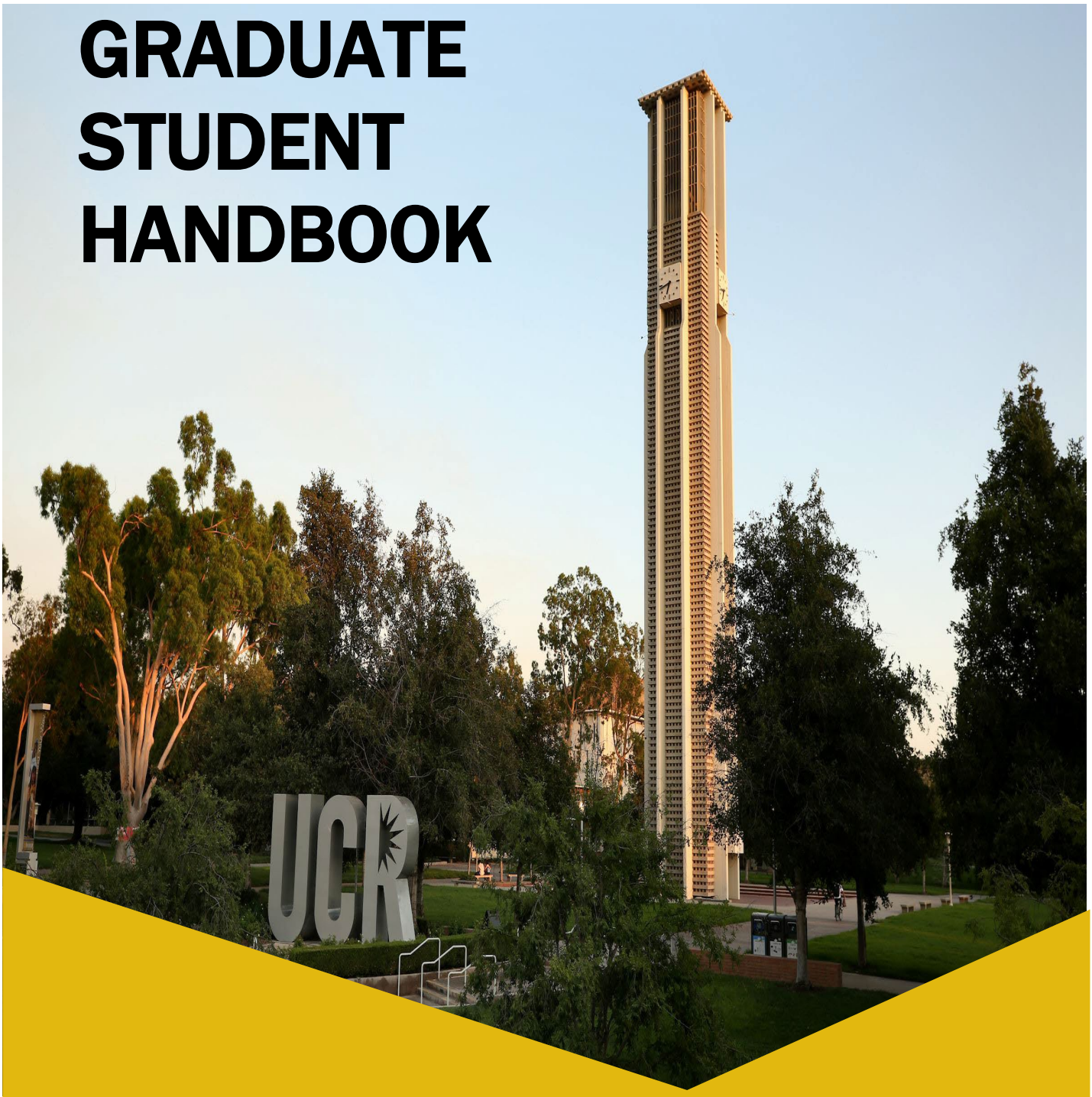
GRADUATE STUDENT HANDBOOK



DEPARTMENT OF MATHEMATICS
2024-25

UC RIVERSIDE Mathematics

INTRODUCTION

This handbook is designed to guide the progression of graduate students within the Mathematics Department of the University of California, Riverside. Through the experiences these programs offer, graduate students will extend their own understanding of mathematics and deepen their understanding of mathematical thinking.

Graduates of the UCR Mathematics Department find that a M.A., M.S., and Ph.D. degree is a strong start to an academic career. Many graduates have received offers from top departments around the world. Others have found stimulating careers in a variety of positions in private research, industry, and government jobs.

The principal objective of the program is to train mathematicians with the broad perspectives, solid mathematical foundation, initiative, and imagination that will lead to productive independent research careers in either academic or industrial settings.

. . . to communicate, stimulate and advance the knowledge of mathematics across a broad academic front. This is accomplished by maintaining a diverse faculty of seasoned mathematicians who are not only skilled instructors, but aggressive researchers in the fields of pure and applied mathematics.

–excerpt, Mission Statement, UCR Department of Mathematics

The Department also recognizes the practical services that enhance each student's graduate experience:

- Coordinating financial support for graduate students in the form of Teaching Assistantships, Fellowships, and Research Assistantships.
- Locating offices for faculty, graduate students, and staff conveniently in the same building.
- Providing computer facilities and library access for faculty and students.
- Offering research seminars and access to ongoing electronic journals.
- Maintaining a colloquium series which brings distinguished visitors to the campus to present, examine, and explain ongoing issues in mathematical science.

