarter.

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 be enrolled or on Filing Fee (if eligible). During the summer, graduating students will generally enroll in the minimum allowable units 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 the filing 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 PhD 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 for international students to gain employment experience in the United States 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.
**UC Irvine Academic Integrity Policy**

**Preamble**
The University of California, Irvine is an institution of learning, research, and scholarship that is strengthened by the existence of an environment of integrity. As members of the academic community, instructors, students, and administrators are responsible for maintaining this environment. It is essential that all members of the University practice academic integrity and accept individual responsibility for their work and actions. Violating the Academic Integrity Policy is unacceptable, devaluing the teaching and learning experience for the entire community. While at UCI, members of the academic community should become better educated about the ethical framework underpinning academic integrity and improve their moral standards supporting it.

The UCI Academic Senate Policy on Academic Integrity states the general rules and procedures associated with student academic integrity. This Academic Integrity Policy applies to undergraduate and graduate students enrolled in a UCI course. A separate policy governs the integrity of research.

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

**Students' Responsibilities:**
All students are expected to complete a course in compliance with the Instructor's standards. No student shall engage in any activity involving any Academic Integrity Policy Violations. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. All students are encouraged to notify instructors, but may also notify the AIAO, about observed incidents of Academic Integrity Policy Violations. Instructors should take reasonable steps to preserve the confidentiality of students making such reports.

All students have the responsibility to become familiar with and abide by the Academic Integrity Policy.

**Instructors' Responsibilities:**
Instructors should create an environment in their classes where academic integrity is understood and supported. They should assign grades in a transparent and equitable manner. Specifically:

When an Instructor believes that a Student has violated the Academic Integrity Policy, the Instructor should report the incident to the AIAO within thirty instructional days of discovering the possible Academic Integrity Policy Violation. The Instructor shall participate in the process according to the Academic Integrity Policy.

Please see additional Teaching Assistant’s (TA) and Reader’s Responsibilities, Resolution of Cases, Roles of the Instructor and the AIAO, along with Academic Integrity Procedures at:

http://catalogue.uci.edu/appendix/#academichonestytext
Bren School Policy on the Ethical Use of Computing Resources

Introduction
As a student you are probably aware of certain ethical responsibilities you have, such as honesty in doing classwork. Another area in which you have important ethical responsibilities is in your use of computing resources. This document describes some of these responsibilities and explains Bren School of 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. As a student, you are responsible for being aware of these policies and abiding by them.
The ICS department provides for you, the student, a wide range of computing resources from X-Terminals to PC's to large multiuser UNIX systems. These machines are expensive to buy and expensive to maintain, but it is our goal to provide you with the very best computing environment that we can. 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. In our department we do not do this; we have some security mechanisms which greatly decrease the risk that one user will accidentally interfere with another, but it does not require great ingenuity 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 this: **Do No Harm.** 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 broken into, please contact the ICS Computing Support Group. To do this, send an email message to the address helpdesk@ics.uci.edu, or go to Support's office, CS 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.

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 electronic 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 may contact the system administrator via email. 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 groups. More details about this are given below. If you are in doubt about whether some use of the machines is allowed, ask helpdesk.

**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, keystroke logging, or login spoofing programs on any University computer or network. In fact, because of the serious damage such programs can cause, the Bren School of ICS faculty have adopted a policy which forbids students even to have these types of programs in their accounts or to place them onto any ICS computer. You may not store such a program on a departmental computer even if you only wish to study it.
- You may not try to use equipment or accounts that you are not permitted to use.
- You may not interfere with others' ability to make use of the 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 logging on to a significant fraction of the available machines at once, thus preventing others from fair use of the lab machines.
- You may not destroy other people's work either in electronic or physical form.
- You may not "spy" on people, that is, you may not attempt to gain information from their accounts or from their external drives when there is good reason to believe that they do not wish you to obtain that information. This includes both attempting to violate the protection facilities provided by the system and also taking deliberate advantage of someone else's failure to protect sensitive information on their account. This works both ways; faculty, staff, and members of Computing Support also have the responsibility to respect the privacy of the student. For example, it would be unethical for a faculty member to browse through your personal messages just out of curiosity, even if they have a security level that allows them to do so. We do, 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 mail that appears to come from someone else.
- You may not advertise any commercial products or use your account to earn money.