This handbook contains regulations, requirements, and general information for the various graduate programs in the Department of Mathematics. This supplements broader policies and procedures of the University. Please contact the Mathematics Department office with any questions.

UCR PRINCIPLES OF COMMUNITY

The University of California Riverside is committed to equitable treatment of all students, faculty, and staff. UCR's faculty, staff, and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution.

There are three objectives that our campus must strive toward in order to achieve these goals.

- First, we must ensure that we have an environment that nurtures the intellectual and personal growth of our students, faculty and staff.
- Second, we must ensure that our campus sets an example of respect for all people.
- Third, we must ensure that our campus is a safe and welcoming environment for everyone.

We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn. Respect for differences and civil discourse must become the hallmark of how we live and work together to build our community of learners at UCR.

We as members of the University of California Riverside affirm our responsibility and commitment to creating and fostering a respectful, cooperative, professional, and courteous campus environment. Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race/ethnicity, age, religious or political preference, gender, transgender, sexual orientation, nation of origin, or physical abilities. Any violation of this right by verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the University of California's focus, goals and mission (and subject to sanction according to University policies and procedures).

We recognize that we will all need to continually work together to make our campus community a place where reason and mutual respect among individuals and groups prevail in all forms of expression and interaction.

CAMPUS RESOURCES

GRADUATE ADVISORS

Graduate Student Affairs are handled by two Graduate Advisors, one whose primary responsibility is recruitment and admissions of new students, and one who deals primarily with matters concerning enrolled students. The Graduate Advisors are nominated by the Chair of the Department and approved by the Graduate Dean annually.

Dr. Jacob Greenstein, Graduate Advisor for Currently Enrolled Students
Email: jacobg@ucr.edu

Dr. Zhenghe Zhang, Graduate Advisor for Recruitment
Email: zhenghe.zhang@ucr.edu

ADMINISTRATIVE DEPARTMENT

Learn more about us here: https://mathdept.ucr.edu/staff

Melissa Gomez, Financial & Administrative Officer (FAO)
Office: Skye Hall 215
Email: Melissa.gomez@ucr.edu
Phone: 951-827-3021

Cathy Munoz, Financial Operations Manager (FOM)
Office: Skye Hall 214
Email: cathy.olson@ucr.edu
Phone: 951-827-3222

K. Aquino, Graduate Advisor I
Office: Skye Hall 208
Email: mathadmin@ucr.edu
Phone: 951-827-3127

Randy Morgan, Student Affairs Specialist
Office: Skye Hall 208
Email: mathadmin@ucr.edu
Phone: 951-827-3114

Margarita Roman, Graduate Student Services Supervisor
Office: Skye Hall 216
Email: mathadmin@ucr.edu
Phone: 951-827-3090

Moises Silva Quintero, Financial Services Analyst
Office: Skye Hall 208
Email: mathfinance@ucr.edu
Phone: 951-827-3114

James Marberry, IT Coordinator
Office: Skye Hall 218
Email: mathtech@ucr.edu
Phone: 951-827-2568

Crissy Reising, Financial Services Analyst II
Office: Skye Hall 212
Email: mathfinance@ucr.edu
Phone: 951-827-3019

Demi Kim, Contracts & Grants Analyst I
Office: Skye Hall 212
Email: mathfinance@ucr.edu
Phone: 951-827-3116

Andrea Yescas, Procurement Analyst II
Office: Skye Hall 218/Skye 215
Email: mathfinance@ucr.edu
Phone: 951-827-0156

Savanna Gee, Academic Coordinator
Office: Skye Hall 217
Email: sgee004@ucr.edu
Phone: 951-827-3117

Brandon Coya, Academic Coordinator
Office: Skye Hall 221
Email: brandon.coya@ucr.edu
Phone: 951-827-0050

CAMPUS HEALTH
Learn more about us here: https://ehs.ucr.edu/coronavirus

ENVIRONMENT, HEALTH, & SAFETY

UCR COVID-19 SCREENING CHECK

ADDITIONAL CAMPUS RESOURCES

GRADUATE DIVISION
University Office Building
Phone: (951) 827-3313

TEACHING ASSISTANT DEVELOPMENT PROGRAM (TADP)

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

STUDENT HEALTH SERVICES (SHS)

BASIC NEEDS

R' PANTRY

INTERNATIONAL STUDENTS AND SCHOLARS' OFFICE

R' GARDEN

THE WELL

STUDENT RECREATION CENTER

R' CARD (CARD SERVICES)

GRAD SUCCESS

HIGHLANDER ONE STOP SHOP (HOSS)

FINANCIAL AID OFFICE

TRANSPORTATION AND PARKING SERVICES (TAPS)

MULTIMEDIA AND CLASSROOM TECHNOLOGIES

CLASSROOMS

TEACHING ASSISTANT DEVELOPMENT PROGRAM (TADP)

UNIVERSITY TEACHING CERTIFICATE PROGRAM (UTC)

KEEP LEARNING
Support for UCR students. Learn more online here.

KEEP TEACHING
Instructional support. Learn more online here

ACADEMIC ADVISING

Ph.D. students are advised by the **Graduate Advisor of Currently Enrolled Students**, every quarter until they have advanced to candidacy. Once a student advances to candidacy, the **Faculty Advisor** (overseeing the dissertation research) will advise the student until graduation. The Graduate Advisor will provide support as needed.

M.A. or M.S. students must meet with the **Graduate Advisor** of Currently Enrolled Students, quarterly to discuss (if needed) and obtain approval of their proposed course plan.

ACADEMIC PROGRAMS

Ph.D. in Mathematics
The Doctor of Philosophy degree is awarded in recognition of high scholarly attainment as evidenced by a period of successful advanced study, the satisfactory completion of prescribed examinations and the development of an acceptable dissertation covering a significant, original aspect of mathematics.

Ph.D. students are required to demonstrate proficiency in four of the six core sequences in Algebra, Complex Analysis, Real Analysis, Applied Math, Topology, and Partial/Ordinary Differential Equations. Please see our catalog for additional details online here.

M.A. and M.S. in Mathematics
The Master of Science degree and the Master of Arts degree emphasizes a broad understanding of a major area of mathematics. Both degrees provide a fundamental grounding in both theory and methodology.

M.A. and M.S. students are required to complete two of the five core sequences in Algebra, Complex Analysis, Applied Mathematics, Real Analysis, and Topology, with a grade of "C" or better in each course and a GPA of at least 3.0 in each chosen sequence. As a substitute for one or more course sequences, passing the corresponding written qualifying exam fulfills that course sequence requirement. Students must complete 36 course units, with 18 units in graduate-level (200+) courses. Please see our catalog for additional details online here.

M.S. in Mathematics (Applied)

The Master of Science in Mathematics (Applied) degree emphasizes a broad understanding in applied mathematics, with a fundamental grounding in both theory and methodology.

M.S. Mathematics (Applied) students are required to complete two out of three of the following core sequences in Real Analysis, Partial/Ordinary Differential Equations, and Applied Mathematics with a grade of "C" or better in each course and a GPA of at least 3.0 in each chosen sequence. As a substitute for one or more course sequences, passing the corresponding written qualifying exam fulfills that course sequence requirement. Students must complete 36 course units, with 18 units in graduate-level (200+) courses. Please see our catalog for additional details online here.

Ph.D. REQUIREMENTS

The general requirements of the Ph.D. Mathematics Program include:

- Passing four sequences numbered between MATH 200 and MATH 210.
  - A sequence consists of all courses with the same course number except for an alphabetical suffix. Any course without an alphabetical suffix is not part of a sequence.
- For two of the four chosen sequences in (1), a qualifying examination must be taken. The qualifying examinations, which are associated with two of the year-long sequences, must be passed with a grade of "A".
  - A student is allowed to take the qualifying examination at most twice for each sequence. Students must attempt at least one of these examinations in their 2nd year and are expected to pass both no later than the 3rd year of their Ph.D. program.
- Completing four quarter-courses in mathematics numbered between 211 and 259.
- The oral qualifying must be passed no later than the end of the 12th quarter of the student's graduate training.
  - Exceptions can be made based on the approval of the Graduate Advisor.
  - The student must pass both written qualifying exams (2) and complete the four required core sequences (1) before attempting the oral qualifying exam.
- Advancement to candidacy occurs after a student completes requirements (1) through (4).
  - Students must advance to candidacy before being able to defend their dissertation.
- Completion of 2 units of MATH 401, Professional Development in Mathematics.
- Having completed requirements (1) through (6), a student must write and defend their dissertation.
- The acceptable modalities for the oral qualifying exam and dissertation defense are:
  - a) In-person
  - b) Hybrid, provided the student and at least two committee members attend in person. If the Chairperson is attending remotely, a committee member who will be attending in person must be designated in advance as a CoChairperson
  - c) Remote.

Normative Time to Degree is 15 quarters (5 years).

Students are strongly recommended to attempt at least one qualifying exam after their first year but before their second year.

After passing the two required written comprehensive exams, students should start thinking about their research interests and identify a Faculty Advisor to have sufficient time to prepare for the Oral Qualifying Exam.

Most coursework and preparation for written and oral qualifying exams is expected to be completed by the end of year three or before the beginning of the 10th quarter.

The remaining 2 years are devoted to research, the writing and defense of the dissertation, and participation in graduate seminars. Graduate Seminars are strongly recommended as they are research enrichment opportunities.

Ph.D. Students Earning the Master's Degree

Permission to work for a second master's degree in a NEW area may be approved on the individual merit of the application when there is little or no close relationship between the two subjects. Duplication of a master's degree in the same field is not permitted, and duplication of a doctorate is not permitted, regardless of the field of study. For example, if you hold an MS in Mathematics, you will not be approved to receive our master's degree in mathematics but could be approved to enter a master's program in Statistics.

If you have not earned a master's degree in mathematics. Please see the instructions for Ph.D. Mathematics students to apply for the M.S. here.

WRITTEN QUALIFYING EXAMS

The Ph.D. Written Qualifying Exams are offered once a year. They are written by a committee of faculty members whose research falls within the subject area. Material covered on the exams is comprehensive and typically drawn from the material covered in the course sequence. Please note that exam material may not be the exact problems that are covered, but the general concepts may be similar.

The department encourages all students to prepare for the written qualifying exams by utilizing all study aids that the department offers (i.e. qualifying exam seminars, study guides/syllabi for core subjects and exam archives which are available online at:
https://mathdept.ucr.edu/written-qualifying-exams-past

Students who plan to take an exam must sign-up for the exam in advance by the given program deadline. Exam results are distributed to the student in writing within 10 days of the exam date, along with a copy of the exam for the student's records. All original exams are filed in the student's academic record.