**Disciplinary Procedures**

What happens if you violating 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 be careful not to annoy students in the lab for any reason. The lab is not a library, but we ask that each student do his/her part to help to maintain a pleasant working environment for all. Activities that are not conducive to a pleasant work environment include, but are not limited to: listening to music at a volume that is distracting to others, carrying on loud or inappropriate conversations, excessive or distracting cell phone use, failure to leave your workstation clean and ready for the next student, etc.
- 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.
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, intentional or inadvertent, that obstruct the access of others to these resources, waste limited resources, harm resources or information, or violate the rights of others.

To help protect computer and network resources files, users are responsible for setting passwords appropriately, and for keeping passwords confidential by not giving them to another person, and for following other appropriate security procedures. Personal equipment accessing the network must conform to Section 800-18, Security Guidelines for Computers and Devices Connected to UCInet. In particular, personal computers must have current security patches applied and the appropriate security software (e.g., anti-virus protection) properly functioning. Guidance on appropriate security measures may be obtained from OIT or an administrative Information Security Coordinator. Users connecting equipment to the network which threaten the security of the network or other systems by failing to follow this guidance may have their ability to connect equipment to the network suspended.

Most UCI owned computers are under the control of system administrators or managers, who are required to respect the privacy of computer system users. However, they 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 or of having been misused, corrupted or damaged. This includes temporarily locking vulnerable accounts, removing hung jobs, reprioritizing resource-intensive jobs, etc.

In addition to campus and UC policies such as the Electronic Communications Policy, 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 relevant departmental policies. Students are also responsible for obeying the policies described in the UC 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, Web pages, or any other computer network based dissemination channel, any materials that violate University policy or codes of conduct.
• 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 copyright laws or restrictions.
• Violating terms of applicable software licensing agreements.
• 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.
• Employing, either directly or by implication, a false identity when using an account or other electronic resources. This includes sending unauthorized mail that appears to come from someone else as well as posting or otherwise disseminating materials which misrepresent the identity of the sender.
• Disguising, misrepresenting, or concealing the identity of a computer system connected to the network.
• 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.
• Distributing, posting, or otherwise making available to those not authorized any confidential, sensitive, or private information.

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 email at 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  
Phone: 949-824-6916  
Fax: 949-824-9807  
Email: cbs@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  
Phone: 949-824-6916  
Fax: 949-824-3252  
Email: cashiers@uci.edu

Division of Career Pathways
The Division of Career Pathway’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. DCP’s nationally recognized webinars and videos are a fun and interactive way to learn professional development and career tips.

**Location & Contact Information:**
100 Student Services I  
Phone: 949-824-6881  
Email: career@uci.edu  
Web Site: [http://www.career.uci.edu/](http://www.career.uci.edu/)

Counseling Center (Psychological)
The Counseling Center is the primary counseling and mental health agency for UC Irvine undergraduate and graduate students. The Counseling Center provides short term care for individuals, couples, groups and families. 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 friendship, interpersonal communication, coping and resiliency are offered annually. The Counseling Center’s services are available and free of charge to currently registered students.
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.

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.

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

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
G302 Student Center
(Building 113 on the campus map)
Phone: 949-824-7249
Fax: 949-824-3090
Email: internationalcenter@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:
G301 Student Center
Phone: 949-824-3277
Fax: 949-824-7971
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:
3100 Gateway Study Center
Phone: 949-824-3849
Email: grc@uci.edu
Web Site: http://www.grad.uci.edu/services/grc/index.html

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
Phone: 949-824-6836
Web Site: http://www.lib.uci.edu/langson-library.html

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

Subject Librarian for ICS: Julia Gelfand, 949-824-4971, jgelfand@uci.edu
Web Site: http://www.lib.uci.edu/science-library.html
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. The University of California also prohibits employment discrimination based on genetic information (including family medical history), gender, and gender expression.

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: oeod@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


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/police/clery/index.php.