Qualifying Exam Seminars

Qualifying exam seminars are offered to help graduate students prepare for the expected exams. Seminars are led by Ph.D. graduate students who have passed the exam and whose research falls within the subject area. The seminar leaders excelled in the coursework and are

highly prepared to teach the material to other graduate students. Qualifying Exam Seminars are offered during the Summer.

Oral Qualifying Examination and Advancement to Candidacy

After all the Written Qualifying Exam requirements are met, and all required coursework (including the 4 required courses numbered between 211-259) has been completed, then the Ph.D. students can take the Oral Qualifying Exam. Before advancing to candidacy, the student must pass an oral examination conducted by an Oral Exam Committee.

This committee is officially nominated and approved by the Graduate Advisor in consultation with the student and prospective Chair of the Dissertation Committee (major professor). The committee is officially appointed and approved by the Graduate Dean. The Oral Exam Committee is comprised of five members, including the student's Faculty Advisor, three tenure-track mathematics faculty and a faculty member from an outside department on campus (Academic Senate).

The oral examination is approximately 1 hour, and the graduate student presents their current research in the exam. Only two attempts are allowed for the oral exam.

It is the responsibility of the student to organize and set the date and location of the oral exam, and notify the Graduate Student Services Advisor of the upcoming oral exam appointment **at least three weeks in advance.**

The Oral Qualifying exam should be completed no later than the end of the 12th quarter. Following successful completion of the oral examination, the student is advanced to candidacy for the Ph.D.. The Dissertation Chair (normally the Faculty Advisor), and the Dissertation Committee should be formally appointed when the oral exam results are submitted to the Graduate Division. The Dissertation Committee consists of the Faculty Advisor and two Mathematics faculty who are selected on the basis of their ability to guide the research and writing of the dissertation. The oral exam results must be reported to the Graduate Division for approval from the Graduate Dean **within 48 hours** of the oral exam. Failure to report the results within the deadline can invalidate the oral exam results. Students who do not advance to candidacy by the end of 12th quarter are subject to dismissal from the program.

COMPLETION OF THE DISSERTATION

The format of the dissertation is regulated by Graduate Division. Candidates can access the official format at https://graduate.ucr.edu/dissertation-and-thesis-submission#4_review_the_deadlines. A candidate must defend their dissertation, which includes a formal presentation (seminar) on the dissertation research. During the presentation, the candidate will be responsible for responding to questions from the dissertation committee, other faculty, and students. A candidate may be requested to meet with the dissertation committee after the presentation to answer additional questions and discuss modifications of the dissertation.

The committee decides whether the candidate displays proficiency in the research area. The final defense results are approved by the Dissertation Committee and must be reported to the Graduate Division for approval from the Graduate Dean **within 48 hours** of the final defense.

The final written dissertation must be approved by the dissertation committee and submitted to the Graduate Division by the end of the quarter of the intended graduation.

Ph.D. candidates are expected to complete this process by the end of the 15TH quarter of residence (normally spring quarter of the fifth year). Detailed dissertation guidelines are available at: https://graduate.ucr.edu/dissertation-and-thesis-submission#4_review_the_deadlines

M.A. AND M.S. IN MATHEMATICS

The M.A. or M.S. degree requires completion of 36 units of courses. Students matriculated in the Ph.D. program, may also earn an M.A. or M.S. along the way. Completion of the degree requirements and the advancement to candidacy form must be completed to be considered for a degree conferral.

The general requirements for the M.A. or M.S. in Mathematics are:

1. Completion of two sequences of courses numbered below with a grade of "C" or better in each course and a GPA of at least 3.00 in each chosen sequence. A sequence consists of all courses with the same course number except for an alphabetical suffix. Any course without an alphabetical suffix is not part of a sequence.
    a. Algebra: MATH 201ABC
    b. Topology: MATH 205ABC
    c. Applied Math: MATH 206ABC
    d. Real Analysis: MATH 209ABC
    e. Complex Analysis: MATH 210ABC
2. Taking 36 units of courses numbered between MATH 110 and MATH 189, or between MATH 200 and MATH 210. At least 18 must be from courses numbered between MATH 200 and MATH 210.
3. Completion of 2 units of Math 401, Professional Development in Mathematics.

M.S. IN MATHEMATICS (APPLIED)

The M.S. Mathematics (Applied) degree requires completion of 36 units of courses. Students matriculated in the Ph.D. program, may also earn an M.S. in Mathematics (Applied) along the way. Completion of the degree requirements and the advancement to candidacy form must be completed in order to be considered for a degree conferral.

The requirements for the M.S. in Mathematics (Applied) are:

1. Completion of two sequences of courses numbered below with a grade of "C" or better in each course and a GPA of at least 3.00 in each chosen sequence. A sequence consists of all courses with the same course number except for an alphabetical suffix. Any course

without an alphabetical suffix is not part of a sequence.

a. Applied Math: MATH 206ABC
b. PDE: Math 207ABC
c. Real Analysis: MATH 209ABC

4. Taking 36 units of courses numbered between MATH 110 and MATH 189, or between MATH 200 and MATH 210. At least 18 units must be from courses numbered between MATH 200 and MATH 210.
5. Completion of 2 units of Math 401, Professional Development in Mathematics.

ADVANCEMENT TO CANDIDACY

M.A. and M.S. candidates must file a petition for advancement to candidacy by the first day of instruction of the quarter they plan to graduate. Please refer to the Graduate Division graduation dates timeline for quarterly due dates available online here. Fill out the Master's Application for Candidacy in R' Grad.

ACADEMIC PROGRESS

Students are expected to show active, satisfactory progress towards a degree. Each student must maintain a minimum cumulative GPA of 3.0 and continue working toward completing qualifying exams in a timely manner. Teaching assistantships, fellowships and other financial benefits may be affected for those students with unsatisfactory academic progress.

Satisfactory Academic Progress Reports
Evaluations of academic progress are provided to all graduate students in writing each spring by the Graduate Advisor for Enrolled Students. The evaluation provides feedback on academic performance, academic progress, teaching performance and incorporates suggestions for the upcoming year. Copies of the evaluation letters are forwarded to the Graduate Division for their records.

Normative time for the Ph.D. degree in Mathematics is five years (15 quarters). Normative time for the M.A. or M.S. degree in Mathematics is two years (six quarters). Normative time is defined as the period of full-time registration required to earn the degree.

It is assumed that the student enters the Ph.D. program with no course deficiencies or requirements to take any remedial work. Because the Ph.D. is a research degree, the University gives programs considerable latitude in establishing degree requirements. After the student advances to candidacy, the dissertation committee oversees the student's progress in the final stages of the student's degree program.

Unsatisfactory Academic Progress
It is expected that graduate students will make satisfactory progress in the degree programs.

Failure to do so will have serious consequences. The Graduate Division will consider revoking fellowships, blocking registration, and ultimately dismissing a student if:

- Student does not meet deadlines such as qualifying exams in a timely matter.
- Student's cumulative GPA drops below the minimum 3.0 requirement.
- Student has more than 7 units of "I" (incomplete) grades.
- Student's advisor feels that the student is not making satisfactory progress.

In addition, opportunities for receiving block grant money and other funding through the Department will be affected. Students with continued unsatisfactory academic progress may have their financial support and their privileges to continue in the mathematics graduate program terminated.

INTERNATIONAL STUDENT REQUIREMENTS

Ph.D. Degree Deadlines

Normative time to advance to candidacy for international Ph.D. students is by the end of 12th quarter. For example, if an international student arrives in Fall 2024, the student must complete all written and oral exams and have advanced to candidacy before the end of Spring 2028. Failure to advance to candidacy within this time frame will result in the student having to pay their own Non-Resident Tuition fee until they have advanced or dismissal from the program.

International Student Resource Center (ISRC)

The International Student Resource Center provides assistance to UCR's international students and their dependents. The ISRC advisors participate in national networks to provide UCR's international clients with up-to-date expertise on cultural adjustment and non-immigrant visa and travel issues. Information on maximizing opportunities and how to best meet obligations under each visa category is available online. ISRC offers international student orientations, provides intercultural programming on campus, manages international student records (F1/J1 visas), and facilitates employment opportunities and traveling guidelines.
https://international.ucr.edu/

TUITION/FEES

Tuition and Fees

Fees for each quarter are due and payable in advance and within the deadlines published in the Academic Calendar. To avoid a $45.00 late fee, all tuition and fees for the current quarter are due **by the first day of instruction**.

Fee payments can be made through RWEB (rweb.ucr.edu), by mail, or in person at Student Business Services (SBS)/Cashier's Office, at the Student Services Building.

Graduate Student Health Insurance (GSHIP)

Graduate students attending UCR are covered by a mandatory health insurance plan during the academic year.

Academic appointees serving at 25% time or more per quarter will have their premiums paid by their payroll funding sources. These positions include TA's, GSR's, Teaching Fellows, and Associate In's. Fellowship recipients whose awards pay all assessed registration fees will have their premiums paid by the fellowship.

Students who can demonstrate comparable insurance coverage from another source may apply to be exempted from the mandatory plan. Students awarded the exemption have the GSHIP fee removed from their bill but do not receive any monetary compensation. To obtain a waiver for Graduate Student Health Insurance (GSHIP), graduate students should visit the Graduate Student Health Insurance online for details.

Residency Fee Information

If you have questions regarding residency requirements for tuition purposes, please visit the Registrar's Office online here.

Fee Table for Graduate Students is available online here.

Campus fees are NOT optional; these include Student Center, Recreation Center Fee, Student Services Fee and GSA Fees.

FINANCIAL SUPPORT

Financial support in the form of teaching assistantships (TA) and research assistantships (GSR) is provided to attract excellent full-time students to our programs and to maintain them over a normal period of study.

The main sources of graduate student support in the Mathematics program are Teaching Assistantships (TA) and Graduate Student Research Assistantships (GSR), obtained through research grants awarded to the faculty. Support for continuing students is available through a variety of fellowships and grants from a number of university, state, and federal sources. Students in good academic standing making acceptable progress in the Ph.D. program are typically supported by the Mathematics Program as outlined in their financial package.

Departmental Financial Support

Teaching Assistantships (TA's): This is usually a 50% time commitment, meaning that you theoretically work 20 hours per week on average. A 50% appointment equals approximately 4 hours in the classroom, 4 office hours and 12 hours for grading and prep.

Appointments are made for one quarter at a time, meaning that students will receive three monthly paychecks for each appointment. PFR & GSHIP is paid for as a benefit of employment for anyone with a 50% or more TA or GSR position.

Graduate Student Research Assistantships (GSR's): This cannot exceed a 50% position, with somewhat more flexible hours than Teaching Assistantships. These positions are usually supported by money from a particular professor's grant and arrangements must be made through the professor.

NOTE: TA's and GSR's must be making acceptable progress toward their degree objective; must be advanced to candidacy within normative time after entry have fewer than eight units of incomplete grades and maintain a 3.00 cumulative GPA. Graduate students may not be employed more than 50% time or 20 hours per week during the academic year in any combination of appointments unless an exception is approved by Graduate Division. During quarter breaks and in the summer they may be employed full-time (100%).

Summer Support

A limited number of positions are available for teaching Mathematics courses each summer. Priority for these assignments is generally given to students making satisfactory academic progress and is in good standing. The department arranges the summer teaching schedule, but payment of summer teaching is through the Summer Sessions Office.

Graduate Division Financial Support

Graduate Student Association (GSA) Minigrants

These mini grants help pay the travel expenses of students who have been invited to present scholarly papers or posters at regional and national professional conferences. The program is administered by the Graduate Student Association. Contact the GSA to learn more.

Dissertation Research Grants

These grants provide funds to doctoral candidates for research expenses associated with the dissertation. Applicants must be advanced to candidacy and plan to be registered during the period of the award. Proposals may be funded up to a maximum of $1,000. These funds may not be used for preparing the dissertation copy or as a stipend for personal support. Learn more online here.

In addition to the fellowships, assistantships, grants, and loans administered by the University, graduate students may also be eligible for other types of support provided by federal agencies and private foundations. Organizations that have awarded fellowships and research support to UCR students include the National Science Foundation, National Institutes of Health, U.S. Public Health Service, U.S. Department of Education, Fulbright Program, Phi Beta Kappa Alumni Scholarships for International Scholars, and Sigma Xi. If students wish to explore these sources of support for study, visit Graduate Division online here.

TEACHING ASSISTANSHIPS

Teaching Assistantships are offered through the academic programs.

The requirements for TA's are:

- Must be making acceptable progress toward the degree.
- Must be advanced to candidacy within 12 quarters after entry.
- Must have fewer than 8 units of incomplete grades.
- Must maintain a 3.00 cumulative GPA.
- Any student whose native language is not English must pass a test of spoken English (SPEAK) before performing duties as a TA.

If the student has not advanced to candidacy within 12 quarters or is beyond time limits for acceptable progress, the student must consult with the Graduate Advisor as the student may be dismissed from the program.

Once appointed, TA's are expected to continue to adhere to the above requirements and to enroll in and complete 12 units of course work or research. Graduate students may not be employed more than 50% time or 20 hours per week during the academic year in any combination of appointments, at UCR or elsewhere. During the summer, they may be employed full-time (100%). The length of service for a TA is limited to 18 quarters.

The Graduate Student Health Insurance (GSHIP) is paid for all employed 25% time (10 hours per week) or more. Additionally, they receive remission (PFR) of the Tuition and Student Services Fee. Students receiving PFR and GSHIP **must work the entire quarter** to be eligible for these benefits. If the entire quarter is not completed the GSHIP and PFR will be revoked. Contact the program in charge of the appointment or the Graduate Division for further information.

Teaching Assistant Development Program (TADP)

UCR has a long history as a distinguished teaching campus and regards Teaching Assistant (TA) training as a crucial part of graduate instruction. The Teaching Assistant Development Program (TADP) sponsors activities designed to help TAs develop their teaching skills and to prepare them to be successful instructors.

A graduate student who earns an average evaluation score below 4.0 on any TA evaluation question must complete additional training through TADP. Students who score below 4.0 on the "overall effectiveness" question must successfully complete individual training with a Mentor TA, including classroom observation, during the next quarter of service as a TA (not including summer). Furthermore, students who score below 4.0 on any other question must successfully complete workshops and/or English language training for their specific weaknesses during the quarter immediately following the low evaluations (not including summer). Students may serve as TA's while they complete their required training; however, students who fail to complete their training during the time frames described above will not be allowed to serve as TA's in subsequent quarters before successfully completing their training.

Because training requires several weeks to complete, a student who postpones training likely will be ineligible to serve as a TA for an entire quarter.

To provide continued quality service and excellence in teaching, low TA evaluation scores can affect their eligibility for future TA employment. After three quarters of scores below 4.0 on the "overall effectiveness" on the TA evaluations, the graduate student will be not be allowed to continue TA employment for the remainder of their graduate program. The graduate student will be responsible for all tuition and GSHIP fees, since it will no longer be a benefit of the TA employment.

International TA's

GradSuccess provides resources to support the development of UCR's large community of international graduate students. GradSuccess provides support for international TA's. Learn more online here.

MATH 302—Teaching Apprenticeship

In addition to the TADP training during orientation, the Department of Mathematics has developed a teaching development course, Math 302. In addition, the department appoints TA Mentors who serve as a valuable resource for new TAs. TA Mentors meet with their mentees on a regular basis and are available to answer questions and offer feedback. The TA Mentors observe their mentees and offer suggestions on improving techniques in the classroom, in preparation and adjusting to the graduate program.

TAs are exclusively represented by the United Auto Workers. Please see the Union website for information and the current contract. www.uaw.com.

TA Office Hours

The required number of office hours is equal to the number of hours you teach each week. Office hours must be spread over at least two days and times should vary to allow your students to fit at least one office hour session into their schedules. Please consult with the primary of the course to schedule your office hours.

Every quarter, the Math Department will send communication on how TA's can reserve office space to host office hours in person. Although this is available, we highly encourage students to host virtual office hours due to the ongoing challenges of the pandemic. Please consult with the primary of the course to schedule the modality of your office hours.

Academic Dishonesty

The following provides definitions of academic misconduct to assist students in developing an understanding of the University's expectations, recognizing that no set of written guidelines can anticipate all types and degrees of violations of academic integrity. To the extent that these definitions are not exhaustive, duly appointed representatives of the University will judge each case according to its merits.

Academic misconduct is any act that does or could improperly distort student grades or other student academic records.

Cheating
Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Fabrication
Making up data or results and recording or reporting them, including laboratory or field research results. In the context of student academic integrity, this also includes falsifying academic or university documents and providing false information or testimony in connection with any investigation or hearing under this policy.

Plagiarism
The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. This includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one's own efforts. Plagiarism means using another's work without giving credit.

Facilitating Academic Dishonesty
Assisting another in violating the policy of Academic Integrity, such as taking an exam for another student or providing coursework for another student to turn in as his or her own effort.

Unauthorized Collaboration
Working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This applies to in-class or take-home tests, papers, labs, or homework assignments. Students may not collaborate without faculty authorization.

Interference or Sabotage
Damaging, removing, or otherwise harming another student's work or University materials and systems to affect the academic performance of others.

TA Discipline Guide Regarding Cheating
The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions.

1. The final responsibility for monitoring of examinations rests with the instructor in charge of the course. A primary instructor should be present or immediately available if TAs are proctoring exams.

2. Proctors should attempt to minimize the opportunity (temptation) for cheating:
    a. Clearly announce the expected disposition of books, papers, etc. (if they are allowed in the examination room). Make the consequences of violation of the announced procedure clear (see #3 below).
    b. Space students as far apart as possible.
    c. Use randomized seating arrangements, seating charts, or multiple versions of exams if appropriate.

3. If suspicious behavior is observed, it should be confirmed by another instructor or TA, if possible. Suspicious materials present at an examination (i.e., notes, open books not used or disposed of according to announced policy; see #2a) should be taken by the instructor (or by the TA and turned over to the instructor).

If suspected of cheating, a student should be notified that they are suspect of cheating by the instructor as soon as possible. It is up to the discretion of the **primary instructor** whether a student will be allowed to finish an examination if he/she is suspected of cheating. **TA'S ARE NOT PERMITTED TO MAKE SUCH A DECISION**.

STUDENT CONDUCT

It is expected that all UCR Student Conduct policies are followed at all times. These policies and guidelines can be found by visiting Student Conduct online. In addition to these policies, the department expects that all students maintain a modicum of professionalism and respect while in the department or representing the department. Faculty members should be treated with the utmost respect as authority figures and advisors. Staff members are also to be treated respectfully and any issues regarding interactions with the staff should be directed to the Financial and Administrative Officer.

STUDENT INVOLVEMENT

Graduate Student Mentoring Program (GSMP)

The GSMP offers curriculum, student, and faculty support that facilitates and transforms the graduate student experience, providing graduate students with the unique opportunity to mentor their peers. The GSMP has the resources to create mentoring teams that include both faculty and graduate students. In doing so, it has begun to foster relationships that build UCR's community and contribute to its success. Learn more online here.

Department Service

The department offers ways for graduate students to get more involved in the office. The benefits of being actively involved in the department include increased program satisfaction, increased community interactions with faculty, staff, and fellow graduate students, more community building, and group support in the department, additional resources for studying, preparing for exams, and tutoring, and more opportunities for networking in the office.

Throughout the year, the department seeks graduate students for help with recruitment fairs and conferences, AMC 8, 10, and 12 (middle school and high school math competitions), TA mentoring, Preview Days, and other types of events. Each year, the department rewards the top service volunteers who have provided outstanding service and commitment to the department.

We have various student chapters here at UCR. Learn more about them online here.

GRADUATE SUCCESS

Graduate Division offers many programs to help graduate students. The graduate student professional development program offered by Graduate Studies can help graduate students explore the various academic and nonacademic career paths available to them. The University works with each student to help them successfully pursue their post-graduate career choice. They work with UCR Career Services and faculty to provide resources and materials in:

- Basics of an effective cover letter.
- Cover letter dos and don'ts.
- Curriculum Vitae (CV).
- Effective interview strategies.
- Job search strategies.

GradSuccess

GradSuccess provides a variety of services to meet the needs of UCR's diverse graduate student population. Housed in Graduate Division, GradSuccess offers programs and workshops, drop-in consultations, appointments, and other resources. The members of the GradSuccess team look forward to working with the graduate student community to develop writing, teaching, and speaking and to promote professional development. Learn more online here.

Graduate Student Resource Center (GSRC)

The GSRC works to organize and publicize research and teaching opportunities for graduate students. GSRC assists graduate students in their searches and applications for fellowships, post-docs, campus-based funding opportunities, and academic and non-academic jobs. GSRC collaborates with resources both on and off campus to prepare graduate students for professional success. Learn more online here

Graduate Writing Resource Center (GWRC)

The GWRC offers all graduate students support in developing their work in the many writing genres required by academic disciplines and departments. Drop-in hours and appointments are available for individual consultations, while the Center's workshop series will present broader structural and stylistic topics, all with the goal of promoting excellence in graduate writing at UCR. Learn more online here.

University Teaching Certificate Program (UTC)

The UTC Program provides graduate students with intensive pedagogical training to prepare them for success as university-level instructors. Graduate students enrolled in UTC attend weekly seminars led by faculty members, complete projects designed to develop instructional strategies, and draft teaching philosophies. Students who complete the program receive a certificate from the Dean of the Graduate Division.
http://utc.ucr.edu/

ORIENTATIONS

Graduate Division and other offices on campus offer new student orientations and trainings to prepare incoming graduate students. The department holds **mandatory** orientations and meetings. New graduate students must receive approval from the Graduate Advisor BEFORE any scheduled department orientation meetings to be excused from events. The orientation schedule will be sent to the department faculty and students in September.

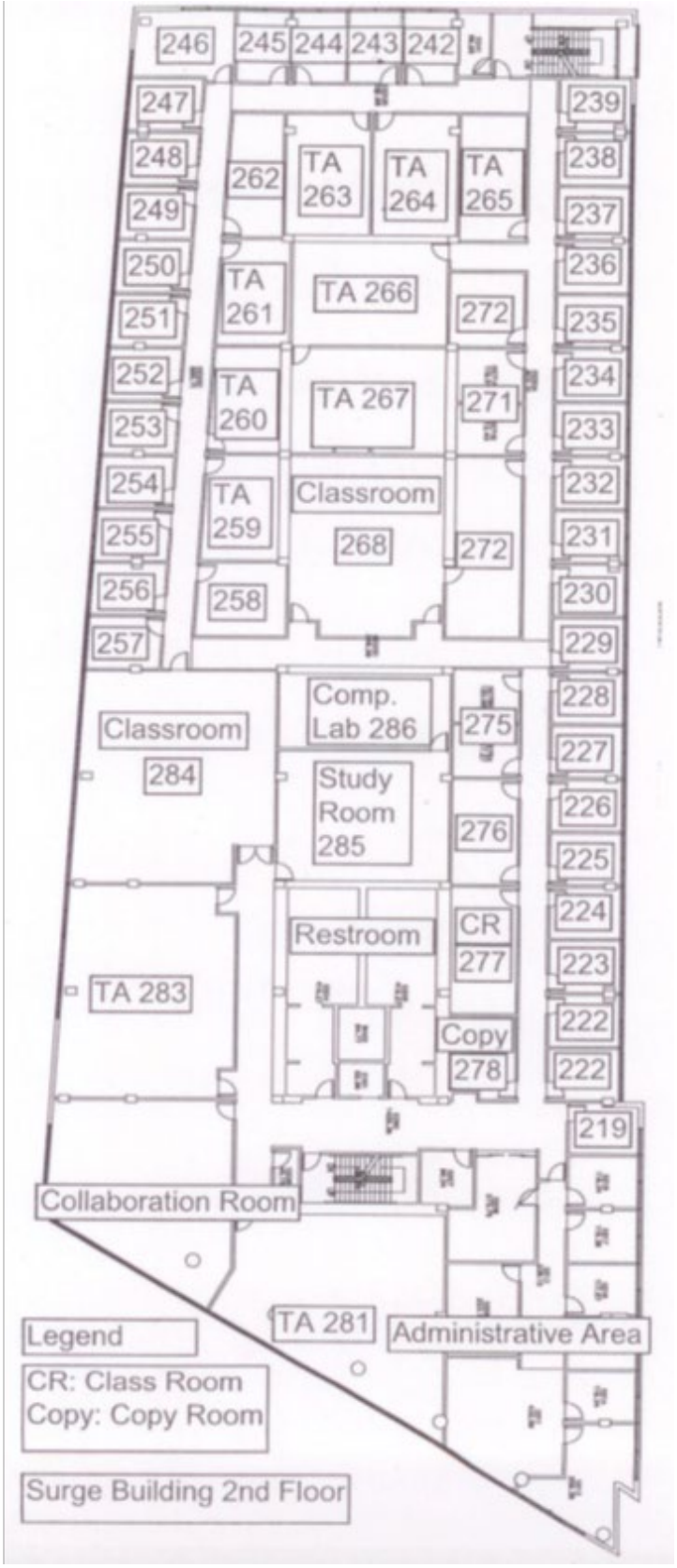
Department & Room Keys

Graduate students are responsible for all department and room keys issued to them during their time in the department. These keys must not be duplicated in any form. For security reasons, any lost, stolen, or misplaced key(s) must be reported to the Department Administrative Office in Skye Hall. Lost keys may result in a lockset change and a new key issued. A charge of **$10.00** for a lost key will be assessed to the student. Keys may not be lent or transferred to anyone else at any time.

CONCLUSION

The Department of Mathematics is proud of its faculty, staff, and students. We hope this document is helpful and that you enjoy your graduate studies in the Mathematics Department at University of California, Riverside.

SKYE HALL BUILDING FLOOR PLAN – 2ND FLOOR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Classroom
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Comp. Lab 286
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Classroom
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Study Room 285
276
Restroom
CR
277
TA 283
Copy
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Collaboration Room
TA 281
Administrative Area
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222
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Legend
CR: Class Room
Copy: Copy Room
Surge Building 2nd Floor